



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

Council Chambers

Monday October 23<sup>rd</sup>, 2017 at 6:00 PM

**1. Call to Order:**

**2. Delegations:**

**3. Notice of New Business:**

Mayor's List

Councillors Additions

CAO's Additions

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

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

**6. Adoption of Minutes:**

M1 October 10<sup>th</sup>, 2017 Regular Council Meeting

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

**8. Staff Reports:**

SR1 CAO Action and Other Updates

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SR2 Urban Systems Project reports

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SR3 Special Events Coordinator Posting

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SR4 Valve Replacement Project Update Report

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SR5 2018 Council Meeting Calendar

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**9. Committee Meeting Reports:**

**10. Bylaws:**

B1 Officer Bylaw No. 891, 2017

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**11. Correspondence**

C1	Invitation to participate in a workshop to improve effectiveness of our stakeholder engagement process in northeast BC	Page 35
C2	Board Appointments, Alaska Highway Community Society	Page 40
C3	NCLGA- Resolutions deadline	Page 42
C4	2018 Community Achievement Awards	Page 43
C5	2016 Financial Grant Report- Hudson's Hope School	Page 44

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

CR1	Council Remuneration Select-Committee-Councillor Middleton	Page 45
CR2	Community Hall Report- Councillor Middleton	Page 51

**13. Old Business:**

**14. Public Inquiries:**

**15. Adjournment:**



**REGULAR COUNCIL MEETING**  
**October 10, 2017**  
**6:00 P.M.**  
**MUNICIPAL HALL COUNCIL CHAMBERS**

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

**Absent:** Councillor Travous Quibell

**Staff:** Director of Protective Services, Robert Norton  
Bylaw Officer/Safety Officer, Wallace Roach  
Office Assistant, Becky Mercereau

**Other:** 5 in gallery

1. **CALL TO ORDER:**

The meeting called to order at 6:00 p.m. with Mayor Gwen Johansson presiding.

2. **DELEGATIONS:**

D1 **Yellowhead Road & Bridge (YRB)**

**0510-20**

YRB presented their winter plans with the following information:

- New equipment purchases
- Area of operation
- Operation standards of the vehicles
- Sanding and salting rates and production
- Ardill washout will remain gravel for the winter
- Will try to paint lines on the Bear Flats road upgrades as they can be confusing to drivers

Council also questioned barricades on the Farrell Creek Hill and the rocks that continue to fall onto the road near the Lynx Creek Bridge.

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions: CR5 and CR6**

**Councillors Additions: NB1**

**Staff Additions: SR2 addition and SR9**

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

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

Councillor Heiberg declared a conflict with item SR8 – Commemorative Plaques.

6. **ADOPTION OF MINUTES:**

- M1 **September 11, 2017 Regular Council Meeting** **0550-01**  
 Correction: Amend the last bullet point under the Meeting with Ministry of Transportation in CR1.

**RESOLUTION NO.189**

M/S Councillors Heiberg/Miller

That

*"The minutes of the September 11<sup>th</sup>, 2017 Regular Council Meeting be adopted as amended."*

**CARRIED**

6:25pm Councillor Middleton arrived

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

- BA1 **SR1- Grant Writing** **1855-01**  
 Council questioned if the District has applied for the grant writing grant.

- BA2 **CM1 – Museum Report** **0230-20**  
 The CAO did not attend the meeting where he was to make a presentation in regard to the solar panel installation. *Need to confirm whether the Historical Board would like to see solar panels installed on one side or both sides of the roof.*

- BA3 **C3- Airport Privatization** **8400-01**  
 Councillor Gilliss advised that more information on this topic will be discussed at the next Airport Society meeting.

- BA4 **Diary – Beryl Prairie Septic Field** **5340-01**  
 No staffing in Public Works this year to complete this project.

- BA5 **Diary – Water and Tax Rates Comparison** **1950-01**  
 Need to give some direction to the CAO as to what percentages they would like presented for a decision. *Request of a new report with guidance from Council.*

- BA6 **Diary – NDI Community Halls and Recreation Facilities Program** **1855-01**  
 Councillor Middleton advised that they were awaiting a few more details prior to reporting back to Council. A report should be ready for the next meeting.

8. **STAFF REPORTS:**

- SR1 **CAO Report- Action and other Updates** **0110-01**  
 • **Pool** **0810-20**
  - The turf was started, but short on material. Should be installed this fall once material arrives.
  - *Is the slide installed?*
- **Asphalting** **5400-01**
  - PRIS lines that were damaged during work were installed at a very shallow depth. The workers had done due diligence in locating the lines.

- SR2 **Project Reports** **5260-01**
  - Report for Information purposes

- SR3     **Speed Limit Change**     **5460-01**  
 Council requested this be submitted during budget discussions, along with mapping, inventory of signs, wages of additional staff if requested, etc. It was also requested that this be communicated well to residents if it proceeds.
- SR4     **Crosswalks and Warning Devices**     **5460-01**  
 Requested that the Bylaw & Safety Officer send this information to the Fort St. John Ministry office. Suggested to send a phased approach with a clear plan and request a site visit to try and get these projects completed.
- SR5     **2017 Tax Sale**     **1970-07**  
 Report for information.
- SR6     **Curbs Cementing Dudley Drive**     **5400-01**  
**RESOLUTION NO.190**  
**M/S Councillors Heiberg/Miller**  
**That**  
*"Council approve the \$39,160.00 expenditure for curb work on Dudley Drive, to be charged to the 2018 fiscal year General O&M budget."*  
**CARRIED**
- SR7     **Valve Replacement Project**     **5600-01**  
 Report for information.
- SR8     **Commemorative Plaques**     **0220-01**  
**RESOLUTION NO.191**  
**M/S Councillors Middleton/Gilliss**  
**That**  
*"Council approves the purchase and installation of two commemorative plaques and dedication of two trees in the memory of past employees Eric Heiberg and Johnny Reno."*  
**CARRIED**  
 Council requested that a procedure be prepared to ensure all the plaques are consistent in size, design, and material used.
- SR9     **Peace Energy Cooperative – Contemplated Change Notice**     **0970-01**  
 Ensure that they is within the existing budget and get updated facts: Fire Hall has a Telus HUB for internet and does curling club just need a booster? Also requested information on how much a GSM kit would be monthly.
9.     **COMMITTEE MEETING REPORTS:**
10.    **BYLAWS:**
- B1     **Officer Bylaw No. 891, 2017**     **3900-02**  
 Council tabled this bylaw until the next meeting with the following to be presented:
- Correct Acts sighted in Bylaw
  - Section 14 errors corrected

Council also requested a policy be presented for a clear chain of command and a process of how and when an Acting CAO will be named.

11. **CORRESPONDENCE:**

- |     |   |         |
|-----|---|---------|
| C1  | <b>Waste Reduction Week Challenge</b><br>For information.   | 0320-00 |
| C2  | <b>Collaborative Emergency Management Model</b><br>Action is already being taken.   | 7130-01 |
| C3  | <b>Greyhound Service Elimination Resolution to UBCM</b><br>For information.   | 0400-01 |
| C4  | <b>Request from Ministry of Municipal Affairs</b><br>For information.   | 0400-20 |
| C5  | <b>BC Natural Resources Forum</b><br><b>RESOLUTION NO.192</b><br>M/S Councillors Heiberg/Gilliss<br>That<br><i>"Council authorize two members of Council to attend the 15<sup>th</sup> Annual BC Natural Resources Forum from January 16 to 18<sup>th</sup>, 2018."</i><br><b>CARRIED</b><br>A reminder to be sent to Council in two weeks to see if anyone would like to attend. | 0390-01 |
| C6  | <b>Letter of request from Valerie Paice</b><br>Council directed staff to find out if BC Hydro would install the light and the costs (initial and monthly charges) associated with this. The Director of Protective Services will contact Mrs. Paice to advise her of our actions.   | 0970-01 |
| C7  | <b>Invitation for Submissions – Cannabis Regulation in British Columbia</b><br>The Bylaw Officer advised that he has been compiling information on this subject for when the new legalization comes into effect. Zoning and business bylaws will need to be amended.  | 0400-20 |
| C8  | <b>Salish Sea Heritage &amp; House of Commons E-Petition 1269</b><br><b>RESOLUTION NO.193</b><br>M/S Councillors Heiberg/Beam<br>That<br><i>"Council sign onto the federal E-Petition that would have Salish Sea added onto Canada's Tentative List for UNESCO World Heritage Sites."</i><br><b>CARRIED</b>   | 0400-50 |
| C9  | <b>Notice of Site C Construction Activities: October 2017</b><br>For information.   | 6660-20 |
| C10 | <b>Local Government Leadership Academy's 2017 CEO Forum</b><br>For information.   | 0400-01 |

- C11 **Letter from Honourable Katrine Conroy** 0400-20  
For information.
- C12 **UBCM Newsletter – UBCM 2018** 0400-01  
Council authorized staff to book six rooms for the 2018 UBCM Convention.
- C13 **The BC Municipal Climate Leadership** 0400-01  
For information.
12. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**
- CR1 **Mayors Johansson – UBCM Report** 0400-01  
Mayor Johansson also added the Meeting with the Ministry of Energy and Mines to her UBCM report. 0640-01
- CR2 **Councillor Gilliss – UBCM Report** 0400-01  
For information. 0640-01
- CR3 **Councillor Heiberg – UBCM Report** 0400-01  
For information. 0640-01
- CR4 **Councillor Miller – UBCM Report** 0400-01  
For information. 0640-01
- CR5 **Mayor Johansson – Telus Meeting** 0510-20  
Telus will be delaying the removal of landlines for now. Discussed some issues with this: cell tower will be getting a generator and trying to figure out how to deal with Beryl Prairie will unreliable cell service.
- CR6 **Mayor Johansson – BCUC Hearing** 0400-30  
Mayor Johansson will be sending the solar information sheets via email. Transcripts from the hearing can be accessed on their website. 6660-20
13. **OLD BUSINESS:**
- OB1 **Signage** 5330-01  
Councillor Gilliss requested update from staff on the 19 directional signs that are still waiting to be installed.
- OB2 **Special Events Coordinator Position** 2790-01  
Council questioned when the second posting would close and it was advised that it has no closing date. It was requested that a report be prepared on the reasons why no applicants accepted the position, and suggestions for either a wage adjustment or job description exceptions changed.
14. **NEW BUSINESS:**
- NB1 **Letter to MOTi** 0400-20  
Discussion whether a letter should be sent to the MOTi regarding installation of barricades on the Farrell Creek Hill due to the two fatalities over this past year. Questions if the shoulders would be

wide enough and the numerous other areas on the road that also have steep cliffs that have no barricades.

15. **PUBLIC INQUIRIES:**

PI1 **Student Councillor Position**

**0530-01**

Three high school students were in attendance as part of their project to apply for the Student Councillor position. They will be required to report on this meeting and submit ideas for their councillor term to Councillor Beam.

16. **ADJOURNMENT:**

**RESOLUTION NO.194**

**M/S Councillors Heiberg/Beam**

**That**

**"The meeting move into In-Camera."**

**CARRIED**

Meeting moved in camera at 8:02 pm

Mayor Johansson declared the meeting adjourned at 8:08 pm

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Beryl Prairie Septic Field*

*07/25/16*

*Grant Writer Program Sponsorship-September*

*04/10/17*

*Water and Tax Rates comparison*

*06/26/17*

*NDIT Community Halls and Recreation Facilities Program-*

*-to be brought forward at Strategic Planning Meeting*

*08/14/17*

Certified Correct:

\_\_\_\_\_  
A/CAO-Robert Norton

\_\_\_\_\_  
Chair/Mayor Gwen Johansson



**REPORT TO:** MAYOR JOHANSSON and COUNCIL

**SUBJECT:** ACTION and other UPDATES

**DATE:** October 23, 2017

**FROM:** Tom Matus, CAO

**Staff Anticipated Travel:**

CO: EMRG 1331 & 1332 Courses, Prince George	October 24 <sup>th</sup> – 29 <sup>th</sup> .
Johanna: MAIS Users Conference, Vancouver	November 9 <sup>th</sup> – 10 <sup>th</sup>
Rhonda: MAIS Users Conference, Vancouver	November 9 <sup>th</sup> – 10 <sup>th</sup>
OA1: 2017 Safety Committee Conference, Langley	November 15 <sup>th</sup> – 16 <sup>th</sup>
SBO: 2017 Safety Committee Conference, Langley	November 15 <sup>th</sup> – 16 <sup>th</sup>
DPW:	
Marcel: BCWWA Wastewater Collection Course, Kelowna	December 4 <sup>th</sup> – 8 <sup>th</sup>
Kevin: BCWWA Water Distribution Course, Kelowna	December 4 <sup>th</sup> – 8 <sup>th</sup>

**Valve Replacement Project Report**

A separate report is included in the agenda package.

**Wastewater Facility Upgrade**

On a separate report.

**Atkinson Subdivision**

Project is near completion, equipment should be off property by October 27<sup>th</sup>. Final survey and appraisal remaining to do. Survey (and hopefully appraisals) will be done through Escrow fund.

**Solar Array**

As per the minutes of October 11<sup>th</sup> requesting info on CCN 0008 regarding internet connections: CCN 0008 is within the existing budget, Internet is now installed at the curling rink so a booster will not be necessary. Though a GSM kit is \$650 for 5 years. The following explanation from Greg Dueck is as follows:  
 “After commissioning, to be able to see each inverter’s (and therefore, each optimizer’s) production on monitoring, we charge an “every five years” monitoring fee on a sliding scale, based on # of inverters onsite:  
 Per Inverter 0 – 500 kWdc = \$100.00.  
 So, for the 5 inverters it would be 5 x \$100 = \$500 USD for all 5 inverters for 5 years of monitoring.”

A separate RFD for decision on Pool and Museum arrays is included in the agenda package.

**Water Sewer Rates**

As noted at previous meetings: the “Wtr & Swr Rates Review” Excel file has been provided to Council for it’s perusal and action. I recommend that the Finance Committee or the Committee of the Whole schedule a meeting to discuss and review the possible rate scenarios.

**Road Use Agreements/Road Haul Permits**

I've requested from Dave Kmet of TransCanada Pipeline a scheduled date for removal of the pipes from Drew Road, have discussed with him entering into an agreement for road refurbishment once pipes have been removed, he is agreeable to the idea. It is not necessary to have a policy or bylaw in place to enter into an agreement of this nature with TransCanada Pipeline.

**Director of Public Works Position**

Position was re advertised and closed on September 22<sup>nd</sup>. To interview five candidates the week of October 23<sup>rd</sup>.

**Grant Writing**

Grant Writing application submitted week of October 16<sup>th</sup>.

**Dudley Drive Asphaltting**

DGS Astro is now scheduling to begin work on Monday or Tuesday work commencement.

**New Community Hall**

Councillors Quibell and Middleton will be presenting a request for decision on this matter as a Councillor Addition item to the agenda.

**Note on Remedial Action Requirement after Tax Sale**

In our situation: the demolition of a house during the one-year tax sale redemption period, under an RAR, and costs being charged to the original owner, may only occur if the house is uninhabitable as per the contamination remediation requirement stated in the RAR, (demolition for no other purpose). Demolition allowed, of course, if remediation attempts fail and contamination still exists as identified in the RAR.

Demolition of a house for any other uninhabitable reason may occur but only after the one-year redemption period has expired and the house has not been redeemed by the owner, as the District would then be the owner.

**Corporate Officer / BCGEU**

The request to the BCGEU for the Corporate Officer position exclusion from the union bargaining unit has been officially approved and accepted by the BCGEU.



Tom Matus, CAO



WEEKLY PROGRESS REPORT

systems		JOB NO.:	0664.0039.03
PROJECT:	Wastewater Treatment Plant Upgrades	WEEK ENDING:	October 13, 2017
LOCATION:	Hudson’s Hope, BC	COMPLETION DATE:	November 1, 2017
OWNER:	District of Hudson’s Hope	CONTRACTOR:	Bear Mountain Construction
WEATHER: Sunny, 9-19°C			
ENGINEERING: (CLIENT DIRECTIVES, DESIGN CHANGES, TESTS, INSTRUCTIONS, ETC.)			

CONTRACTOR: (INCLUDE MEN & EQUIPMENT, WORK PERFORMED, AREAS OF WORK, ETC.)

Workers: 10

Equipment: Excavator, bulldozer, steel drum packer, rock truck, double axel dump truck

Cell #4: Final grading work along the berms was being completed, and picking up larger rocks in the bottom of the cell in preparation for the liner sub-contractor’s arrival and installation of the liner.

Cell #1: Excavation of Cell #1 was continuing. Excess material to be hauled to the District’s lot adjacent to the site for their future use if required.

Blower Building: The shell and roof of the blower building was installed and the Contractor was working on continuing installation.

Forcemain pipeworks: Most of the pipe had been backfilled to grade along pipeline route. Manhole risers had not been installed.

GENERAL COMMENTS: (DISCUSS PROGRESS, QUALITY OF WORK, DISCUSSIONS, MEETINGS, ETC.)

The work has been progressing on-site. The bypass system is complete in the works, directing incoming flow into Cell #3. The flow will then reverse to Cell #2 and from there to the rapid infiltration basins. No flow is currently being discharged as the outlet is not submerged to date. Cell #2 and Cell #3 are currently filling.

CHANGE DIRECTIVE: (GIVE DETAIL OF EXTRA WORK AUTHORIZED)

None

BUDGET:

Original Contract Value	\$2,426,745.00
Contingency in Original Contract	\$100,000
Changes to Contract Value	\$18,216.29
Total Expected Contract Costs (with contingency)	\$2,426,745.00
Payments	\$1,274,207.43
Amount Remaining to be Paid	\$1,070,753.86

The September payment (progress payment #3) was requested and issued to the District.

UPCOMING WORK:

Liner installers are expected on October 16<sup>th</sup> to being Cell #4 liner installation. Cell #1 will have the final grading and excavation work completed.

DISTRIBUTION: Tom Matus, District of Hudson’s Hope

Eric Sears, Urban Systems

DATE: 2017-10-16

Kimberly Zackodnik

USL FIELD REPRESENTATIVE







WEEKLY PROGRESS REPORT

JOB NO.:	0664.0039.03
WEEK ENDING:	October 19, 2017
COMPLETION DATE:	November 1, 2017
CONTRACTOR:	Bear Mountain Construction

PROJECT: Wastewater Treatment Plant Upgrades

LOCATION: Hudson’s Hope, BC

OWNER: District of Hudson’s Hope

WEATHER: Cloudy, sprinkling rain, 3°C

ENGINEERING: (CLIENT DIRECTIVES, DESIGN CHANGES, TESTS, INSTRUCTIONS, ETC.)

The Peace River Regional District building inspector was on-site Tuesday afternoon to complete an inspection of the building, insulation and vapour barrier.

CONTRACTOR: (INCLUDE MEN & EQUIPMENT, WORK PERFORMED, AREAS OF WORK, ETC.)

Workers: 9, excluding solar contractor

Equipment: Excavator, bulldozer, double axel dump truck, skid steer

Cell #4: The side were reshaped to ensure corners are per drawings. Approximately 30 additional loads were hauled out of this cell. The bulldozer was being used to shape the sides. The 19 mm minus crushed sand and gravel was placed along the berm edge where the trench will go to facilitate the liner installation. The liner sub-contractor arrived on-site Wednesday.

Cell #1: Excavation of Cell #1 was continuing. Excess material to be hauled to the District’s subdivision for fill material.

Blower Building: The insulation and vapour barrier were installed in the building.

Forcemain pipeworks: Most of the pipe had been backfilled to grade along pipeline route. Manhole risers had not been installed.

GENERAL COMMENTS: (DISCUSS PROGRESS, QUALITY OF WORK, DISCUSSIONS, MEETINGS, ETC.)

The work has been progressing on-site.

The bypass system is still in use, and Cell #2 is still filling. The outlet is still approximately 190 mm above the current water level.

CHANGE DIRECTIVE: (GIVE DETAIL OF EXTRA WORK AUTHORIZED)

Additional trucking costs have been authorized under this contract to haul excess fill material to the District’s subdivision project. Original trucking by the hour, changed on Tuesday to a per truckload cost.

BUDGET:

Original Contract Value	\$2,426,745.00
Contingency in Original Contract	\$100,000
Changes to Contract Value	\$12,216.29
Total Expected Contract Costs (with contingency)	\$2,426,745.00
Payments	\$1,274,207.43
Amount Remaining to be Paid	\$1,070,753.86

CO#2 is coming for a credit as a result of sand not being installed in the bottom of the rapid infiltration basins as per the original contract.

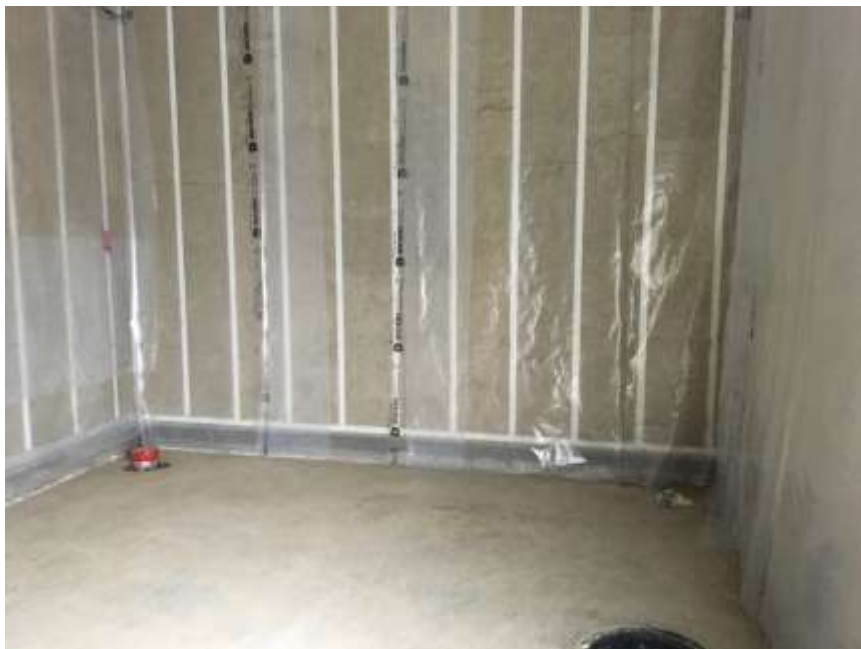
UPCOMING WORK:

Liner installers will be installing the liner in Cell #4. Bear Mountain will assist with the anchor trench excavation and backfill, and coordination of pipe installations through the liner.

Cell #1 will continue to be excavated and prepared.

DISTRIBUTION: Tom Matus, District of Hudson’s Hope  
Eric Sears, Urban Systems

DATE: 2017-10-19  
Kimberly Zackodnik  
USL FIELD REPRESENTATIVE



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

**REPORT TO:** Mayor Gwen Johannson and Council  
**SUBJECT:** Special Events Coordinator Posting  
**DATE:** 2017-10-17  
**FROM:** Tammy McKeown, CO

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At the October 10, 2017 Regular Council Meeting, Council requested information to be provided in regard to the reasons provided by applicants for not accepting the position.

Three applicants were chosen to be interviewed for the position. The first applicant requested the rate of pay prior to the interview. As their existing salary was for an upper management position, the salary for this position could not compete. The second applicant was quite familiar with Hudson's Hope and stated that the salary was in line with the size of our community but, as it was the same salary they were already earning, was not enough to entice them into relocating across the country. The final applicant had believed that they were applying for a position in Hope, BC and had been in agreement with the pay until they realized that the position is located in Northern BC.

We have been screening applicants based on education related to Recreation and/or a background in local government. Due to the limited number of qualified applicants, we have reposted the position as "open until a suitable candidate is hired".

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Gwen Johannson and Council

**SUBJECT:** Valve Replacement Project Update Report

**DATE:** October 19, 2017

**FROM:** Tom Matus, CAO

Amended Project total: 16 valves, 3 hydrants  
 Initial Project total: 14 valves, 3 fire hydrants;

Sites completed:

<u># of valves:</u>	<u>Valve locations:</u>	<u>Project Status:</u>
4	Water Treatment Plant:	valve install complete, paving to do.
3	Fredette & Montieth streets:	valve install complete, paving to do: extra valve included
1	Dudley Drive & McDougal:	valve install complete, paving to do – was not initially scheduled.

Valve and fire hydrant locations:

1@	Library on Dudley Drive	valve and hydrant install complete, paving to do.
1@	Bach residence on Dudley Drive	valve and hydrant install complete, paving to do.

Postponed valve and hydrant sites:

<u># of valves:</u>	<u>Valve locations:</u>	<u>Project Status:</u>
4	Kyllo and Beattie	to be deferred to next year
1	Holland & Beattie Drive St.	to be deferred to next year

Valve and fire hydrant locations:

1	Jones Crescent;	to be deferred to next year.
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Since my last report LNB has now noted the total replacements this year has been limited to 11 valves and 3 hydrants out of a total of 16 valves and 3 hydrants. All 5 valves along Beattie Drive have been omitted. Am still awaiting LNB's expense report.

As noted in my previous CAO Update report project costs were more than the estimates due to issues found when valves were dug up and exposed i.e. digs were at least twice the size thus the costs were more than they were budgeted for. The four valves at the WTP was especially challenging. We are staying within the 2017 Capital budget amount though we are short three valve replacements and one fire hydrant replacement, overall. We have replaced 11 valves and two fire hydrants within the \$160,000 budget; five remaining to do next year, note: we completed



two valve replacements that were not included in the original project so the total intended valve replacements came to 16 instead of 14 valve replacements. The original Omicron/LNB estimate was \$147,000.00 for 14 valves and three fire hydrants.

MoTI had issued a permit that was far more demanding than the permit that was issued to us last year, and that permit caused trepidation for LNB in scheduling the Kylo St. & Highway 29 and Holland & Highway 29 (5) valve replacements for this year.

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Tom Matus, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Johansson and Council  
**DATE:** October 20, 2017  
**FROM:** Tammy McKeown, Corporate Officer  
**SUBJECT:** 2018 Council Meeting Calendar

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### RECOMMENDATION

**THAT:** *"Council adopt the attached meeting schedule for the 2018 Regular Council Meeting dates."*

### ADMINISTRATOR COMMENTS:

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Tom Matus, CAO

### INFORMATION

District of Hudson's Hope Procedure Bylaw No. 765, 2009 states:

#### 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.

I have prepared the attached 2018 schedule of meetings. This calendar takes into consideration all statutory holidays and the UBCM Convention that has been well-attended by members of Council.

It is up to Council whether you would like to have one meeting a month in the summer as we have done in the past.

Please note that Council is not bound by the calendar and can resolve to add, delete or change any of the meetings dates at any time.

Report prepared by:

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Tammy McKeown, Corporate Officer



# District of Hudson's Hope Regular Council Meetings (2018)

## January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

■ Council Meetings
 ■ UBCM Convention 2018
 ■ BCLGA

Jan 1 New Year's Day  
 Feb 12 Family Day (British Columbia)  
 Mar 30 Good Friday  
 Apr 2 Easter Monday (Many regions)  
 May 21 Victoria Day (Many regions)  
 Jul 1 Canada Day  
 Jul 2 Canada Day - additional statutory holiday

Aug 6 British Columbia Day (British Columbia)  
 Sep 3 Labour Day (All)  
 Sep 4 Election Nomination Period Begins  
 Sep 14 Election Nomination Period Ends  
 Oct 8 Thanksgiving Day (Many regions)  
 Oct 10 Advance Election Poll  
 Oct 20 ELECTION DAY

Nov 11 Remembrance Day (Many regions)  
 Nov 12 'Remembrance Day' observed (Many regions)  
 Nov 12 Remembrance Day Stat  
 Dec 25 Christmas  
 Dec 26 Boxing Day

## **NOTICE OF 2018 REGULAR COUNCIL MEETING SCHEDULE**

The following District of Hudson's Hope regular Council meetings are scheduled for 2018 and will be held in the Council Chambers, District Office, at 9904 Dudley Drive, Hudson's Hope. All meetings will commence at 6:00 pm, unless otherwise advertised.

January 8	June 25
January 22	July 9
February 13	July 23
February 26	August 13
March 12	August 27
March 26	September 24
April 9	October 9
April 23	October 22
May 14	November 13
May 28	November 26
June 11	December 10

Regular council meetings are posted annually, and agendas are made available prior to each meeting. The powers of the mayor and council are exercised through the adoption of resolutions or the enacting of bylaws at council meetings.

All regular council meetings are open to the public and no person is excluded, except in the case of improper conduct. Members of the public are welcome to attend the open meetings of council.

The rules governing the conduct of the meeting are outlined in the Council Procedures Bylaw and Robert's Rules of Order.

A copy of the schedule will be available at the District of Hudson's Hope, at 9904 Dudley Drive, Hudson's Hope, BC. The Schedule is subject to change; please confirm meetings by contacting the District Office at (250) 783-9901 or by email at [district@hudsonshope.ca](mailto:district@hudsonshope.ca) or visit our website at [www.hudsonshope.ca](http://www.hudsonshope.ca)

**THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO:** Mayor and Council  
**SUBJECT:** Acting Mayor Schedule  
**DATE:** October 20, 2017  
**FROM:** Tammy McKeown, Corporate Officer

---

**RECOMMENDATION:**

**THAT:** *"Council approve the Acting Mayor schedule for the 2018 Calendar year"*

**ADMINISTRATOR COMMENTS:**

Report Approved by: \_\_\_\_\_  
Tom Matus, CAO

**INFORMATION**

**Chapter 26, Part 5, Section 130 of the Community Charter Act states:**

- (1) The Council must, in accordance with its applicable procedure bylaw, provide for the designation of a Councillor as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- (2) If both the Mayor and member designated under subsection (1) are absent from a Council meeting, the members present must choose a member to preside.
- (3) The member designated under subsection (1) or chosen under subsection (2) has the same powers and duties as the Mayor in relation to the applicable matter.

District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 Part 2, Section 8 provides for the designation of a Councillor as the member responsible for acting in place of the Mayor.

The 2018 Acting Mayor Schedule will be as follows:

## Acting Mayor

January / July	Councillor Gilliss
February / August	Councillor Heiberg
March / September	Councillor Quibell
April / October	Councillor Middleton
May / November	Councillor Beam
June / December	Councillor Miller

Report prepared by: \_\_\_\_\_  
Tammy McKeown, Corporate Officer

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: October 20, 2017</b>
<b>Meeting#: CM102317</b>	<b>Originator: Tom Matus, CAO</b>
<b>RFD TITLE: Arena Road Watermain Loop</b>	

### BACKGROUND:

In June 2017 Council made the following resolution in regard to a watermain extension/loop on Arena Road to tie in with the Atkinson subdivision:

RESOLUTION NO.144/17

M/S Councillors Gilliss/Heiberg

That

*"Council approve the expenditure of \$20,000 to construct a water main connection between Arena Road the Atkinson project."*

CARRIED

### DISCUSSION:

This work was previously approved and completed as part of CACO No.3 (\$20k + CM Fee) from Omicron. In September, Omicron had communicated that the cost of this work would increase by \$6,000.00 due to new found conditions; the tie-in point was 30 meters north of the location identified by District of Hudson's Hope DPW staff. Therefore, the cost of this work was increased to \$27,040 (\$26,000 for sub-contract costs + \$1,040 for the 4% CM Fee). The original Change Order is attached to this RFD.

It is recommended that the District of Hudson's Hope pay the additional \$7,040.00 cost as additional expense was of no fault of Omicron's.

### BUDGET:


Charge \$7,040.00 to Water Capital Works, M&E Reserve Fund as was the previous \$20,000.00.

The Water Capital Reserve 2017 opening balance was \$948,846.178 with a 2017 budget of \$175,716.00 plus the \$20,000.00 previously allocated for this project and an additional \$24,696.00 for the WTP piping upgrade.

### RECOMMENDATION / RESOLUTION:

That:

*"Council approve the additional \$7,040.00 expenditure to Omicron Construction Management for the Arena Road Watermain Loop to the Water Capital Works, M&E Reserve Fund."*



Tom Matus, CAO

**CHANGE ORDER FORM****DISTRICT OF HUDSON'S HOPE**

Contract Type	Modified CCDC5B
Contractor:	Omicron Construction Management Limited
Project:	Atkinson Subdivision and Servicing Project
Cash Allowance #:	Contingency
Change Order #:	03
Date of this Change Order:	July 6 <sup>th</sup> , 2017

**CHANGE ORDER***Notes:*

- (1) *Where space on this form is insufficient, please reference and attach additional sheets.*
- (2) *Terms used in this form and defined in the 'CCDC 5B Construction Management Contract for Services and Construction' have the meaning given them in the Contract unless otherwise defined.*

Purpose: This Change Order constitutes a "Work Change" as defined in the Contract dated as of May 17, 2017 between the District of Hudson's Hope and Omicron Construction Management Ltd. for the Atkinson Subdivision and Servicing Project (the "Contract") and is issued pursuant to GC4.1 of the Contract to identify and transfer the Work described herein from Cash Allowance to Locked-in Trade Pricing. The attachments to this Change Order show a revised summary of the Contract Price components, Locked-in Trade Pricing, Cash Allowances and Scope Change Orders to date.

**SCOPE OF CHANGE ORDER – CONTINGENCY:**

- Client request to provide 150mm C-900 water main extension from Road A to Arena Road along Dudley Drive. This extension will provide a loop in the water service to the Atkinson property, improving flow conditions.

**CHANGE ORDER SCHEDULE OF VALUES:**

Water main extension from Road A to Arena Road	\$20,000
	<b>\$20,000</b>



## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: October 20, 2017</b>
<b>Meeting#: CM102317</b>	<b>Originator: Tom Matus, CAO</b>
<b>RFD TITLE: Sewage Treatment Plant Upgrades – Change Orders</b>	

### BACKGROUND:

The Sewage Treatment Plant (Lagoon) Upgrades Project requires approval for two change orders. Initially requested and approved by Urbans Systems and the contractor, Bear Mountain Construction Ltd. Change orders #2 and #3 are attached to this RFD.

### DISCUSSION:

There are two change orders attached for your review and approval:

- 1) CO#2: Sand Credit: Originally in the scope of the contract, there was a layer of sand along the bottom of the RI basins which would help to reduce solids entering into the gravel structure. This isn't critical (or necessary) for the operation of the facility, but helps reduce maintenance in the future. Based on the observed bottom of the cells from where the District has been discharging up until the upgrades, solid buildup wasn't noted. Unfortunately, the sand from your pit didn't meet the requirements of the contract. To work with the Contractor, it was determined that the best path forward was not to use the sand from the gravel pit (too fine), but rather use nothing at all. In replace, the Contractor has offered a \$6,000 credit.
- 2) CO#3: Contract Extension: the Contract extension request has no cost associated with it, however based on the contract, a Change Order needs to be issued to change the substantial performance date.

### BUDGET:

Reduction (credit) to Sewer Capital Works, M&E Reserve Fund budget of \$6,000.00.

### RECOMMENDATION / RESOLUTION:

That:

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

  
Tom Matus, CAO



## DISTRICT OF HUDSON'S HOPE WASTEWATER TREATMENT PLANT UPGRADES

### CHANGE ORDER

Consultant: Urban Systems Ltd. Change Order Number: 2  
 Contractor: Bear Mountain Construction Date: 19/10/2017  
 Owner: District of Hudson's Hope Reference Number(s): 0664.0039.03-F  
 Work: Wastewater Treatment Plant Upgrades Description: Sand Credit

Pursuant to paragraph 6.2.2 of GC 6.2 – CHANGE ORDER in CCDC2 – 2008, the following is an amendment to the *Contract* starting the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustment in the *Contract Price* and *Contract Time*.

Change Order #2 refers to: CCO #2

Description:

Description	Qty.	Unit	Unit Price	Total
Sand Credit – To delete the sand at the bottom of the RI ponds	1	LS	\$ 6,000.00	\$ 6,000.00
Value of Contract to CO#1				\$ 2,344,961.29
Total Value of this Change Order # 2				\$ 6,000.00
Current Value of Contract				\$ 2,338,961.29

The *Contract Time* is increased/decreased by **0 Working Days**

**Recommended by the Consultant**

Kimberly Zackodnik, EIT, Consultant  
*Name and title of person signing*

  
 signature

2017-10-20  
 Date (yyyy/mm/dd)

**Approved by the Owner**

\_\_\_\_\_  
*Name and title of person signing*

\_\_\_\_\_  
 signature

\_\_\_\_\_  
 Date (yyyy/mm/dd)

**Approved by the Contractor**

\_\_\_\_\_  
*Name and title of person signing*

\_\_\_\_\_  
 signature

\_\_\_\_\_  
 Date (yyyy/mm/dd)



**1450 Green Bay Road  
West Kelowna, BC V1G 4G7**

**Cell: 250-808-8121  
Email: [bearmc@telus.net](mailto:bearmc@telus.net)**

**District of Hudson's Hope**

**Re – CCO #2**

**To delete the sand at the bottom of the RI ponds -**

**6,000.00**

**Bear Mountain Construction Ltd.**

**Per**

A handwritten signature in black ink, appearing to read "Doug Keith", is written over the word "Per".

**Doug Keith / President**



## DISTRICT OF HUDSON'S HOPE WASTEWATER TREATMENT PLANT UPGRADES

### CONTEMPLATED CHANGE ORDER

Consultant: <u>Urban Systems Ltd.</u>	Contemplated Change Order Number: <u>2</u>
Contractor: <u>Bear Mountain Construction</u>	Date: <u>12/09/2017</u>
Owner: <u>District of Hudson's Hope</u>	Reference Number(s): <u>0664.0039.03-F</u>
Work: <u>Wastewater Treatment Plant Upgrades</u>	Description: <u>RI Basin Sand Credit</u>

Pursuant to paragraph 6.2.1 of GC 6.2 – CHANGE ORDER in CCDC2 – 2008, indicate the changes to the *Contract Price* and *Contract Time* for the following proposed change in the Work. Do **not** proceed with the change without a *Change Order* or *Change Directive* authorizing a change in the Work.

Description:

Item #	Description of Contemplated Change
1.0	<u>Description</u> The sand proposed for the 150 mm lift on the bottom of the RI basins was tested, and the sieve results indicate that the sand does not meet the coarse sand specification. As such, it is preferable to have no sand over finer sand. This will reduce maintenance in the future.
2.0	<u>Revised Prices</u>  Please provide a detailed breakdown of the credits associated with the change.
3.0	<u>Impact to Contract Time</u>  Please indicate any impacts to the schedule.

**Prepared by the Consultant**

Kimberly Zackodnik, EIT  
Consultant

*Name and title of person signing*

*signature*

**Distributed to:**

☐ District of Hudson's Hope    ☒ USL    ☒ Bear Mountain Construction



## DISTRICT OF HUDSON'S HOPE WASTEWATER TREATMENT PLANT UPGRADES

### CHANGE ORDER

Consultant: <u>Urban Systems Ltd.</u>	Change Order Number: <u>3</u>
Contractor: <u>Bear Mountain Construction</u>	Date: <u>20/10/2017</u>
Owner: <u>District of Hudson's Hope</u>	Reference Number(s): <u>0664.0039.03-F</u>
Work: <u>Wastewater Treatment Plant Upgrades</u>	Description: <u>Contract Extension</u>

Pursuant to paragraph 6.2.2 of GC 6.2 – CHANGE ORDER in CCDC2 – 2008, the following is an amendment to the *Contract* starting the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustment in the *Contract Price* and *Contract Time*.

Change Order #3 refers to: N/A

Description:

Description	Qty.	Unit	Unit Price	Total
To Increase Substantial Completion Date				\$ 0.00
Value of Contract to CO#2				\$ 2,338,961.29
Total Value of this Change Order # 3				\$ 0.00
Current Value of Contract				\$ 2,338,961.29

The *Contract Time* is increased/decreased by **30 Working Days** to November 30, 2017.

**Recommended by the Consultant**

Kimberly Zackodnik, EIT, Consultant  
Name and title of person signing

signature

2017-10-20

Date (yyyy/mm/dd)

**Approved by the Owner**

\_\_\_\_\_  
Name and title of person signing

\_\_\_\_\_  
signature

\_\_\_\_\_  
Date (yyyy/mm/dd)

**Approved by the Contractor**

\_\_\_\_\_  
Name and title of person signing

\_\_\_\_\_  
signature

\_\_\_\_\_  
Date (yyyy/mm/dd)



**1450 Green Bay Road  
West Kelowna, BC V1G 4G7**

**Cell: 250-808-8121  
Email: [bearmc@telus.net](mailto:bearmc@telus.net)**

**October 16, 2017**

**Urban Systems and District of Hudson's Hope**

**We are requesting a 1 month extension for the Hudson's Hope Wastewater Treatment Plant Upgrades project. The supply of the electrical equipment is part of the delay.  
We have also had delivery issues of other parts for the blower lines. (valves, couplers)**

**Sincerely**

**Bear Mountain Construction Ltd.**

**per**

A handwritten signature in black ink, appearing to read "Doug Keith", is written over a horizontal line.

**Doug Keith / President**

**THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO:** Mayor and Council

**SUBJECT:** Officer Bylaw No. 891, 2017

**DATE:** October 16, 2017

**FROM:** Tammy McKeown, Corporate Officer

---

**RECOMMENDATION:**

**THAT:**

*"Council approve First, Second, and Third readings of "Officer Bylaw No. 891, 2017".*

**AND THAT:**

*"Council repeal Officer Bylaw No. 771, 2009."*

**ADMINISTRATOR COMMENTS:**

Report Approved by: \_\_\_\_\_  
Tom Matus, CAO

**INFORMATION:**

Upon reviewing Officer Bylaw No. 771. 2009, the Chief Administrative Officer determined that a new Bylaw was required to incorporate the new officer positions within the District and to update the roles of the existing positions.

Officer Bylaw No. 891, 2017 incorporates the following new positions powers, duties and responsibilities:

Corporate Officer:

- Responsible for corporate administration, whose powers, duties, and functions include those set out in Section 148 of the Act.

Bylaw Enforcement/Safety Officer:

- Appointed under Section 146 of the Community Charter
- Shall have the power to enforce any Bylaw of the district
- Responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

- Responsible for all aspects of safety training, program/ policy development, and management systems implementation and maintenance for the District.
- 

With the inclusion of these two new Officer positions the following responsibilities have been removed from the existing officers:

Administrator:

- The Administrator is the Corporate Officer, assigned the responsibility of corporate administration, whose powers, duties, and functions include those set out in Section 148 of the Act.

Director of Protective Services:

- Appointment as a Bylaw Enforcement Officer under Section 36 of the *Police Act* of the Province of British Columbia, and shall have the power to enforce any Bylaw of the District

The following additional changes have been made:

Administrator:

- Appointed as the Approving Officer under Section 77 of the *Land Title Act*.

Director of Protective Services:

- Included reference to Section 66 of the Community Charter and changed the Bylaw reference from 532 to 775.

Report prepared by: \_\_\_\_\_  
Tammy McKeown



## DISTRICT OF HUDSON'S HOPE

### Bylaw No. 891

---

A bylaw to replace Bylaw No. 771 establishing officer positions and set out the administrative structure under which the business of the District shall be conducted.

---

**WHEREAS** under section 146 of the Community Charter the Council must establish officer positions in relation to the powers, duties and functions under sections 148 [Corporate Officer] and 149 [Financial Officer]; and

**WHEREAS** under section 146 of the Community Charter the Council may establish other officer positions; and

**WHEREAS** under section 146 of the Community Charter the Council may assign powers, duties and functions to its officer positions;

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

1. This Bylaw shall be cited as the "Officer Bylaw No. 891, 2017".

#### DEFINITIONS

2. In this bylaw, unless the context otherwise requires:
  - a. " Act " means the Community Charter Act of the Province of British Columbia  
"Administrator" means the Chief Administrative Officer of the District  
"District" means the District of Hudson's Hope.  
"Council" means the Council of the District of Hudson's Hope.
  - b. Words used shall have the same meaning assigned to them by the Community Charter Act.

## **MUNICIPAL DEPARTMENTS**

3. The business of the District, under the direction of the Chief Administrative Officer with and by the authority invested in him/her by Council, shall be conducted by the departments hereby established:
  - a. Administrative Department
  - b. Public Works Department
  - c. Protective Services Department

## **OFFICER AND DEPARTMENT HEAD POSITIONS**

4. Officers of the District shall be:
  - a. Administrator
  - b. Director of Public Works
  - c. Director of Protective Services
  - d. Corporate Officer
  - e. Bylaw Enforcement / Safety Officer
5. Each officer shall be the department head of their respective departments as outlined in Section 3 (a), (b), and (C).
6. Each Officer of the District shall be the person from time to time appointed as such and includes the person employed as such on the date of adoption of this bylaw.

## **APPOINTMENT, TERMINATION, AND SUSPENSION**

7. Officers shall be appointed by resolution of Council. Appointments to all other positions shall be made by the Administrator or his/her designate.
8. Officers may be terminated in accordance with section 152 of the Act.
9. Officers may be suspended in accordance with Section 151 of the Act.

## **POWERS, DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATOR**

10. The Administrator is the Chief Administrative Officer whose powers, duties, and functions include those set out in Section 147 of the Act.

11. The Administrator is the Financial Officer, assigned the responsibility of financial administration, whose powers, duties, and functions include those set out in Section 149 of the Act.
12. The Administrator is assigned the responsibility as Collector of Taxes for the District as set out in the Act.
13. The Administrator is appointed as the Approving Officer under Section 77 of the *Land Title Act*.

#### **POWERS, DUTIES, AND RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC WORKS**

14. The Director of Public works shall be responsible for the District's public works, utilities and facilities.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PROTECTIVE SERVICES**

15. The Director of Protective Services is appointed as the Fire Chief, and shall have the powers, duties and functions pursuant to Section 66 of the Act, the *Fire Services Act* of the Province of British Columbia and the District of Hudson 's Hope Fire Protection and Life Safety Bylaw No. 775, 2009.
16. The Director of Protective Services shall be responsible for the fire department and the Districts emergency program.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE CORPORATE OFFICER**

17. The Corporate Officer shall be responsible for corporate administration, whose powers, duties, and functions include those set out in Section 148 of the Act.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE BYLAW ENFORCEMENT/SAFETY OFFICER**

18. The Bylaw Enforcement/Safety Officer is appointed under section 146 of the Act and shall have the power to enforce any Bylaw of the District.
19. The Bylaw Enforcement/Safety Officer shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.
20. The Bylaw Enforcement/Safety Officer shall be responsible for all aspects of safety training, program/ policy development, and management systems implementation and maintenance for the District.

## PERSONNEL ADMINISTRATION

21. The Council hereby delegates to the Administrator
- The power, duty and function to assign additional responsibilities to an Officer, including acting on behalf of another officer in his/her absence, to ensure efficient operation of the District.
  - The power, duty and function to appoint, assign responsibilities to, promote, discipline and dismiss employees other than officers.
22. Any Officer may act in the place of the Administrator during his/her absence, except that the acting Administrator may not exercise the powers stated under Section 21 (a) of this Bylaw in relation to the Administrator or him/ herself. All Officers are deemed to be deputies to the Administrator.

## REPEAL

22. Upon adoption of this bylaw, the Officer Bylaw No. 771, 2009 is hereby repealed.

Read for a First Time on the \_\_\_\_ day of \_\_\_\_, 2017.  
Read for a Second Time on the \_\_\_\_ day of \_\_\_\_, 2017.  
Read for a Third Time on the \_\_\_\_ day of \_\_\_\_, 2017.  
Adopted on the \_\_\_\_ day of \_\_\_\_, 2017.

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Gwen Johansson,  
MAYOR

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Tammy McKeown  
Corporate Officer

Certified a true copy of Bylaw No. 891  
this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

---

Clerk

**Tammy McKeown**

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**Subject:** FW: Invitation to participate in a workshop to improve effectiveness of our stakeholder engagement process in northeast BC  
**Attachments:** 2017-10-13 Invitation for Stakeholders.pdf; ATT00001.htm; 2017-10-13 Information Package for Stakeholders.pdf; ATT00002.htm

**From:** "de Waal, Penny IRR:EX" <[Penny.deWaal@gov.bc.ca](mailto:Penny.deWaal@gov.bc.ca)>

**Date:** October 13, 2017 at 2:12:22 PM MST

**To:** "de Waal, Penny IRR:EX" <[Penny.deWaal@gov.bc.ca](mailto:Penny.deWaal@gov.bc.ca)>

**Cc:** "Recknell, Geoff IRR:EX" <[Geoff.Recknell@gov.bc.ca](mailto:Geoff.Recknell@gov.bc.ca)>, 'Karley Scott' <[kscott@urbansystems.ca](mailto:kscott@urbansystems.ca)>, "Morgan, Dale IRR:EX" <[Dale.Morgan@gov.bc.ca](mailto:Dale.Morgan@gov.bc.ca)>, Kelsea Bloxam <[kbloxam@urbansystems.ca](mailto:kbloxam@urbansystems.ca)>

**Subject:** Invitation to participate in a workshop to improve effectiveness of our stakeholder engagement process in northeast BC

Good afternoon

Please find attached an invitation to participate in a facilitated half-day workshop on improving the effectiveness of our stakeholder engagement process in the northeast of BC. The BC Government is reaching out to seek input from a broad range of stakeholders including: MLAs; local government representatives; agriculture, guide outfitter, trapper and recreational groups; natural resource industry associations; environmental groups and interested member of the public who have participated in previous engagement activities. We hope that you will be able to participate and provide your perspective to this important discussion.

The workshops will be held in Fort St John on Nov 7<sup>th</sup> with option to attend either an afternoon or evening session at your convenience. The workshops will be facilitated by Urban Systems (Karley Scott and Edward Stanford) and the agenda will include exercises that are designed to enable the consultant to elicit feedback, explore creative options and provide preliminary recommendations to the BC Government on how to improve the effectiveness of our engagement process. The attached information package provides further information and meeting details.

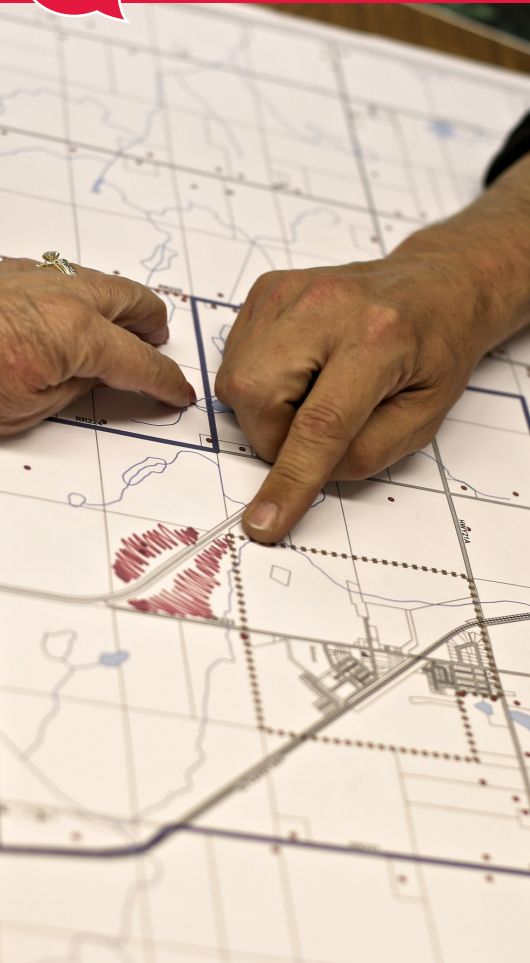
Please RSVP to Urban Systems (see attached letter of invitation), to let us know if you plan to participate. We have done our best to ensure that we have been included all members of your organization. However, in case we may have missed someone, kindly advise Urban Systems so that they can be sent an invitation and add them to the contact list for any further communication.

If you have any questions, please do not hesitate to contact me.

Penny de Waal  
Manager Regional Initiatives  
North Area  
Negotiations and Regional Operations Division  
Ministry of Aboriginal Relations and Reconciliation  
Tel 250 387 6356  
Cell: 250 213 3503

## Please Join Us for a Discussion on Community & Stakeholder Engagement in NEBC

October 23, 2017 Regular Council Meeting



Stakeholders,

The government of British Columbia (the BC Government) is committed to engaging with stakeholders and communities to build understanding and support for land use initiatives in northeast British Columbia (NEBC). Many of the land use initiatives in NEBC involve agreements with Treaty 8 First Nations and the BC Government is also committed to working collaboratively and respectfully with Indigenous peoples to pursue reconciliation.

The BC Government understands that stakeholder and community awareness of these land use initiatives and agreements with First Nations have been poor - resulting in significant concerns being raised. We are responding to those concerns by undertaking a project to improve our engagement process for NEBC and we need your help.

The Ministry of Indigenous Relations and Reconciliation (MIRR) is leading this initiative and has contracted a local consultant, Urban Systems, to help improve our community and stakeholder engagement processes. **You are invited to participate in a special working session to help us understand how stakeholders can participate in these processes and how we can ensure flow of current, accurate and accessible information and opportunities to consider your input.**

Our team will be in Fort St. John on Tuesday, November 7, 2017. I would like to invite your organization/group to attend one (1) of two (2) meetings for stakeholders. The meetings will be held at the Northern Lights College from 1:00 to 4:00 p.m. and 5:00 to 8:00 p.m. Please respond by Tuesday, October 31 to Kelsea Bloxam with Urban Systems to confirm which meeting you are available to attend, as well as the names and titles of those who will attend. Kelsea can be contacted by telephone at 604-235-1701 or email at [kbloxam@urbansystems.ca](mailto:kbloxam@urbansystems.ca).

Thank you for your interest in this important initiative. An information package is included with this invitation to help you prepare for the discussion. If you have any questions or concerns, please don't hesitate to get in touch with Penny deWaal, Manager Regional Initiatives, MIRR. Penny can be contacted by email at [Penny.deWaal@gov.bc.ca](mailto:Penny.deWaal@gov.bc.ca).

Sincerely,

Geoff Recknell  
Regional Executive Director, MIRR

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# WHAT TO EXPECT | SOME THINGS TO THINK ABOUT BEFOREHAND

The government of British Columbia (the BC Government) is committed to engaging with stakeholders to build understanding and support for land use initiatives in northeast British Columbia (NEBC). Many of the land use initiatives in NEBC involve agreements with Treaty 8 First Nations and the BC Government is also committed to working collaboratively and respectfully with Indigenous peoples to pursue reconciliation.

When working on land use initiatives and agreements with First Nations in NEBC, the BC Government has committed to enhanced engagement with stakeholders – doing it earlier and more often. The Ministry of Indigenous Relations and Reconciliation (MIRR) is coordinating the BC Government's efforts to improve our communications and engagement with stakeholders in NEBC regarding these initiatives and agreements.

The BC Government would like to seek your feedback on the effectiveness of engagement to date and your input on how it can be improved. To do this, MIRR has retained Urban Systems to facilitate meetings with community, stakeholders and local government and report back on what was heard. Each meeting will run approximately three (3) hours and will include a combination of information sharing, small group work and interactive activities.

The purpose of the meetings is to seek input on:

- 1 The effectiveness of the BC Government's previous communications and engagement processes regarding land use initiatives and agreements with First Nations in NEBC.
- 2 How the BC Government can improve trust and confidence in its communication and engagement when it comes to land use initiatives and agreements with First Nations in NEBC.
- 3 The best ways for the BC Government to share and distribute information about land use initiatives and agreements with First Nations in NEBC.
- 4 The best ways for local governments, communities and stakeholders to provide input on land use initiatives and agreements with First Nations in NEBC to the BC Government.

We are looking forward to meeting you on November 7, 2017. If you have questions or concerns leading up to the engagement session, please do not hesitate to contact Penny deWaal, Manager Regional Initiatives, MIRR. Penny can be contacted by email at [Penny.deWaal@gov.bc.ca](mailto:Penny.deWaal@gov.bc.ca).



# QUICK FACTS

WHAT IT IS...	WHAT IT ISN'T...
<p>The BC Government is undertaking a review of our engagement processes regarding land use initiatives and agreements with First Nations in NEBC.</p> <p>The BC Government wants to use your input to design an enhanced community and stakeholder engagement process.</p>	<p>The review will not include discussion about any details of specific land use initiatives or agreements with First Nations.</p> <p>The BC Government pre-determining the best way to engage with community and stakeholders.</p>

## FREQUENTLY ASKED QUESTIONS

### **Why is the BC Government undertaking this review of communications and engagement processes regarding land use initiatives and agreements with First Nations in NEBC?**

Increasing public awareness and building support for the BC Government's work in relation to land use initiatives and agreements with First Nations in NEBC is a priority. Additionally, the BC Government's reconciliation efforts with Treaty 8 First Nations are critical to our collective success. The BC Government has heard from stakeholders and the public that it needs to improve our engagement process in NEBC and the BC Government is responding to that feedback. We want to ensure our work considers the needs of all stakeholders and is supported by communities, local governments and industry.

### **What is the focus of the review process?**

Through the review process we will seek feedback and identify areas where our community and stakeholder engagement can be improved. It will also be an opportunity to continue to build awareness and understanding for the BC Government's obligations and reconciliation objectives with Indigenous Peoples.

### **How will input from the review be used?**

We will use your input to help design improvements to the current stakeholder and community engagement processes.



# FREQUENTLY ASKED QUESTIONS

## **How is the BC Government working towards reconciliation with First Nations in NEBC?**

The BC Government is committed to working collaboratively and respectfully with Indigenous peoples to establish a clear cross-government vision of reconciliation that guides the adoption of the United Nations Declaration on the Rights of Indigenous People, the Truth and Reconciliation Commission's Calls to Action and the Tsilhqot'in Supreme Court decision. As the original inhabitants of the land First Nations have constitutional rights that are different from those of other British Columbians. Reconciliation is a key BC Government objective that includes building a government-to-government relationship based on respect, recognition and accommodation of rights. Treaty No 8, Treaty Land Entitlement, Tripartite Land Agreements, government to-government agreements, and collaboration on regional stewardship initiatives are important to ongoing reconciliation with Treaty 8 First Nations.

## **Why is it important for stakeholders to be engaged on land use initiatives and agreements with First Nations in NEBC?**

When working towards land use initiatives and agreements with First Nations in NEBC, the BC Government has committed to enhancing engagement with communities – engaging earlier and more often. This helps to make sure that land use decisions we make and agreements with First Nations are informed by stakeholder interests. Because agreements come to life on the ground and benefits are felt directly in individual communities, local governments and the public need to be informed and involved if the negotiation and implementation of land use decisions and agreements with First Nations are to be successful.

## **What role do stakeholders play in engagement processes regarding land use initiatives and agreements with First Nations in NEBC?**

Stakeholder and community advisory groups provide advice and input on land use decisions and agreements with First Nations. An effective process must ensure stakeholders and communities have reliable public information on the range of land use initiatives, agreements with First Nations, and other strategies. Although stakeholders and community members are not decision makers on matters of Aboriginal rights and title, their input can contribute to better negotiations and decisions. Stakeholder and community input helps the BC Government understand where there may be potential impacts on interests (for example an unmapped recreation route or public use site). Such input often improves outcomes and contributes to solutions that avoid or minimize such impacts. Stakeholder engagement influences the specifics of land use decisions resulting from provincial agreements and initiatives with First Nations in a manner that supports the BC Government's duty to uphold the Honour of the Crown, fulfill provincial commitments under Treaty 8 and Section 35 of the Constitution, and support a government-to government relationship between the BC Government and First Nations.



October 07, 2017

Mayor Gwen Johansson and Council  
District of Hudson's Hope  
PO Box 330  
Hudson's Hope, BC V0C 1V0

Dear Mayor Johansson and Councillors:

I am writing on behalf of the Alaska Highway Community Society, to invite the District of Hudson's Hope to appoint a representative and alternate (from Council, staff or the public) to the Alaska Highway Community Society (AHCS) Board of Directors for a two-year term.

We appreciate the past involvement, by the District Hudson's Hope and representation by Councillor Kelly Miller and, designated public representative, Darryl Johnson. As a Board member, your community works with other Northeastern BC local governments and partners to pursue our organization's goal, which is to work together as a "single community" to focus on the development of the Alaska Highway. Currently, funding from the Peace River Regional District is supporting work to nominate the landscape and key features of the Alaska Highway Corridor as a National Historic Site of Canada and related activities. The nomination was submitted December 2015 but the review is on hold until the Historic Sites and Monuments Board announces the appointment of Yukon representative to the Board. Meanwhile, heritage consultant, Julie Harris continues to respond to additional requests for more information from Park Canada staff. Also, work continues on the development of the North East BC Heritage Strategy, supporting the Fort St John North Peace Museum's Alaska Highway book project, and contributing to Destination BC's 10-Year Destination Development Strategy for Northeastern BC and pursuing the results of the AHCS January 2017 planning session.

According to the AHCS bylaws, Members of the AHCS are those persons who have accepted an appointment for a 2-year term as a Director by the Nominator. There is no fee for membership. Following describes the Eligibility criteria as outlined in the bylaws:

1. One representative from each community appointed by the local government (Village of Pouce Coupe, City of Dawson Creek, City of Fort St John, District of Chetwynd, District of Hudson's Hope, District of Taylor, District of Tumbler Ridge, District of Mackenzie and Fort Nelson Regional Municipality)
2. Two representatives from the Rural Area Directors of the Peace River Regional District, one representing the northern half and one representing the southern half.

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**1 Alaska Highway Community Society**  
PO Box 6850, Fort St John, BC V1J 4J3  
Phone: 250-785-2544 Fax: 250-785-4424 Email: [april@nbctourism.com](mailto:april@nbctourism.com)

3. One representative appointed from each organization with whom the Association holds a Memorandum of Understanding.
4. The alternate representative shall act for the designated representative only when the designated representative is absent.
5. Nominators may change their representatives and alternate.
6. Appointments shall be in writing and contain and agree that the appointee and alternate will be bound by the bylaws and regulations of the Association.

The Annual General Meeting of the AHCS Board of Directors is slated for October 31, 2017, 1:00 pm to 3:30 pm at the Community Futures Board Room, 904-102 Avenue, Dawson Creek, BC. For more information about the AHCS and to confirm the appointment to the Board as well as attendance at the AGM, please email, April Moi at ([april@nbctourism.com](mailto:april@nbctourism.com)) or call 250-793-0062. You are also welcome to contact me by calling my cell 250-784-5975.

Thank you for your ongoing commitment to the development of the Alaska Highway.

Sincerely



Bud Powell, Chair  
Alaska Highway Community Society



District of Hudson's Hope  
Box 330  
Hudson's Hope BC  
V0C 1V0



October 10, 2017

Re: Resolutions deadline

Good Morning NCLGA Local Governments,

In an attempt to strengthen the resolution process and allow enough time for thorough review, research and dialogue with members, the NCLGA board is asking that resolutions be submitted by February 9<sup>th</sup>, 2018.

Technically, NCLGA bylaws call for resolution submission no later than sixty days before the AGM. However, this deadline constricts our ability to help coordinate amongst our membership, have UBCM do the necessary policy research and then disseminate all resolutions and background material as thoroughly as possible.

Resolutions will not be considered late before March 9<sup>th</sup>, but we are asking for a friendly deadline of February 9<sup>th</sup> next year.

Thank you for accommodating this request as we build a more robust and fruitful resolutions process moving forward.

Sincerely,

Shaely Wilbur,

A handwritten signature in blue ink that reads "Shaely Wilbur". The signature is fluid and cursive, with a horizontal line underneath the name.

President, NCLGA  
City Councillor, Dawson Creek

October 23, 2017 Regular Council Meeting

2018 BC Community Achievement Awards - Deadline: January 15, 2018



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**NOMINATION DEADLINE: JANUARY 15, 2018**

*Celebrating the spirit, imagination,  
dedication, and outstanding contributions  
of British Columbians to their communities.*

## **Nominate Today!**

Nominate a deserving individual who raises  
the quality and character of your community for a  
British Columbia Community Achievement Award.

*"Give back to the people who give the most in your community"*

---



*Cultural hero, spirited,  
undaunted, fearless, bold  
Raising our awareness to  
a higher understanding*

- Robert Davidson

We are pleased to provide updates from time to time about the BC Community Achievement Awards.  
If you wish to update your subscription preferences or unsubscribe, please click below.

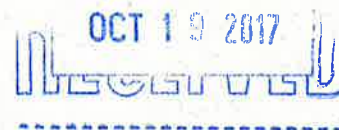
[unsubscribe from this list](#)   [update subscription preferences](#)

**C4**

October 17, 2017

## RE: Financial Grant Report – Hudson's Hope School

Greetings;



Thank you for supporting Hudson's Hope School with a \$1000.00 grant towards the Hudson's Hope School Work Ethics Honour Roll Program. The W.E. Honour Program provides recognition activities for students who show exemplary work habits each reporting term. Generally the trips are:

Term One – Private Movie Booking in Fort St. John Theater.

Term Two – Ski/Snowboard day at Powder King.

Term Three – Golfing at Moberly Lake Golf Course.

Term Four – (Students must make all three of the above to earn this one). Usually a trip to Grande Prairie for swimming, Trampoline Park, Laser Tag, etc.)

For the 2016-17 school year, the \$1000.00 funding from the District of Hudson's Hope was utilized towards the Final Work Ethics Trip June 8<sup>th</sup>-10<sup>th</sup>, specifically towards the fees for the East Link Center, and the Jump Yard. Your support allowed us to reduce the overall fees to students to \$50.00, rather than \$80.00.

### Revenue:

Student Charges: 35 students @ \$50.00 each = **\$1750**

Transportation Budget: \$800

**DoHH Grant: \$1000**

Total Revenue: \$3550

### Expenses:

**Transportation:** \$932.00

**Accommodations:** \$795.70

**East Link Center (including Flo rider rental):** \$489.60

**Laser Tag** \$700.09

**Jump Yard** \$582.00

Total Expenses: \$3504.79

Balance: +45.21

Once again, thank you very much for supporting our students!

Sincerely,

Derrek Beam,  
Principal, Hudson's Hope School

**C5**



## Request for Council Remuneration Select-Committee (RSC)

### Issue:

Council elections are in October 2018. It is important to have a regular revision of Council compensation (Bylaw 840 – Council Remuneration). The last revision was completed in 2014 prior to the elections held that year. Since then, no revisions or reviews have been contemplated or proposed.

Per the Council Remuneration Policy, in order to attract and fairly compensate members of Council, it is prudent to establish a select committee, one year prior to each municipal election, to perform the task of determining the remuneration and expense allowance for the succeeding Council.

The Criteria for the RSC, as set out in the policy, is there will be 3 members comprising of one Councillor and two members at large whom are eligible voting residents of the District.

### Recommendation:

That

“Council direct staff to advertise committee positions as outlined in the Council Remuneration Policy”

And that

“Council appoint one member from Council to sit on the Remuneration Select-Committee”.



Box 330  
9904 Dudley Drive  
Hudson's Hope BC V0C 1V0  
Telephone 250-783-9901  
Fax: 250-783-5741

## **COUNCIL REMUNERATION POLICY**

**Council Resolution No. 177/14**

**Effective Date: July 14, 2014**

Section: Legislation

### **Purpose:**

This policy applies to the District of Hudson's Hope Council members.

In order to attract and fairly compensate members of Council the District of Hudson's Hope Council requires a fair and impartial procedure to determine, on a periodically consistent basis, remuneration and other expense allowance for Council. It is prudent to establish a select committee, one year prior to each municipal election, to perform the task of determining the remuneration and expense allowance for the succeeding Council.

### **Definitions:**

"Council" the municipal Council of the District of Hudson's Hope Municipal Corporation;

"Council Remuneration Select Committee"  
a three member select committee appointed by Council to determine the remuneration of Mayor and Council and as such is dissolved once the task is completed;

"District" The District of Hudson's Hope municipality.

### **Procedures and/or Guiding Principles:**

#### Criteria for appointing Council Remuneration Select-Committee (RSC) Members

The three members of the Select Committee will comprise of one Councillor, and two members at large whom are eligible voting residents of the District.

The select committee members will be appointed by Council after having gone through an open application process that will have the positions posted by advertisement in a newspaper circulated within the District and also an advert posted on the Hudson Hope Public Service Announcement requesting persons to be appointed to the Council Remuneration Select-Committee.

This select committee will be appointed on a quadrennial basis, at approximately one year prior to a municipal election.

#### Principles for RSC determining Council Remuneration



The following principles form the basis of the policy and are to be used in determining the succeeding Council remuneration and expense allowance:

1. RSC review and compare current Mayor and Councillor remuneration rates with surrounding northern BC communities with similar populations;
2. RSC review and compare current Mayor and Councillor expense allowances with surrounding NEBC communities with similar populations;
3. RSC review the annual Consumer Price Index (CPI) for Vancouver from the date of the last remuneration and/or expense allowance increase and the cost of living adjustment as indicated by Vancouver CPI should be the base increment for Mayor and Councillors' remuneration;
4. RSC formulates recommendation as to the remuneration or expense allowance increase and presents to Council for Council decision;
5. Base remuneration should be increased annually on the basis of the Consumer Price Index for Vancouver;
6. Mayor remuneration is to be established at the amount paid to Mayors in comparable municipalities;
7. The annual remuneration paid to Councillors is set at 50% of the amount of annual remuneration established for the Mayor's position;
8. Council members' remuneration review is to be conducted on a quadrennial basis.



## **BYLAW NO. 840, 2014**

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A bylaw to provide for remuneration of the Council  
and for the reimbursement of expenses.

---

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

1. This Bylaw may be cited as "Council Remuneration and Reimbursement of Expenses Bylaw No. 840, 2014".

Remuneration:

2.

- a) The Mayor shall be paid \$16,000 annually as remuneration for carrying out his or her duties of office.
- b) Each Councillor shall be paid \$8,000 annually as remuneration for carrying out his or her duties of office.
- c) When a member of Council is away from Hudson's Hope and engaged in municipal business, or attending a meeting, course or convention related to municipal matters, in addition to the remuneration paid under subsections (1) and (2), he or she shall be paid \$115 per day for any function lasting up to 6 hours or \$173 per day for any function lasting over 6 hours. The time spent travelling to and from the function is included in calculating the duration of the function.
- d) Should a member of the Council participate in a municipal benefit plan the cost of the annual premiums for such plans will be deducted from the remuneration paid under subsections (1) or (2).
- e) One-third of all remuneration paid to a member of the Council under subsections (1) to (3), shall be considered to be an allowance for expenses incidental to the discharge of his or her elected duties.

f)

Expenses:

3. When a member of the Council is authorized to represent the District of Hudson's Hope, to engage in municipal business, or to attend a meeting, course or convention related to municipal matters, the following expenses shall be fully reimbursed unless otherwise noted:
  - a) accommodation charges and applicable taxes (with receipts) for hotels and motels;

- b) \$30 per day for private accommodation (no receipt required);
- c) a total of \$60.00 per day for meals including gratuities (no receipts required), as follows:
  - i) \$15.00 for breakfast,
  - ii) \$15.00 for lunch, and
  - iii) \$30.00 for dinner;

*A person engaging in municipal business, or attending a meeting, course or convention related to municipal matters for one day or less is required to provide receipts and the actual cost will be reimbursed to a maximum of the meal allowances outlined in 3(c).*

- d) use of a personal vehicle: 51¢/km for the first 500 km of a round trip and 45¢/km thereafter, effective as of January 1, 2010, or the equivalent to the cost of return airfare to that destination, whichever is less.
  - e) use of a personal vehicle: 52¢/km for the first 500 km of a round trip and 45¢/km thereafter, effective as of January 1, 2011, or the equivalent to the cost of return airfare to that destination, whichever is less.
  - f) use of a personal vehicle: 52¢/km for the first 500 km of a round trip and 45¢/km thereafter, effective as of January 1, 2012, or the equivalent to the cost of return airfare to that destination, whichever is less.
  - g) miscellaneous expenses (with receipts): course or convention registration fees, ferry charges, highway tolls, parking fees, economy aeroplane fares, taxi and bus fares, vehicle rental charges (including insurance charges), related telephone and fax charges and courier charges.
4. Notwithstanding section 3 (c), where a meal is provided as part of the meeting, course or convention, no claim shall be submitted for reimbursement. Notwithstanding section 3 (d), the reimbursement for the use of a personal vehicle shall not exceed the cost of return-trip economy airfare for travel from Fort St. John Airport to the point of destination.
5. The following Bylaws are repealed:
- (a) Council Remuneration and Reimbursement of Expenses Amendment Bylaw No. 779, 2009; and
  - (b) Council Remuneration and Reimbursement of Expenses Bylaw No. 600, 2000

Council Remuneration and Reimbursement of Expenses Bylaw No. 840, 2014


Read for a First Time on the 23<sup>rd</sup> day of June, 2014.

Read for a Second Time on the 23<sup>rd</sup> day of June, 2014.

Read for a Third Time on the 14<sup>th</sup> day of July, 2014.

Adopted on the 11<sup>th</sup> day of August, 2014.

  
MAYOR

  
CLERK

Certified a true copy of Bylaw No. 840

this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Clerk

## **Council Note – Community Hall Replacement Update**

### **Issue:**

The District of Hudson's Hope has an aging Community Hall that no longer meets the needs of the community. Here are some quick facts regarding the current state of the community hall:

- The hall was originally built in the 1960's, consisting of the main floor and the basement
- The wings and upstairs kitchen were added at some point in the 1980's
- The maximum capacity upstairs is 250 occupants, downstairs is 60 occupants.
  - It is of note the maximum capacity was set through determining the number of tables
- The Community Hall is used on average 3 to 5 times a month, with the Christmas season being the busiest

There have been a number of issues identified with the Community Hall over the past several years. The following is a list of the current issues/concerns:

- The flooring was due to be replaced this past year, however a decision was made not to replace the flooring. It is starting to crack and break and will need to be replaced – but there is significant sloping that must be corrected prior to replacement of the floor (See not below)
- The building has shifted over the years and the floor on the right side of the building is really starting to slope. The building would need to be “jacked up” or raised to fix and this will probably cause a lot of issues with the walls and roof.
- The sound system is inappropriate for large events
- The lighting system for the stage is inappropriate for large events
- The community hall is generally a dark facility, with wings that do not provide a good line of sight to the stage
- The stairs coming in the main door are quite narrow and steep and will need to be replaced sooner rather than later.
- The kitchen could eventually use a new cookstove. The one that is in there is from one of the Site 1 camps and is still in fairly decent condition, but a monster to operate and light and could use an upgrade eventually.
- The bathroom floors in the basement need to be repaired or covered...bare concrete and in bad shape.
- The roof will eventually need to be looked at as it has not been done in many years. We were not able to install solar panels on the roof as it was not structurally strong enough.
- The entryway is congested with people entering or leaving, combined with steep stairs this is a safety issue at events
- There is no storage for tables or chairs... children often play around these and there is a safety issue with the possibility of them getting stuck in these storage areas

It is becoming evident that a strategy and funding model need to be created to replace the Community Hall.

There are a few guiding principles to this strategy that we are proposing:

- Replace the community hall with a building that is, if possible, connected to an existing facility owned by the Community
- Replace the community hall with a facility that can hold larger groups of people. But have the space be flexible to be able to host smaller events as required

**Ongoing Work To-Date:**

- Travous and I met to review funding options
- Realized we required additional information – the key being an estimated cost of replacement of the community hall itself
- Will continue to work on the estimate, Tom prepared an engineering design estimate and we are still working to get an estimate of what a building might cost
- We will be preparing a discussion on options to fund this once we have a better idea of the cost of the facility (MFA, setting money aside, grants, etc.)