



**DISTRICT OF HUDSON'S HOPE  
AGENDA – REGULAR COUNCIL MEETING**

Council Chambers  
May 6, 2024, at 6 pm

**First Nations Acknowledgement**

**The District of Hudson's Hope would like to respectfully acknowledge that the land on which we gather is in the traditional territory of the Treaty 8 First Nations.**

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**1. Call to Order**

**2. Dedication Page**

**3. Delegations**

D1 Ross Tremblay – Municipal Advisory Committee – Verbal Update Page 3

**4. Notice of New Business**

**5. Adoption of Agenda by Consensus**

**6. Declaration of Conflict of Interest**

**7. Adoption of Minutes:**

M1 Regular Council Meeting Minutes April 15, 2024 Page 4

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

**9. Public Hearing:**

**10. Staff Reports:**

SR1 2024 UBCM Minister Meeting Request Page 21

SR2 Northern Health Imagine Grant Page 22

SR3 Youth Councillor Report - Update Page 24

**11. Committee Meeting Reports:**

## 12. Bylaws

B1	Water Conservation Bylaw No. 947, 2024	Page 25
B2	Procedure Amendment Bylaw No. 948, 2024	Page 36
B3	Annual Financial Plan Bylaw No. 945, 2024	Page 68
B4	Annual Tax Rates Bylaw No. 946, 2024	Page 76
B5	Loan Authorization Bylaw No.950, 2024	Page 81
B6	Garbage Collection Amendment Bylaw No. 942, 2024	Page 87
B7	Property Maintenance Bylaw No. 941, 2024	Page 106
B8	Municipal Ticket Information Bylaw No. 943, 2024	Page 126

## 13. Correspondence:

C1	Amendments to Wildlife and Garbage Bylaws	Page 145
C2	Bluey Day Shave Day 2024 Invitation	Page 146
C3	Letter of Concern – Ray Gallant	Page 148

### Reports by Mayor & Council

## 14. Old Business:

DIARY	Diarized
» Commercial Water Rate Increase-annual budget Consideration	2019
» ATV Campground – Naming / Memorial Plaque	2022
» Council Remuneration Policy	2023
» Indigenous Cultural Safety and Cultural Humility Training Grant	2023

## 15. New Business:

## 16. Public Inquiries:

## 17. In-Camera Session

## 18. Adjournment

Hello Mayor and Council,

We would like to take this opportunity to introduce ourselves. We are the Hudson's Hope Municipal Advisory Committee. We have recently been created in public assembly, by a nomination and election process, that was publicly advertised by putting fliers in mailboxes, placing notices on bulletin boards around town and by PSA. This was in response to local residents' concerns regarding recent proposed bylaw amendments.

Our goal is to enhance our community by re-establishing positive communication and engagement between the citizens, residents, council and administration. To assist in providing the best possible solutions, tailor made for Hudson's Hope, moving forward. Post amendment review, we are interested in taking on other roles to improve our community.

Currently we are involved in reviewing the most recent proposed bylaw amendments, with the goal of finding solutions that best suit our community. The alternative amendments are aimed to be more suitable to our specific needs and may be better received by the citizens and residents of Hudson's Hope. These changes should be of less impact and greater benefit to the residents, citizens, wildlife and the environment.

Today we are here to request the following:

- That Council defer consideration of the following amendments until June 17th at which point the Committee will submit their compiled recommendations:
  - District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024 dated March 4, 2024
  - Garbage Collection Amendment No. Bylaw 942, 2024 dated March 4, 2024 and
  - Municipal Ticket Information System Bylaw No. 943, 2024
- That Council provide a meeting space for the Committee; any District space that can seat 20 members will meet our current needs. Currently we are meeting every two weeks to put together our report for June 17th but would be looking to meet monthly after that.

We thank you for your time and hope we can work closely going forward.

Sincerely,

Hudson's Hope Municipal Advisory Committee



**REGULAR COUNCIL MEETING**  
**District Office – Council Chambers**  
**April 15, 2024, 6:00 pm**

Present: Mayor Travous Quibell  
Councillor Debbie Beattie  
Councillor Greta Goddard  
Councillor James Cryderman  
Councillor KK Charlesworth  
Councillor Tashana Winnicky  
Councillor Tina Jeffrey

Staff: Chief Administrative Officer, Crystal Brown  
Corporate Officer, Andrea Martin  
Deputy Treasurer, Tonia Alexander  
Director of Public Works, Robert Dauphinee  
Director of Protective Services, Fred Burrows  
Deputy Fire Chief, Allan Graham

Delegation D1 Dale Bumstead, Scion Strategies Ltd  
D2 Corporal Erich Schmidt, RCMP

Other: There were four community members in the gallery.

**1. CALL TO ORDER**

Mayor Quibell called the meeting to order at 6:00 pm.

**2. DELEGATIONS**

**D1 Dale Bumstead— Update on the Leader's Table**

In 2022, four of the Treaty 8 Nations engaged Mr. Bumstead to support some of the initiatives resulting from the Yahey Decision and help bring communities together. One of the initiatives was the creation of the Leaders Table, a way to bring the Mayors, Peace River Regional District Directors, and Treaty 8 Chiefs together as a collective group to have open communication, engagement, and discussion about common issues that we would have as community leaders; whether it's an indigenous community or nonindigenous community.

After the Yahey decision, there was concern about the potential escalation of racism, like what emerged from the Southern Mountain Caribou. The Leaders Table concept was proposed to bring all the community leaders together to help build relationships with our indigenous neighbors and work collectively.

The first meeting was held in 2023. Some topics discussed so far include connectivity, access to natural gas, TLE, and wildfire. Mr. Bumstead's other work with the Nations includes cross-cultural training, replacing Treaty 8 signage in the area, working with the airports to display local indigenous history, and working on a land acknowledgment for the area.

The next Leaders Table meeting is scheduled for June 11, 2024.

## **D2 Corporal Erich Schmidt RCMP – Strategic Priorities and Enforcement Targets.**

Corporal Schmidt addressed the Mayor and Council to the intended targets of the Hudson's Hope Detachments priorities for 2024, which are much the same as in previous years. Traffic enforcement with check stops, school zones, and signage. Property crime has reduced over the past year by over 90% due to the effective investigation and apprehension of a local community member engaged in multiple residential and industry thefts.

Corporal Erich Schmidt welcomed Constable Cara Volz to the detachment and noted that she is very much engaged in the community, attending several events since her arrival.

### **RESOLUTION NO. 164/2024 M/S Councillors Jeffrey/Winnicky**

That Council vary the Agenda to go into a Closed Meeting for the purpose of discussing the following items:

- Agenda items ICD1 – Community Charter Section 90(1)(f), law enforcement, and Community Charter Section 90(1)(j), information that is prohibited from disclosure.

**CARRIED**

Mayor Quibell recessed the meeting to a Closed Session at 6:30 pm.

Mayor Quibell reconvened to the Regular Council Meeting at 6:59 pm.

## **3. NOTICE OF NEW BUSINESS**

## **4. ADOPTION OF AGENDA BY CONSENSUS**

## **5. DECLARATION OF CONFLICT OF INTEREST**

## 6. ADOPTION OF MINUTES

### M1 REGULAR COUNCIL MINUTES APRIL 8, 2024

#### RESOLUTION NO. 165/2024

**M/S Councillors Winnicky/Goddard**

That Council defer the minutes of the April 8, 2024, Regular Council Meeting to the next Council Meeting.

**CARRIED**

## 7. BUSINESS ARISING FROM THE MINUTES

## 8. PUBLIC HEARING

#### RESOLUTION NO. 166 /2024

**M/S Councillors Winnicky/Jeffrey**

That Council vary the Agenda to allow for a Public Inquiry from the Gallery.

**CARRIED**

**OPPOSED: Councillor Charlesworth**

## 16. PUBLIC INQUIRIES

John Simcock and Kevin Howard wanted to let the Mayor and Council know that they submitted a letter to the District with questions and concerns as discussed during the April 8, 2024, Regular Council meeting regarding the District's Purchasing Policy.

## 9. STAFF REPORTS

### SR1 REVISED DRAFT 2024 CAPITAL BUDGET SUMMARY

#### RESOLUTION NO. 167/2024

**M/S Councillors Jeffrey/Beattie**

That Council receives the report titled "Revised Draft 2024 Capital Budget Summary" dated April 15, 2024, for information.

**CARRIED**

### SR2 DRAFT 2024 CAPITAL BUDGET – WATER INFRASTRUCTURE & WATER TREATMENT PLANT

#### RESOLUTION NO. 168/2024

**M/S Councillors Winnicky/Beattie**

That Council authorizes a funding commitment in the amount of \$96,164, payable from the Local Government Climate Action Program Fund, to be used towards the water meter program.

**CARRIED**

**OPPOSED: Councillor Jeffrey**

**RESOLUTION NO. 169/2024**

**M/S Councillors Charlesworth/Cryderman**

That Council receives the draft 2024 Capital Budget for Water Infrastructure and Water Treatment Plant, totalling \$825,000 in 2024, which includes Municipal Finance Authority borrowing in 2025 for the construction of a permanent water treatment plant, in the 2024 Financial Plan.

**RESOLUTION NO. 170/2024**

**M/S Councillors Winnicky/Cryderman**

That Council tables Resolution No. 169 which states

“That Council receives the draft 2024 Capital Budget for Water Infrastructure and Water Treatment Plant, totalling \$825,000 in 2024, which includes Municipal Finance Authority borrowing in 2025 for the construction of a permanent water treatment plant, in the 2024 Financial Plan.”

Until after Council deals with Agenda Item SR3- Draft 2024 Capital Budget – Community Hall.

**CARRIED**

**OPPOSED: Councillor Jeffery**

**SR3 DRAFT 2024 CAPITAL BUDGET – COMMUNITY HALL**

**RESOLUTION NO. 150/2024**

**M/S Councillors Winnicky/Charlesworth**

That Council includes the draft 2024 Capital Budget for the Community Hall, totaling \$300,000, which includes Municipal Finance Authority borrowing in 2026 for the construction of a new community hall, in the 2024 Financial Plan.

**AMENDMENT**

**RESOLUTION NO. 171/2024**

**M/S Councillors Winnicky/Cryderman**

That Council amends the motion by removing the funding commitment in the amount of \$150,00, payable from the Growing Communities Fund, for upgrades to the District of Hudson's Hope Community Hall, therefore reducing the 2024 Capital Budget for the Community Hall from \$300,000 to \$150,000.

**CARRIED**

**OPPOSED: Mayor Quibell, Councillor Jeffrey and Beattie**

**MOTION AS AMENDED  
RESOLUTION NO. 150/2024  
M/S Councillors /Beattie**

That Council removes the funding commitment in the amount of \$150,00, payable from the Growing Communities Fund, for upgrades to the District of Hudson's Hope Community Hall; further, that Council removes expenditure "Community Hall Upgrades" totalling \$150,000, and decreases Revenue by \$150,000; and further, that includes the draft 2024 Capital Budget for the Community Hall, totaling \$150,000, which includes Municipal Finance Authority borrowing in 2026 for the construction of a new community hall, in the 2024 Financial Plan.

**CARRIED**

**OPPOSED: Mayor Quibell, Councillor Jeffrey, and Beattie**

**SR2 DRAFT 2024 CAPITAL BUDGET – WATER INFRASTRUCTURE & WATER TREATMENT PLANT**

**RESOLUTION NO. 172/2024  
M/S Councillors Winnicky/Cryderman**

That Council authorizes a funding commitment in the amount of \$65,602, payable from the Growing Community Funds, to fund the shortfall in 2024 and 2025 in the Water Infrastructure Capital Budget.

**CARRIED**

**MOTION LIFTED FROM THE TABLE  
RESOLUTION NO. 170/2024**

**M/S Councillors Winnicky/Cryderman**

That Council receives the draft 2024 Capital Budget for Water Infrastructure and Water Treatment Plant, totalling \$825,000 in 2024, which includes Municipal Finance Authority borrowing in 2025 for the construction of a permanent water treatment plant, in the 2024 Financial Plan.

**CARRIED**

**SR4 DRAFT 2024 CAPITAL BUDGET – FIRE FACILITIES**

**RESOLUTION NO. 155/2024  
M/S Councillors Beattie/ Charlesworth**

That Council receives the report titled "Draft 2024 Capital Budget – Fire Facilities" dated April 15, 2024; further, decreases expenditure "Beryl Prairie Hall Building Upgrades" by \$100,000, and decreases Revenue by \$100,000 in the draft 2024 Capital Budget for Fire Facilities; and further, that Council includes the revised draft 2024 Capital Budget for Fire Facilities, totaling \$45,000, in the 2024 Financial Plan.

**DEFEATED**

**OPPOSED: Councillors Jeffrey, Charlesworth, Cryderman, Winnicky, Goddard and Beattie**

**RESOLUTION NO. 173/2024**

**M/S Councillors Winnicky/Beattie**

That Council removes the expenditures "Downtown Hall Building Upgrade" totalling \$20,000 and the "Beryl Prairie Hall Building Upgrades" totalling \$125,000 and decreases Revenue by \$145,000 in the Draft 2024 Capital Budget for Fire Facilities.

**OPPOSED: Mayor Quibell and Councillor Jeffrey**

**CARRIED**

**RESOLUTION NO. 174/2024**

**M/S Councillors Cryderman/Jeffrey**

That Council authorize Staff to allocate the Peace River Agreement Funds and Community Works Funds as required to balance the Draft 2024-2028 Capital Budget; further, that any remaining funds be allocated back to reserve.

**CARRIED**

**SR5 DRAFT 2024 OPERATING BUDGET SUMMARY**

**RESOLUTION NO. 175/2024**

**M/S Councillors Cryderman/Goddard**

That Council receives the report titled "Draft 2024 Operating Budget Summary" dated April 15, 2024, for information.

**CARRIED**

**RESOLUTION NO. 176/2024**

**M/S Councillors Winnicky/Beattie**

That Council motion to vary the Agenda to bring forward Item SR21 Draft 2024 Operating Budget – Tax Rate Revenue for discussion.

**CARRIED**

**SR21 DRAFT 2024 OPERATING BUDGET – TAX RATE REVENUE**

**RESOLUTION NO. 177/2024**

**M/S Councillors Winnicky/Beattie**

That Council receives the report titled "Draft 2024 Operating Budget – Tax Rate Revenue" dated April 15, 2024; further, that Council includes the draft 2024 Operating Budget for Tax Rate Revenue, totalling \$4,216,004 in the 2024 Financial Plan.

**DEFEATED**

**OPPOSED: Mayor Quibell, Councillors Beattie, Goddard, Winnicky, Cryderman, Charlesworth and Jeffrey.**

**RESOLUTION NO. 178 /2024**

**M/S Councillors Winnicky/Jeffrey**

That Council adopts the following tax rates for the 2024 Financial Plan: Residential \$3.75 per thousand; Utilities \$40.00 per thousand; Major Industry \$25.00 per thousand; Light Industry \$25.00 per thousand; Business \$10.25 per thousand; Recreational and Non-Profit \$3.25 per thousand and Farm \$3.25 per thousand; further that staff include in the 2024 Financial Plan.

**CARRIED**

**SR6 DRAFT 2024 OPERATING BUDGET – GENERAL ADMINISTRATION**

**RESOLUTION NO. 179/2024**

**M/S Councillors Beattie/Winnicky**

That Council receives the report titled “Draft 2024 Operating Budget – General Administration” dated April 15, 2024; further, that Council authorizes a funding commitment in the amount of \$6,720, payable from the COVID-19 Restart fund, to be used towards the costs of implementing Escribe.

**CARRIED**

**RESOLUTION NO. 180/2024**

**M/S Councillors Goddard/ Cryderman**

That Council authorizes a funding commitment in the amount of \$20,000, payable from the COVID-19 Restart fund, to be used towards the costs for recording services and live streaming Council Meetings

**CARRIED**

**RESOLUTION NO. 181/2024**

**M/S Councillors Winnicky/Jeffrey**

That Council authorizes a funding commitment in the amount of \$47,298, payable from the COVID-19 Restart fund, to be used towards the costs of purchasing additional software, including, budget software, engagement software and website updates, and implementing two Duo multi-factor authentication.

**CARRIED**

**RESOLUTION NO. 182/2024**

**M/S Councillors Cryderman/ Charlesworth**

That Council includes the draft 2024 Operating Budget - General Administration, totalling \$2,281,690 in the 2024 Financial Plan.

**AMENDMENT**

**RESOLUTION NO. 183/2024**

**M/S Councillors Winnicky/Cryderman**

That Council amends the motion to decrease expenditure “Contingency Fund” from \$250,000 to \$100,000, and reduce Shortfall by \$150,000 in the 2024 Operating Budget for General Administration.

**CARRIED**

**MOTION AS AMENDED**

**RESOLUTION NO. 182/2024**

**M/S Councillors Cryderman/Charlesworth**

That Council decreases expenditure "Contingency Fund" from \$250,000 to \$100,000 and reduces Shortfall by \$150,000 in the in the 2024 Operating Budget for General Administration; and further, that Council includes the revised draft 2024 Operating Budget - General Administration, totalling \$2,181,690 the 2024 Financial Plan.

**CARRIED**

**SR7 DRAFT 2024 OPERATING BUDGET – MFA DEBT SERVICING**

**RESOLUTION NO. 184 /2024**

**M/S Councillors Beattie/Goddard**

That Council receives the report titled "Draft 2024 Operating Budget – MFA Debt Servicing" dated April 15, 2024, which includes the Draft Municipal Finance Authority Debt Servicing amounts in the Five-Year Financial Plan, totalling \$1,992,035, for information.

**CARRIED**

**SR8 DRAFT 2024 OPERATING BUDGET – ICBC & OTHER**

**RESOLUTION NO. 185/2024**

**M/S Councillors Winnicky/Charlesworth**

That Council receives the report titled "Draft 2024 Operating Budget – ICBC & Other" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for ICBC & Other, totalling \$102,660 in the 2024 Financial Plan.

**CARRIED**

**SR9 DRAFT 2024 OPERATING BUDGET – PROTECTIVE SERVICES & EMERGENCY PREPAREDNESS**

**RESOLUTION NO. 186/2024**

**M/S Councillors Charlesworth/Cryderman**

That Council receives the report titled "Draft 2024 Operating Budget – Protective Services & Emergency Preparedness" dated April 15, 2024; further, that council authorizes a funding commitment in the amount of \$40,000, to be used towards the Deputy Fire Chief's wages.

**AMENDMENT**

**RESOLUTION NO. 187/2024**

**M/S Councillors Winnicky/Goddard**

That Council amends the motion to include payable from the COVID 19 Restart Fund.

**CARRIED**

**MOTION AS AMENDED  
RESOLUTION NO. 186/2024**

**M/S Councillors Charlesworth? Cryderman**

That Council receives the report titled "Draft 2024 Operating Budget – Protective Services & Emergency Preparedness" dated April 15, 2024; further that Council authorizes a funding commitment in the amount of \$40,000, payable from the COVID 19 Restart Fund.

**CARRIED**

**RESOLUTION NO. 188/2024**

**M/S Councillors Goddard/Winnicky**

That Council includes the draft 2024 Operating Budget for Protective Services & Emergency Preparedness, totalling \$743,300 in the 2024 Financial Plan.

**CARRIED**

**SR10 DRAFT 2024 OPERATING BUDGET – BYLAW AND ANIMAL CONTROL**

**RESOLUTION NO. 189/2024**

**M/S Councillors Winnicky/Cryderman**

That Council receives the report titled "Draft 2024 Operating Budget – Bylaw & Animal Control" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Bylaw & Animal Control, totalling \$49,643 in the 2024 Financial Plan.

**CARRIED**

**SR11 DRAFT 2024 OPERATING BUDGET – ASSET MANAGEMENT**

**RESOLUTION NO. 190/2024**

**M/S Councillors Jeffrey/Beattie**

That Council receives the report titled "Draft 2024 Operating Budget – Asset Management" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Asset Management, totalling \$100,000 in the 2024 Financial Plan.

**CARRIED**

**SR12 DRAFT 2024 OPERATING BUDGET – PUBLIC WORKS**

**RESOLUTION NO. 191/2024**

**M/S Councillors Goddard/Beattie**

That Council receives the report titled "Draft 2024 Operating Budget – Public Works" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Public Works, totalling \$2,030,450 in the 2024 Financial Plan.

**CARRIED**

**SR13 DRAFT 2024 OPERATING BUDGET – WASTE MANAGEMENT**

**RESOLUTION NO. 192/2024**

**M/S Councillors Beattie/Charlesworth**

That Council receives the report titled “Draft 2024 Operating Budget – Waste Management” dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Waste Management, totalling \$205,000 in the 2024 Financial Plan.

**AMENDMENT**

**RESOLUTION NO. 193/2024**

**M/S Councillors Winnicky/Cryderman**

That Council amends the motion to move the expenditure for bear resistant bins at a cost of \$105,000 to the 2025 year, and decreases Revenue by \$8,000.

**CARRIED**

**AMENDED MOTION**

**RESOLUTION NO. 192/2024**

**M/S Councillors Beattie/Charlesworth**

That Council receives the report titled “Draft 2024 Operating Budget – Waste Management” dated April 15, 2024; further, that Council decreases expenditures by \$105,000 and decreases Revenue by \$8,000 in the draft 2024 draft 2024 Operating Budget for Waste Management; and further, that Council includes draft 2024 Operating Budget for Waste Management, totalling \$100,000 in the 2024 Financial Plan.

**CARRIED**

**SR14 DRAFT 2024 OPERATING BUDGET – CEMETERY**

**RESOLUTION NO. 194/2024**

**M/S Councillors Winnicky/Beattie**

That Council receives the report titled “Draft 2024 Operating Budget – Cemetery” dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Cemetery, totalling \$10,000 in the 2024 Financial Plan.

**CARRIED**

**SR15 DRAFT 2024 OPERATING BUDGET – LIBRARY AND NEW HORIZONS**

**RESOLUTION NO. 195/2024**

**M/S Councillors Goddard/Winnicky**

That Council receives the report titled “Draft 2024 Operating Budget – Library & New Horizons” dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Library & New Horizons, totalling \$148,545 in the 2024 Financial Plan

**CARRIED**

## **SR16 DRAFT 2024 OPERATING BUDGET – PARKS AND RECREATION**

### **RESOLUTION NO. 196/2024**

#### **M/S Councillors Jeffrey/Winnicky**

That Council receives the report titled “Draft 2024 Operating Budget – Parks & Recreation” dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Parks & Recreation, totalling \$838,450 in the 2024 Financial Plan.

### **AMENDMENT**

#### **RESOLUTION NO. 197/2024**

#### **M/S Councillors Winnicky/ Cryderman**

That Council amends the motion to remove the expenditure “Arborist” totalling \$52,000 and decrease shortfall by \$52,000 in the Draft 2024 Operating Budget.

**CARRIED**

### **AMENDED MOTION**

#### **RESOLUTION NO. 198/2024**

#### **M/S Councillors Jeffery/Winnicky**

That Council receives the report titled “Draft 2024 Operating Budget – Parks & Recreation” dated April 15, 2024; further, that Council removes the expenditure “Arborist” totalling \$52,000 and decrease shortfall by \$52,000 in the Draft 2024 Operating Budget; and further, that council includes the draft 2024 Operating Budget for Parks & Recreation, totalling \$786,450 in the 2024 Financial Plan.

### **RESOLUTION NO. 199/2024**

#### **M/S Councillors Winnicky/Goddard**

That Council extends the Regular Council Meeting past 9:00 pm.

**CARRIED**

Councillor Cryderman left the meeting at 9:00pm.

Councillor Cryderman returned to the meeting at 9:03pm.

### **RESOLUTION NO. 200/2024**

#### **M/S Councillors Winnicky/Cryderman**

That Council recess to a Closed Meeting to discuss whether the current motion properly belongs in a Closed Meeting (*Community Charter Section 90(1)(n)*).

**CARRIED**

Mayor Quibell recessed the meeting to a Closed Session at 9:04 pm.

Mayor Quibell reconvened to the Regular Council Meeting at 9:15 pm.

**AMENDMENT**

**RESOLUTION NO. 201/2024**

**M/S Councillors Winnicky/ Goddard**

That Council amends the motion to decrease expenditures by \$15,000 from the 2025, 2026, 2027 and 2028 Financial Plan years under Parks and Recreation.

**CARRIED**

**AMENDED MOTION**

**RESOLUTION NO. 202/2024**

**M/S Councillors Jeffery/Winnicky**

That Council receives the report titled "Draft 2024 Operating Budget – Parks & Recreation" dated April 15, 2024; further, that Council removes the expenditure "Arborist" totalling \$52,000 and decrease shortfall by \$52,000 in the Draft 2024 Operating Budget; and further, that Council decreases expenditures by \$15,000 in the draft 2025, 2026, 2027 and 2028 Operating Budget for Parks & Recreation; and further, that Council includes the draft 2024 Operating Budget for Parks & Recreation, totalling \$786,450 in the 2024 Financial Plan.

**SR17 DRAFT 2024 OPERATING BUDGET – PLANNING AND DEVELOPMENT**

**RESOLUTION NO. 203/2024**

**M/S Councillors Jeffrey/Winnicky**

That Council receives the report titled "Draft 2024 Operating Budget – Planning & Development" dated April 15, 2024; further, that Council includes the draft 2024 Operating Budget for Planning & Development, totalling \$343,242 in the 2024 Financial Plan.

**CARRIED**

**SR18 DRAFT 2024 OPERATING BUDGET – ECONOMIC DEVELOPMENT**

**RESOLUTION NO. 204/2024**

**M/S Councillors Winnicky/Jeffrey**

That Council receives the report titled "Draft 2024 Operating Budget – Economic & Development" dated April 15, 2024; further, that Council includes the draft 2024 Operating Budget for Economic & Development, totalling \$70,000 in the 2024 Financial Plan.

**AMENDMENT**

**RESOLUTION NO. 206/2024**

**M/S Councillors Winnicky/Cryderman**

That Council amends the motion to adjust the total from \$70,000 to \$80,000 in the 2024 Financial Plan.

**CARRIED**

**MOTION AS AMENDED  
RESOLUTION NO. 204/2024**

**M/S Councillors Winnicky/Jeffrey**

That Council receives the report titled "Draft 2024 Operating Budget – Economic & Development" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Economic & Development, totalling \$80,000 in the 2024 Financial Plan.

**CARRIED**

**RESOLUTION NO. 207/2024**

**M/S Councillors Winnicky/Cryderman**

That Council decreases expenditure "O&M" totalling \$10,000 in years 2025-2028, plus inflationary effect in 2026-2028, with a combined total of \$41,836 in the draft 2024 Financial Plan for Economic & Development

**CARRIED**

**SR19 DRAFT 2024 CAPITAL BUDGET – WATER UTILITY**

**RESOLUTION NO. 208/2024**

**M/S Councillors Winnicky/Beattie**

That Council receives the report titled "Draft 2024 Operating Budget – Water Utility" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Water Utility, totalling \$1,039,750 in the 2024 Financial Plan.

**AMENDMENT**

**RESOLUTION NO. 209/2024**

**M/S Councillors Winnicky/Goddard**

That Council defer the expenditure "Reservoir Assessment" totalling \$15,000 from the Draft 2024 Operating Budget – Water Utility to 2025.

**OPPOSED: Mayor Quibell, Councillors Jeffrey, Charlesworth, Cryderman, Winnicky, Goddard and Beattie.**

**DEFEATED**

**AMENDMENT**

**RESOLUTION NO. 208/2024**

**M/S Councillors Winnicky/Goddard**

That Council motion to remove the expenditure "Temporary Utility Support" totalling \$25,000 and reduce Draft 2024 Operating Budget – Water Utility and charge directly to the wage.

**CARRIED**

**MOTION AS AMENDED  
RESOLUTION NO. 209/2024**

**M/S Councillors Winnicky/Beattie**

That Council receives the report titled "Draft 2024 Operating Budget – Water Utility" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Water Utility, totalling \$1,014,750 in the 2024 Financial Plan.

**CARRIED**

**SR20 DRAFT 2024 CAPITAL BUDGET – WATER UTILITY**

**RESOLUTION NO. 210/2024**

**M/S Councillors Winnicky/Cryderman**

That Council receives the report titled "Draft 2024 Operating Budget – Wastewater Utility" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Wastewater Utility, totalling \$255,162 in the 2024 Financial Plan.

**CARRIED**

Councillor Cryderman left the meeting at 9:35 pm.

**10. COMMITTEE MEETING REPORTS**

**11. BYLAWS**

**B1 FEES AND CHARGES AMENDMENT BYLAW NO. 944, 2024**

**RESOLUTION NO. 211/2024**

**M/S Councillors Winnicky/Beattie**

That Council receives the report titled "District of Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024" dated April 15, 2024; further, that Council gives "District of Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024, which establishes a rental fee of \$100 for the ATV Picnic Shelter, first and second reading.

**CARRIED**

**OPPOSED: Councillor Jeffrey**

**RESOLUTION NO. 212/2024**

**M/S Councillors Winnicky/Goddard**

That Council gives "District of Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024", third reading.

**CARRIED**

**OPPOSED: Councillor Jeffrey**

**12. CORRESPONDENCE**

**C1 2024 MS CANADA PROCLAMATION REQUEST**

Council directed staff to prepare the proclamation for MS Awareness Month for the Mayor to sign.

**C2 SAKRED CIRCLES REQUEST UPDATE**

**RESOLUTION NO. 213/2024**

**M/S Councillors Winnicky/Beattie**

That Council receives the correspondence titled "Sakred Circles Request Update" Housing Shortage" for discussion.

**CARRIED**

**RESOLUTION NO. 214/2024**

**M/S Councillors Winnicky/Jeffrey**

That Council authorizes Sakred Circles to prebook and pay for Cameron Lake campsites 8 to 16 and the group area sites 18 to 21 as indicated on the map provided for discussion.

**CARRIED**

**C3 HOUSING SHORTAGE**

**RESOLUTION NO. 215/2024**

**M/S Councillors Winnicky/Charlesworth**

That Council receives the correspondence titled "Housing Shortage" for information.

**CARRIED**

**C4 LGPS104011 – HUDSON'S HOPE ESS APPROVAL AGREEMENT**

**RESOLUTION NO. 216/2024**

**M/S Councillors Winnicky/Charlesworth**

That Council receives the correspondence titled "LGPS10411-Hudson's Hope-2024 ESS-Approval Agreement" for information.

**CARRIED**

**C5 POSITIVE TICKET LETTER HH RCMP**

**RESOLUTION NO. 217/2024**

**M/S Councillors Winnicky/Beattie**

That Council receives the correspondence titled "Positive Ticket Letter HH RCMP"; further, that Council authorizes the Recreation Officer to provide sponsoring coupons for the swim passes and ice-skating passes to support the positive ticketing.

**CARRIED**

**C6 REQUEST OF THE USE OF BEATTIE PARK – JOSLIN – CELEBRATING JOSH**

**RESOLUTION NO. 218/2024**

**M/S Councillors Winnicky/Beattie**

That Council receives the correspondence titled “Request for the use of Beattie Park – Joslin – Celebrating Josh” for information; further, that Council approves the request from Hannah Scott to use Beattie Park for the celebration of Josh Joslin for Saturday, May 25, 2024, from the hours of 1:00 pm to approximately 3:00 pm; further, that Hannah Scott be authorized to use the power from the Visitor Centre.

**CARRIED**

**C7 RESOLUTION OF SUPPORT PEACE VALLEY ARTS SOCIETY 2024**

**RESOLUTION NO. 219/2024**

**M/S Councillors Winnicky/Jeffrey**

That Council receives the correspondence titled “Resolution of Support Peace Valley Arts Society 2024”; further that Council provides a letter of support for the application to the NDIT for a free artist workshop series.

**CARRIED**

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

**14. OLD BUSINESS**

**15. NEW BUSINESS**

Mayor Quibell recessed the meeting for a Closed Session at 9:49 pm.

**17. IN-CAMERA SESSION**

**ICSR1 NOTICE OF CLOSED SESSION – APRIL 15, 2024**

**RESOLUTION NO. 220/2024**

**M/S Councillors Jeffrey/Beattie**

That Council receive the report titled “Notice of Closed Session – April 15, 2024”; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda Items ICM1** - *Community Charter* Section 90(1)(b), closed meeting minutes; and
- **Agenda items ICSR1** – *Community Charter* Section 90(1)(c), labour relations and employee relations.

**CARRIED**

## 17. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned it to 11:05 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD MONDAY, APRIL 15, 2024.

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Travous Quibell, Mayor

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Andrea Martin, Corporate Officer

DRAFT



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Crystal Brown, Chief Administrative Officer  
**DATE:** May 6, 2024  
**SUBJECT:** 2024 UBCM Minister Meeting Requests

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### RECOMMENDATION:

That Council receive the report titled "2024 UBCM Minister Meeting Requests" dated May 6, 2024, further, that Council identifies topics to be requested with provincial Ministers during the 2024 Union of BC Municipalities Convention.

### BACKGROUND:

Union of BC Municipalities (UBCM) Ministry Meetings will be held from September 16-20, 2024. The deadline to request Minister meetings has yet to be announced, although, in previous years, the deadline has been at the end of June. This year, registration for meetings with Provincial Cabinet Ministers during the 2024 UBCM Convention will go live on May 15, 2024.

### DISCUSSION:

Typically. Each Minister meeting request is limited to three topics. Each topic submitted must include a one-sentence summation of what Council would like from the meeting, with a brief backgrounder (maximum 700 characters) about the topic. It is required that the background information submitted with the meeting request provides a complete picture of the topics and requests. Minister meetings are granted based on a variety of criteria rather than in the order they are received, so please take your time to provide clear and detailed information.

Due to the volume of requests and scheduling availability, Council must rank its priority order for the meeting requests (most important to least important). Council will complete this task during the May 27, 2024, Council Meeting.

### FINANCIAL CONSIDERATIONS:

None at this time.

### ALTERNATIVE OPTIONS:

1. That Council receive the report titled "2024 UBCM Minister Meeting Requests" dated May 6, 2024, further, that Council identifies topics to be requested with provincial Ministers during the 2024 Union of BC Municipalities Convention; and further, that Council rank the priority order for the meeting request.

### ATTACHMENTS:

Prepared By: *Crystal Brown, Chief Administrative Officer*



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Kelsey Shewfelt, Recreation Officer  
**DATE:** May 6, 2024  
**SUBJECT:** Northern Health Imagine Grant

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### RECOMMENDATION:

That Council receives the report titled "Northern Health Imagine Grant" dated, May 6, 2024; further, that Council authorizes the submission of a grant application to the Northern Health Imagine Grant for a grant of up to \$10,000 for the purchase of portable skateboard park equipment; and further, that Council supports the project and commits to providing overall grant management, and to be responsible for any associated ineligible costs and cost overruns if required.

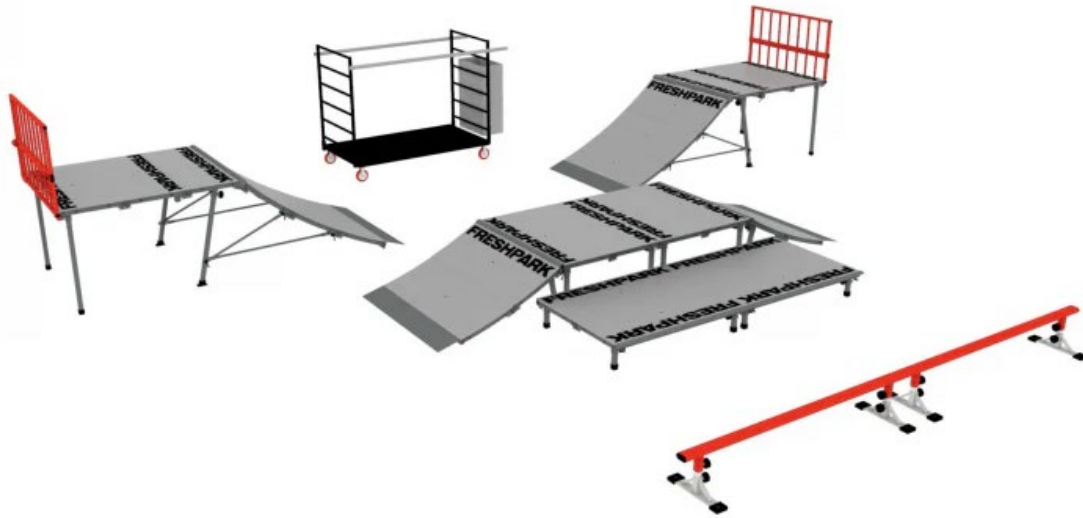
### BACKGROUND:

The District of Hudson's Hope's Skate Park requires maintenance work, including resurfacing, that has not been included in the budget for the upcoming years. The Recreation Department began opening the Arena on Friday evenings during the summer of 2023 for community members to enjoy skating, riding, or scootering. These events were popular with participants of all ages.

### DISCUSSION:

The Northern Health Imagine Grant is a funding program intended to support local governments, First Nations, and other community groups led projects that address health and wellness initiatives while improving the well-being of Northern BC residents.

The Recreation Department has researched and received a quote for a "Park in a Cart" from Freshpark Industries. This portable skateboard park can be folded down quickly and easily stored in the off season. This kit includes two quarter pipes, six fun box pads and legs, two launch ramps, two grind rails, two safety rails, and a rolling storage cart. Additional equipment can be purchased in the future if needed. These products are designed for riders of all skill levels and have an approximate lifespan of ten years with outdoor use.

**FINANCIAL CONSIDERATIONS:**

If the Northern Health Imagine Grant is granted, it will fully fund the costs for the purchase and delivery of the portable skateboard park. The cost of equipment is \$6,565.92, with shipping estimated at \$2,064.89 and taxes amounting to approximately \$1,241.76, bringing the total cost to \$9,872.57. Please note the amount mentioned, \$9,872.57 is based on pricing as of April 23, 2024.

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled "Northern Health Imagine Grant" dated May 6, 2024, for discussion.
2. That Council provide further direction.

Prepared By: *Kelsey Shewfelt, Recreation Officer*

Approved By: *Crystal Brown, Chief Administrative Officer*



## YOUTH COUNCILLOR REPORT

**TO:** Mayor and Council  
**FROM:** Taylor Sanderson, Student Councilor  
**DATE:** May 6, 2024  
**SUBJECT:** Student Council Update

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### **RECOMMENDATION:**

That Council receives the report titled "Student Council Update", dated April 7th, 2024, for information.

### **BACKGROUND: N/A**

### **DISCUSSION:**

#### **STUDENT BODY'S VALUES AND INTENTIONS:**

1. Events that bring the community together and help the wellbeing of general community.
2. Using funds efficiently to better the community

#### **THINGS WE WOULD LIKE TO SEE IN THE COMMUNITY:**

1. More outdoor recreational activities and things (such as improved outdoor basketball court, Improved skate park) and more things to do outdoors in town.
2. More activities, events, and things to do for the older kids of the community (ages 14-18)

#### **PAST EVENTS AND OUTCOMES:**

1. Trivia night (February 20th, 2024) - We had a good turn out with many positive reviews, even requests to host another Trivia night. It was also a super beneficial night for the school's basketball team as they got to do some fundraising to help pay for the season.
2. Theme week (March 11th - March 15th, 2024)

#### **POTENTIAL FUTURE EVENTS AND ACTIVITIES:**

1. Movie night
2. Another trivia night (as per request)



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Crystal Brown, Chief Administrative Officer

**DATE:** May 6, 2024

**SUBJECT:** District of Hudson's Hope Water Conservation Bylaw No. 947, 2024

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### **RECOMMENDATION #1:**

That Council receive the report titled "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024" dated March 4, 2024; further, that Council gives "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024", which established water conservation measures for the preservation of the Community Water System, first and second reading.

### **RECOMMENDATION #2:**

That Council authorizes an amendment to the Municipal Ticket Information System Bylaw to include fines for non-compliance with the District of Hudson's Hope Water Conservation Bylaw No. 947, 2024.

### **RECOMMENDATION #3:**

That Council authorizes the submission of a grant application to the BC Infrastructure Planning Grant Program, for a grant of up to \$10,000 to be used toward the development of a water conservation plan; further, that Council hat Council commits to providing overall grant management, and to be responsible for any associated ineligible costs and cost overruns if required.

### **BACKGROUND:**

On January 8, 2024, Council passed the following resolutions:

#### ***MOVED, SECONDED, and CARRIED***

*That Council receives the report titled "Water Conservation Bylaw" dated January 8, 2024; further, that Council authorizes the development of a draft Water Conservation Bylaw for Council's consideration.*

#### ***MOVED, SECONDED, and CARRIED***

*That Council refer discussion on the Water Conservation Bylaw to a future Committee of the Whole meeting.*

**DISCUSSION:**

In March 2022, a contract was awarded to L & M Engineering to update the Water Services Regulations Bylaw to allow staff to enforce water conservation to control demand at the water treatment plant. A new Bylaw was drafted and presented to Council on June 16, 2022, for first three readings. Council defeated the motion, and instructed staff to remove the water restrictions. On July 18, 2022, Council adopted the amended draft bylaw as presented without any water conservation requirements.

Following a decline in aquifer water quality in 2022 and a "Do Not Consume" order issued in August 2022, the wells serving the District of Hudson's Hope's water treatment plant were taken out of service and replaced by temporary pumps placed in the Peace River to extract the higher quality surface water for use in the District's potable water supply system, and a temporary treatment system was constructed.

The plant has been successfully delivering surface water to the community since February 2023. An integral part of the temporary treatment plant is the rental of a ballasted flocculation clarifier that was commissioned in April to handle higher turbidity in the river during the spring freshet and rain events over the summer.

The clarifier pre-treats the water reducing the turbidity to acceptable levels prior to filtration and disinfection. The clarifier has a firm capacity of 720 cubic metres per day but can effectively treat up to 1250 cubic metres per day if river turbidity conditions remain within practical limits for the treatment process to remain effective. Even with higher turbidity the clarifier can significantly reduce the solids in the water to suitable levels for the filtration system to work without significant risk to process upsets and/or plant failure.

In addition, the District purchased two Ultraviolet (UV) reactors to assist with the inactivation of cysts and oocysts that maybe present in the raw water and are a requirement from Northern Health for the treatment of surface water. All components of the temporary works are sized to treat up to 2000 cubic metres per day, except the clarifier.

In May of 2023, the Water Treatment Plant was treating up to 1200 cubic metres of water per day, pushing the clarifier to its limits. This water usage in the District is twice the recommended guidelines and higher than most communities. On May 23, 2023, the District of Hudson's Hope (District) received a technical memo from McElhanney requesting that the District consider the following elements to a concerted water conservation plan, which are presented in priority sequence:

1. A public information campaign should be started as soon as possible including Public Notices to conserve water, using the above limitations of the "temporary" treatment system as justification for limiting water usage to the greatest extent possible.
2. Water meters (if these don't already exist) should be installed on the public and commercial filling stations, and a usage fee should be implemented to limit overuse of these facilities.

3. Lawn watering restrictions should be considered over the summer period.
4. Northern Health is asking the District to consider its long-term water usage and storage needs. The distribution system features two storage reservoirs, but they are limited in their ability to buffer demand, with a total capacity of 2,730m<sup>3</sup>. Recent experience during treatment plant outages has led to the District running out of water and requiring water to be shipped into the community at considerable expense. The District should complete a leak detection study and create a program for fixing leakage, which is likely a considerable factor in the water demand in the community.
5. Consider closing the community pool for the season or purchasing water from a third-party for pool operations: During operation last summer, the pool required a daily top up of approximately 70 m<sup>3</sup> (400 x 45 gal drums) of water each day. 7% of the water that will be produced by the plant daily.

### **Water Conservation Plan**

During the spring and summer of 2023, the Minister of Emergency Management and Climate Readiness also requested that municipalities evoke or escalate water conservations measures in their communities as more than two-thirds of British Columbia's rivers were facing high to extreme drought conditions.

In February 2024, the District received correspondence from the Ministry of Municipal Affairs that streamflow and groundwater monitoring data, along with the snow conditions, suggested it is possible that the drought conditions experienced across the province in recent years will persist again into this year. Based on these early indicators, the Ministry recommended that local governments prepare for an elevated risk of experiencing drought in 2024.

To improve drought resilience, the Ministry is recommending that all local governments should be monitoring water supplies to gauge their current conditions and anticipate future water scarcity, as well as prepare a water conservation plan and implement water conservation measures, including development and implementation of a water conservation bylaw, public education, water metering, reviewing water pricing structures, providing rebates for low flow appliances, implementing leak detection, and investigating options for water reuse or reclamation, increased water storage and development of secondary or back up water sources.

A Water Conservation Plan can help local governments develop or update a Water Conservation Bylaw, which may limit water use seasonally or in stages based on projections of water availability. As well as bylaws that implement water use restrictions, bylaws can be tied to permit approval processes, such as building or plumbing bylaws that offset additional water demands through conservation improvements or require water efficient or drought tolerant landscaping.

**A water conservation should be updated every five years and must be endorsed by Council to apply for water and wastewater application-based capital funding through the Ministry of Municipal Affairs.**

As of May 3, 2024, the Peace Region remains in a [Drought Level 5](#).

### Water Conservation Plan Grant Opportunity

The Infrastructure Planning Grant Program (IPGP) is available to local governments to plan, design and manage infrastructure. The IPGP provides an opportunity to obtain grant funding up to \$10,000 to develop or update a Water Conservation Plan, or to plan capital projects that improve drought resilience. Program information is available on the Ministry's [website](#). The next deadline for the grant intake is June 12, 2024.

### FINANCIAL CONSIDERATIONS:

The proposed fines for District of Hudson's Hope Water Collection Bylaw No. 942, 2024, are presented for consideration to be included in the Municipal Ticket Information System Bylaw:

Column 1	Column 2 Bylaw Section	Column 3 Fine
Stage 1 – Water lawn during unapproved time or day.	1.1(a)	\$100.00
Stage 1 – Water trees, shrubs, flowers, or vegetables with a sprinkler during unapproved time or day.	1.1(b)	\$100.00
Stage 1 - Use a hose without an Automatic Shut-off Device.	1.1(c)	\$100.00
Stage 2 – Water lawn during unapproved time or day.	2.1(a)	\$200.00
Stage 2 – Water trees, shrubs, flowers, or vegetables with a sprinkler during unapproved time or day.	2.1(b)	\$200.00
Stage 2 - Use a hose without an Automatic Shut-off Device.	2.1(c)	\$200.00
Stage 3 – Water lawn during unapproved time or day.	3.1(a)	\$300.00
Stage 3 – Water trees, shrubs, flowers, or vegetables without an Automatic Shut-Off Device.	3.1(b)	\$300.00
Stage 3 – Use hose to wash outdoor surfaces without Automatic Shut-Off Device or unapproved use.	3.1(c)	\$300.00
Stage 3 – Use a hose to wash boats or motor vehicles without Automatic Shut-Off Device or unapproved use.	3.1(d)	\$300.00
Stage 3 - Use water to fill garden ponds, ornamental fountains, privately owned hot-tubs, or privately owned swimming pools.	3.1(e)	\$300.00
Stage 3 - Use a hose without Automatic Shut-Off Device.	3.1(f)	\$300.00
Stage 3 - Operate a lawn sprinkler using water for play.	3.1(g)	\$300.00
Stage 3 – Haul bulk water for non-potable use.	3.1(h)	\$300.00
Stage 4 – Water lawn, trees, shrubs, flowers, vegetables, or decorative planters.	4.1(a)	\$400.00

Stage 4 – Use a hose to wash outdoor surfaces without Automatic Shut-Off Device or unapproved use.	4.1(b)	\$400.00
Stage 4 – Use a hose to wash boats or motor vehicles without Automatic Shut-Off Device or unapproved use.	4.1(c)	\$400.00
Stage 4 - Use water to fill garden ponds, ornamental fountains, privately owned hot-tubs, or privately owned swimming pools.	4.1(d)	\$400.00
Stage 4 - Use a hose to provide water.	4.1(e)	\$400.00
Stage 4 - Operate a lawn sprinkler using water for play	4.1(f)	\$400.00
Stage 4 – Haul bulk water for non-potable use.	4.1(g)	\$400.00
Obstruct Bylaw Enforcement Officer	6.2	\$240.00

### COMMUNICATIONS AND OTHER CONSIDERATIONS:

If Council gives District of Hudson's Hope Water Conservation Bylaw No. 947, 2024, first and second reading, a Public Service Announcement will be issued to let the public know that the Bylaw will be discussed during the May 27, 2024, Committee of the Whole Meeting. Members of the public will be encouraged to submit written comments or attend the COW Meeting if they have any questions or concerns.

### ALTERNATIVE OPTIONS:

1. That Council receive the report titled "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024" dated March 4, 2024; further, that Council gives "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024", which established water conservation measures for the preservation of the Community Water System, first, second, and third reading; further, that the Bylaw be referred directly to the May 27, 2024, Council Meeting for consideration of adoption.
2. That Council receive the report titled "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024" dated March 4, 2024; further, that Council gives "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024", which established water conservation measures for the preservation of the Community Water System, first and second reading; further, that the Bylaw be referred to staff to incorporate changes prior to being discussed at the May 27, 2024, Committee of the Whole Meeting.

### ATTACHMENTS AND EXTERNAL LINKS:

1. Draft District of Hudson's Hope Water Conservation Bylaw No. 947, 2024
2. [Water Conservation Guide](#)

Prepared By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 947, 2024**

A Bylaw to establish water conservation measures with the District of Hudson's Hope

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WHEREAS Council has the authority to create Bylaws to regulate the use of water;

AND WHEREAS Council of the District of Hudson's Hope deems it necessary from time to time to establish regulations for the use of water for the preservation of the Community Water System;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

**GENERAL PROVISIONS**

- 1.1 This Bylaw shall be cited as "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024".
- 1.2 If any portion of this Bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
- 1.3 The headings used in this Bylaw are for convenience only and do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.
- 1.4 Schedule "A" is attached to and from part of this Bylaw.

**DEFINITIONS**

2.1 In this Bylaw,

**"Automatic Shut-Off Device"** means a device, attached to a water hose, that shuts off the supply of water automatically unless the application of hand pressure allows the supply of water;

**"Bylaw Enforcement Officer"** means a person appointed by Council as an Officer or a Bylaw Enforcement Officer;

**"Corporate Officer"** means the Corporate Officer of the District of Hudson's Hope;

**“Council”** means the Council of the District;

**“District”** means the District of Hudson's Hope;

**“Fill”** means to completely fill or partially fill with Water an empty or substantially empty hot tub, swimming pool, fountain, wading pool, or similar structure;

**“Property”** means real property;

**“Stage”** means Water Conservation Measures imposed by Council as prescribed in Schedule “A”;

**“Water”** used as a noun, means water supplied by the District;

**“Water”** used as a verb, mean the application or distribution of water to lands, plants, trees, shrubs, flowers, or vegetables; and

#### **DECLARATION OF WATER CONSERVATION MEASURES**

3.1 Stage 1 is in effect each year from May 1<sup>st</sup> to September 30<sup>th</sup>.

3.2 Despite Section 3.1, Council may, by resolution:

- a. amend the effective period for Stage 1,
- b. bring into effect a Stage more restrictive than Stage 1 at any time of the year for any period, or
- c. terminate a Stage.

3.3 If Council declares a Stage under Section 3.2, the Water Conservation Measures prescribed for that Stage comes into force forty-eight hours after the Corporate Officer provides Notice.

3.4 A Stage will remain in effect until it is terminated or until the commencement of another Stage.

#### **DETERMINING WATER CONSERVATION MEASURES**

4.1 Council may consider the following factors when determining a decision under Section 3.2:

- a. time of year and typical seasonal water demand trends;
- b. precipitation and temperature conditions and forecasts;
- c. storage levels of the District Reservoir and draw down rates;
- d. current drought levels; and
- e. any other factor Councils considers to be relevant.

**EXCEPTIONS TO WATER CONSERVATION MEASURES**

3.1 Despite Section 3, the District may use water and is exempt from the Water Conservation Measures applicable to that stage where the use of water is needed to carry out activities needed for the purpose of protecting public health or safety.

**INSPECTION**

6.1 A Bylaw may enter at all reasonable times on any Property which is subject to this Bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

6.2 A person shall not obstruct or interfere with a Bylaw Enforcement Officer in the performance of their duties under this Bylaw.

**OFFENCES AND PENALTIES**

6.3 A person who contravenes this bylaw commits an offence and may be liable to a fine enforced by means of ticket issued under the District of Hudson's Hope Municipal Ticket Information System Bylaw No. 590, 1999, as amended or replaced from time to time.

6.4 Each day that an offence against this Bylaw continues constitutes a separate offence.

READ A FIRST TIME this 6<sup>th</sup> day of May 2024

READ A SECOND TIME this 6<sup>th</sup> day of May, 2024.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_, 2024.

ADOPTED this \_\_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Travous Quibell, Mayor

\_\_\_\_\_  
Andrea Martin, Corporate Officer

Certified a true copy of Bylaw No.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

**SCHEDULE "A"****STAGE 1 WATER CONSERVATION MEASURES**

1.1 When Stage 1 Water Conservation Measures are in force, a person shall not:

a) water lawns, except:

- (i) at premises with even-numbered civic addresses, on even calendar dates, between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm; and
- (ii) at premises with odd-numbered civic addresses, on odd calendar dates, between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.

b) use a sprinkler to water trees, shrubs, flowers, or vegetables, except:

- (i) at premises with even-numbered civic addresses, on even calendar dates, between 4:00 am and 9:00 am and between 7:00 pm and 10:00 p.m.; and
- (ii) at premises with odd-numbered civic addresses, on odd calendar dates, between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m. or

c) use a hose providing water to wash boats, motor vehicles, sidewalks, driveways, parking lots, exterior windows, or exterior surfaces unless the hose is equipped with an Automatic Shut-off Device.

**STAGE 2 WATER CONSERVATION MEASURES**

2.1 When Stage 2 Water Conservation Measures are in force, a person shall not:

a) water lawns, except:

- (i) at premises with even-numbered civic addresses on Wednesday and Saturdays between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm;
- (ii) at premises with odd-numbered civic addresses, on Thursdays and Sundays between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.;

b) use a sprinkler to water trees, shrubs, flowers, or vegetables, except:

- (iii) at premises with even-numbered civic addresses, on Wednesday and Saturdays, between 4:00 am and 9:00 am and between 7:00 pm and 10:00 p.m.; and
- (iv) at premises with odd-numbered civic addresses, on Wednesday and Saturdays, between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m., or

- c) use a hose providing water to wash boats, motor vehicles, sidewalks, driveways, parking lots, exterior windows, or exterior surfaces unless the hose is equipped with an Automatic Shut-off Device.

### **STAGE 3 WATER CONSERVATION MEASURES**

3.1 When Stage 3 Water Conservation Measures are in force, a person shall not:

- a) water lawns, except:
  - (i) at premises with even-numbered civic addresses on Wednesdays between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm;
  - (ii) at premises with odd-numbered civic addresses on Thursdays between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.;
- b) water flower gardens, vegetable gardens, decorative planters, shrubs or trees, unless such watering is carried out by hand with a hose equipped with an Automatic Shut-Off Device;
- c) use a hose providing water to wash sidewalks, driveways, walls, roofs, or other outdoor surfaces, unless the hose is equipped with an automatic shut-off device and the purpose of washing is:
  - (i) to prepare a surface for painting, sealing, or similar treatment;
  - (ii) to prevent or control fires; or
  - (iii) for the health or safety of a person;
- d) use a hose providing water to wash boats or motor vehicles, unless the hose is equipped with an Automatic Shut-off Device and the purpose of the washing is to maintain visibility of lights or licence plates, or through windows, or is otherwise for the safe operation of the boat or motor vehicle;
- e) use water to fill garden ponds, ornamental fountains, privately owned hot-tubs, or privately owned swimming pools;
- f) use a hose providing water unless the hose is equipped with an Automatic Shut-Off Device;
- g) operate a lawn sprinkler using water for play; or
- h) haul bulk water for non-potable use.

**STAGE 4 WATER CONSERVATION MEASURES**

4.1 When Stage 4 Water Conservation Measures are in force, a person shall not:

- a) water, or engage in drip irrigation of:
  - (i) lawns or landscaping, whether newly planted or otherwise;
  - (ii) flower or vegetable gardens;
  - (iii) decorative planters; or
  - (iv) shrubs or trees;
  
- b) use a hose providing water to wash sidewalks, driveways, walls, roofs, or other outdoor surfaces, unless the hose is equipped with an automatic shut-off device and the purpose of washing is:
  - (iv) to prepare a surface for painting, sealing, or similar treatment;
  - (v) to prevent or control fires; or
  - (vi) for the health or safety of a person;
  
- c) use a hose providing water to wash boats or motor vehicles, unless the hose is equipped with an Automatic Shut-Off Device and the purpose of the washing is to maintain visibility of lights or licence plates, or through windows, or is otherwise for the safe operation of the boat or motor vehicle;
  
- d) use water to fill garden ponds, ornamental fountains, privately owned hot-tubs, or privately owned swimming pools;
  
- e) use a hose providing water unless the hose is equipped with an Automatic Shut-Off Device;
  
- f) operate a lawn sprinkler using water for play; or
  
- g) haul bulk water for not potable use.



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Crystal Brown, Chief Administrative Officer

**DATE:** May 6, 2024

**SUBJECT:** District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024

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### RECOMMENDATION:

That Council receives the report titled "District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024" dated May 6, 2024; further, that Council adopts the District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024.

### BACKGROUND:

On April 29, 2024, Council passed the following recommendations:

***MOVED, SECONDED, and CARRIED***

*That Council receives the report titled "District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024" dated April 29, 2024; further, that Council gives District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024, which allows all Members of Council to participate in a Meeting by electronic means during an emergency, first and second reading.*

***MOVED, SECONDED, and CARRIED***

*That Council gives District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024, third reading.*

District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 allows Members of Council that are unable to attend a Council or Committee Meeting to participate electronically as long as there isn't a majority of Councillors participating electronically. Further, the Presiding Member is not allowed to attend electronically.

Heading into wildfire season, it was noted that in the event of an emergency, such as an evacuation, Council may need to hold a Council Meeting to make decisions and carry out business. In this situation, it may not be possible for the Presiding Member and majority of Council to participate in person.

**DISCUSSION:**

Key changes to the proposed District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024, include:

- a. **Definitions:** The following definitions have been included:
  - "Electronic Means" means a Meeting conducted by electronic or other communications facilities that allows the Meeting participants and the public to hear or hear and see the Meeting; and
  - "Meeting" includes an Inaugural Meeting, Council Meeting, or Committee Meeting.
  
- b. Under the heading ELECTRONIC MEETINGS, Section 14 is amended by striking it out in its entirety and replacing it with the following:
  - (1) A Regular or Special Meeting may be held by electronic means.
  - (2) A Member of Council, staff, and delegations may participate in a Regular or Special Meeting electronically, by means of audio only or a combination of audio and video.
  - (3) A quorum of Council must not participate electronically.
  - (4) The person presiding at a Regular or Special Meeting shall not participate electronically.
  - (5) Despite sections 14 (3) and 14(4), in the event of an emergency, all Members of Council may participate electronically in the same Meeting.

A Consolidated version of the Bylaw showing the changes is attached for the Council's reference.

**ALTERNATIVE OPTIONS**

1. That Council provide further direction.

Prepared By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 948, 2024**

A Bylaw to amend District of Hudson's Hope Council Procedure Bylaw No. 765, 2009

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WHEREAS, the Community Charter requires Council to adopt a bylaw to establish procedures to be followed for the conduct of its business;

AND WHEREAS Council has adopted "Hudson's Hope Council Procedure Bylaw No. 765, 2009";

AND WHEREAS Council wishes to amend Hudson's Hope Council Procedure Bylaw No. 765, 2009, to allow all Council Members to participate in Council Meetings by electronic means in the event of an emergency;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

**GENERAL PROVISIONS**

1. This Bylaw shall be cited as "District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024".
2. If any portion of this Bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
3. The headings used in this Bylaw are for convenience only and do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.

**AMENDMENTS**

4. District of Hudson's Hope Council Procedure Bylaw No. 765, 2009, is amended as follows:
  - a. Under the heading DEFINITIONS, Section 2 is amended by adding a new definition as follows:
    - 2.6 "Electronic Means" means a Meeting conducted by electronic or other communications facilities that allows the Meeting participants and the public to hear or hear and see the Meeting.

with all subsequent items in the list re-listed in alphabetical order.

b. Under the heading DEFINITIONS, Section 2 is amended by adding a new definition as follows:

2.10 “Meeting” includes an Inaugural Meeting, Council Meeting, or Committee Meeting;

with all subsequent items in the list re-listed in alphabetical order.

c. Under the heading ELECTRONIC MEETINGS, Section 14 is amended by striking it out in its entirety and replacing it with the following:

- (1) A Regular or Special Meeting may be held by electronic means.
- (2) A Member of Council, staff, and delegations may participate in a Regular or Special Meeting electronically, by means of audio only or a combination of audio and video.
- (3) A quorum of Council must not participate electronically.
- (4) The person presiding at a Regular or Special Meeting shall not participate electronically.
- (5) Despite sections 14 (3) and 14(4), in the event of an emergency, all Members of Council may participate electronically in the same Meeting.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ 2024.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ 2024.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2024.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Travous Quibell, Mayor

\_\_\_\_\_  
Andrea Martin, Corporate Officer

Certified a true copy of Bylaw No.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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



## **Hudson's Hope Council Procedure Bylaw**

### **Bylaw No. 765, 2009**

#### **CONSOLIDATED VERSION FOR CONVENIENCE ONLY**

This is a consolidation of the bylaws listed below. Amendments have been incorporated with the parent bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the subject bylaw.

District of Hudson's Hope Council Procedure Amendment Bylaw No. 767, 2009

District of Hudson's Hope Council Procedure Amendment Bylaw No. 846, 2015

District of Hudson's Hope Council Procedure Amendment Bylaw No. 875, 2016

District of Hudson's Hope Council Procedure Amendment Bylaw No. 887, 2017

District of Hudson's Hope Council Procedure Amendment Bylaw No. 900, 2018



## DISTRICT OF HUDSON'S HOPE

### BYLAW NO. 765, 2009

A bylaw to regulate the proceedings of the Council and Committee meetings.

**WHEREAS** pursuant to the *Community Charter*, a local government must establish the general procedures to be followed by council and council committees in conducting their business;

**NOW THEREFORE** the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

#### PART 1 – INTRODUCTION

##### 1. Title

This Bylaw shall be cited as the "District of Hudson's Hope Council Procedure Bylaw No. 765, 2009".

##### 2. Definitions

In this Bylaw:

- (1) "Committee" means a standing, select, advisory or other committee of the Council;
- (2) "Corporate Officer" means the person appointed by Council as the Corporate Officer for the municipality or their designate;
- (3) "Council" means the Council of the District of Hudson's Hope;
- (4) "Councillor" means a Councillor of the District of Hudson's Hope;
- (5) "District" means the District of Hudson's Hope;
- (6) "Electronic Means" means a Meeting conducted by electronic or other communications facilities that allows the Meeting participants and the public to hear or hear and see the Meeting.

- (7) "Hudson's Hope Post Office Bulletin Board" means the bulletin board in the foyer of the Hudson's Hope Post Office located at 9416 Canyon Drive, Hudson's Hope, BC;
- (8) "In Camera Meeting" means a meeting or part thereof closed to the public;
- (9) "Mayor" means the Mayor of the District of Hudson's Hope;
- (10) "Meeting" includes an Inaugural Meeting, Council Meeting, or Committee Meeting;
- (11) "Motion" means a resolution;
- (12) "Municipal Hall" means the Hudson's Hope Municipal Hall located at 9904 Dudley Drive, Hudson's Hope, BC;
- (13) "Municipal Website" means the information resource found at an internet address provided by the District;
- (14) "Notice of Meetings" means the notice of Council and committee meetings published in a newspaper and posted at the public notice posting places;
- (15) "Public Notice Posting Places" means the Municipal Hall notice board, and optionally the Hudson's Hope Post Office bulletin board and the municipal website.

### **3. Application of Rules of Procedure**

- (1) The provisions of this Bylaw govern the proceedings of Council, Committee of the Whole and all committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, the Robert's Rules of Order Newly Revised 10th Edition apply to the proceedings of Council and all committees of Council to the extent that those Rules are:
  - (a) applicable in the circumstances, and;
  - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

### **4. Suspension of Rules of Procedure**

- (1) The rules of procedure contained in this Bylaw except those that are governed by statutory provisions, may be temporarily suspended by a majority vote of the Council members present.

## **PART 2 - DUTIES, ROLES AND RESPONSIBILITIES OF THE COUNCIL**

### **5. Roles and Responsibilities of Members of Council**

- (1) Every Council member has the following responsibilities:
  - (a) to consider the well-being and interests of the District and its community;
  - (b) to contribute to the development and evaluation of the policies and programs of the District respecting its services and other activities;
  - (c) to participate in Council meetings, committee meetings and meetings of other bodies to which the member is appointed;
  - (d) to carry out their duties assigned by the Council; and
  - (e) to carry out other duties assigned by or under the Community Charter or any other Act.
  
- (2) Youth Councillor
  - (a) The Youth Councillor must be less than 18 years of age or enrolled as a fulltime student in a school within the District of Hudson's Hope;
  - (b) The Youth Councillor shall be elected by his or her school peers or appointed by the staff of the said school. The Youth Councillor should display a keen interest in politics;
  - (c) The number of Youth Councillors shall be limited to one from Hudson's Hope Elementary-Secondary School;
  - (d) The Youth Councillor shall not be permitted to move or second any By-Law resolution nor shall the Youth Councillor be counted for the purpose of deciding a vote of the Council;
  - (e) The Youth Councillor shall not be included in constituting a quorum of Council;
  - (f) The Youth Councillor shall not be allowed to participate in any committee or Council deliberations that are closed to the public;
  - (g) The term of office for a Youth Councillor shall be established with the appointment but shall not exceed two terms with each term being equivalent to a school year;
  - (h) The Youth Councillor shall not be compensated with wage or per diem as with other members of Council;
  - (i) A scholarship of \$1,000 will be awarded to the Youth Councillor for each term the position is held. The scholarship is to be used within two years of receipt. Upon the expiry of the two years, the Youth Councillor will have an option to donate the proceeds of the scholarship to a Council approved charity of their choice.
  - (j) The scholarship shall be issued upon completion of the first semester at a postsecondary facility and enrollment in the second semester. The first semester marks and proof of enrollment in the second semester must be submitted to the District.

## **6. Duty to Respect Confidentiality**

- (1) A Council member or former Council member must, unless specifically authorized otherwise by Council:
  - (a) keep in confidence any record held in confidence by the District, until the record released to the public as lawfully authorized or required; and
  - (b) keep in confidence information considered in any part of an In Camera Council or committee meeting, until the Council or committee discusses the information at a meeting that is open to the public or releases the information to the public.

## **7. Roles and Responsibilities of the Mayor**

- (1) The Mayor is the Head and Chief Executive Officer of the District and in addition to the Mayor's responsibilities as a member of Council, the Mayor has the following responsibilities:
  - (a) to provide leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the District;
  - (b) to communicate information to the Council;
  - (c) to preside at Council meetings when in attendance;
  - (d) to provide, on behalf of the Council, general direction to municipal officers respecting implementation of policies, programs and other directions of Council;
  - (e) to establish standing committees in accordance with section 76 of this Bylaw;
  - (f) to suspend municipal officers and employees in accordance with section 151 of the Community Charter, •
  - (g) to reflect the will of Council and to carry out other duties on behalf of the Council; and,
  - (h) to carry out other duties assigned by or under this or any other Act.

## **8. Designation of Member to Act in Place of Mayor**

- (1) Annually in December, Council shall from among its members designate Councillors to serve on a rotating basis as Acting Mayor in the place of the Mayor when the Mayor is absent or otherwise unable to act.
- (2) In the event the Office of the Mayor becomes vacant, the Council shall designate a member to be Acting Mayor and such Acting Mayor shall continue in office until such time as another Mayor is elected or otherwise appointed.
- (3) The Acting Mayor designated under sections 8(1) or 8(2) has the same powers and duties as the Mayor in relation to the applicable matter.

## **9. Mayor May Require Council Reconsideration**

- (1) The Mayor may, at any time within 30 days after its adoption, require Council to reconsider and vote again on a matter that was the subject of a vote, provided the matter has not had the approval of the electors, the assent of the electors or already been reconsidered under this section.

### **PART 3 - TIME, LOCATION, NOTICE AND MINUTES OF COUNCIL MEETINGS**

## **10. Inaugural Meeting of Council**

- (1) Following the general local election, the first Council meeting shall be held within the first ten (10) days of December in accordance with Section 124(2)(g) of the Community Charter in the year of the election.
- (2) If a quorum of Council elected at the general local election has not taken office by the date of the meeting referred to in section 10(1), the first Council meeting shall be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

## **11. Time, Location and Adjournment of Meetings**

- (1) Regular Council meetings shall take place within the Council Chambers at the Municipal Hall except when Council resolves to hold meetings elsewhere in the Municipality.
- (2) Regular Council Meetings shall be held on the second and fourth Mondays of each month, beginning at 6:00 pm.
- (3) Regular Council meetings will not be held during the week of the annual general meeting of the Union of British Columbia Municipalities.
- (4) When a meeting falls on a statutory holiday, the meeting will be held on the day following the statutory holiday.
- (5) Regular Council Meetings shall be adjourned at 9:00 pm on the day scheduled for the meetings unless the Council resolves to proceed beyond that time by an affirmative vote of the majority of the Council members present.
- (6) The day and hour of a regular Council meeting may be changed or a regular Council meeting may be cancelled by an affirmative vote of the majority of the Council members present.
- (7) Despite section 11(1), in accordance with section 134.1 of the Community Charter Council may hold a special Council meeting outside the boundaries of the District to deal with an urgent matter.

## 12. Notice of Council Meetings

- (1) A schedule of the date, time and place of regular Council meetings shall be made available to the public and notice shall be given annually, on or before January 30, of the availability of the schedule in accordance with section 94 of the Community Charter.
- (2) The date, time and place of a regular Council meeting shall be given at least 72 hours before the time of the meeting by:
  - (a) posting a copy of the notice in the Council Chambers at the Municipal Hall;
  - (b) posting a copy of the notice in the public notice posting places; and
  - (c) leaving one copy of the notice for each Council member at the place to which the member has directed notices be sent.
- (3) The notice under section 12(1) shall describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

## 13. Notice of Special Council Meetings

- (1) Except where notice of a special meeting is waived by unanimous vote of all Council members, a notice of the date, time and place of a special Council meeting shall be given at least 24 hours before the time of the meeting by:
  - (a) posting a copy of the notice in the Council Chambers at the Municipal Hall;
  - (b) posting a copy of the notice in the public notice posting places; and
  - (c) leaving one copy of the notice for each Council member at the place to which the member has directed notices be sent.
- (2) The notice under section 13(1) shall describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.
- (3) A Special Meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.

## 14. Electronic Meetings

- (1) ~~Provided that the conditions set forth in the *Community Charter* governing electronic meetings are met:~~
  - ~~(a) a member of the Council who is unable to attend at a council meeting may participate in the meeting by either audio only or a combination of both audio and visual means; or,~~
  - ~~(b) a member of a council committee who is unable to attend at a council committee meeting may participate in the meeting by either audio only or a combination of both audio and visual means; or~~
- (2) ~~A quorum must not participate electronically.~~

- ~~(3) The person presiding at a meeting of the Council, a council committee or Special Meeting shall not participate electronically.~~
- ~~(4) In instances where the Mayor will participate in a meeting of the Council or a Special Meeting electronically, the person designated to act in place of the Mayor shall preside. In absence of the designate, the members present shall elect from among themselves a presiding member for that meeting.~~
- ~~(5) In instances where the Chair of a council meeting will participate in a meeting of the council committee electronically, the members present shall elect from among themselves a presiding member for that meeting.~~
- ~~(6) Where all or part of a meeting of the Council or a Special Meeting is closed to the public, electronic participation may not be undertaken by wireless means.~~
- ~~(7) Members of the Council or of a council committee who are participating in a meeting under this section are deemed to be present at the meeting.~~

(1) A Regular or Special Meeting may be held by electronic means.

(2) A Member of Council, staff, and delegations may participate in a Regular or Special Meeting electronically, by means of audio only or a combination of audio and video.

(3) A quorum of Council must not participate electronically.

(4) The person presiding at a Regular or Special Meeting shall not participate electronically.

(5) Despite sections 14 (3) and 14(4), in the event of an emergency, all Members of Council may participate electronically in the same Meeting.

## 15. Minutes of Council Meetings

- (1) It is the responsibility of the Corporate Officer to ensure that minutes of Council meetings, representing a summary of the proceedings, are prepared and certified as accurate.
- (2) The minutes of Council meetings shall be signed by the Mayor or Acting Mayor presiding at the meeting.
- (3) The Corporate Officer shall record the time of arrival and departure of Council members at meetings should a member arrive late or depart prior to adjournment of a meeting.

## **PART 4-ATTENDANCE OF PUBLIC AT MEETINGS**

### **16. Application of Rules in this Part to other Bodies**

- (1) In addition to applying to Council meetings, this Part also applies to the meetings of the following:
  - (a) council committees;
  - (b) Committee of the Whole;
  - (c) an advisory body established by Council;
  - (d) a municipal commission established under section 143 of the Community Charter,
  - (e) a body that under the Community Charter or another Act may exercise the powers of the District of Council;
  - (f) the Board of Variance;
  - (g) a parcel tax roll review panel established under section 204 of the Community Charter, and
  - (h) a body prescribed by Provincial regulation.

### **17. General Rule that Meetings Must be Open to the Public**

- (1) Meetings of the Council must be open to the public except as provided in this Part.

### **18. In Camera Meetings May be Held**

- (1) A Council meeting or a part thereof may be closed to the public, and shall be called an In Camera meeting. If the subject matter being considered relates to one or more of the following:
  - (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the District or another position appointed by the District.
  - (b) personal information about an identifiable individual who is being considered for a District award or honour, or who has offered to provide a gift to the District on condition of anonymity;
  - (c) labour relations or other employee relations;
  - (d) the security of the property of the District;
  - (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the District;
  - (f) law enforcement, if the Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

- (g) litigation or potential litigation affecting the District;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the District, other than a hearing to be conducted by the Council or a delegate of the Council;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) U) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonable be expected to harm the interests of the District if they were held in public;
- (l) discussions with municipal officers and employees respecting District objectives, measures and progress reports for the purposes of preparing an annual report under section 98 of the Community Charter,
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a Council meeting should be closed under a provision of this section or section 19 of this Bylaw; and,
- (o) the consideration of whether the authority under section 20 of this Bylaw should be exercised in relation to a Council meeting.

#### **19. In Camera Meetings Must be Held**

- (1) A Council meeting or a part thereof must be closed to the public, and shall be called an In Camera meeting, if the subject matter being considered relates to one or more of the following:
  - (a) the consideration of information received and held in confidence relating to negotiations between the District and provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
  - (b) a matter that is being investigated under the Ombudsman Act which the District has been notified under section 14 of that Act; and,
  - (c) a matter that, under another enactment, is such that the public must be excluded from the meeting.

#### **20. Attendance at In Camera Meetings**

- (1) Council may allow one or more District officers or employees to attend or exclude them from attending In Camera meetings, as it considers appropriate.
- (2) Council may allow a person other than a District officer or employee to attend In

Camera meetings if Council considers this necessary, an in the case of In Camera meetings under section 19 of this Bylaw if the person already has knowledge of the confidential information or is a lawyer attending to provide legal advice in relation to the matter.

- (3) The minutes of In Camera meetings must record the names of all persons in attendance.

#### **21. Resolution Required before In Camera Meetings**

- (1) Before an In Camera meeting is held, Council must state, by resolution passed in a public meeting, the fact that the meeting or part thereof is to be closed, and the basis under the applicable sections 18 or 19 of this Bylaw on which the meeting or part thereof is to be closed.

#### **22. Bylaws and In Camera Meetings**

- (1) Council must not vote on the reading or adoption of a bylaw at an In Camera meeting.

#### **23. Expulsion from Meetings**

- (1) If the Mayor, Acting Mayor or other member presiding as Chair at a Council meeting considers that another person at the meeting is acting improperly, the Mayor, Acting Mayor or Chair may order that the person is expelled from the meeting.
- (2) If the person who is expelled does not leave the meeting, a peace officer may enforce the order under section 23(1) as if it were a court order.

### **PART 5 - COUNCIL PROCEEDINGS**

#### **24. Term "Mayor" includes Acting Mayor**

- (1) In the remainder of this Bylaw, the term "Mayor" shall include Acting Mayor.

#### **25. Quorum**

- (1) A quorum for conducting business at a Council meeting shall be four members.

#### **26. Call to Order**

- (1) As soon after the time appointed for the meeting as a quorum is present, the Mayor shall take the Chair and call the meeting to order.

#### **27. Non Attendance of Mayor**

- (1) If the Mayor and the Acting Mayor do not attend the meeting within 10 minutes after the time appointed for the meeting, the Corporate Officer shall call the meeting to order and if a quorum is present, a Chair shall be chosen to preside during the meeting or until the arrival of the Mayor or Acting Mayor.

## **28. No Quorum**

- (1) If there is no quorum present within 30 minutes after the time appointed for the meeting, the Corporate Officer shall record the names of the members present at the expiration of the 30 minutes and the Council shall stand adjourned.

## **29. Order of Business**

- (1) The order of business at all regular Council meetings shall be as follows:
  - (a) Delegations;
  - (b) Notice of New Business;
  - (c) Adoption of Agenda;
  - (d) Declaration of Conflict of Interest;
  - (e) Adoption of Minutes;
  - (f) Business Arising from Minutes;
  - (g) Public Hearings;
  - (h) Staff Reports;
  - (i) Committee Meeting Reports;
  - (j) Bylaws;
  - (k) Correspondence;
  - (l) Reports by Mayor and Council;
  - (m) Old Business;
  - (n) New Business; and
  - (o) Public Inquiries.
- (2) Section 29(1)(m) is intended to provide an opportunity for members of the public to ask questions about matters that have come before the Council. No debate with the Council or with members of the Council is intended. The presiding member may deal with questions in any manner that he or she believes is appropriate, including limiting the time allowed to anyone to ask questions and requiring that the inquiries be submitted in writing after the meeting.

## **30. Delegations**

- (1) The Council may, in accordance with the agenda or by resolution, allow an individual or a delegation to address the Council at that meeting.
- (2) Written requests to appear before the Council as a delegation must be received by the

Corporate Officer before 4:30 pm on the Wednesday prior to the regular council meeting at which they wish to appear.

- (3) Each address must be limited to 15 minutes in length unless a longer period is agreed to by a majority vote of those Council members present.
- (4) Matters presented to the Council by a delegation shall be taken under advisement by the Council and no action shall be taken upon such matters at the meeting at which they are presented, except where the item is referred to the New Business section of the agenda by resolution.
- (5) Where a written request has not been received by the Corporate Officer as prescribed in section 30(2) of this Bylaw, an individual or delegation may address the meeting if approved by a majority vote of the council members present.
- (6) The Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (7) The Corporate Officer may schedule delegations to another council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (8) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Council. If the delegation wishes to appeal the Corporate Officer's decision, they may do so to the Mayor or, in the absence of the Mayor, the member designated to act in place of the Mayor.

### **31. General Rules of Conduct and Debate**

- (1) Every member in speaking to any motion shall address themselves to the Mayor.
- (2) Debates shall be strictly relevant to the motion before the meeting and the Mayor shall warn speakers who violate this rule.
- (3) Members shall address the Mayor as "Mr. Mayor or Madam Mayor" and shall address each other as "Councillor", followed by the name of the person referred to.
- (4) No member shall speak until recognized by the Mayor and no member shall speak more than once on the same motion without the leave of Council, except in explanation of a material part of their speech which may have been misconstrued, and in so doing must not introduce new matters. A reply shall be allowed to a member who has made a substantive motion to Council, but not to a member who has moved an amendment, the previous question, or an instruction to a committee. No member without the leave of Council shall speak to any question, or in reply for longer than

ten minutes.

- (5) A question of privilege (an urgent matter dealing with the welfare of the Council as a whole or of a member personally) may be raised at any time and shall be ruled on immediately by the Mayor before resumption of business.
- (6) When two or more members commence to speak, the Mayor shall name the member who, in their opinion, first spoke; but a motion may be made that any member who has commenced to speak "be now heard" and such motion shall be treated as a point of order.
- (7) Points of order to correct a breach in the rules of procedure shall be raised at the time the breach occurs. After the motion has been discussed, it is too late to raise the question as to whether it was in order for the Chair to rule the motion out of order unless the motion is in violation of the law, or of the rules and orders of this Bylaw.
- (8) The Mayor shall preserve order at the meeting and decide points of order which may arise, subject to an appeal by the other members of the Council then present.
- (9) On an appeal by a Council member of the decision of the Mayor on a point of order, the motion shall be immediately put by the Mayor and decided without debate "shall the Chair be sustained?" and the Mayor shall be governed by the vote of the majority of the members then present, excluding the Mayor. In the event of the votes being equal, the motion shall pass as in the affirmative. The names of the Council members voting for or against the motion shall be recorded in the minutes.
- (10) If the Mayor refuses to put the motion "shall the Chair be sustained?", the Council shall immediately appoint a member to preside temporarily and that member shall proceed in accordance with section 31(9). A resolution or motion carried under this subsection is as binding as if carried under section 31(9).

### **32. Phrasing of Motions**

- (1) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.

### **33. Motions Must be Seconded**

- (1) No motion shall be debated unless it has been seconded.

### **34. Withdrawal of Motion**

- (1) After a motion has been seconded it shall be deemed to be in the hands of Council but

the mover may, with the permission of the seconder, withdraw the motion at any time before the decision or amendment.

### **35. Secondary Motions Allowed During Debate**

- (1) When a question is under consideration, no motion shall be received unless:
  - (a) Subsidiary Motions (related to the main motion)
    - (i) to postpone indefinitely;
    - (ii) to amend;
    - (iii) to refer to a committee;
    - (iv) to postpone to a future meeting;
    - (v) to close debate and take the vote immediately; or
    - (vi) to lay on the table (set aside temporarily)
  - (b) Privileged Motions (related to matters of immediate importance)
    - (i) to raise a question of privilege (dealing with the welfare of the assembly or the individual;
    - (ii) to recess (take a short break); or
    - (iii) to adjourn.
  - (c) Incidental Motions (related to matters of procedure)
    - (i) to raise a point of order; or
    - (ii) to suspend the rules.

### **36. Order of Motions Allowed During Debate/Certain Motions Not Amenable or Debatable**

- (1) The subsidiary and privileged motions in sections 35(1)(a)(i) through 35(1)(a)(vi) and 35(1)(b)(i) through 35(1)(b)(iii) inclusive contained in this Bylaw shall have precedence in the order in which they are named and the motions to close debate and take the vote immediately, to lay on the table, to raise a question of privilege, to recess, to adjourn, to raise a point of order, or to suspend the rules shall not be amendable or debatable.

### **37. Amendments to the Main Motion**

- (1) Only one amendment shall be allowed at one time and shall be dealt with before the previous motion is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

### **38. Motions to Close Debate and Take the Vote Immediately**

- (1) If a motion to close debate and take the vote immediately carries, the original motion shall be put without any amendment or debate. If a motion to close debate and take the vote immediately fails, then the original motion is once again debatable.

**39. Motions to Adjourn**

- (1) A motion to adjourn the meeting or debate shall always be in order, but if such a motion should fail to carry, no second motion to the same effect shall be made until some intermediate proceedings have been transacted.

**40. Reading of the Motion**

- (1) Any member may require the motion under discussion to be read at any time during debate, but not so as to interrupt a member while speaking.

**41. Reconsideration**

- (1) Notwithstanding Section 9 and Part 7 of this Bylaw, after any motion has been decided, it shall not be reconsidered by Council for a period of six months unless a motion to reconsider is passed by a majority of the members present.
- (2) Section 41(1) shall not apply to any bylaw, motion, proceeding or decision which has been the subject of an appeal under Part 7 of this Bylaw, or which has been returned for reconsideration by the Mayor under section 9 of this Bylaw.
- (3) No motion shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

**42. Notice of Motion**

- (1) A motion may be introduced at a council meeting by a member of the Council as a main motion at the appropriate time in accordance with section 29 of this Bylaw with debate governed by the relevant sections of this Bylaw.

**43. Voting**

- (1) When debate on a motion is closed and Council is ready to vote, the Mayor shall proceed to put the question "is the Council ready for the motion?". The Mayor shall then proceed by saying, "those in favour of the motion" (or amendment as the case may be) and "those opposed to the motion". Members of Council shall vote by raising their right hand. When the supporters and opponents of the motion or amendment have given their vote for and against, the Mayor shall declare the result.

**44. Decision of Mayor Conclusive**

- (1) After the question is put by the Mayor, no member shall speak to the motion, nor shall any other motion be made until after the result of the vote has been declared and the decision of the Mayor as to whether the question has been finally put shall be conclusive.

**45. Majority Decision unless Otherwise Required**

- (1) Unless otherwise provided by statute or this Bylaw, a motion on a bylaw or resolution, or any other question before Council, is decided by a majority of the Council members present at the meeting, including the Mayor.

**46. One Vote per Council Member**

- (1) Each Council member has one vote on any motion or question.

**47. Voting Compulsory if Present**

- (1) Each Council member present at the time of a vote must vote on the matter.
- (2) If a Council member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative.

**48. Tie Vote**

- (1) If the vote of the members present at a Council meeting at the time of the vote are equal for and against a motion, the motion is defeated.

**49. Affirmative Vote of Specified Portion of All Members of Council**

- (1) A requirement under an enactment for an affirmative vote of a specified portion of all members of Council means an affirmative vote of that portion of 7 members of Council.

**50. Entry of Votes**

- (1) The names of those who voted against a motion or question shall be entered in the minutes and the Mayor shall read the names aloud to ensure any mistakes are corrected.

**51. Authority to Compel Witnesses**

- (1) A Council has power, under the signature of the Mayor, to summon witnesses for examination on oath respecting matters related to the administration of the District, and has the same power to enforce the attendance of witnesses and compel them to give evidence as is vested in a court of law in civil cases. A member of Council or the Corporate Officer may administer the oath to or take the solemn affirmation of a witness. A witness may be examined, cross examined and re-examined according to the rules and practice of the Supreme Court in civil cases.

**PART 6 - PUBLIC HEARINGS****52. Opportunity to be Heard**

- (1) All persons who believe their interest in property is affected by the proposed bylaw shall be afforded an opportunity to be heard in person or by a representative in matters contained in the bylaw after first identifying themselves by stating their name and address and the name and address of the person or persons they represent.

### **53. Order of Business**

- (1) The order of Business at a Public Hearing shall be as follows:
  - (a) the Notice of Public Hearing is summarized;
  - (b) any staff reports are identified and any staff recommendations are summarized;
  - (c) any correspondence received is identified;
  - (d) the applicant details his/her application;
  - (e) the Mayor calls for any person to be heard or to present a written submission respecting the bylaw;
  - (f) the applicant responds to new information or factual matters raised by previous speakers or Council.

### **54. Council May Ask Questions**

- (1) Only members of Council may ask questions of any person who has been heard.

### **55. No Reply, Rebuttal or Further Submissions**

- (1) No person, having been heard, may make a reply or rebuttal submission without the leave of Council.

## **PART 7-APPEALS**

### **56. Appeal of Council Decision within 30 Days**

- (1) Any person may appeal any decision of the Council at a Council meeting within 45 days of the decision being made public but not at any future meeting except that the Corporate Officer may extend the appeal period for a sufficient number of days to include one additional regular Council meeting where there are fewer than three regular Council meetings during the appeal period.
- (2) Notwithstanding section 56(1) no person may appeal:
  - (a) a decision reached after a Public Hearing;
  - (b) a decision to issue any permit after the permit has been issued;
  - (c) a decision to enter into a contract after the contract has been entered into; or
  - (d) a decision authorizing some action to be carried out where the action has been fully or partially carried out.

### **57. Corporate Officer Must be Advised of Appeal and Presenters**

- (1) Any person wishing to make an appeal shall so advise the Corporate Officer either orally or in writing at least 6 days in advance of the meeting at which they wish to appeal and shall at the same time provide the names of all persons who will be presenting the appeal.

#### **58. Appeal Procedure at Council Meeting**

- (1) No person shall speak for more than 5 minutes in presenting an appeal.
- (2) If at any one meeting, the total time of appeals presented to Council exceeds 30 minutes, any appeals not yet heard by Council shall be referred to the following Council meeting.

#### **59. Council Action Following Appeal**

- (1) After hearing an appeal, Council may either confirm its earlier decision or refer the question to another Council meeting at which public input may be sought at least one week later.

#### **60. Decisions May Only be Appealed Once**

- (1) No person may appeal any decision of the Council more than once without receiving permission from the Council.

### **PART 8-BYLAWS**

#### **61. Requirements for Passing Bylaws**

- (1) Before a bylaw is adopted by Council it must be given three readings, all of which may be given at one Council meeting.
- (2) There must be at least one day between third reading and adoption of a bylaw, notwithstanding which, Council may adopt an Official Community Plan, Zoning Bylaw, or Heritage Designation Bylaw at the same meeting at which the plan or bylaw received third reading providing section 63 of this Bylaw does not apply.
- (3) After first reading of a bylaw, the Council may refer it to a committee for further discussion and a report.

#### **62. Amendments to Bylaws**

- (1) Any amendment to a bylaw shall be made by a motion of Council after the bylaw has received second reading and before it receives third reading. If the bylaw has been amended the motion at third reading shall be "to give the bylaw third reading as amended".

**63. Bylaws Requiring Provincial or Elector Approvals**

- (1) Where a bylaw requires the approval of the Lieutenant Governor in Council, a minister or the inspector of municipalities, or the approval or assent of the electors, the approval or assent must be obtained after the bylaw has received third reading and before it is adopted.

**64. Majority of Council Required Unless Specified by Statute**

- (1) Unless otherwise specified by statute, every bylaw shall be passed by an affirmative vote of the majority of the members of the Council present.

**65. Bylaws Must be Signed and Sealed**

- (1) Once a bylaw is adopted, the Mayor or other member presiding at the meeting at which it was adopted and the Corporate Officer must sign the bylaw and it must be sealed with the Corporate Seal.

**66. Safe Custody**

- (1) It is the responsibility of the Corporate Officer to maintain and keep in safe custody all bylaws of Council.

**PART 9 - COMMITTEES AND COMMITTEE PROCEEDINGS****67. Going into Committee of the Whole**

- (1) At any time during a council meeting, the Council may by resolution go into Committee of the Whole.
- (2) In addition to section 67(1) of this Bylaw, a meeting other than a standing or select committee meeting, to which all members of the Council are invited to consider but not to decide on matters of the Town's business, is a Committee of the Whole meeting.

**68. Notice for Committee of the Whole Meetings**

- (1) Subject to section 68(2) of this Bylaw, a notice of the day, hour and place of a Committee of the Whole meeting must be given at least 24 hours before the time of the meeting by:
  - (a) posting a copy of the notice in the Council Chambers at the Municipal Hall;
  - (b) posting a copy of the notice in the public notice posting places; and
  - (c) leaving one copy of the notice for each Council member at the place to which the member has directed notices be sent.

- (2) Section 68(1) of this Bylaw does not apply to a Committee of the Whole meeting that is called in accordance with section 67 of this Bylaw, during a council meeting for which public notice has been given under sections 12 and 13 of this Bylaw.

#### **69. Minutes of the Committee of the Whole**

- (1) Minutes of the proceedings of the Committee of the Whole meeting must be:
  - (a) certified by the Corporate Officer;
  - (b) signed by the member presiding at the Committee of the Whole meeting; and
  - (c) open for public inspection in accordance with provisions of the *Community Charter*.

#### **70. Presiding Members at Committee of the Whole Meetings and Quorum**

- (1) The quorum of the Committee of the Whole is the majority of Council members.

#### **71. Council Rules and Procedure Apply**

- (1) For certainty, the rules and procedures of the Council under Parts 4 and 5 of this Bylaw shall be observed in the Committee of the Whole meeting as far as may be applicable.

#### **72. Rising without Reporting**

- (1) A motion made at a Committee of the Whole meeting to rise without reporting:
  - (a) is always in order and takes precedence over all other motions;
  - (b) may be debated; and,
  - (c) may not be addressed more than once by any one member.
- (2) On an affirmative vote to rise without reporting, the subject referred to the Committee of the Whole shall be considered disposed of in the negative, and the Mayor shall resume the Chair and proceed with the next order of business.

#### **73. Reporting**

- (1) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted without debate.
- (2) The Committee of the Whole's report to Council must be presented by the Corporate Officer.

## **PART 10 - COMMITTEES AND COMMITTEE PROCEEDINGS**

### **74. Appointments on Committees (except Standing Committees) and Other Bodies**

- (1) The Council shall appoint all District representatives on committees and on all boards, commissions or other bodies to which the District is entitled to appoint representatives, except standing committees.

### **75. Voting on Appointments**

- (1) The names of all nominees for an appointment shall be submitted to Council before any vote is taken.
- (2) Any appointment may be made by motion of the Council or on a vote by secret ballot, except for the appointment of Directors to the Peace River Regional District which shall be made by motion in open meeting. A secret ballot other than for Directors to the Peace River Regional District shall be taken in any case in which it is called for by any member of Council.
- (3) In the taking of a vote by secret ballot for any appointment by the Council, the Corporate Officer shall provide each member of the Council with one ballot marked with the Corporate Officer's initials on which each member shall indicate their choice. The nominee or nominees receiving the highest majority of votes from the members of the Council then present shall be declared appointed. In only that case where no nominee received a majority vote on any ballot, the name of the nominee receiving the lowest number of votes shall be dropped and shall not appear on the succeeding ballot or ballots. Ballots shall proceed until the requisite number of nominees has been appointed. The Corporate Officer and/or the Deputy Clerk shall act as scrutineers in the taking of any vote by secret ballot.

### **76. Standing Committees**

- (1) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. At least half the members of a standing committee must be Council members. The Mayor shall be an ex officio member of each standing committee.

### **77. Select Committees**

- (1) The Council may establish and appoint select committees to consider or inquire into any matter and to report their findings and opinions to the Council. At least one member of a select committee must be a Council member. The Mayor shall be an ex officio member of each select committee.

**78. Advisory Committees**

- (1) The Council may establish and appoint advisory committees to consider and make recommendations to Council on matters set out in the committee's terms of reference or on matters referred by the Council. The Mayor shall be an ex officio member of each advisory committee.

**79. Councillors May Attend**

- (1) Councillors may attend the meetings of any standing, select or advisory committee, but shall not be allowed to vote; nor may they take part in any discussion or debate except by permission of the majority of the members of the committee.

**80. Appointment of Chair by Mayor or Committee**

- (1) The Mayor may appoint one of the committee members as Chair of the committee in advance. Where the Mayor does not appoint a Chair, the committee shall elect a Chair from among its members.

**81. Quorum**

- (1) Of the numbers of members appointed to compose any committee, a majority shall be a quorum.

**82. Schedule of Regular Committee Meetings/Advance Public Notice of Meetings**

- (1) At the first meeting after appointment annually by the Mayor or the Council, as the case may be, each committee shall establish a regular schedule of meetings including the date, time and place of the committee meetings.
- (2) Advance public notice of the date, time and place of regular committee meetings shall be given in the Notice of Meetings.

**83. Notice of Special Committee Meetings**

- (1) The Chair of a committee may call a special meeting provided that the members of the committee are given at least 24 hours notice of the date, time and place of the meeting and that a notice of the meeting is posted on the Municipal Hall notice board.

**84. Chair May Cancel Meeting**

- (1) The Chair of a committee may cancel a meeting.

**85. Minutes of Committee Meetings**

- (1) It is the responsibility of the Corporate Officer to ensure that the minutes of committee meetings, representing a summary of the proceedings, are prepared and certified.
- (2) The minutes of committee meetings shall be signed by the Chair presiding at the meeting.
- (3) Sections 85(1) and 85(2) also apply to meetings of the following, unless a procedure bylaw provides for other procedures for the taking of minutes by one or more bodies referred to in this subsection, the body is exempted by regulation, or to the extent they are modified by regulation:
  - (a) an advisory body established by the Council;
  - (b) a municipal commission established under section 143 of the *Community Charter*
  - (c) a body that under the *Community Charter* or another Act may exercise the powers of the District or the Council;
  - (d) the Board of Variance;
  - (e) a parcel tax roll review panel established under section 204 of the *Community Charter*, and
  - (f) a body prescribed by regulation.

**86. Council Rules and Procedures Apply**

- (1) For certainty, the rules and procedures of the Council under Parts 4 and 5 of this Bylaw shall be observed in the standing and select committees as far as may be applicable.
- (2) For certainty, the rules and procedures of the Council under Part 4 of this Bylaw shall be observed in the advisory committees as far as may be applicable.

**PART 10 - CONFLICT OF INTEREST****87. Application of this Part**

- (1) This Part applies to Council members in relation to:
  - (a) Council meetings;
  - (b) committee meetings; and,
  - (c) meetings of any other body referred to in section 16 of this Bylaw.

**88. Declaration Required**

- (1) If a Council member attending a meeting considers that they are not entitled to participate in the discussion of a matter, or to vote on a motion or question in respect of a matter, because the member has a direct or indirect pecuniary interest in the matter or another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case .

**89. Restrictions on Participation following Declaration**

- (1) After making a declaration under section 88 of this Bylaw, the Council member must not:
  - (a) remain or attend any part of a meeting referred to in section 87 of this Bylaw during which the matter is under consideration;
  - (b) participate in any discussion of the matter at such a meeting;
  - (c) vote on a motion or questions in respect of the matter at such a meeting; or
  - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

**90. Withdrawal of Declaration after Legal Advice**

- (1) As an exception to section 89 of this Bylaw, if a Council member has made a declaration under section 88 of this Bylaw and, after receiving legal advice on the issue, determines that they were wrong respecting their entitlement to participate in respect of the matter, the member may:
  - (a) return to the meeting or attend another meeting of the same body;
  - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that they are entitled to participate; and,
  - (c) after this, participate and vote in relation to the matter.
- (2) For certainty, a Council member who makes a statement under section 90(1), remains subject to section 93 of this Bylaw.

**91. Member Must Not be Present**

- (3) When a declaration is made under section 88 of this Bylaw , unless a statement is made under section 90 of this Bylaw, the person presiding at a meeting referred to in section 87 of this Bylaw or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

**92. Recording of Declaration in Minutes**

- (1) When a declaration or a statement is made under sections 88 or 90 of this Bylaw, the person recording the minutes of the meeting must record the member's declaration or statement, the reasons given for it, and the time of the member's departure from the meeting room, and if applicable, of the member's return.

**93. Restrictions on Participation if in Conflict Whether or Not Declaration Made**

- (1) This section applies if a Council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 88 of this Bylaw.
- (2) The Council member must not:
  - (a) remain or attend at any part of a meeting referred to in section 87 of this Bylaw during which the matter is under consideration;
  - (b) participate in any discussion of the matter at such a meeting;
  - (c) vote on a question in respect of the matter at such a meeting; or,
  - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

**94. Restrictions on Inside Influence**

- (1) A Council member must not use their office to attempt to influence in any way a decision, recommendation or other action to be made or taken at a meeting referred to in section 87 of this Bylaw, by an officer or an employee of the District, or by a delegate under section 154 of the *Community Charter* if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

**95. Restrictions on Outside Influence**

- (1) In addition to the restriction under section 94 of this Bylaw, a Council member must not use their office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

**96. Exceptions from Conflict Restrictions**

- (1) Sections 88 to 95 of this Bylaw do not apply if one or more of the following circumstances applies:
  - (a) the pecuniary interest of the Council member is a pecuniary interest in common with the electors of the District generally;

- (b) in the case of a matter that relates to a local service, the pecuniary interest of the Council member is in common with other persons who are or would be liable for the local service tax;
  - (c) the matter relates to remuneration, expenses or benefits payable to one or more Council members in relation to their duties as Council members;
  - (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter; or
  - (e) the pecuniary interest is of a nature prescribed by Provincial regulation.
- (2) Despite sections 88 to 95 of this Bylaw, if a Council member has a legal right to be heard in respect of a matter or to make representations to Council, and is restricted by one or more of those sections from exercising that right in relation to the matter, the Council member may appoint another person as a representative to exercise the member's right on his or her behalf.

#### **97. Disclosure of Contracts with Council Members and Former Council Members**

- (1) If the District enters into a contract in which a Council member or a person who was a Council member at any time during the previous 6 months, has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a Council meeting that is open to the public.
- (2) In addition to the obligation under sections 88 to 92 of this Bylaw, a Council member or former Council member must advise the Corporate Officer, as soon as reasonably practicable, of any contracts that must be reported under section 97(1) in relation to that person.

#### **98. Restrictions on Use of Insider Information**

- (1) A Council member or former Council member must not use information or a record that was obtained in the performance of the member's office, and is not available to the general public for the purpose of gaining a direct or indirect pecuniary interest of the Council member or former Council member.

#### **99. Disqualification from Holding Office unless Contravention Inadvertent or Because of Error in Judgement made in Good Faith**

- (1) A person who contravenes section 93, 94, 95, 97, or 98 of this Bylaw is disqualified from holding an office described in, and for the period established by, section 110(2) of the *Community Charter*, unless the contravention was done inadvertently or because of an error in judgement made in good faith.

**PART 11 - REPEAL**

**100. Repeal**

- (1) The District of Hudson's Hope "Procedure for Meeting Bylaw, No. 596, 1999" and all amendments thereto are repealed.

Read a First Time this 1<sup>st</sup> day of January, 2009.

Read a Second Time this 12th day of January, 2009.

Read a Third Time this 1ih day of January, 2009.

Adopted this 26<sup>th</sup> day of January, 2009



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Tonia Alexander, Deputy Treasurer  
**DATE:** May 6, 2024  
**SUBJECT:** District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024

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### RECOMMENDATION:

That Council receives the report titled "District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024" dated May 6, 2024; further, that Council adopts the District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024.

### BACKGROUND:

On April 29, 2024, Council passed the following resolutions:

***MOVED, SECONDED, and CARRIED***

*That Council receives the report titled "District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024" dated April 29, 2024; further, that Council gives District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024, first and second reading.*

***MOVED, SECONDED, and CARRIED***

*That Council gives District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024, third reading.*

The *Community Charter* requires that a Financial Plan Bylaw covering the current and next four years be adopted prior to May 15<sup>th</sup> each year. The Financial Plan Bylaw details the revenues and expenses for every service in the District of Hudson's Hope. The Draft Capital and Operating budgets were presented to Council on April 8<sup>th</sup>, April 15, and April 22<sup>nd</sup>.

### FINANCIAL CONSIDERATIONS:

The total 2024 Operating Budget is \$8,176,356.

The total Five-Year Operating Budget is \$46,011,523.

The total 2024 Capital Budget is \$3,304,675.

The total Five-Year Capital Budget is \$20,184,175.

### ATTACHMENTS:

District of Hudson's Hope Bylaw No. 945, 2024 Annual Financial Plan.

**ALTERNATIVE RECOMMENDATIONS:**

1. That Council provide further direction.

Prepared By: *Tonia Alexander, Deputy Treasurer*

Approved By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 945, 2024**

A Bylaw to adopt the financial plan for 2024 to 2028

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WHEREAS the Council of District of Hudson's Hope shall adopt by bylaw a five-year financial plan;

NOW THEREFORE the Council of the District of Hudson's Hope, in an open public meeting assembled, enacts as follows:

**GENERAL PROVISIONS**

1. This Bylaw shall be cited as the "District of Hudson's Hope Five Year Financial Plan Bylaw No. 945, 2024."
2. District of Hudson's Hope Annual Financial Plan Bylaw No. 936, 2023, is hereby repealed.
3. If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. Scheduled "A" which is attached to and forms part of this Bylaw, is adopted as the Financial Plan of the District of Hudson's Hope for the years 2024 to 2028.
5. Schedule "B" which is attached to and forms part of this Bylaw, is adopted as the Statement of Objectives and Policies of the District of Hudson's Hope for the years 2024 to 2028.

READ A FIRST TIME this the 29th day of April, 2024

READ A SECOND TIME this 29th day of April, 2024

READ A THIRD TIME this 29th day of April, 2024

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024

---

Andrea Martin, Corporate Officer

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Travous Quibell, Mayor

Certified a true copy of Bylaw No. 945, 2024

This \_\_\_\_ day of \_\_\_\_\_, 2024

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Corporate Officer

**SCHEDULE A**  
**SUMMARY OF REVENUES AND EXPENDITURES**

Five Year Financial Plan - Operating					
	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
<b>REVENUE</b>					
Property Taxes	4,337,843	4,467,979	4,602,018	4,740,079	4,882,281
Grants in Lieu	2,142,937	2,207,225	2,273,441	2,341,645	2,411,894
Grants Other	450,884	1,110,000	1,110,000	1,110,000	1,110,000
General Administration	86,250	88,837	91,503	94,248	97,075
Transfer from Reserves	114,018	70,580	260,155	111,169	1,105,174
ICBC & Other Revenue	122,411	126,083	129,866	133,762	137,775
Protective Services & Emergency Pr	94,950	11,588	11,935	595,793	330,662
Bylaw & Animal Control	6,200	6,386	6,578	6,775	6,978
Asset Management	10,000	10,300	10,609	10,927	11,255
Public Works	11,628	1,288	1,326	1,366	1,407
Waste Management	85,825	93,825	85,825	85,825	85,825
Cemetery	3,000	3,090	3,183	3,278	3,377
Public Library & New Horizons	6,600	6,798	7,002	7,212	7,428
Parks & Recreation	153,400	160,277	164,785	169,429	174,212
Planning & Development	168,282	13,714	14,126	14,550	14,986
Economic Development	70,000	0	0	0	0
Water Utility	227,750	128,125	128,511	128,909	129,319
Waste Water Utility	84,378	86,909	89,517	92,202	94,968
<b>General Operations Revenue</b>	<b>\$ 8,176,356</b>	<b>\$ 8,593,004</b>	<b>\$ 8,990,379</b>	<b>\$ 9,647,168</b>	<b>\$ 10,604,615</b>
	-	-	-	-	-
<b>OPERATION EXPENDITURES</b>					
General Administration	2,181,690	2,216,702	2,278,703	2,342,564	2,408,341
Debt Borrowing - MFA Payments	0	0	496,625	496,625	998,785
Transfer to Reserves	281,464	1,090,155	941,169	1,351,674	1,595,863
ICBC & Other Expenses	102,660	105,740	108,912	112,179	115,545
Protective Services & Emergency Pr	738,300	645,499	664,864	1,275,649	1,296,151
Bylaw & Animal Control	49,643	51,132	52,666	54,246	55,873
Asset Management	100,000	80,600	21,218	21,855	22,510
Public Works	2,015,450	1,984,054	2,043,575	2,104,882	2,168,029
Waste Management	100,000	166,350	62,891	64,777	66,721
Cemetery	10,000	10,300	10,609	10,927	11,255
Public Library & New Horizons	148,545	153,002	157,592	162,319	167,189
Parks & Recreation	765,450	780,154	802,958	826,447	850,640
Planning & Development	343,242	79,839	82,234	84,701	87,243
Economic Development	80,000	0	0	0	0
Water Utility	1,014,750	997,368	1,027,289	492,075	506,837
Waste Water Utility	245,162	232,112	239,075	246,247	253,635
<b>Total Operations Expense</b>	<b>\$ 8,176,356</b>	<b>\$ 8,593,004</b>	<b>\$ 8,990,379</b>	<b>\$ 9,647,168</b>	<b>\$ 10,604,615</b>

<b>Five Year Financial Plan - Capital</b>					
	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>
<b>REVENUE</b>					
Provincial Grants - Capital	997,559	800,000	645,500	521,000	482,000
Debt Borrowing - Community Hall	0	0	7,500,000	0	0
Debt Borrowing - WTP	0	4,756,000	0	0	0
Wastewater Provincial Grants - Capital	500,000	0	0	0	0
Transfer from Operating Reserves	55,962	50,000	30,000	230,000	30,000
Transfer from Capital Reserves	1,751,154	547,000	429,000	769,000	90,000
<b>General Operations Revenue</b>	<b>\$ 3,304,675</b>	<b>\$ 6,153,000</b>	<b>\$ 8,604,500</b>	<b>\$ 1,520,000</b>	<b>\$ 602,000</b>
	-	-	-	-	-
<b>OPERATION EXPENDITURES</b>					
CAPITAL - GENERAL EQUIPMENT	71,500	13,500	49,000	24,000	10,000
CAPITAL - PW EQUIPMENT	70,000	95,000	310,000	475,000	110,000
CAPITAL - RECREATION BUILDINGS	752,500	50,000	0	150,000	0
CAPITAL - PW ROAD INFRASTRUCTURE	100,000	50,000	100,000	300,000	0
CAPITAL - WATER INFRASTRUCTURE	310,000	650,000	550,000	100,000	0
CAPITAL - WTP COMMISSIONING (BCH)	515,000	4,756,000	0	0	350,000
CAPITAL - SEWER INFRASTRUCTURE	60,000	0	0	200,000	0
CAPITAL - SEWER LIFT STATION	585,000	20,000	0	0	0
CAPITAL - REC BUILDINGS MULTI-PLEX	150,000	0	7,500,000	0	0
CAPITAL - PROTECTIVE SERV	690,675	518,500	95,500	271,000	132,000
<b>Total Operations Expense</b>	<b>\$ 3,304,675</b>	<b>\$ 6,153,000</b>	<b>\$ 8,604,500</b>	<b>\$ 1,520,000</b>	<b>\$ 602,000</b>

## **SCHEDULE B**

### **FIVE-YEAR FINANCIAL PLAN OBJECTIVES AND POLICIES**

#### **Funding Sources**

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2024.

For the 2024 fiscal year Property taxes form the largest portion of revenue. As a revenue source, property taxation offers several advantages, for example, it is simple to administer, and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, parks & recreation, and bylaw enforcement.

Provincial, Federal and Other Government Grants form the second largest portion of revenues due to capital infrastructure grant revenue.

Grants in Lieu of Taxes are the third largest source of revenue with Grant in Lieu payments from BC Hydro Dam/Reservoir payments accounting for the largest percentage.

The fourth largest revenue services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

#### **Objective**

- To use Peace River Agreement Funding on Capital projects
- To Increase the portion of revenue that is received from user fees and charges to ensure that users of services are not being subsidized by non-users, especially with respect to water and sewer services.

#### **Policies**

- The District of Hudson's Hope will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- The District will look to market comparable to see how competitive the District is.
- The District will continue to apply for grant funding to support projects and initiatives.

**Table 1: Sources of Revenue**

<b>REVENUE SOURCE 2024</b>	<b>DOLLAR VALUE</b>	<b>% OF REV</b>
Property Taxes	4,337,843	37.78
Grants in Lieu of Taxes	2,142,937	18.67
Grants Provincial & Federal	2,279,988	19.86
Municipal Services User Fees	397,953	3.47
Parcel Tax	4,678	0.04
Reserves	1,921,134	16.73
Other Sources	396,498	3.45
<b>TOTAL</b>	<b>11,481,031</b>	<b>100.00</b>

**Distribution of Property Tax Rates**

Table 2 outlines the distribution of property taxes among the property classes. The Utilities property class provides the largest proportion of property tax revenue.

**Objectives**

- To have Property Class 2 (Utilities) close to municipal averages.
- To slowly raise the percentage of property tax rate in all classes.

**Policies**

- To compare the District against other municipalities within the Peace River Regional District and other municipalities of similar size to see the rate of property tax paid by each class.
- Continue to maintain and encourage economic development initiatives.

**Table 2: Distribution of Property Tax Rates**

<b>PROPERTY CLASS 2024</b>	<b>DOLLAR VALUE</b>	<b>% OF REV</b>
1. RESIDENTIAL	450,538	10.50
2. UTILITIES	3,302,440	76.98
4. MAJOR INDUSTRY	25,820	0.60
5. LIGHT INDUSTRY	354,928	8.27
6. BUSINESS	147,670	3.44
8. REC/NON-PROFIT	422	0.01
9. FARM TAXES	8,317	0.19
<b>TOTAL</b>	<b>4,290,134</b>	<b>100.00</b>
Other Taxes	47,710	
<b>Municipal Property Tax Total</b>	<b>4,337,843</b>	

**Permissive Tax Exemptions**

The District of Hudson's Hope Property Tax Exemption Bylaw No. 908, 2019, guides the administration and approval of permissive tax exemptions. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:

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

***Objective***

- The District of Hudson's Hope will continue with its current bylaw to provide permissive tax exemptions to non-profit societies.

***Policies***

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



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Tonia Alexander, Deputy Treasurer  
**DATE:** May 6, 2024  
**SUBJECT:** District of Hudson's Hope Tax Rate Bylaw No. 946, 2024

---

### RECOMMENDATION:

That Council receives the report titled "District of Hudson's Hope Tax Rate Bylaw No. 946, 2024" dated May 6, 2024; further, that Council adopts District of Hudson's Hope Tax Rate Bylaw No. 946, 2024.

### BACKGROUND:

On April 29, 2024, Council passed the following recommendations.

#### ***MOVED, SECONDED, and CARRIED***

*That Council receives the report titled "District of Hudson's Hope Tax Rate Bylaw No. 946, 2024" dated April 29, 2024; further, that Council gives District of Hudson's Hope Tax Rate Bylaw No. 946, 2024, first and second reading.*

#### ***MOVED, SECONDED, and CARRIED***

*That Council gives District of Hudson's Hope Tax Rate Bylaw No. 946, 2024, third reading.*

The Tax Rate Bylaw establishes the rate to raise tax approved in the 2024 Financial Plan for the District, Peace River Regional District, and Peace River Regional Hospital District. The tax rates established by bylaw are then used to calculate individual annual tax notices.

The Tax Rate Bylaw must be adopted annually after the Financial Plan has been adopted and prior to May 15, 2024.

### FINANCIAL CONSIDERATIONS:

An overall look at tax rates for 2024 include:

- Residential tax increase of 1.98%
- Utilities tax rate increase of 58.64%
- Major Industry and Light Industry tax rate increase of 48.72%
- Business tax rate increase of 0.58%
- Recreational/Non-Profit and Farm tax rate increase of 3.12%

**ATTACHMENTS:**

District of Hudson's Hope Tax Rate Bylaw No. 946, 2024.

**ALTERNATIVE OPTIONS:**

1. That Council provide further direction.

Prepared By: *Tonia Alexander, Deputy Treasurer*

Approved By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 946, 2024**

A Bylaw to levy rates for Municipal, Regional District, and Regional Hospital District Purposes for the year 2024.

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WHEREAS a Council must adopt a bylaw before May 15 in each year to impose property value taxes on all taxable land and improvements according to their assessed values;

NOW THEREFORE the Council of the District of Hudson's Hope, in an open public meeting assembled, enacts as follows:

**GENERAL PROVISIONS**

1. This Bylaw shall be cited as the "District of Hudson's Hope Tax Rates Bylaw No. 946, 2024".
2. District of Hudson's Hope Tax Rates Bylaw No. 937, 2023, is hereby repealed.
3. If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. Schedules "A" is attached to and forms part of this Bylaw.
5. The following rates are imposed and levied for the year 2024:
  - a. for purposes of the District of Hudson's Hope on the assessed value of land and improvements taxable for general municipal purposes, the tax rates appearing in column "1" of Schedule "A";
  - b. for purposes of the Peace River Regional District on the assessed value of land and improvements taxable for regional district purposes, the tax rates appearing in column "2" of Schedule "A";
  - c. for the 911 emergency telephone service of the Peace River Regional District on the assessed value of improvements taxable for regional district purposes, the tax rates appearing in column "3" of Schedule "A"; and

- d. for purposes of the Peace River Regional Hospital District on the assessed value of land and improvements taxable for regional hospital district purposes, the tax rates appearing in column "4" of Schedule "A".

READ A FIRST TIME this the 29<sup>th</sup> day of April, 2024

READ A SECOND TIME this 29<sup>th</sup> day of April, 2024

READ A THIRD TIME this 29<sup>th</sup> day of April, 2024

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Andrea Martin, Corporate Officer

\_\_\_\_\_  
Travous Quibell, Mayor

Certified a true copy of Bylaw No. 946, 2024

This \_\_\_\_ day of \_\_\_\_\_, 2024

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

**District of Hudson's Hope**  
**Schedule A of 2024 Tax Rates Bylaw No. 946, 2024**

<b>Tax Rates (dollars of tax per \$1,000 of taxable value)</b>				
	<b>"1"</b> District of Hudson's Hope	<b>"2"</b> Peace River Regional District	<b>"3"</b> Peace River Regional District (9-1-1)	<b>"4"</b> Peace River Regional Hospital District
<b>Property Class</b>				
1. Residential	3.7500	0.1669	0.3776	0.5734
2. Utilities	40.0000	0.5842	1.3216	2.0070
4. Major Industry	25.0000	0.5675	1.2838	1.9496
5. Light Industry	25.0000	0.5675	1.2838	1.9496
6. Business/Other	10.2500	0.4089	0.9251	1.4049
8. Recreational/ Non Profit	3.2500	0.1669	0.3776	0.5734
9. Farm	3.2500	0.1669	0.3776	0.5734



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Crystal Brown, Chief Administrative Officer  
**DATE:** May 6, 2024  
**SUBJECT:** Loan Authorization Bylaw No. 950, 2024

---

### **RECOMMENDATION #1:**

That Council receives the report titled "Loan Authorization Bylaw No. 950, 2024" dated May 6, 2024; further, that Council gives District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, which will allow Council to borrow \$4,756,000 for the construction of a permanent Water Treatment Plant, first and second reading.

### **RECOMMENDATION #2:**

That Council gives District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, third reading.

### **RECOMMENDATION #3:**

That Council authorizes assent voting as the method of obtaining elector approval for the proposed District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024.

### **RECOMMENDATION #4:**

That Council appoints Becky Mercereau as the Chief Election Officer and Andrea Martin and Crystal Brown as the Deputy Chief Election Officers for the District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, assent vote.

### **RECOMMENDATION #5:**

That approves the Assent Voting Question for District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, as follows:

"Are you in favour of the District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 990, 2024, to authorize the District of Hudson's Hope to borrow up to \$4,756,000, with interest, over a period not exceeding 15 years, in order to finance the construction of a permanent Water Treatment Plant?"

**RECOMMENDATION #6:**

That the Council authorizes that the Notice of Assent Voting for 'District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024' include a synopsis of the bylaw as permitted under the *Local Government Act* s.176 (4) and (5).

**BACKGROUND:**

On April 8, 2024, Council passed the following recommendations:

***MOVED, SECONDED and CARRIED***

*That Council receives the report titled "Water Treatment Plan Pre-Design" dated April 8th, 2024; further, that Council authorizes staff to proceed with Option 1A: One ACTIFLO ACP2-30 installed inside the existing building as the treatment solution for the District's permanent water treatment plant, at an expected capital cost of \$3,892,000; and further, that Council include the cost of \$864,000 that is required to connect the water treatment plant to the permanent intake, as part of the total cost of developing the permanent water treatment plant, bringing the total cost to \$4,756,000; and finally, that this item be immediately released to the public.*

***MOVED, SECONDED and CARRIED***

*That Council authorizes staff to develop a loan authorization bylaw, authorizing borrowing of up to \$5,000,000 through the Municipal Finance Authority of British Columbia, based on a 15-year term, for the construction of the permanent water treatment plant; and further, that this item be immediately released to the public.*

**DISCUSSION**

District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 990, 2024 authorizes borrowing of up to \$4,756,000 for the construction of a permanent Water Treatment.

The project has been identified as a Capital Project in the 2024 Draft Financial Plan with an estimated project cost of \$4,756,000. This project is proposed to be funded by borrowing through Municipal Finance Authority.

A loan authorization bylaw requires the approval of the electors which may be obtained either through a referendum or through the alternate approval process (AAP). Council has previously provided direction that approval of the electors will be obtained through an assent vote (referendum) process.

Should Council approve first three readings, staff will forward the bylaw to the Ministry for approval, together with a liability servicing limit certificate, proposed budget, staff report, Consultation's report, draft 2024 Financial Plan, and method of electoral approval.

After Ministry approval is received (approximately 4-6 weeks), assent voting must take place within 80 days of the date approval was granted by the Inspector of Municipalities, and it must be on a Saturday. Based on the approximate timeline, it is estimated that the assent vote will occur around August or September.

Due to staff being unable to control the timing of when the assent vote will happen, and the proposed time of year that the assent vote might take place, it is being recommended that Council appoint two Deputy Election Officers, so that in the event that the Chief or one of the Deputy Election Officers is unable to attend, there will be a back up.

For an assent voting process, the notice of assent voting must include a copy of the bylaw, unless Council authorizes that the notice include a synopsis of the bylaw instead. The synopsis is not meant to be an interpretation of the bylaw, and in fact, the notice must state that the synopsis is not an interpretation of the bylaw, if a synopsis, in lieu of the entire bylaw, is approved. The Notice of Assent Voting must meet mandatory content requirements, as outlined in Local Government Act s.176, which necessitate a lengthy and complex advertisement to alert the public of the assent voting. Inclusion of the bylaw in its entirety in the advertising would make the notice even longer, and likely somewhat overwhelming and ineffective. It is preferable to include only a synopsis of the bylaw, which consists of a general description of the intent of the bylaw, and the area it covers.

**FINANCIAL CONSIDERATIONS:**

<b>EXPENSES WATER TREATMENT PLANT - NEW</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Preliminary Design	\$110,000				
Final Design	\$350,000				
Permanent Intake	\$55,000	\$864,000			
Water Treatment Plant Construction		\$4,756,000			
<b>Total</b>	<b>\$515,000</b>	<b>\$4,756,000</b>			

**Note:** Borrowing \$4,756,000 in 2025 for the permanent water treatment plant, based on a 15-year term at 4.75%, will result in the following estimated payments in the five-year Financial Plan Operating Budget:

<b>EXPENSES OPERATION - NEW</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
MFA PAYMENT -INTEREST			\$259,125	\$259,125	\$259,125
MFA PAYMENT – PRINCIPLE			\$237,500	\$237,500	\$237,500
<b>TOTAL EXPENSE</b>			<b>\$496,625</b>	<b>\$496,625</b>	<b>\$496,625</b>

**Estimated Total Repayment - \$7,085,850.**

Loans with terms of ten years or longer will **generally** receive the posted rate for the first ten years. Typically, at the end of ten years, the relending rate will be reset at the current market rate for a period to be determined at that point (likely five years).

### **Assent Vote Expenses**

The proposed 2024 rates for the CEO, DCEO, and Election Officials are as follows:

- CEO - \$1200 for General Election Day and \$500 for Advanced
- DCEO - \$900 for General Election Day and \$300 for Advanced
- Election Official (1) - \$300 for Advanced
- Election Officials (2) - \$600 for General (half days for 4 employees at \$300).

Other elections costs include Ballot printing costs and General Stationary supplies.

The 2024 Hudson's Hope Local Government By-Election costs were \$9,700.

### **ALTERNATIVE OPTIONS:**

1. That Council provides further direction.

### **ATTACHMENTS:**

None.

Prepared By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE**  
**LOAN AUTHORIZATION BYLAW**  
**BYLAW NO. 950, 2024**

---

A Bylaw to authorize the borrowing of the estimated cost of constructing a Permanent Water Treatment Plant.

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WHEREAS Council has may, by bylaw, with the approval of the inspector, borrow funds for any purpose of a capital nature;

AND WHEREAS it is deemed desirable and expedient to develop a permanent Water Treatment Plant;

AND WHEREAS the estimated cost of constructing the permanent Water Treatment Plant, including expenses incidental thereto, is the sum of \$5,271,000, of which the sum of \$4,756,000 is the amount of debt intended to be borrowed by this Bylaw;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

**GENERAL PROVISIONS**

1. This Bylaw shall be cited as "District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024".
2. The District of Hudson's Hope is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the permanent Water Treatment Plan in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a. To borrow upon the credit of the Municipality a sum not exceeding \$4,756,000, and
  - b. To acquire all such real property, easements, rights-of-way, licenses, rights, or authorities as may be requisite or desirable for or in connection with constructing the permanent Water Treatment Plant.

3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.

READ A FIRST TIME this 6<sup>th</sup> day of May 2024

READ A SECOND TIME this 6<sup>th</sup> day of May 2024.

READ A THIRD TIME this 6<sup>th</sup> day of May 2024.

RECEIVED the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

RECEIVED the approval of the electors this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

RECONSIDERED and FINALLY PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Travous Quibell, Mayor

\_\_\_\_\_  
Andrea Martin, Corporate Officer

Certified a true copy of Bylaw No.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Crystal Brown, Chief Administrative Officer

**DATE:** May 6, 2024

**SUBJECT:** District of Hudson's Hope Garbage Collection Amendment No. Bylaw 942, 2024

---

The following report was deferred from the March 4, 2024, Council Meeting and is back in front of Council for consideration.

### **RECOMMENDATION:**

That Council receive the report titled "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024" dated March 4, 2024; further, that Council gives "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024", which regulates the storage and placement of garbage bins to prevent the attraction of dangerous wildlife into the District of Hudson's Hope, third reading.

### **BACKGROUND:**

On February 12, 2024, Council passed the following resolution:

#### ***MOVED, SECONDED, and CARRIED***

*That Council receive the report titled "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024" dated February 12, 2024; further, that Council gives "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024" first and second reading.*

On January 8, 2024, Council passed the following motion:

#### ***MOVED, SECONDED, and CARRIED***

*That Council authorizes that the draft bylaws addressing concerns related to attracting wildlife to Hudson's Hope be discussed at a future Committee of the Whole Meeting prior to being presented to Council for adoption.*

During the August 28, 2023, Council Meeting, Corporal Erich Schmidt, Detachment Commander with the Hudson's Hope RCMP, and Sergeant Brad Lacey of the BC Conservation Services shared concerns with Mayor and Council that residents of Hudson's Hope are not complying with requests to remove attractants such as fruit trees and berry bushes, and that failure to do so, is causing an increase in bear activity and creating concerns for public safety.

Sgt. Lacey stated that he has worked with other communities with similar problems, and it has always come down to local council enacting bylaws that compel residents to clear their attractants and ensure that vacant or abandoned properties are properly maintained. In addition, to bylaw enforcement tools, Sgt. Lacey and Corporal Schmidt would like to see more public awareness created to educate residents.

**DISCUSSION:**

Key changes to the proposed District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024, include:

- a. **Storage of Garbage:** Focus on the on the timing of when residents can place Garbage out for collection and when Garbage Containers are to be taken in. It is hoped that eliminating the situation of having Garbage placed out for pick-up overnight, that carnivores such as bears will be less inclined to be in town looking for food sources. Changes include:
  - i. Restricting hours for when Garbage Bins may be put outs for collection to between 5:00 am and 8:00 am on collection day,
  - ii. Stipulating that Garbage Containers must be removed from the collection area by 7:00 pm on collection day,
  - iii. Requiring that Garbage and Garbage Containers must be stored in a manner inaccessible to wildlife, other than during the prescribed times on collection day,
- b. **Enforcement:** The amendment will provide Bylaw Enforcement with the means to issue a monetary penalty for non-compliance. Changes include:
  - i. Addition of Bylaw Enforcement Officer to the Definitions,
  - ii. Clarification regarding who can enter onto a property to determine compliance with the Bylaw,
  - iii. Establishing a mechanism for ticketing through the *Offense Act* and Municipal Ticket Information System, and
  - iv. Determining that each day that an offense continues constitutes a separate offence.
- c. **Housekeeping:** Changes include:
  - i. The addition of Schedule A and B to the Bylaw as this had been previously missed, and
  - ii. Fixing some of the Section Numbers.
  - iii. Combined Sections 4.8 and 4.8(a) into one legal sentence.

A Consolidated version of the Bylaw showing the changes is attached for the Council's reference.

**FINANCIAL CONSIDERATIONS:**

The proposed changes to District of Hudson’s Hope Garbage Collection Amendment Bylaw No. 942, 2024, would provide for the following penalties for non-compliance of to be included in the Municipal Ticket Information System Bylaw:

Column 1	Column 2 Bylaw Section	Column 3 Fine
Garbage placed outside of prescribed collection date or time	4(5)	\$100.00
Garbage removed after prescribed time on collection day	4(10)	\$100.00
Garbage not stored in an inaccessible manner	4(11)	\$100.00
Obstruct Bylaw Enforcement Officer	2(a) or 2(b)	\$240.00

**\*The first three fines listed above are lower than suggested in the Toolkit.**

During the February 12, 2024, Council Meeting, Council requested that staff look at neighbouring municipalities to determine how the proposed fines align with comparable infractions in the region. For comparison, staff looked at the District of Tumbler Ridge, the District of Chetwynd, and the City of Dawson Creek. The District of Tumbler Ridge was the only municipality that imposed requirements and fines regarding the storage and collection of garbage to prevent attracting wildlife into the municipal boundaries. However, the City of Dawson Creek did have a requirement regarding the timing for placing and removing the garbage cart for collection. Below is a summary of the information found:

Garbage placed outside of prescribed collection date or time	\$100
Place a Bear-Resistant Collection Cart out for collection the night before scheduled day of collection	\$50
Place cart after 7am or fail to remove before 7pm	\$300

Garbage removed after prescribed time on collection day	\$100
Fail to remove Bear-Resistant Collection Cart by 9pm on collection day	\$50
Place cart after 7am or fail to remove before 7pm	\$300

Garbage not stored in an inaccessible manner	\$100
--	-------

Obstruct Bylaw Enforcement Officer	\$240
Obstruct Bylaw Enforcement Officer	\$250
Obstruct an Official	\$750

District of Hudson’s Hope
District of Tumbler Ridge
City of Dawson Creek

**COMMUNICATIONS AND OTHER CONSIDERATIONS:**

A few typos in the bylaw were noted after first and second reading. They have been corrected and highlighted in yellow.

**OPTIONS FOR FURTHER CHANGES TO THE PROPOSED BYLAW INCLUDES**

1. Regulating the hours and storage of garbage bins to the months where dangerous wildlife is more likely to come into the District looking for food.
2. Amend the proposed fines.

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024" dated March 4, 2024; further, that Council refers the District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024, to staff for changes.

**ATTACHMENTS AND EXTERNAL LINKS:**

1. Draft District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024
2. Consolidated District of Hudson's Hope Garbage Collection Bylaw No. 838, 2014
3. [Wildlife Attractant Bylaw Toolkit](#)

Prepared By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 942, 2024**

A Bylaw to amend Hudson's Hope Garbage Collection Bylaw No. 838, 2014

---

WHEREAS Council has the authority to create and amend Bylaws for the provision of garbage collection;

AND WHEREAS Council adopted "Hudson's Hope Garbage Collection Bylaw No. 838, 2014";

AND WHEREAS Council wishes to amend Hudson's Hope Garbage Collection Bylaw No. 838, 2014, to regulate the hours and manner that garbage can be put out for collection to discourage and prevent wildlife from entering the District of Hudson's Hope;

AND WHEREAS Council has the authority to impose fees and charges payable for the collection and disposal of garbage;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

**GENERAL PROVISIONS**

1. This Bylaw shall be cited as "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024".
2. If any portion of this Bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
3. The headings used in this Bylaw are for convenience only and do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.

**AMENDMENTS**

4. District of Hudson's Hope Garbage Collection Amendment Bylaw No. 838, 2014 is amended as follows:

- 
- a. Under the heading DEFINITIONS, Section 2 is amended by adding a new definition as follows:
- 2.a "Bylaw Enforcement Officer" means a person appointed by Council as an Officer, a Bylaw Enforcement Officer, or a member of the Royal Canadian Mounted Police;"
- with all subsequent items in the list re-listed in alphabetical order.
- b. Under the heading ADMINISTRATION, Section 3.1 is amended by striking it out in its entirety and replacing it with the following:
- 3.1 "A Bylaw Enforcement Officer, or a person authorized by the Director, may enter, at any reasonable time, onto any Property within the District to determine compliance with this Bylaw."
- c. Under the heading ADMINISTRATION, Section 3 is amended by adding a new Section 3.2 as follows:
- 4.2 "A person shall not obstruct or interfere with:
- a) A Bylaw Enforcement Officer in the performance of their duties under this Bylaw; or
- b) A person directed by the Director to carry out the duties of the Bylaw."
- d. Under the heading ADMINISTRATION, Section 3 is amended by adding a new Section 3.3 as follows:
- 4.3 Schedule A and Schedule B are attached to and form part of this Bylaw.
- e. Under the heading COLLECTION SERVICES, Section 4.5 is amended by striking it out in its entirety and replacing it with the following:
- "Every occupier of Premises shall contain all Garbage in securely tied plastic bags weighing less than 22 kilograms and place the Garbage bags in a Garbage Container for collection adjacent to the boulevard, curb, or shoulder of the roadway between 5:00 am and 8:00 am on the prescribed collection day."
- f. Under the heading COLLECTION SERVICES, Section 4.6 is amended by striking the word "Cans" and replacing it with "Containers."

- g. Under the heading COLLECTION SERVICES, Section 4.8 and 4.8(a) is amended by striking them out in their entirety and replacing them with the following singular legal sentence:

“A Garbage Container provided by the District remains the property of the District.”

- h. Under the heading COLLECTION SERVICES, Section 4 is amended by adding a new Section 4.10 as follows:

4.10 “Every occupier of Premises shall remove a Garbage Container set out for collection by 7:00 pm on the prescribed collection day.”

- i. Under the heading COLLECTION SERVICES, Section 4 is amended by adding a new Section 4.11 as follows:

4.11 “Every occupier of Premises, and every owner or occupier of real property within the District, shall store Garbage and Garbage Containers in a manner inaccessible to wildlife outside of 5:00 am and 7:00 pm on the prescribed collection day.”

- j. Under the heading FEES AND CHARGES, Section 5 is amended by renumbering the legal sentences to change the second Section 5.2 to 5.3.

- k. Under the heading FEES AND CHARGES, Section 5 is amended by adding another the heading “Offences and Penalties” after the newly renumbered Section 5.3.

- l. Under the heading FEES AND CHARGES, Section 5 is amended by adding a new Section 5.4 as follows:

5.4 “Any person who violates a provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of this Bylaw, or who neglects to do or refrains from doing anything required under the provisions of this Bylaw, is guilty of an offence, and may be liable upon summary conviction to a penalty provided of not more than \$50,000, plus other penalties that may be imposed by the Court, including payment of the costs of prosecution and compensation for loss or damage suffered by the District.”

- m. Under the heading FEES AND CHARGES, Section 5 is amended by adding a new Section 5.5 as follows:

5.5 This Bylaw may be enforced by means of ticket issued under the Municipal Ticket Information System Bylaw No. 943, 2024.

- n. Under the heading FEES AND CHARGES, Section 5 is amended by adding a new Section 5.6 as follows:

- 5.6 Each day that an offence against this Bylaw continues constitutes a separate offence.

- o. Under the heading REPEAL, Section 8 is amended by deleting in its entirety the second Section 8 that states "This Bylaw shall come into effective on the date that this Bylaw is adopted."

READ A FIRST TIME this 12<sup>th</sup> day of February 2024

READ A SECOND TIME this 12<sup>th</sup> day of February, 2024.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_, 2024.

ADOPTED this \_\_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Travous Quibell, Mayor

\_\_\_\_\_  
Andrea Martin, Corporate Officer

Certified a true copy of Bylaw No.

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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



**DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 838, 2014**

A Bylaw to establish and provide for the operation of a service comprising the collection, removal storage and disposal of waste material, and to regulate, prohibit and impose requirements in relation to the service.

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**1. Title**

This Bylaw shall be cited as the "Hudson's Hope Garbage Collection Bylaw No. 838, 2014".

**2. Definitions**

In this Bylaw:

- a. "Bylaw Enforcement Officer" means a person appointed by Council as an Officer, a Bylaw Enforcement Officer, or a member of the Royal Canadian Mounted Police;
- b. "Director" means the Director of Public Works or any person authorized by the Director to administer this Bylaw.
- c. "District" means the District of Hudson's Hope.
- d. "Garbage" means waste material other than automobile parts, construction, land clearing and demolition waste, animal carcasses and parts, furniture, or any other type of material or substance determined by the Director to be hazardous or unacceptable for handling in the District's waste material collection and disposal system.
- e. "Garbage Container" means a 240 litre receptacle used to hold waste material which is provided by the District of Hudson's Hope.
- f. "Premise" means a premise which is serviced by the District of Hudson's Hope for the purpose of "Collection Services".
- g. "Transfer Station" means the Transfer station operated by the Peace River Regional District.

**3. Administration**

~~(1) Where this Bylaw directs a person to do anything or to comply with regulations, the Director and any person authorized by the Director to do so, may enter on any land or~~

~~premises that are subject to the regulations to inspect and determine whether the regulations are being observed.~~

A Bylaw Enforcement Officer, or a person authorized by the Director, may enter, at any reasonable time, onto any Property within the District to determine compliance with this Bylaw.

(2) A person shall not obstruct or interfere with:

- a) A Bylaw Enforcement Officer in the performance of their duties under this Bylaw; or
- b) A person directed by the Director to carry out the duties of the Bylaw.

(3) Schedule A and Schedule B are attached to and form part of this Bylaw.

#### 4. Collection Services

- (1) The District by this Bylaw, establishes the service of collecting, removing, and disposing of garbage.
- (2) The service includes the provision of equipment and personnel for collection, removal, and disposal of garbage at the times and intervals prescribed by the Director, and the maintenance and disposal of items other than garbage, from the transfer station.
- (3) Every occupier of premises within any of the collection areas shown on Schedules A, A-1, A-2, A-3, A-4, A-5, and A-6 to this Bylaw must make use of the collection service established by this Bylaw and pay the applicable fees imposed under Schedule B to this Bylaw.
- (4) Every occupier of premises outside the collection areas shown on Schedules A, A-1, A-2, A-3, A-4, A-5, and A-6 to this Bylaw must pay the applicable fees for access to and use of the transfer station imposed under Schedule B to this Bylaw.
- (5) ~~All garbage shall be contained in securely tied plastic bags and have a weight of less than 22 kilograms and shall be placed in a garbage container for collection adjacent to the boulevard, curb or shoulder of the roadway and prior to 8:00 am on the day of collection.~~

Every occupier of Premises shall contain all Garbage in securely tied plastic bags weighing less than 22 kilograms and place the Garbage bags in a Garbage Container for collection adjacent to the boulevard, curb, or shoulder of the roadway between 5:00 am and 8:00 am on the prescribed collection day.

- (6) A limit of two Garbage ~~Cans~~ Containers per customer may be placed for collection service as per pick-up schedule.

- (7) The District shall be under no obligation to collect or remove garbage or any other waste material from any roadway if the occupier has not placed such material for collection in accordance with the requirements of this Bylaw.
- (8) A Garbage Container provided by the District of Hudson's Hope is required in order to receive "Collection Services" as defined in this Bylaw.
  - a) ~~All Garbage Cans~~ remains the property of the District of Hudson's Hope.
- (9) The use of a District of Hudson's Hope issued "Garbage Container" is required in order to receive collection services.
- (10) Every occupier of Premises shall remove a Garbage Container set out for collection by 7:00 pm on the prescribed collection day.
- (11) Every occupier of Premises, and every owner or occupier of real property within the District, shall store Garbage and Garbage Containers in a manner inaccessible to wildlife outside of 5:00 am and 7:00 pm on the prescribed collection day.

## 5. Fees and Charges

- (1) Every occupier of premises shall pay the fee prescribed by Schedule B to this Bylaw.
- (2) The fees shall be due and payable in full on the date specified in the District's invoice.
- ~~(2)~~ (3) Fees imposed for services provided under this Bylaw may be collected in the same manner and with the same remedies as property taxes on the premises in respect of which they are imposed, and, if unpaid on December 31 of the year in which they are imposed and due and payable on that date, shall be deemed to be taxes in arrear.

## Offences and Penalties

- (4) Any person who violates a provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of this Bylaw, or who neglects to do or refrains from doing anything required under the provisions of this Bylaw, is guilty of an offence, and may be liable upon summary conviction to a penalty provided of not more than \$50,000, plus other penalties that may be imposed by the Court, including payment of the costs of prosecution and compensation for loss or damage suffered by the District.
- (5) This Bylaw may be enforced by means of ticket issued under the Municipal Ticket Information System Bylaw No. 943, 2024.
- (6) Each day that an offence against this Bylaw continues constitutes a separate offence.

**6. Transfer Station**

- (1) An owner or occupier of residential premises in the District may deposit garbage or other permitted materials at the transfer station upon payment of the fee specified in Schedule B to this Bylaw.

**7. Severability**

- (1) The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

**8. Repeal**

- (1) The District of Hudson's Hope Bylaw No. 758, 2008, and Bylaw 778, 2009, are hereby repealed.

~~8. This Bylaw shall come into effective on the date this Bylaw is adopted.~~

Read a First Time this 9<sup>th</sup> day of June, 2014.

Read a Second Time this this 9<sup>th</sup> day of June, 2014.

Read a Third Time this this 9<sup>th</sup> day of June, 2014.

Adopted this this 23<sup>rd</sup> day of June, 2014

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
MAYOR GWEN JOHANSEN

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
CLERK

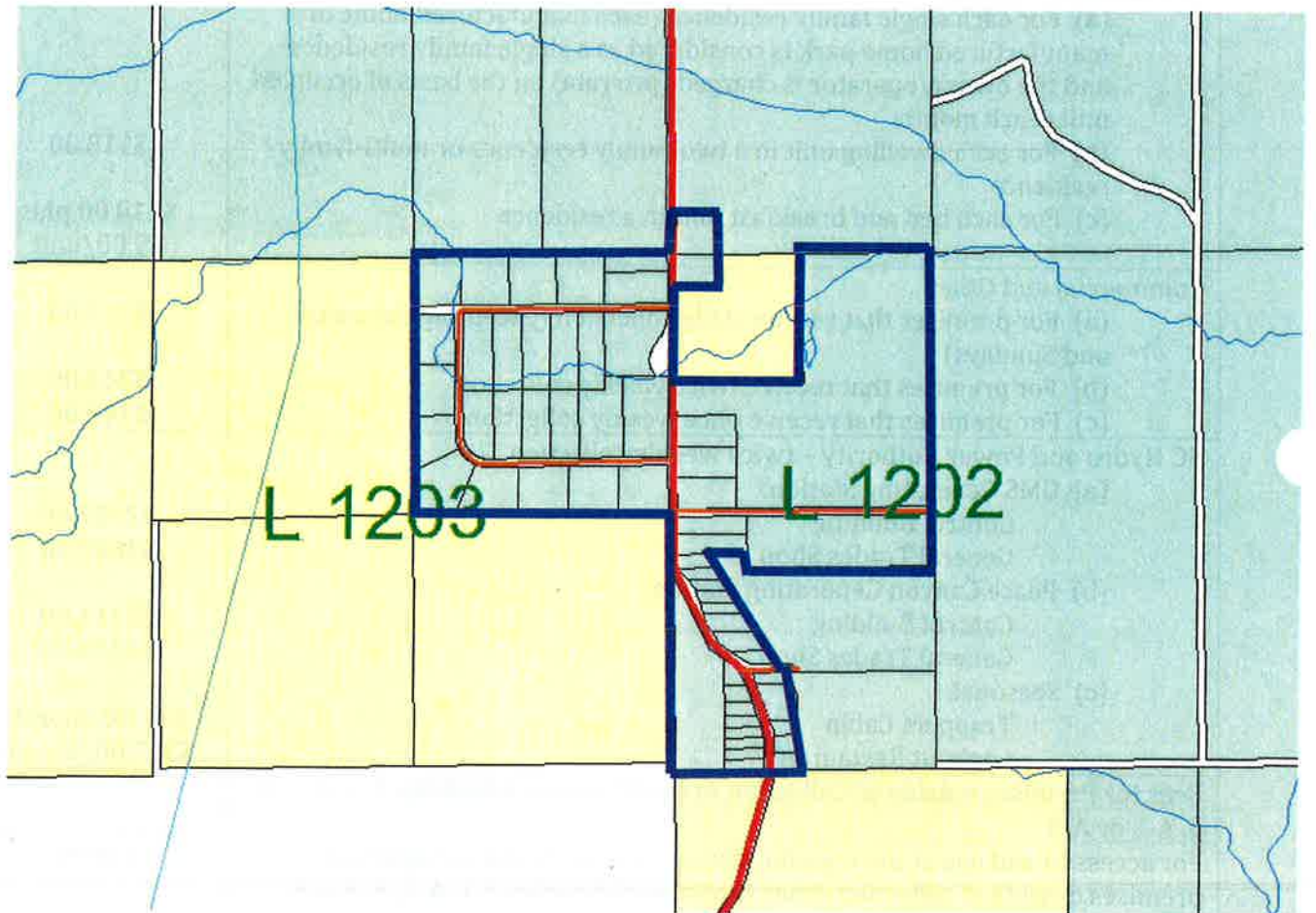
Certified a true copy of Bylaw No. 838, 2014  
this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Clerk

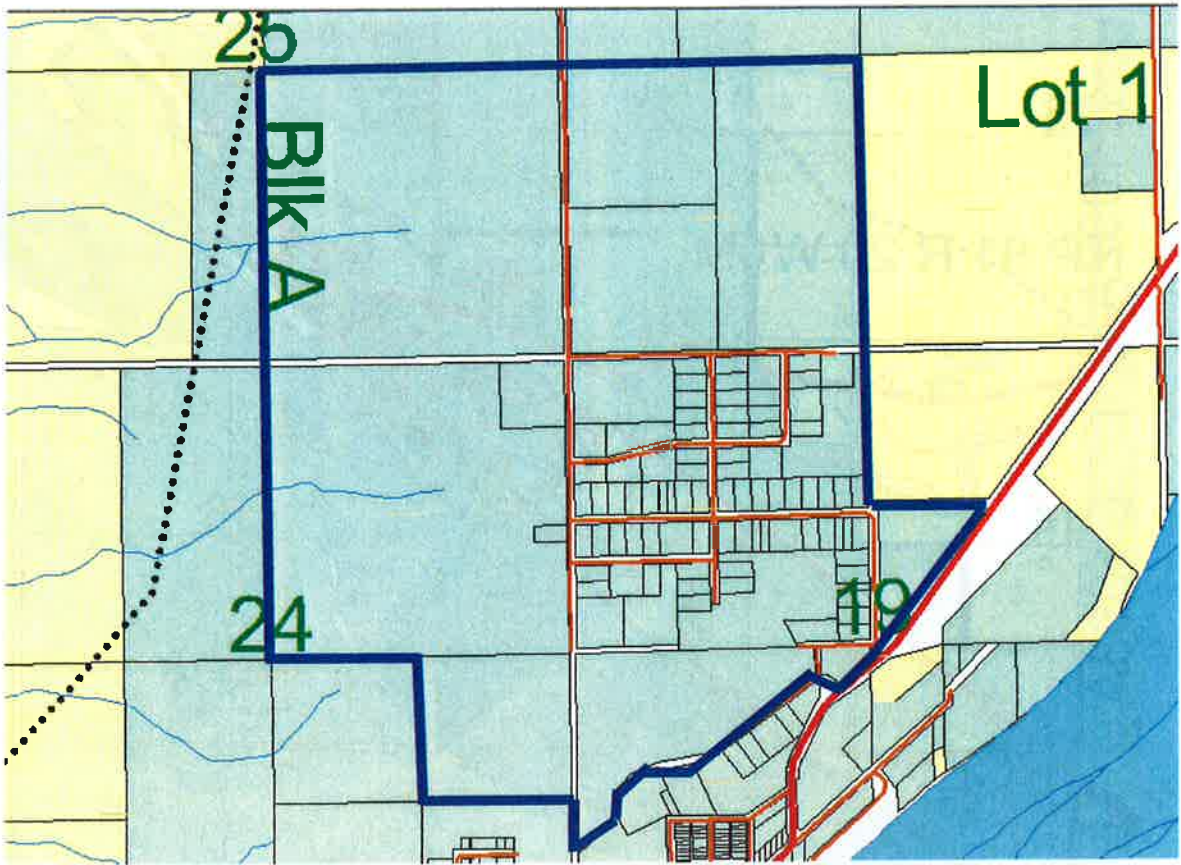
**Schedule B**  
**Fees for Garbage Collection and**  
**Use of Transfer Station**

Description	Annual Fee (except where stated)
Fees for Premises within Collection Areas Shown on Schedules A-1, A-2, A-3, A-4, A-5, or A-6	
Residential Dwellings – once weekly collection	
(a) For each single family residence (each manufactured home in a manufactured home park is considered as a single family residence and the owner/operator is charged (pro rata) on the basis of occupied units each month.	\$118.00
(b) For each dwelling unit in a two-family residence or multi-family residence	\$118.00
(c) For each bed and breakfast unit in a residence	\$118.00 plus \$9.00/unit
Commercial and Other	
(a) For premises that receive daily collection (excepting Saturdays and Sundays)	\$716.00
(b) For premises that receive twice weekly collection	\$243.00
(c) For premises that receive once weekly collection	\$148.00
BC Hydro and Power Authority – twice weekly collection	
(a) W.A.C. Bennett Dam – twice weekly collection: All household garbage removal sites.	\$15,600.00
(b) W.A.C. Bennett Dam – once weekly: Cardboard removal.	\$ 6,500.00
(c) Peace Canyon Generating Station Control Building garbage site General Trades Shop garbage site	\$2214.00 \$2214.00
Fees for Premises outside of Collection Areas Shown on Schedules A-1, A-2, A-3, A-4, A-5, or A-6	
For access to and use of the transfer station by owners and occupiers of premises outside of collection areas shown on Schedules A-1, A-2, A-3, A-4, A-5, and A-6.	\$30.00
The District of Hudson's Hope will provide one "Garbage Container" free of charge to every premise which pays for "Collection Services". The loss, replacement or an additional Garbage Container will be charged at the cost for each of:	\$65.00

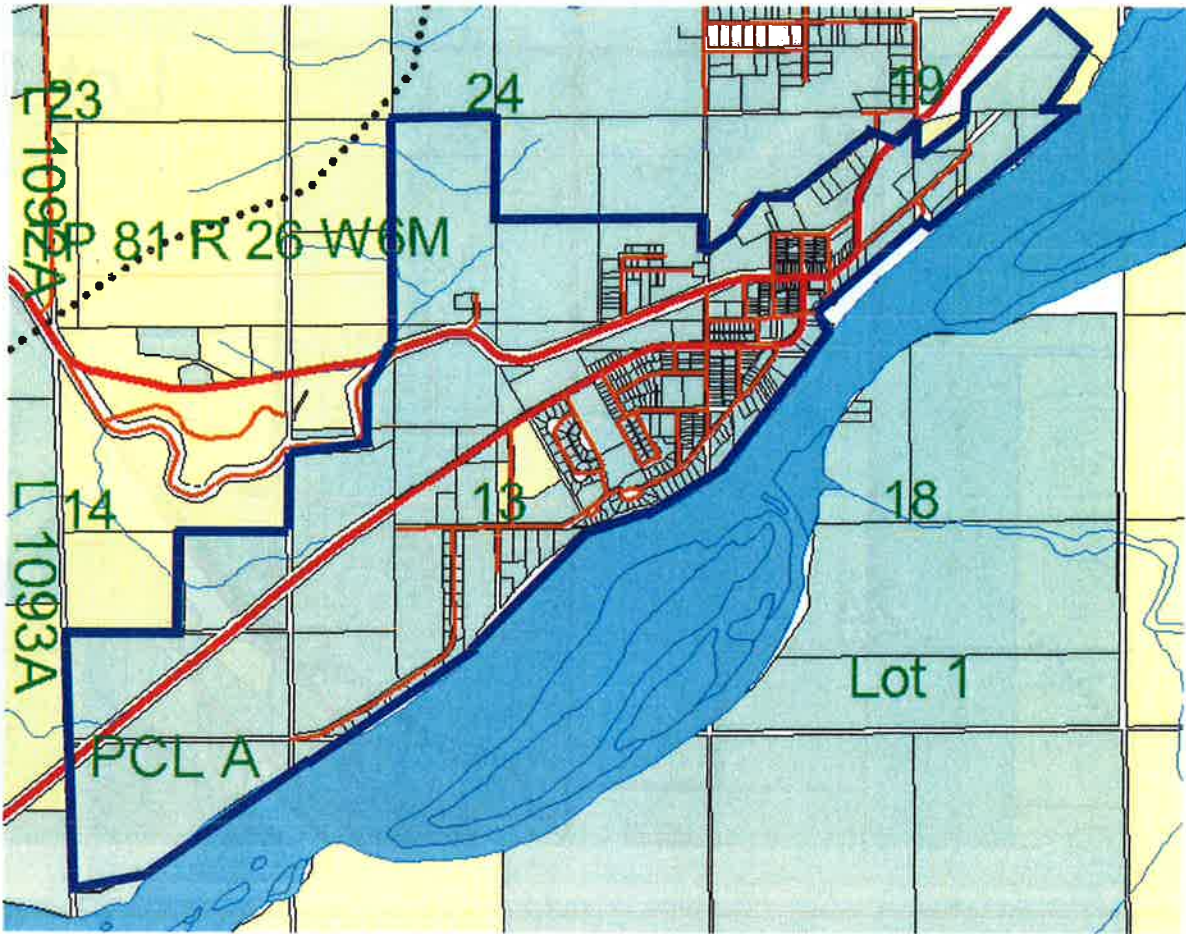
## Beryl Prairie Subdivision - Garbage Route Map (Schedule A-1)



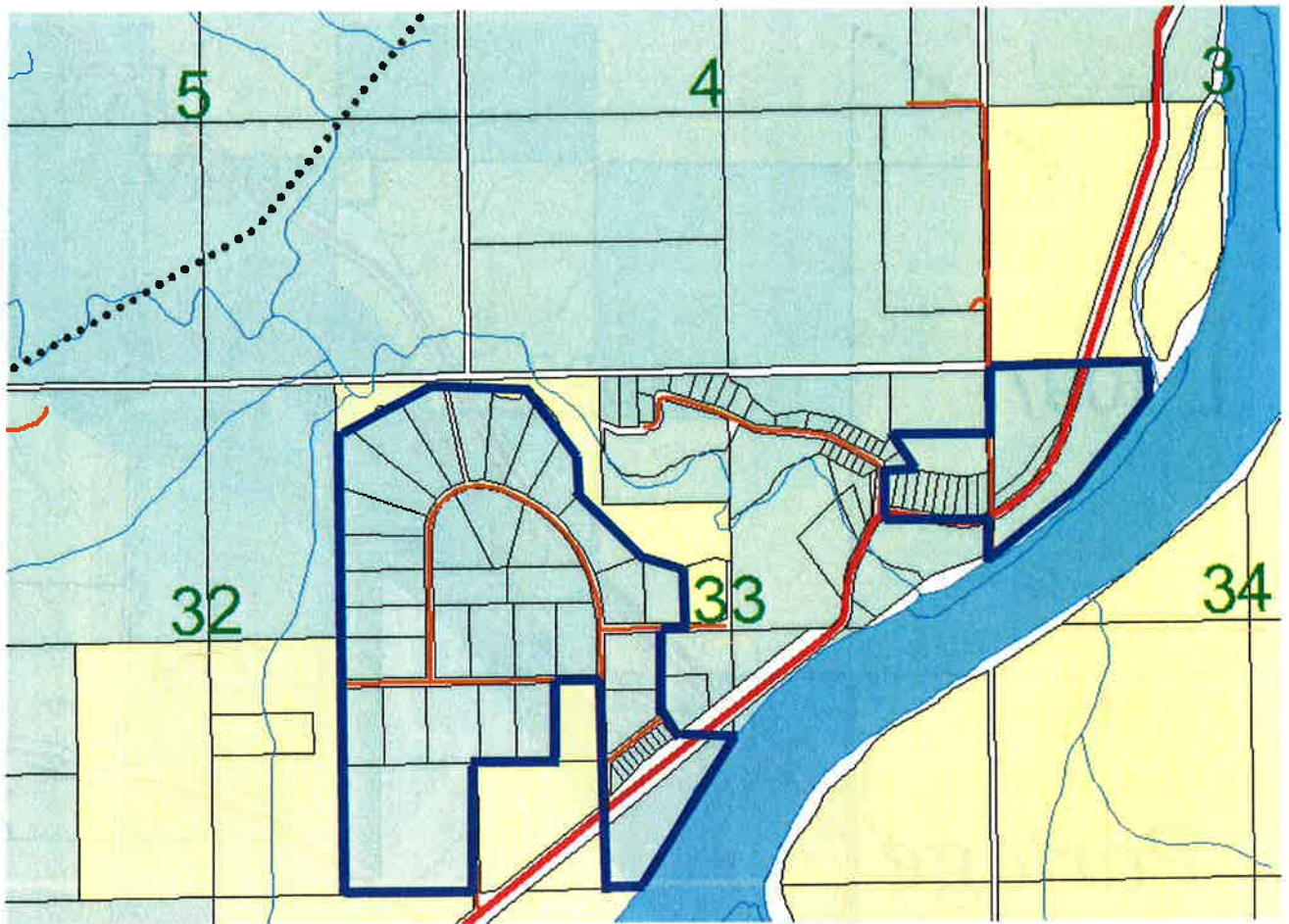
Jamieson Subdivision - Garbage Route Map (Schedule A-2)



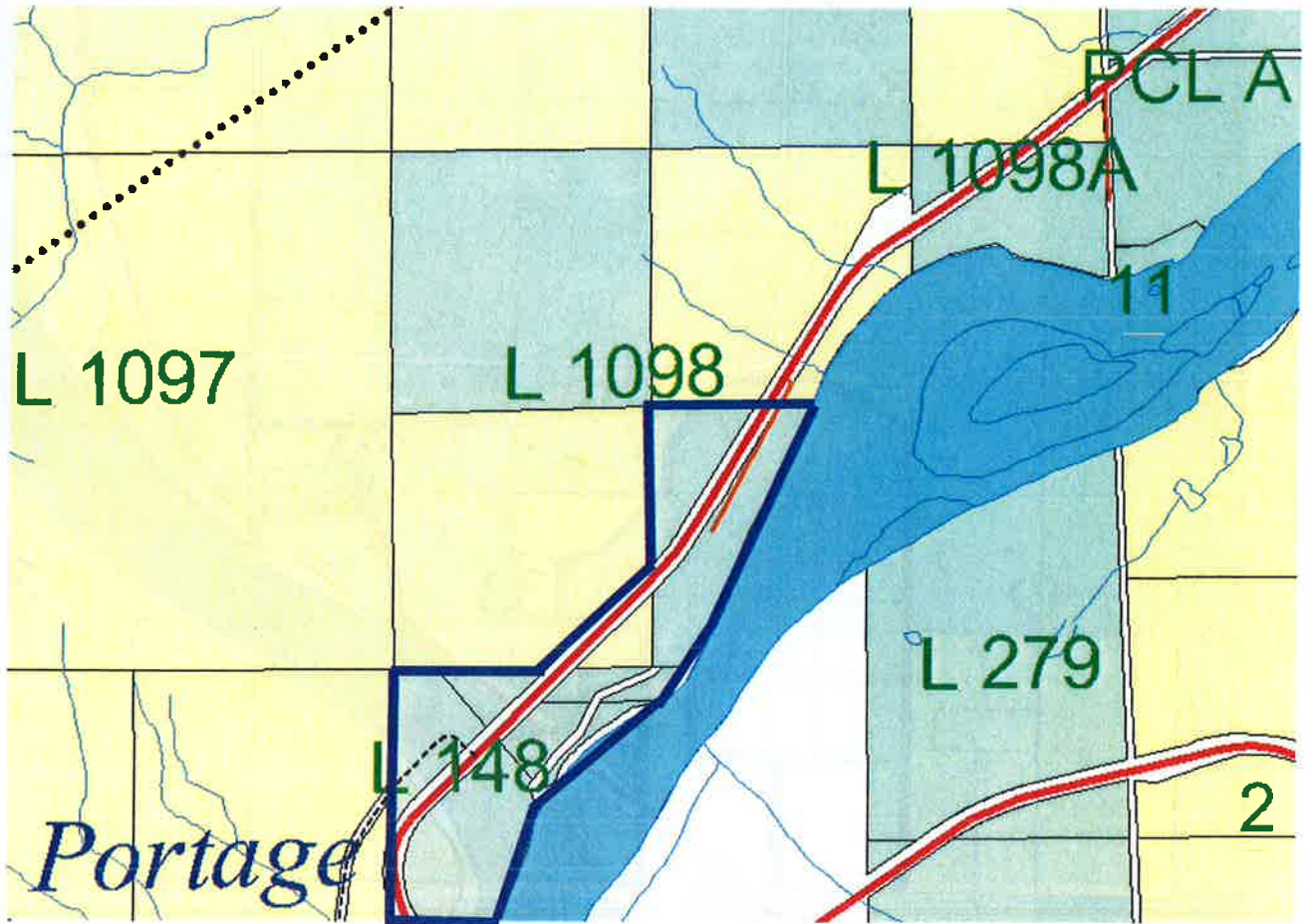
Hudson's Hope Townsite - Garbage Route Map (Schedule A-3)



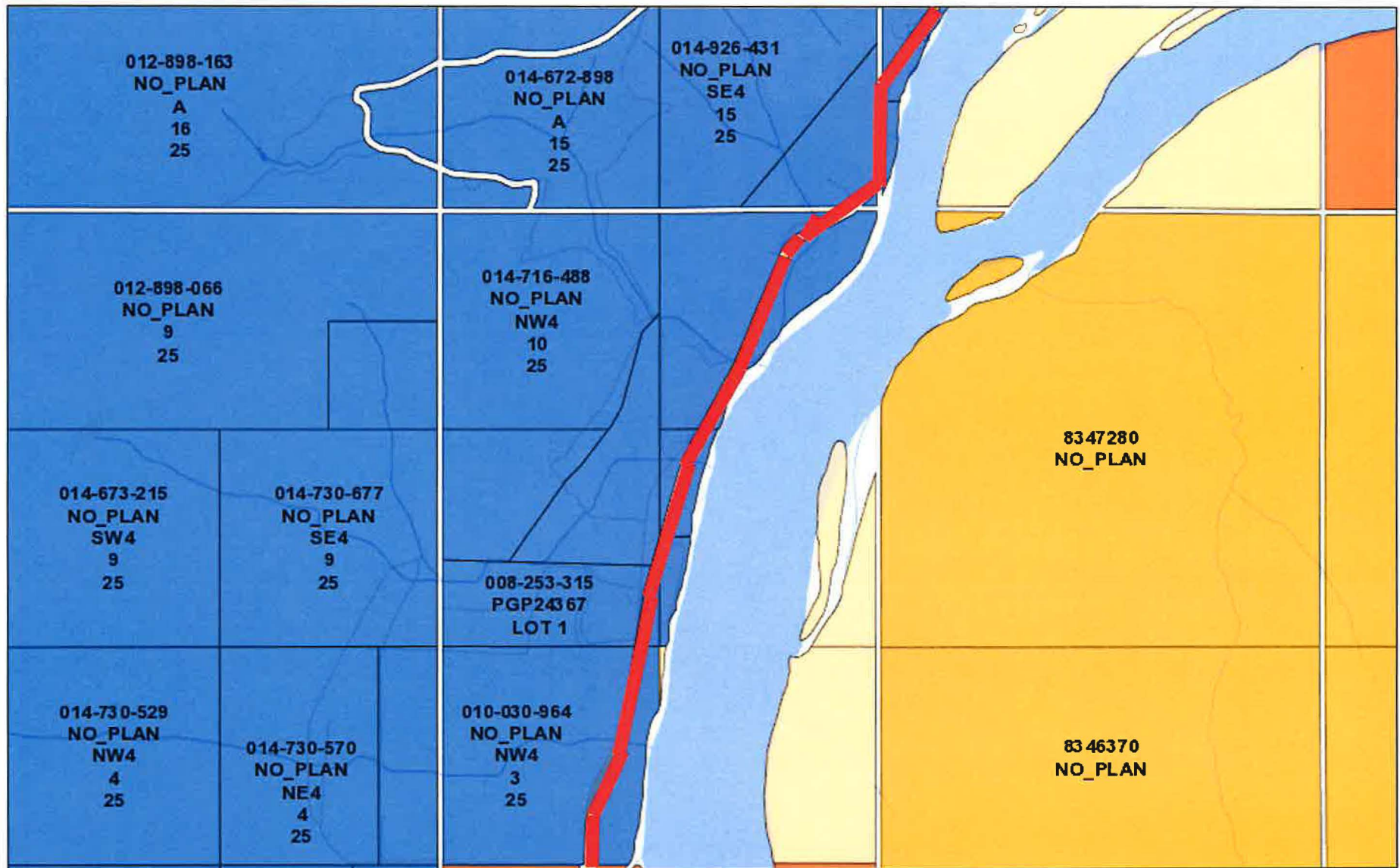
Lynx Creek Subdivision - Garbage Route Map (Schedule A-4)



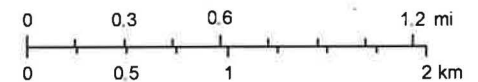
Highway 29 South - Garbage Route Map (Schedule A-5)



# Highway 29 N- Garbage Route Map (Schedule A-6)



1:36,12



Government of British Columbia, DataBC, GeoBC





## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Crystal Brown, Chief Administrative Officer  
**DATE:** May 6, 2024  
**SUBJECT:** District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024

---

The following report was deferred from the March 4, 2024, Council Meeting and is back in front of Council for consideration.

### **RECOMMENDATION:**

That Council receive the report titled "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024" dated March 4, 2024; further, that Council gives "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024", which focuses on the care and maintenance of trees, shrubs, or bushes that attract dangerous wildlife, third reading.

### **BACKGROUND:**

On February 12, 2024, Council passed the following resolution:

#### ***MOVED, SECONDED, and CARRIED***

*That Council receive the report titled "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024" dated February 12, 2024; further, that Council gives "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024" first and second reading.*

On January 8, 2024, Council passed the following motion:

#### ***MOVED, SECONDED, and CARRIED***

*That Council authorizes that the draft bylaws addressing concerns related to attracting wildlife to Hudson's Hope be discussed at a future Committee of the Whole Meeting prior to being presented to Council for adoption.*

During the August 28, 2023, Council Meeting, Corporal Erich Schmidt, Detachment Commander with the Hudson's Hope RCMP, and Sergeant Brad Lacey of the BC Conservation Services shared concerns with Mayor and Council that residents of Hudson's Hope are not complying with requests to remove attractants such as fruit trees and berry bushes, and that failure to do so, is causing an increase in bear activity and creating concerns for public safety.

Sgt. Lacey stated that he has worked with other communities with similar problems, and it has always come down to local council enacting bylaws that compel residents to clear their attractants and ensure that vacant or abandoned properties are properly maintained. In addition, to bylaw enforcement tools, Sgt. Lacey and Corporal Schmidt would like to see more public awareness created to educate residents.

#### **DISCUSSION:**

Key changes to the proposed District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024 (Bylaw), include:

- a. **Fruit Trees:** Changes to this bylaw focus on the care and maintenance of trees, shrubs, or bushes that attract wildlife. Having property owners maintain their fruit trees should result in less wildlife encounters as the potential food source is eliminated. Changes include:
  - i. Prohibiting fruit or nuts from a tree, bush, or shrub to fall on the ground and accumulate in such a manner that it attracts or is likely to attract Dangerous Wildlife.
- b. **Definition Section:** Changes include:
  - i. Moved definitions from within the body of the Bylaw to the Definition section,
  - ii. Added a definition for "Dangerous Wildlife",
  - iii. Added a definition for "Unightly Conditions",
  - iv. Added the following words highlighted in yellow to the definition of "Rubbish":
    - a) garbage, filth, scrap, junk, trash, debris, waste materials; or
    - b) discarded, dilapidated, disused, or broken items or materials;
    - c) plastic bottles, broken glass, tin cans, crockery, plastic, old paper, cardboard, wire ropes, metal containers, or wood products;
    - d) inoperative or unused household appliances, furniture ~~designed to be used indoors~~, tires, electronic devises, trailers, boats, machinery, or unused mechanical or metal parts; or
    - e) unused wood or wood products, excluding seasoned untreated wood or manufactured products cut in lengths for use as fuel in solid fuel burning appliances.
- c. **General Provisions:** Changes include:
  - i. The addition of Sections 3.1 and 3.2 (in the new Bylaw).
- d. **Housekeeping:** Changes include:
  - i. The proper use of "and" and "or" within the Bylaw,
  - ii. Streamlined some of the language,
  - iii. Removal of Sections that are already include in legislation,
  - iv. Removal of the "Removal Order" form from the Bylaw, and
  - v. Removal of Section 6 – Removal Obligations as it is redundant.

- e. **Removal Orders:** Changes include:
- i. Renamed heading (and definition) from "Removal Order" to "Orders",
  - ii. Updated Section 4.2 (previously Section 7) to match legislative requirements under the *Community Charter*,
  - iii. Removal of timelines and other requirements regarding Remedial Orders that are prescribed by the *Community Charter*,
  - iv. Removal of Section 11 as from the previous Bylaw as it was redundant, and
  - v. Addition of 4.3 in the new Bylaw, which requires the owner or occupier of Property who receives an Order for allowing fruit or nuts to accumulate in a manner that attracts, or is likely to attract, Dangerous Wildlife, 24 hours to remove it.
  - vi. Updated removal and clearance costs for personnel and added an administrative cost.
- f. **Enforcement Options:** Bylaw No. 791, 2010, was not linked up with the Municipal Ticket System Bylaw 590, 1999. By including language in the new Bylaw to allow for the insurance of a ticket will provide Bylaw Enforcement Officers with the means to issue a monetary penalty for non-compliance. Changes include:
- i. Clarification regarding who can enter onto a property to determine compliance with the Bylaw,
  - ii. Establishing a mechanism for ticketing through the *Offense Act* and Municipal Ticket Information System, and
  - iii. Determining that each day that an offense continues constitutes a separate offence.

A Consolidated version of the Bylaw showing the changes between the previous and new Bylaw has been provided for Council's convience.

#### **FINANCIAL CONSIDERATIONS:**

The proposed changes to Bylaw would provide for the following penalties for non-compliance of to be included in the Municipal Ticket Information System Bylaw:

<b>Column 1</b>	<b>Column 2</b> Bylaw Section	<b>Column 3</b> Fine
Littering	3.1	\$100.00
Place graffiti on property	3.2, 3.3(i)	\$100.00
Permit accumulation of rubbish, noxious, offensive or unwholesome matter on property	3.3 (a)	\$100.00
Create health or safety hazard	3.3 (b)	\$100.00
Permit unsanitary or Unsightly conditions	3.3 (c)	\$100.00
Permit trees and other growth that creates a safety hazard	3.3 (d)	\$100.00
Derelict vehicles on land	3.3 (f), (g), (h)	\$100.00
Permit fruit or nuts to accumulate	3.3 (j)	\$100.00
Obstruct Bylaw Enforcement Officer	5.2	\$240.00

**\*The proposed fines are intended to be a deterrent, and it is hoped that voluntary compliance by the property owner will occur.**

During the February 12, 2024, Council Meeting, Council requested that staff look at neighbouring municipalities to determine how the proposed fines align with comparable infractions in the region. For comparison, staff looked at the District of Tumbler Ridge, the District of Chetwynd, and the City of Dawson Creek. Below is a summary of the information found:

Littering	\$100
Littering Within the Community	\$50
Litter	\$750

Place graffiti on property	\$100
Graffiti on Property	\$100
Permitting or Placing Graffiti Visible to the Public	\$50

Permit accumulation of rubbish, noxious, offensive on property	\$100
Rubbish on Property	\$100

Create health or safety hazard	\$100
Permit unsanitary or unsightly conditions	\$100
Unsightly Grass or Weeds	\$100
Failure to Remove Noxious Weeds or Unsightly Growth	\$100
Permit Real Property to Accumulate Matter or Thing that Creates Unsightly Conditions	\$50
Permit property to become/remain unsightly	\$500

Permit trees and other growth that creates a safety hazard	\$100
Trees, hedges, bushes, or shrubs presenting a public hazard	\$100

Derelict vehicles on land	\$100
Vehicle on Property	\$100

Permit fruit or nuts to accumulate	\$100.00
Fruit accumulation likely to attract wildlife	\$100.00

Obstruct Bylaw Enforcement Officer	\$100
Obstruct Officer	\$100

District of Hudson's Hope
District of Tumbler Ridge
City of Dawson Creek
District of Chetwynd

\*It should be noted that only fines from Municipal Ticket Information System Bylaws were included for comparison.

	Bylaw 941, 2024	BC Wildfire Services equipment rates for 2022
Grader	\$ 115.00/hr	\$ 175.00
Loader	\$ 90.00/hr	\$ 155.00
Backhoe	\$ 50.00/hr	\$ 100.00
Trackless	\$ 50.00/hr	\$ 60.00
Lawn Tractor	\$ 40.00/hr	\$ 50.00
Gravel Truck	\$ 45.00/hr	\$ 110.00
Pickup Truck	\$ 25.00/hr	\$ 50.00

### COMMUNICATIONS AND OTHER CONSIDERATIONS:

\*Note – staff found three typos in the District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024 that received first and second reading. Those typos have been fixed in the version presented to Council. For Council's convenience, the changes have been highlighted yellow on the proposed bylaw.

### OPTIONS FOR FURTHER CHANGES TO THE PROPOSED BYLAW INCLUDES

1. Amend the proposed fines.

### ALTERNATIVE OPTIONS:

1. That Council receives the report titled "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024" dated March 4, 2024; further, that Council refers the "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024", to staff for changes.

### ATTACHMENTS AND EXTERNAL LINKS:

1. Draft District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024
2. Consolidated Bylaw No. 791, 2010
3. District of Hudson's Hope Property Maintenance Bylaw No. 791, 2010
4. [Wildlife Attractant Bylaw Toolkit](#)

Prepared By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 941, 2024**

A bylaw to regulate, prohibit, and impose requirements in relation to real property in the District of Hudson's

---

WHEREAS Council has the authority to regulate, prohibit, and impose requirements in relation to nuisances, disturbances and other objectionable situations;

AND WHEREAS Council wishes to prohibit conditions to discourage and prevent Dangerous Wildlife from entering the District of Hudson's Hope;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

**GENERAL PROVISIONS**

- 1.1 This Bylaw shall be cited as "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024".
- 1.2 District of Hudson's Hope Property Maintenance Bylaw No. 791, 2010, and all its amendments shall be repealed.
- 1.3 If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the bylaw is deemed valid.
- 1.4 The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 1.5 Any enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time.
- 1.6 Unless otherwise defined in this bylaw, terms used shall have the meanings as set out in the *Charter*, as applicable.
- 1.7 Schedule A is attached to and forms part of this Bylaw.

**DEFINITIONS**

2.1 In this Bylaw,

**"Bylaw Enforcement Officer"** means a person appointed by Council as an Officer, a Bylaw Enforcement Officer, a Building Inspector, or a member of the Royal Canadian Mounted Police;

**"Charter"** means the *Community Charter, [SBC 2003], c.26*;

**"Corporate Officer"** means the Corporate Officer of the District of Hudson's Hope;

**"Council"** means the Council of the District;

**"Dangerous Wildlife"** means the same meaning as in the *Wildlife Act*;

**"Derelict Vehicle"** means:

- (i) a motor vehicle as defined by the *Motor Vehicle Act*, that is not licensed and is wrecked or incapable of motion under its own power; or
- (ii) part of a motor vehicle;

**"District"** means the District of Hudson's Hope;

**"Property"** means real property;

**"Offending Material"** means any material or substance that this Bylaw requires owners and occupiers to remove or clear from their real property;

**"Noxious Weeds"** means a weed designated by the *Weed Control Regulation* to be a noxious weed, and includes the seeds of the noxious weed;

**"Order"** means an Order issued according to **Section 4** of this Bylaw and signed by a Bylaw Enforcement Officer;

**"Rubbish"** includes,

- a) garbage, filth, scrap, junk, trash, debris, waste materials; or
- b) discarded, dilapidated, disused, or broken items or materials;
- c) plastic bottles, broken glass, tin cans, crockery, plastic, old paper, cardboard, wire ropes, metal containers, or wood products;
- d) inoperative or unused appliances, furniture, tires, electronic devices, trailers, boats, machinery, or unused mechanical or metal parts; or
- e) unused wood or wood products, excluding seasoned untreated wood or manufactured products cut in lengths for use as fuel in solid fuel burning appliances.

**Unsightly Conditions** includes:

- a) the accumulation of Rubbish, graffiti, or Derelict Vehicles;
- b) fencing materials that are broken, rotting, contain holes or cracks, or are rusted or covered with peeling paint;
- c) landscaping plants, bushes and trees that are dead or are demonstrating uncontrolled growth;
- d) building or structure or parts thereof that contains holes, breaks, rot, or that is crumbling or cracking, or is covered with rust or peeling paint or any other evidence of physical decay or neglect or excessive use or lack of maintenance; or
- e) any other similar conditions or disrepair and deterioration regardless of the condition of other properties in the neighbourhood.

**GENERAL PROHIBITIONS**

- 3.1 No person shall deposit or throw Rubbish on any highway or public place within the District.
- 3.2 No person shall place graffiti on any building, structure, or any surface on or adjacent to any highway or public place within the District.
- 3.3 No owner or occupier of property within the District shall cause or permit:
  - a) Rubbish or other noxious, offensive, or unwholesome material, including hydrocarbon fluid, to accumulate outside a building on the Property;
  - b) Rubbish or other noxious, offensive, or unwholesome material to accumulate inside a building or structure on the Property in a manner that it creates a health or safety hazard;
  - c) Unsanitary or Unsightly conditions to exist on the Property, including in any buildings or structures located on the Property;
  - d) Trees or other growths that create a safety hazard to remain on the Property;
  - e) Noxious Weeds to grow or accumulate on the Property;
  - f) More than one Derelict Vehicle to remain outside a building on any parcel under one hectare in size, unless that parcel is zoned to allow for automotive wrecking;
  - g) More than four Derelict Vehicles to remain outside a building on any parcel between one hectare and ten hectares in size, unless that parcel is zoned to allow for automotive wrecking;

- h) More than six Derelict Vehicles to remain outside a building on any parcel over ten hectares in size, unless that parcel is zoned to allow for automotive wrecking;
- i) Graffiti to be placed or remain on buildings or structures located on the Property;
- j) Any fruit or nuts from a tree, bush, or shrub to fall on the ground and accumulate in such a manner that it attracts or is likely to attract Dangerous Wildlife.

## **ORDERS**

4.1 If an owner or occupier of the Property fails to comply with this Bylaw, a Bylaw Enforcement Officer may, by Order, require the owner or occupier of the Property to comply with this Bylaw.

4.2 The Order shall:

- a) Describe the Property by municipal address, location, or legal description;
- b) Require the owner or occupier to remove the Offending Material, or other measures as described in the Order, from the Property within 30 days of receiving the Order;
- c) Advise the owner or occupier that if the action required by the Order is not completed by the date specified in the Order, the District may, by its Officers, employees, contractors, or agents, take action to fulfill the requirements of the Order and to recover costs as provided in Schedule A of this Bylaw, at the owner or occupier's expense; and
- d) Notify the owner or occupier that they may apply to the Corporate Officer for an opportunity to be heard by Council for a reconsideration of the matter.

4.3 Despite Section 4.2 (b), if an owner or occupier of Property receives an Order subject to Section 3.3 (j), the owner or occupier shall remove any fruit or nuts from the property within 24 hours after receiving the Order.

## **ENTRY AND INSPECTION**

5.1 A Bylaw Enforcement Officer may enter, at any reasonable time, onto any Property within the District to determine compliance with this Bylaw.

5.2 A person shall not obstruct or interfere with:

- a) A Bylaw Enforcement Officer in the performance of their duties under this Bylaw; or
- b) A person directed by the District to carry out the duties of this Bylaw.

**OFFENCES AND PENALTIES**

6.1 Any person who violates a provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of this Bylaw, or who neglects to do or refrains from doing anything required under the provisions of this Bylaw, is guilty of an offence, and may be liable upon summary conviction to a penalty provided of not more than \$50,000, plus other penalties that may be imposed by the Court, including payment of the costs of prosecution and compensation for loss or damage suffered by the District.

6.2 This Bylaw may be enforced by means of ticket issued under the Municipal Ticket Information System Bylaw No. 943, 2024.

6.3 Each day that an offence against this Bylaw continues constitutes a separate offence.

READ A FIRST TIME this 12<sup>th</sup> day of February 2024

READ A SECOND TIME this 12<sup>th</sup> day of February, 2024.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_, 2024.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Travous Quibell, Mayor

\_\_\_\_\_  
Andrea Martin, Corporate Officer

Certified a true copy of Bylaw No.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

**SCHEDULE "A"****DISTRICT FEES FOR TAKING ACTION AT THE DEFAULTER'S COST**

<b><u>Administrative Costs</u></b>	\$200 each offense
<b><u>Contractor Costs</u></b>	<i>Actual Cost</i>
<b><u>Use of District Equipment Costs (without operator)</u></b>	
Grader	\$ 115.00/hr
Loader	\$ 90.00/hr
Backhoe	\$ 50.00/hr
Trackless	\$ 50.00/hr
Lawn Tractor	\$ 40.00/hr
Gravel Truck	\$ 45.00/hr
Pickup Truck	\$ 25.00/hr
<b><u>Personnel</u></b>	
Public Works	\$ 50.00/hr
Officer Positions	\$ 75.00/hr

**DISTRICT OF HUDSON'S HOPE**  
**BYLAW NO. 791-941, 2024**

A bylaw to regulate, prohibit, and impose requirements prevent unsightliness and promote the maintenance of in relation to real property in the District of Hudson's Hope

---

WHEREAS pursuant to the *Community Charter*, Council may has the authority to regulate, prohibit and impose requirements in relation to nuisances, disturbances and other objectionable situations;

AND WHEREAS Council wishes to prohibit conditions to discourage and prevent Dangerous Wildlife from entering the District of Hudson's Hope;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

**TITLE GENERAL PROVISIONS**

- 1.1 This Bylaw may be cited as "District of Hudson's Hope Property Maintenance Bylaw No. 791, 2010-941, 2024".
- 1.2 District of Hudson's Hope Property Maintenance Bylaw No. 791, 2010, and all its amendments shall be repealed.
- 1.3 If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the bylaw is deemed valid.
- 1.4 The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 1.5 Any enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time.
- 1.6 Unless otherwise defined in this bylaw, terms used shall have the meanings as set out in the *Charter*, as applicable.
- 1.7 Schedule A is attached to and forms part of this Bylaw.

**DEFINITIONS**

2.1 In this Bylaw:

- (a) "Bylaw Enforcement Officer" means a person appointed by Council as an Officer, a Bylaw Enforcement Officer, or a Building Inspector, or a member of the Royal Canadian Mounted Police;

**“Charter”** means the *Community Charter, [SBC 2003], c.26*;

**“Corporate Officer”** means the Corporate Officer of the District of Hudson’s Hope;

~~(b)~~ “Council” means the ~~duly elected~~ Council of the District;

**“Dangerous Wildlife”** means the same meaning as in the *Wildlife Act*;

~~(c)~~ “Derelict Vehicle” means:

- (i) a motor vehicle as defined by the *Motor Vehicle Act*, that is not licensed and is wrecked or incapable of motion under its own power; or
- (ii) part of a motor vehicle;

~~(d)~~ “District” means the District of Hudson’s Hope;

**“Property”** means real property;

~~(e)~~ “Offending Material” means any material or substance that this Bylaw requires owners and occupiers to remove or clear from their ~~real~~ property, ~~and includes graffiti and unsightly conditions~~;

**“Noxious Weeds”** means a weed designated by the *Weed Control Regulation* to be a noxious weed, and includes the seeds of the noxious weed;

~~(f)~~ “~~Removal~~ Order” means an order **issued according to Section of this Bylaw and** , ~~substantially in the form attached to this Bylaw as Schedule “A”~~, signed by a Bylaw Enforcement Officer;

~~(g)~~ “Rubbish” includes:

- a) garbage, **filth**, scrap, **junk**, trash, debris, waste materials; or
- b) discarded, dilapidated, **disused**, or broken items or materials;
- c) **plastic** bottles, broken glass, **tin cans**, crockery, plastic, old paper, cardboard, wire ropes, **metal containers**, or wood products;
- d) **inoperative or unused household** appliances, furniture ~~designed to be used indoors~~, tires, **electronic devises**, **trailers, boats, machinery**, or unused mechanical or metal parts; or
- e) **unused wood or wood products, excluding seasoned untreated wood or manufactured products cut in lengths for use as fuel in solid fuel burning appliances.**

**Unsightly Conditions** includes:

- a) the accumulation of Rubbish, graffiti, or Derelict Vehicles;
- b) fencing materials that are broken, rotting, contain holes or cracks, or are rusted or covered with peeling paint;
- c) landscaping plants, bushes and trees that are dead or are demonstrating uncontrolled growth;
- d) building or structure or parts thereof that contains holes, breaks, rot, or that is crumbling or cracking, or is covered with rust or peeling paint or any other evidence of physical decay or neglect or excessive use or lack of maintenance; or
- e) any other similar conditions or disrepair and deterioration regardless of the condition of other properties in the neighbourhood.

**GENERAL PROHIBITIONS – PUBLIC PROPERTY**

- 3.1. No person shall deposit or throw any Rubbish on any highway or public place within the District.
- 4.3.2 No person shall place graffiti on any building, or structure, or any surface elsewhere on, or adjacent to, any highway or public place within the District.

**GENERAL PROHIBITIONS – PRIVATE PROPERTY**

- 5.3.3 No owner or occupier of real property with the District shall cause or permit:
  - (a) any Rubbish or other noxious, offensive, or unwholesome material, including hydrocarbon fluid, to accumulate outside a building on such real the property;
  - (b) any Rubbish or other noxious, offensive, or unwholesome material to accumulate inside a building or structure located on such real the property in a manner such that it creates a health or safety hazard;
  - (c) unsanitary or Unsightly conditions to exist on such real the property, including or in any buildings or structures located on such real the property;
  - (d) any trees or other growths that create a safety hazard to remain on such real the property;
  - (e) noxious weeds designated under the Weed Control Regulation of the Weed Control Act, as amended from time to time, to grow or accumulate on such real the property;
  - (f) more than one Derelict Vehicle to remain outside a building on any parcel under 1 hectare in size, unless that parcel is zoned to allow for automotive wrecking;
  - (g) more than four Derelict Vehicles to remain outside a building on any parcel between ~~±~~ one hectare and ten ~~±~~ hectares in size, unless that parcel is zoned to allow for automotive wrecking;
  - (h) more than six Derelict Vehicles to remain outside a building on any parcel over ten ~~±~~ hectares in size, unless that parcel is zoned to allow for automotive wrecking;

- (i) graffiti to be placed or remain on any buildings or structures located on such real the property; and unsightly conditions to exist on such real property or in any buildings or structures located on such real the property. (moved up above)
- (j) Any fruit or nuts from a tree, bush, or shrub to fall on the ground and accumulate in such a manner that it attracts or is likely to attract Dangerous Wildlife.

#### REMOVAL OBLIGATIONS

6. ~~Every owner and occupier of real property shall remove, or cause to be removed, from such real property and from any buildings or structures located on such real property, all:~~
- ~~(a) accumulations of Rubbish or other noxious, offensive, or unwholesome material;~~
  - ~~(b) unsanitary conditions;~~
  - ~~(c) trees and other growths that create a safety hazard;~~
  - ~~(d) Derelict Vehicles, except where permitted;~~
  - ~~(e) graffiti; and~~
  - ~~(f) unsightly conditions.~~

#### REMOVAL ORDERS

7.4.1 4.1 Where If an owner or occupier of the Property fails to comply with section 6 of this Bylaw, a Bylaw Enforcement Officer may, by Order, deliver a Removal Order to the owner or occupier of the real property, in accordance with section 8 of this Bylaw, which Removal Order shall require the owner or occupier of the Property to comply with this Bylaw.

#### 4.2 The Order shall:

- a) Describe the Property by municipal address, location, or legal description;
- b) Require the owner or occupier to remove or clear the Offending Material, or other measures as described in the Order, from the Property within 30 days of service receiving of such the Order;
- c) ~~notify~~ Advise the owner or occupier that, if the action required by the Order is not completed by the date specified in the Order after the expiration of 30 days, the District may, by its officers, employees, contractors, or take action to fulfill the requirements of the Order and to recover costs as provided in Schedule A of this Bylaw and agents, enter on the real property and remove or clear the Offending Material, at the owner or occupier's expense; and
- d) Notify the owner or occupier that they may apply to the Corporate Officer for an opportunity to be heard by Council for a reconsideration of the matter. appear

~~before Council on a specified hearing date, which date shall be no less than 5 days and no more than 30 days after delivery of the Removal Order.~~

- 4.3 ~~Despite Section 4.2 (b), if an owner or occupier of Property receives an Order subject to Section 3.3 (j), the owner or occupier shall remove any fruit or nuts from the property within 24 hours after receiving the Order.~~
8. ~~The Bylaw Enforcement Officer must serve the Removal Order on the owner or occupier of the real property on which the Offending Material is located by either:~~
- ~~\_\_\_\_\_ (a) \_\_\_\_\_ personal service; or~~
  - ~~\_\_\_\_\_ (b) \_\_\_\_\_ registered mail with acknowledgement of receipt, to the address of the owner shown on the last real property assessment roll.~~
9. ~~A person who receives a Removal Order must remove or clear the Offending Material from the real property within 30 days of service of the Removal Order.~~
10. ~~Upon giving the District Clerk at least 5 days notice of his or her intention to appear, a person who receives a Removal Order may make representations in person, or through an agent, to Council on the hearing date specified in the Removal Order.~~
11. ~~After hearing representations made pursuant to section 10, Council may:~~
- ~~(a) \_\_\_\_\_ affirm the Removal Order;~~
  - ~~(b) \_\_\_\_\_ vary the Removal Order; or~~
  - ~~(c) \_\_\_\_\_ rescind the Removal Order.~~

#### ~~DISTRICT ACTION UPON FAILURE TO COMPLY WITH ORDER~~

12. ~~If a person who receives a Removal Order fails to remove or clear the Offending Material from the real property as directed in the Removal Order, the District may, by its officers, employees, contractors and agents, enter on the real property identified in the Removal Order between the hours of 8:00 a.m. and 8:00 p.m., and remove or clear the Offending Material.~~
13. ~~Where Offending Material has been removed or cleared by the District in accordance with section 12, the costs for such removal or clearance shall be paid by the owner of the real property identified in the Removal Order, which costs shall be calculated in accordance with the rates set out in Schedule "B".~~
14. ~~If the costs owing to the District under section 13 remain unpaid on December 31 of the year in which the costs were incurred, the District may add those costs to the taxes payable on such real property, as taxes in arrears.~~

~~RIGHT OF ENTRY FOR INSPECTION~~ **ENTRY AND INSPECTION**

~~15.~~ **5.1** A Bylaw Enforcement Officer may enter, at all reasonable times, ~~upon any real~~ **onto any property within the District** to determine ~~whether the provisions of~~ **compliance with this Bylaw.** ~~or the directions of a Removal Order are being complied with.~~

NO INTERFERENCE

~~16.~~ **5.2** ~~A~~ No person shall **not** obstruct or interfere with:  
(a) a Bylaw Enforcement Officer in the performance of ~~his or her~~ their duties under this Bylaw; or  
(b) ~~any~~ **A** person directed by the District to carry out ~~the work under section 12 of~~ **the duties of** this Bylaw.

OFFENCES AND PENALTIES

~~17.~~ **6.1** ~~Any~~ **Every** person who violates a provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of this Bylaw, or who neglects to do or refrains from doing anything required under the provisions of this Bylaw, is guilty of an offence and shall be liable on summary conviction to a penalty of not more than ~~\$10,000~~ **\$50,000, plus** ~~together with such~~ other penalties that may be imposed by the Court, including payment of the costs of prosecution and compensation for loss or damage suffered by the District.

**6.1** This Bylaw may be enforced by means of ticket issued under the Municipal Ticket Information System Bylaw No. 943, 2024.

~~6.2~~ **6.2** Each day that an offence against this Bylaw continues constitutes a separate offence. ~~18. Where an offence under this Bylaw is a continuing offence, each day the offence continues constitutes a separate offence.~~

SEVERABILITY

~~19. If any provision of this Bylaw is for any reason declared invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remaining provisions of this Bylaw. (moved up above)~~

READ A FIRST TIME this day of February, 2024

READ A SECOND TIME this \_\_\_\_ day of February, 2024.

READ A THIRD TIME this \_\_\_ day of \_\_\_\_, 2024.

ADOPTED this \_\_\_ day of \_\_\_\_ 2024.

**SCHEDULE "A"  
REMOVAL ORDER**

<b>Property Owner</b>	
<b>Physical Address</b>	<b>Hudson's Hope, BC</b>
<b>Mailing Address</b>	

The above listed property has been deemed to be in contravention of Property Maintenance Bylaw No. 791, 2010.

You are required to remove:

- ~~all Rubbish or other noxious, offensive, or unwholesome material, including hydrocarbon fluid, that has accumulated on the above-listed property~~
- ~~all Rubbish or other noxious, offensive, or unwholesome material that has accumulated in any buildings or structures located on the above-listed property that creates a health or safety hazard~~
- ~~all unsanitary conditions existing on the above-listed property or in any buildings or structures located on the above-listed property~~
- ~~all trees and other growths creating a safety hazard on the above-listed property~~
- ~~all noxious weeds designated under the Weed Control Regulation of the *Weed Control Act*, as amended from time to time, growing or accumulating on the above-listed property~~
- ~~all but one Derelict Vehicles located outside a building on the above-listed property that is under 1 hectare in size~~
- ~~all but four Derelict Vehicles located outside a building on the above-listed property that is between 1 and 10 hectares in size~~
- ~~all but six Derelict Vehicles located outside a building on the above-listed property that is over 10 hectare in size~~
- ~~all graffiti placed or remaining on any buildings or structures located on the above-listed property~~
- ~~all unsightly conditions existing on the above-listed property or in any buildings or structures located on the above-listed property~~

\_\_\_\_\_  
Bylaw Enforcement Officer

\_\_\_\_\_  
Date (yyyy-mm-dd)

*(back of removal order)*

**From Property Maintenance Bylaw No. 791, 2010:**

**REMOVAL ORDERS**

- ~~7. Where an owner or occupier fails to comply with section 6 of this Bylaw, a Bylaw Enforcement Officer may deliver a Removal Order to the owner or occupier of the real property, in accordance with section 8 of this Bylaw, which Removal Order shall:~~
- ~~(a) require the owner or occupier to remove or clear the Offending Material from the real property within 30 days of service of such Removal Order;~~
  - ~~(b) notify the owner or occupier that, after the expiration of 30 days, the District may, by its officers, employees, contractors and agents, enter on the real property and remove or clear the Offending Material, at the owner or occupier's expense; and~~
  - ~~(c) notify the owner or occupier that they may appear before Council on a specified hearing date, which date shall be no less than 5 days and no more than 30 days after delivery of the Removal Order.~~
- ~~8. The Bylaw Enforcement Officer must serve the Removal Order on the owner or occupier of the real property on which the Offending Material is located by either:~~
- ~~(a) personal service; or~~
  - ~~(b) registered mail with acknowledgement of receipt, to the address of the owner shown on the last real property assessment roll.~~
- ~~9. A person who receives a Removal Order must remove or clear the Offending Material from the real property within 30 days of service of the Removal Order.~~
- ~~10. Upon giving the District Clerk at least 5 days notice of his or her intention to appear, a person who receives a Removal Order may make representations in person, or through an agent, to Council on the hearing date specified in the Removal Order.~~
- ~~11. After hearing representations made pursuant to section 10, Council may:~~
- ~~(a) affirm the Removal Order;~~
  - ~~(b) vary the Removal Order; or~~
  - ~~(c) rescind the Removal Order.~~

**DISTRICT ACTION UPON FAILURE TO COMPLY WITH ORDER**

- ~~12. If a person who receives a Removal Order fails to remove or clear the Offending Material from the real property as directed in the Removal Order, the District may, by its officers, employees, contractors and agents, enter on the real property identified in the Removal Order between the hours of 8:00 a.m. and 8:00 p.m., and remove or clear the Offending Material.~~
- ~~13. Where Offending Material has been removed or cleared by the District in accordance with section 12, the costs for such removal or clearance shall be paid by the owner of the real property identified in the Removal Order, which costs shall be calculated in accordance with the rates set out in Schedule "B".~~
- ~~14. If the costs owing to the District under section 13 remain unpaid on December 31 of the year in which the costs were incurred, the District may add those costs to the taxes payable on such real property, as taxes in arrears.~~

## SCHEDULE "B"

REMOVAL AND CLEARANCE COSTSContractor Costs: **Actual costs**

District Employee and Equipment Costs:

<b><u>Administrative Costs</u></b>	<b>\$200 each offense</b>
<b><u>Equipment (without operator)</u></b>	<b><u>Cost</u></b>
Grader	\$ 115.00/hr
Loader	\$ 90.00/hr
Backhoe	\$ 50.00/hr
Trackless	\$ 50.00/hr
Lawn Tractor	\$ 40.00/hr
Gravel Truck	\$ 45.00/hr
Pickup Truck	\$ 25.00/hr
<b><u>Personnel</u></b>	
Lead Hand	\$ 40.00/hr
General Trades	\$ 35.00/hr
Bylaw Officer	\$ 35.00/hr
Manager of Protective & Inspection Services or Director of Public Works	\$ 50.00/hr
<b>Public Works</b>	<b>\$ 50.00/hr</b>
<b>Officer Positions</b>	<b>\$ 75.00/hr</b>



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Crystal Brown, Chief Administrative Officer

**DATE:** May 6, 2024

**SUBJECT:** District of Hudson's Hope Municipal Ticket Information System Bylaw No. 943, 2024

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The following report was deferred from the March 4, 2024, Council Meeting and is now back in front of Council for their consideration.

### **RECOMMENDATION:**

That Council receive the report titled "Municipal Ticket Information System Bylaw No. 943, 2024" dated February 12, 2024; further, that Council gives "Municipal Ticket Information System Bylaw No. 943, 2024", third reading.

### **BACKGROUND:**

On February 12, 2024, Council passed the following resolution:

#### ***MOVED, SECONDED, and CARRIED***

*That Council receive the report titled "Municipal Ticket Information System Bylaw No. 943, 2024" dated February 12, 2024; further, that Council gives "Municipal Ticket Information System Bylaw No. 943, 2024" first and second reading.*

On January 8, 2024, Council passed the following motion:

#### ***MOVED, SECONDED, and CARRIED***

*That Council authorizes that the draft bylaws addressing concerns related to attracting wildlife to Hudson's Hope be discussed at a future Committee of the Whole Meeting prior to being presented to Council for adoption.*

### **DISCUSSION:**

The District of Hudson's Hope Municipal Ticket Information System Bylaw No. 943, 2024 (Bylaw) allows the District to impose monetary fines for non-compliance with District bylaws. The proposed changes include:

- a. **Schedules:** Changes include:
  - i. The addition of Schedule D – Property Maintenance Bylaw No. 941, 2024, and
  - ii. The addition of Schedule E - Garbage Collection Bylaw No. 838, 2014,

**b. Definitions:** Changes include:

- i. The addition of "Bylaw Enforcement Officer" to the Definitions,

**c. Housekeeping:** Changes include:

- i. Addition of a legal sentence within the body of Bylaw, to include Schedules as part of the Bylaw.

**FINANCIAL CONSIDERATIONS:**

The proposed changes to Bylaw include the following proposed fines:

Schedule D - Property Maintenance Bylaw No. 941, 2024		
Column 1	Column 2 Bylaw Section	Column 3 Fine
Littering	3.1	\$100.00
Place graffiti on property	3.2, 3.3(i)	\$100.00
Permit accumulation of rubbish, noxious, offensive or unwholesome matter on property	3.3 (a)	\$100.00
Create health or safety hazard	3.3 (b)	\$100.00
Permit unsanitary or Unsightly conditions	3.3 (c)	\$100.00
Permit trees and other growth that creates a safety hazard	3.3 (d)	\$100.00
Derelect vehicles on land	3.3 (f), (g), (h)	\$100.00
Permit fruit or nuts to accumulate	3.3 (j)	\$100.00
Obstruct Bylaw Enforcement Officer	5.2	\$100.00

Schedule E - Garbage Collection Bylaw No. 838, 2014		
Column 1	Column 2 Bylaw Section	Column 3 Fine
Garbage placed outside of prescribed collection date or time	4(5)	\$100.00
Garbage removed after prescribed time on collection day	4(10)	\$100.00
Garbage not stored in an inaccessible manner	4(11)	\$100.00
Obstruct Bylaw Enforcement Officer	2(a), 2(b)	\$240.00

**\*The first three fines listed above are lower than suggested in the Toolkit.**

During the February 12, 2024, Council Meeting, Council requested that staff look at neighbouring municipalities to determine how the existing fines for the Animal Control and Licensing Bylaw No. 589, 1999, and Noise Regulation Bylaw No. 620, 2001 align with comparable infractions in the region. For comparison, staff looked at the District of Tumbler Ridge, the District of Chetwynd, and the City of Dawson Creek. Below is a summary of the information found:

**Animal Control and Licensing Bylaw No. 589, 1999**

Dog at large	\$60.00
Cat at large	\$30.00
Farm animal at large	\$60.00
Unlicensed Animal at large	\$150.00
Licensed Animal at large – First occurrence	\$100.00
Licensed Animal at large – Second occurrence and subsequent occurrence	\$150.00
Nuisance Dog at large – First occurrence	\$200.00
Nuisance Dog at large – Second and subsequent occurrence	\$400.00
High Risk Dog at large – First occurrence	\$250.00
High Risk Dog at large – Second and subsequent occurrence	\$500.00
Dangerous Dog at large – First occurrence	\$500.00
Dangerous Dog at large – Second and subsequent occurrence	\$1,000.00
Dog at Large	\$50.00
Animals at large	\$500.00
Aggressive dog at large	\$1,000.00

Dog in a public place (without leash)	\$60.00
Failure to leash High Risk Dog in a public place	\$250.00
Fail to leash Dangerous Dog in a public place or private lands	\$300.00
Animal not on a leash	\$750.00

Failure to remove dog feces from private property	\$60.00
Failure to remove dog feces from public place	\$60.00
Failure to remove feces	\$100.00
Accumulation of dog feces, foul smelling compost heap or offensive odor	\$100.00
Fail to remove animal waste	\$750.00

Failure to confine a vicious dog	\$120.00
Aggressive dog not securely confined	\$300.00
High-risk dog not restrained in a public place or on private property	\$500.00
Failure to leash or muzzle a vicious dog	\$120.00
Fail to muzzle or leash Dangerous Dog in a public place or private lands	\$300.00
Aggressive dog not leashed, muzzled, or under control	\$750.00

Failure to confine a dog in heat	\$60.00
Female in Heat at Large	\$50.00
Failure to confine a dog in heat	\$100.00

Dog improperly tethered (to a traffic control device)	\$60.00
Dog tethered beyond property boundary (that it is able to leave the boundary)	\$60.00

Tether animal to fixed object in a way that the animal is able to leave property	\$100.00
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Barking dog	\$60.00
Barking dog	\$50.00

Unlicensed dog	\$60.00
Dog/Cat without license – First occurrence	\$100.00
Dog/Cat without license – Second and subsequent occurrence	\$150.00
High-risk dog not licensed	\$500.00
Aggressive dog not licensed	\$1,000.00
Nuisance animal not licensed	\$500.00

Failure to display license tag	\$30.00
Failure to affix license tag on dog or cat	\$50.00
Dogs not wearing tags	\$50.00
Remove licence or tag from animal	\$750.00
Fail to affix license	\$500.00

Unlicensed kennel	\$300.00
Commercial kennel without license	\$200.00
Fail to obtain kennel and business licences	\$300.00

Damage to property by a dog	\$60.00
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Damage to property by a farm animal	\$60.00
Feeding of Wildlife Animals	\$60.00
Feed or attempt to feed wildlife other than birds/hummingbirds	\$100.00

Obstructing the Animal Control Warden	\$240.00
Interference with animal control officer	\$250.00
Obstruct an Official	\$750.00

**Noise Regulation Bylaw No. 620, 2001**

Amplified sound which disturbs	\$60.00
Noise which disturbs	\$60.00
Noise which disturbs	\$100.00
Create or permit noise disturbance within the hours of 10pm to 7am	\$100.00
Create or permit noise disturbance in excess of 10 minutes	\$100.00
Permit noise that disturbs the neighborhood	\$500.00

Animal / bird noise which disturbs	\$60.00
Keeping of animals or birds which disturb the peace of the surrounding area	\$100.00

Vehicle noise which disturbs	\$60.00
Running Motor Noise	\$100.00
Excessive idling of commercial vehicle	\$200.00
Unmuffled engine	\$60.00
Unmuffled Engine Noise	\$100.00
Continuous running of a vehicle in a residential zone - first offense	\$60.00
Continuous running of a vehicle in a residential zone second offense	\$120.00

Obstruct Bylaw Enforcement Officer	\$240.00
Obstructing Officer	\$100.00
Obstructing Officer	\$750.00

Equipment noise which disturbs	\$600.00
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**Property Maintenance Bylaw No. 941, 2024**

Littering	\$100
Littering Within the Community	\$50
Litter	\$750

Place graffiti on property	\$100
Graffiti on Property	\$100
Permitting or Placing Graffiti Visible to the Public	\$50

Permit accumulation of rubbish, noxious, offensive on property	\$100
Rubbish on Property	\$100

Create health or safety hazard	\$100
Permit unsanitary or unsightly conditions	\$100
Unsightly Grass or Weeds	\$100
Failure to Remove Noxious Weeds or Unsightly Growth	\$100
Permit Real Property to Accumulate Matter or Thing that Creates Unsightly Conditions	\$50
Permit property to become/remains unsightly	\$500

Permit trees and other growth that creates a safety hazard	\$100
Trees, hedges, bushes, or shrubs presenting a public hazard	\$100

Derelict vehicles on land	\$100
Vehicle on Property	\$100

Permit fruit or nuts to accumulate	\$100.00
Fruit accumulation likely to attract wildlife	\$100.00

Obstruct Bylaw Enforcement Officer	\$100
Obstruct Officer	\$100

**Garbage Collection Bylaw No. 838, 2014**

Garbage placed outside of prescribed collection date or time	\$100
Place a Bear-Resistant Collection Cart out for collection the night before scheduled day of collection	\$50
Place cart after 7am or fail to remove before 7pm	\$300

Garbage removed after prescribed time on collection day	\$100
Fail to remove Bear-Resistant Collection Cart by 9pm on collection day	\$50
Place cart after 7am or fail to remove before 7pm	\$300

Garbage not stored in an inaccessible manner	\$100
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Obstruct Bylaw Enforcement Officer	\$240
Obstruct Bylaw Enforcement Officer	\$250
Obstruct an Official	\$750

District of Hudson's Hope
District of Tumbler Ridge
City of Dawson Creek
District of Chetwynd (some fines are increased after first offense)

\*It should be noted that only fines from Municipal Ticket Information System Bylaws were included for comparison.

**COMMUNICATIONS AND OTHER CONSIDERATIONS:**

None at this time.

**OPTIONS FOR FURTHER CHANGES TO THE PROPOSED BYLAW INCLUDES**

1. Amend the proposed fines.

**ALTERNATIVE OPTIONS:**

1. That Council receive the report titled "Municipal Ticket Information System Bylaw No. 943, 2024" dated February 12, 2024; further, that Council refers "Municipal Ticket Information System Bylaw No. 943, 2024", to staff for changes.

**ATTACHMENTS AND EXTERNAL LINKS:**

1. Draft District of Hudson's Hope District of Hudson's Hope Municipal Ticket Information System Bylaw No. 943, 2024
2. Municipal Ticket Information System Bylaw No. 590, 1999
3. [Wildlife Attractant Bylaw Toolkit](#)

Prepared By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 943, 2024**

A bylaw to regulate the municipal ticket information system.

---

WHEREAS Council has the authority to designate those bylaws for which municipal ticket information may be used as a means of bylaw enforcement;

AND WHEREAS Council deems it expedient to authorize the use of municipal ticket information for the enforcement of certain bylaws;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

**GENERAL PROVISIONS**

1. This Bylaw shall be cited as "Municipal Ticket Information System Bylaw No. 943, 2024".
2. District of Hudson's Hope Municipal Ticket Information System Bylaw No. 500, 1999, and all its amendments shall be repealed.
3. If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. The headings used in this bylaw are for convenience only and do not form part of this Bylaw and are not to be used in the interpretation of this bylaw.
5. Schedules "A", "B", "C", "D", and "E" are attached to and forms part of this Bylaw.

**DEFINITIONS**

6. In this Bylaw,

**"Bylaw Enforcement Officer"** means a person appointed by Council as an Officer, a Bylaw Enforcement Officer, a Building Inspector, or a member of the Royal Canadian Mounted Police.

**ADMINISTRATIVE**

7. The Bylaws listed in Column 1 of Schedule “A” of this Bylaw may be enforced by means of a ticket in the form prescribed in the *Community Charter*.
8. The person who acts in the job positions or titles listed in Column 2 of Schedule “A” to this Bylaw are designated Bylaw Enforcement Officers for the purpose of enforcing the Bylaws listed in Column 1 of Schedule “A” opposite the respective job position.
9. The words or expressions set forth in Column 1 of Schedule “B” to Schedule “E” this Bylaw designate the offence committed under the bylaw section number appearing in Column 2 of Schedule “B-1” opposite the respective words or expressions.
10. The dollar amounts in Column 3 of Schedule “B” to Schedule “E” of this Bylaw are the fines for the corresponding offences designated in Column 1”.

READ A FIRST TIME this 12<sup>th</sup> day of February 2024

READ A SECOND TIME this 12<sup>th</sup> day of February, 2024.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_, 2024.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Travous Quibell, Mayor

\_\_\_\_\_  
Andrea martin, Corporate Officer

Certified a true copy of Bylaw No.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

**SCHEDULE "A"**

<b>Column 1</b>	<b>Column 2</b>
Animal Control and Licensing Bylaw No. 589, 1999	Animal Control Warden Bylaw Enforcement Officer
Noise Regulation Bylaw No. 620, 2001	Bylaw Enforcement Officer
Property Maintenance Amendment Bylaw No. 941, 2024	Bylaw Enforcement Officer
Hudson's Hope Garbage Collection Bylaw No. 838, 2014	Bylaw Enforcement Officer

**SCHEDULE "B"**

Animal Control and Licensing Bylaw No. 589, 1999		
<b>Column 1</b>	<b>Column 2 Bylaw Section</b>	<b>Column 3 Fine</b>
Dog at large	4(1)	\$60.00
Damage to property by a dog	4(2)	\$60.00
Dog in a public place	4(3)	\$60.00
Failure to remove dog feces from public place	4(4)(a)	\$60.00
Failure to remove dog feces from private property	4(4)(b)	\$60.00
Failure to confine a vicious dog	5(1)	\$120.00
Failure to leash or muzzle a vicious dog	5(2)	\$120.00
Failure to confine a dog in heat	6	\$60.00
Dog improperly tethered	7(1)	\$60.00
Dog tethered beyond property boundary	7(2)	\$60.00
Barking dog	8	\$60.00
Unlicensed dog	9(1)	\$60.00
Failure to display license tag	14(2)	\$30.00
Unlicensed kennel	16	\$300.00
Cat at large	19	\$30.00
Farm animal at large	20(1)	\$60.00
Damage to property by a farm animal	20(2)	\$60.00
Feeding of Wildlife Animals	21	\$60.00
Obstructing the Animal Control Warden	24	\$240.00

**SCHEDULE "C"**

Noise Regulation Bylaw No. 620, 2001		
<b>Column 1</b>	<b>Column 2 Bylaw Section</b>	<b>Column 3 Fine</b>
Noise which disturbs	3	\$60.00
Noise which disturbs	4	\$60.00
Amplified sound which disturbs	5 (a)	\$60.00
Animal / bird noise which disturbs	5 (b)	\$60.00
Vehicle noise which disturbs	5 (c)	\$60.00
Unmuffled engine	5 (d)	\$60.00
Continuous running of a vehicle in a residential zone – first offence	5 (e)	\$60.00
Continuous running of a vehicle in a residential zone – second offence	5 (e)	\$120.00
Obstruct Bylaw Enforcement Officer	9	\$240.00
Equipment noise which disturbs	5.1	\$600.00

**SCHEDULE "D"**

Property Maintenance Bylaw No. 941, 2024		
<b>Column 1</b>	<b>Column 2 Bylaw Section</b>	<b>Column 3 Fine</b>
Littering	3.1	\$100.00
Place graffiti on property	3.2, 3.3(i)	\$100.00
Permit accumulation of rubbish, noxious, offensive or unwholesome matter on property	3.3 (a)	\$100.00
Create health or safety hazard	3.3 (b)	\$100.00
Permit unsanitary or Unsightly conditions	3.3 (c)	\$100.00
Permit trees and other growth that creates a safety hazard	3.3 (d)	\$100.00
Derelict vehicles on land	3.3 (f), (g), (h)	\$100.00
Permit fruit or nuts to accumulate	3.3 (j)	\$100.00
Obstruct Bylaw Enforcement Officer	5.2	\$100.00

**SCHEDULE "E"**

Garbage Collection Bylaw No. 838, 2014		
<b>Column 1</b>	<b>Column 2 Bylaw Section</b>	<b>Column 3 Fine</b>
Garbage placed outside of prescribed collection date or time	4(5)	\$100.00
Garbage removed after prescribed time on collection day	4(10)	\$100.00
Garbage not stored in an inaccessible manner	4(11)	\$100.00
Obstruct Bylaw Enforcement Officer	2(a), 2(b)	\$240.00

**COMMUNICATIONS AND OTHER CONSIDERATIONS:**

None at this time.

**OPTIONS FOR FURTHER CHANGES TO THE PROPOSED BYLAW INCLUDES**

1. Amend the proposed fines.

**ALTERNATIVE OPTIONS:**

1. That Council receive the report titled "Municipal Ticket Information System Bylaw No. 943, 2024" dated February 12, 2024; further, that Council refers "Municipal Ticket Information System Bylaw No. 943, 2024", to staff for changes.

**ATTACHMENTS AND EXTERNAL LINKS:**

1. Draft District of Hudson's Hope District of Hudson's Hope Municipal Ticket Information System Bylaw No. 943, 2024
2. Municipal Ticket Information System Bylaw No. 590, 1999
3. [Wildlife Attractant Bylaw Toolkit](#)

Prepared By: *Crystal Brown, Chief Administrative Officer*



## **Hudson's Hope Municipal Information System Bylaw**

**Bylaw No. 590,1999**

### **CONSOLIDATED VERSION FOR CONVENIENCE ONLY**

This is a consolidation of the bylaws listed below. Amendments have been incorporated with the parent bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the subject bylaw.

Amendment Bylaw 621, 2001

Amendment Bylaw 782, 2007

Amendment Bylaw 868, 2016

Amendment Bylaw 871, 2016

## DISTRICT OF HUDSON'S HOPE

### BYLAW NO. 590

A bylaw to establish the municipal ticket information system.

**WHEREAS** under section 272 (1)(a) of the *Municipal Act*, the Council may, by bylaw, designate those bylaws for which municipal ticket information may be used as a means of bylaw enforcement; and

**WHEREAS** section 272 (1)(c) of the Act empowers the Council, by bylaw, to authorize the use of any word or expression on a municipal ticket information to designate an offence against a bylaw; and

**WHEREAS** section 272 (5) of the Act empowers the Council, after consultation with the Chief Judge of the Provincial Court, to set fines by bylaw; and

**WHEREAS** the Council deems it expedient to authorize the use of municipal ticket information for the enforcement of certain bylaws, to designate persons as Bylaw Enforcement Officers, to authorize the use of certain words or expressions to designate certain bylaw offences and to set certain fine amounts;

**NOW THEREFORE**, the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as "Municipal Ticket Information System Bylaw No. 590, 1999".
2. The bylaws listed in Column 1 of Schedule A to this Bylaw may be enforced by means of a ticket in the form prescribed for the purpose of section 272 (1) of the *Municipal Act*.
3. The persons appointed to the job positions or titles listed in Column 2 of Schedule A to this Bylaw are designated as Bylaw Enforcement Officers under section 272 (1)(b) of the *Municipal Act* for the purpose of enforcing bylaws listed in Column 1 opposite the respective job positions.
4. The words or expressions set forth in Column 1 of Schedule B-1 to this Bylaw designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
5. The amounts appearing in Column 3 of Schedule B-1 to this Bylaw are the fines set under section 272 (5) of the *Municipal Act* for the corresponding offences designated in Column 1.

**District of Hudson's Hope  
Municipal Ticket Information System Bylaw No. 590, 1999**

Read a First Time this 28<sup>th</sup> day of June, 1999.

Read a Second Time this 28<sup>th</sup> day of June, 1999.

Read a Third Time as amended this 25<sup>th</sup> day of August, 1999.

Approved by the Chief Judge of the Province of B.C. this 10<sup>th</sup> day of September, 1999.

Adopted this 13<sup>th</sup> day of October, 1999.

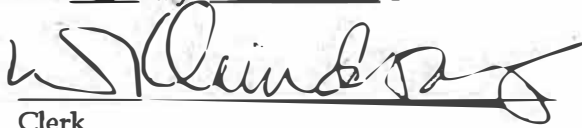


MAYOR



CLERK

Certified a true copy Bylaw No. 590  
this 15 day of October, 1999.



Clerk

**District of Hudson's Hope  
Municipal Ticket Information System Bylaw No. 590, 1999  
Office Consolidation**

**Schedule A**

<b>Column 1</b>	<b>Column 2</b>
Animal Control and Licensing Bylaw No. 589, 1999	Animal Control Warden Bylaw Enforcement Officer, Royal Canadian Mounted Police Conservation Officer
Noise Regulation Bylaw No. 620, 2001	Bylaw Enforcement Officer, Royal Canadian Mounted Police

# SCHEDULE "A"

## Schedule B -1

Animal Control and Licensing Bylaw No. 589, 1999

Animal Control and Licensing Amendment Bylaw No. 724, 2007

Municipal Ticket Information System Amendment Bylaw No 868, 2016

<b>Column 1</b>	<b>Column 2 Bylaw Section</b>	<b>Column 3 Fine</b>
Dog at large	4(1)	\$60.00
Damage to property by a dog	4(2)	\$60.00
Dog in a public place	4(3)	\$60.00
Failure to remove dog feces from public place	4(4)(a)	\$60.00
Failure to remove dog feces from private property	4(4)(b)	\$60.00
Failure to confine a vicious dog	5(1)	\$120.00
Failure to leash or muzzle a vicious dog	5(2)	\$120.00
Failure to confine a dog in heat	6	\$60.00
Dog improperly tethered	7(1)	\$60.00
Dog tethered beyond property boundary	7(2)	\$60.00
Barking dog	8	\$60.00
Unlicensed dog	9(1)	\$60.00
Unlicensed kennel	16	\$300.00
Failure to Display License Tag	14(2)	\$30.00
Cat at large	19	\$30.00
Farm animal at large	20(1)	\$60.00
Damage to property by a farm animal	20(2)	\$60.00
Obstructing the Animal Control Warden	24	\$240.00
Feeding of Wildlife Animals	21	\$60.00

**SCHEDULE "B"**

**Schedule B-2**

Noise Regulation Bylaw No. 620, 2001

Noise Regulation Amendment Bylaw No. 629, 2002

Noise Regulation Amendment Bylaw No. 646, 2003

<b>Column 1</b>	<b>Column 2 Bylaw Section</b>	<b>Column 3 Fine</b>
Noise which disturbs	3	\$60.00
Noise which disturbs	4	\$60.00
Amplified sound which disturbs	5 (a)	\$60.00
Animal / bird noise which disturbs	5 (b)	\$60.00
Vehicle noise which disturbs	5 (c)	\$60.00
Unmuffled engine	5 (d)	\$60.00
Continuous running of a vehicle in a residential zone	5 (e)	
First offence		\$60.00
Second offence		\$120.00
Obstruct Bylaw Enforcement Officer	9	\$240.00
Equipment noise which disturbs	5.1	\$600.00

**From:** [Elaine Rhymer](#)  
**To:** [District Email](#)  
**Subject:** Amendments to Wildlife and Garbage Bylaws  
**Date:** March 9, 2024 12:52:12 PM

---

Dear Mayor and Council,

A few comments on the proposed amendments:

1. Writing a list of rules, regulations and fines does ABSOLUTELY NOTHING toward dealing with Hudson's Hope's bear problem. To my mind, you are bullying the very people who are turning to you for help.
2. A Conservation Officer who does nothing but yell at people, give them a ticket, and advise them to cut down their fruit trees DOES NOT solve the problem.
3. Here are some suggestions for dealing with bears:
  - The town owns a bear trap. Use it, but get someone who knows about trapping to set and monitor it.
  - Locate a place close to town where people can take their compost, and where the bears can graze without disturbing anyone. (We used to have a place like this; it was called the dump lol)
  - Train someone to use a tranquilizer gun and darts for sedating and relocating bears if necessary. So no firearms will be required within the community.

I believe that this problem is eminently solvable, especially if you confer with people who know about the bush!

In addition to having a community plan in place for dealing with bears, I would recommend developing an orientation package for newcomers to Hudson's Hope to make them aware that there are bears here, and that the bears are not going to immediately attack. Hopefully then people will not panic if there is a bear in their yard or on the street in front of their house. In this way perhaps frantic calls to the RCMP can be brought to a minimum.

The package should also include information on driving in this area, warnings about wildlife on the highways, cautions about driving on dark winter nights when disaster can happen so quickly if a person is not careful.

Dealing with a problem by imposing fines is a way of kidding oneself that a problem has been dealt with, but the truth is it's just very easy to compose something at the computer in the comfort of the office.

Sincerely

Elaine Rhymer

Sent from my iPad

[WARNING: This message is from an external source]

**From:** [StaMaria, Asuncion \[NH\]](#)  
**To:** [Travous Quibell](#); [Crystal Brown](#)  
**Subject:** Bluey Day Shave Day 2024 Invitation  
**Date:** April 29, 2024 2:10:53 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Good afternoon, Mayor Travous and Council!

Bluey Day is back! The FSJ Hospital Foundation is very pleased to let you know that the 25<sup>th</sup> Annual Bluey Day will be held on **May 27 (Saturday)**, in partnership with the City of Fort St. John at the Centennial Park. The event will start at nine o'clock in the morning and end at around three o'clock in the afternoon.

We want to invite you to grade the Opening Programme at 9am.

Please let us know if you would be available.

Thank you!

## **Asuncion Sta. Maria**

Community Giving & Event Coordinator



8407 112 Ave  
Fort St. John BC V1J 0J5  
P: 250.261.7564 W: [fsjhospitalfoundation.ca](http://fsjhospitalfoundation.ca)

*As a partner in our community, we are dedicated to raising funds to enhance healthcare in the North Peace.*

## **Follow us on Social Media**





**smile cookie™** 

**APRIL 29 to MAY 5, 2024**

100% of proceeds support the

**FSJ HOSPITAL FOUNDATION**

**PRE-ORDER NOW!** 

The banner features two smile cookies: a large one on the left with blue eyes and a pink smile, and a smaller one in the center with blue eyes and a white smile. A red arrow points from the text 'PRE-ORDER NOW!' to a QR code labeled 'SCAN ME'.

[WARNING: This message is from an external source]

Bear problems: is it really? See a bear Call law inforsement is that the best option. Maybe some education on bear awareness in the local bulletin in May to be some value. Removal of fruit trees and berries bushes is definttely not a good solution to a so called problem It is an over reached on private property rights regarding what can be in a home owners garden. This comes at a time when home grown food can provide some relief against high groceries picked.

Bylaw officers and RCMP should not enter private property without not informing the owner or tennant. RCMP should not be bylaw oficers. Comments by CPL SCHMIDT on page 3 of bylaw 942 "quote" getting residents to pay bylaw inforcement tickets " this should not be a RCMP CONCERN .

The amendments to bylaw 942 are not acceptable in there present form. MORE discussion is required!

APR 9 - 2024

Letter of Concern From Ray Gribbent



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Crystal Brown, Chief Administrative Officer  
**DATE:** May 6, 2024  
**SUBJECT:** Notice of Closed Session – May 6, 2024

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### RECOMMENDATION:

That Council receive the report titled “Notice of Closed Session – May 6, 2024”; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda item ICSR1** – *Community Charter* Section 90(1)(c), labour relations and employee relations, and *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service.

### ALTERNATIVE OPTIONS:

1. That Council recess to a Closed Session to discuss whether the proposed agenda items properly belong in a Closed Meeting (*Community Charter* Section 90(1) (n)).

Prepared By: *Crystal Brown, Chief Administrative Officer*