



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, August 12th, 2019

1. Call to Order:

2. Delegations:

D1 Ministry of Transportation and Infrastructure Page 1

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 July 22, 2019 Regular Council Meeting Minutes Page 3

7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports

SR1 Airport Vegetation Management Page 9
SR2 Valve and Hydrant replacement Page 12

10. Committee Meeting Reports:

11. Bylaws:

12. Correspondence

C1 Letter of support UBCM Page 14
C2 PRRD – Municipal Participation in Planning:
Local Government Act Part 14- planning and
land use Page 15

- 13. Reports by Mayor & Council on Meetings and Liaison Responsibilities**
CM1 Community Hall Committee Page 16

14. Old Business:

15. New Business:

16. Public Inquiries:

- 17. In-Camera Session**
ICS Notice of Closed Session Page 18

18. Adjournment



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

MOTI staff: Katie Ward (District manager), Ariana da Costa (Regional Project Manager),
Hali Davenport (District Program Manager), Nicola Hogg (Operations Manager, North Peace)

Subject of presentation: _____

To introduce new District Manager to Mayor and Council

Purpose of presentation: ☒ information only
☐ requesting a letter of support
☐ requesting funding
☐ other (provide details)

Contact person (if different than above):

Amy La Hay, Auxiliary District Clerk

Telephone number: 250-787-3205

Email address: amy.lahay@gov.bc.ca

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes: ☐ handouts at meeting
☐ publication in agenda (one original due by 4:30 the
Wednesday prior to your appearance date)

Technical requirements:

☐ flip chart
☐ multimedia projector
☐ laptop
☐ other _____

Rules for Delegations:

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Amy La Hay

Name of Delegate or Representative of Group


Signature

July 9, 2019
Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____



**REGULAR COUNCIL MEETING
July 22, 2019
6:00 P.M.
COUNCIL CHAMBERS**

Present **Council: Mayor Dave Heiberg
Councillor Kelly Miller
Councillor Mattias Gibbs
Councillor Patricia Markin
Councillor Valerie Paice**

**Absent: Councillor Travous Quibell
Councillor Leigh Summer**

**Staff: CAO, Chris Cvik
Director of Public Works, Mokles Rahman
Manager of Public works, Mark Sture,
Recreation & Special Events Coordinator, Kaitlyn Atkinson
Office Assistant, Meghan Cryderman**

Other: 0 in gallery

1. **CALL TO ORDER:**

The meeting called to order at 6:00 p.m. with Mayor Dave Heiberg presiding.

2. **Delegations:**

3. **NOTICE OF NEW BUSINESS:**

Mayors Additions: n/a
Councillors Additions: n/a
CAO Additions: n/a

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

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

6. **ADOPTION OF MINUTES:**

July 8th, 2019 Regular Council Meeting

0550-01

Correction: Change wording on SR1 to gravel deposits instead of soil deposits.

RESOLUTION NO. 215/19

M/S Councillors Paice/Gibbs

That

"The minutes of the July 8th, 2019 Regular Council Meeting be adopted as amended."
CARRIED

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

- BA1 **C3 Request for Letter of support** 0390-01
Thank you to CAO Chris Cvik for getting the letters done.

8. **PUBLIC HEARING:**

9. **STAFF REPORTS:**

- SR1 **Social Media Content Plan** 1345-01
Mayor Heiberg speaks highly on the plan, new ideas are a great way to get more information out to public about what is happening in our town.

RESOLUTION NO. 216/19
M/S Councillors Miller/Paice
That

"Council approve 3 x 7 day camping passes in the amount of \$300.00 as prizes for a photo contest that will provide the District with new photos to use for social media and our website and that the Social Media Content Plan be added to the Diary for budgeting purposes."
CARRIED

- SR2 **Public Works Department Update** 5260-01
Director of Public Works, Mokles Rahman, updated Council on the pool. Pool vacuum is broken, purchase of new one is required.

Lucas subdivision deficiencies will be resolved by mid to late August.

Leak testing commenced July 22, 2019, will take 4 days to complete.

Pay loader replacement closing date is August 1, 2019.

- SR3 **RFP 11-19 Vehicle Award** 1220-01
Question of buying or leasing the vehicle as well as going with a full body wrap decal or magnetic decal that can be removed if needed.
The District has needed a new vehicle for quite some time now, this is not a new topic of discussion.

RESOLUTION NO. 217/19
M/S Councillors Markin/Gibbs
That

"Council Authorize the lease for a period of 36 months a new 2019 Honda CRV from Fort St. John Honda at a monthly cost of \$424.87 and an initial payment of \$808.18, and: 2. THAT the 2007 Toyota Prius be traded in as part of the

deal. NOTE: The \$5,000 trade in value is reflected in the monthly lease rate of \$424.87.
CARRIED

Administration to proceed with applying the wrap (decaling) as per our Corporate Branding requirements.

- | | | |
|-----|---|---------|
| SR4 | <p>2018 Statement of Financial Information
RESOLUTION NO. 218/19
M/S Councillors Milller/Gibbs
That
"Council adopt the 2018 Statement of Financial Information Report and attachments as presented.
CARRIED</p> | 1830-01 |
| SR5 | <p>Protective Services Update
For Information</p> | 7380-01 |
| SR6 | <p>CAO Update
CAO Chris Cvik reported that he will be adding Safety updates on monthly meetings.</p> <p>Corporate officer position is now closed.</p> <p>Upcoming</p> <ul style="list-style-type: none">• Website RFP closes on July 31st.• Tour and lunch with West Moberly First Nations on August 1st from 10:00 – 2:00.• Quarterly and annual performance appraisals. | 0110-01 |
| SR7 | <p>Quarterly Report on Council Recommendations
For Information</p> | 0110-01 |
| SR8 | <p>Recreation and Special Events Update
Summer camps are running great, lowering the price helped gain more participants.</p> <p>Gymnastics Camp July 22- Camp is full with 16 participants.</p> <p>Maps are complete and will be printed and made available at the District Office, Visitor Centre, and sent out to surrounding communities.</p> | 8100-01 |
| SR9 | <p>Office Administration Update
For Information</p> | 0110-01 |

10.	COMMITTEE MEETING REPORTS:	
11.	BYLAWS:	
12.	CORRESPONDENCE:	
C1	Portage Mountain Quarry Development For information.	6660-20
C2	Letter from the Honourable Katrine Conroy and the Honourable Katrina Chen For Information	0400-20
C3	Request for Letter of Support <i>RESOLUTION NO. 219/19</i> <i>M/S Councillors Miller/Paice</i> <i>That</i> <i>"Council provide a letter of support for the Hudson's Hope Fall Fair Committee's application to Northern Development Initiative Trust's Fabulous Festivals and Events Grant for funding to provide live music at this year's Fall Fair."</i>	0230-20
C4	Letter from the Curling Club Councillor Miller accepted to take on the project of looking into the ice and rocks that the curling rink is requesting.	0230-20
C5	BC Hydro UBCM Convention Meeting Invitation Council to email Mayor Heiberg with any questions or concerns.	0400-01
C6	Peace Williston Reservoir Advisory Committee Mayor Heiberg is absent August 8 th , Councillor Paice as acting Mayor will attend this meeting. Mayor Heiberg is checking to see if he is eligible to attend the Peace Williston Advisory Committee meeting September 6, 2019.	0360-01
C7.	Treaty Land Entitlement Meeting Mayor Heiberg would like to see as many Councillors attend this meeting as possible.	0400-60
C8.	UBCM Meeting Request Deadline For Information	0400-01
C9	Letter form the Honourable Selina Robinson For Information	0400-20
C10	Strategic Initiatives Fund	1855-01

RESOLUTION NO. 220/19
M/S Councillors Miller/Gibbs
That

"Council direct staff to apply for the Northern Development Initiative Trust Strategic Initiatives Grant for the purpose of completing detailed designs for the Light Industrial sub-division."

CARRIED

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

CR1 **Museum** 0230-20

Councillor Miller reported that the museum is very thankful that the old toilets were removed. The Museum Director will be going on Maternity leave in September 2019. Two summer students have been working very hard. Over 1500 people have passed through the museum, summer has just begun. Doing a second budget for the newer Solar panels to see cost savings.

Beryl Prairie Playground

Open House will be July 31, Councillor Paice will attend the opening. 6200-00

14. **OLD BUSINESS:**

OB1 Chetwynd and Tumbler are cohosting a mineral and mining conference in September, Council has authorized two to attend. Councillors to contact staff if they are able to attend. 0390-01

15. **NEW BUSINESS:**

16. **PUBLIC INQUIRIES:**

17. **IN-CAMERA SESSION**

ICS **RESOLUTION NO. 221/19** 0560-00
M/S Councillors Miller/Paice

That

"That Council recess to a Closed Meeting for the purpose of discussing the following item(s):

1. Agenda Item - Personnel. CC Section 90 (1) (c) labour relations or other employee relations.

2. Agenda Item(s) - Land Purchase and Value of Land being expropriated - CC Section 90 (1) (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 municipality.

3. Agenda Item- CC Section 90 (1) (g) litigation or potential litigation affecting the municipality.

4. Agenda Item - CC Section 90 (1) (j) 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."

CARRIED

18. **ADJOURNMENT:**

Mayor Heiberg declared the meeting adjourned at 7:03 pm.

DIARY

Diarized

Conventions/Conferences/Holidays

<i>Beryl Prairie Septic Field</i>	<i>07/25/16</i>
<i>School Gymnasium agreement</i>	<i>02/26/18</i>
<i>Spruce Beetle Summit- revisit 2019</i>	<i>11/05/18</i>
<i>Agricultural Land Commission</i>	<i>28/01/19</i>
<i>Commercial Water Rate Increase-annual budget consideration</i>	<i>08/04/19</i>
<i>17th Annual BC Natural Resources Forum</i>	<i>06/10/19</i>

Certified Correct:

Chair/Mayor Dave Heiberg

CAO, Chris Cvik

REQUEST FOR DECISION

RFD#: CC-2019-58	Date: July 24, 2019
Meeting#: CM070819	Originator: Chris Cvik, CAO
RFD TITLE: Airport Vegetation Management	

RECOMMENDATION:

1. That Council award Western Canadian Mulching Ltd. a contract not to exceed \$6,500 plus taxes for vegetation management at the District of Hudson's Hope Aerodrome.

BACKGROUND:

We received an email from a local resident on July 7, 2019, that our Aerodrome requires vegetation maintenance. Maintenance standards are spelled out according to Transport Canada, TP312 – Aerodrome Standards and Recommended Practices. Section 3.1.4.5 the runway safety area is required to be "clear of all fixed objects.."

Source: <https://www.tc.gc.ca/eng/civilaviation/publications/tp312-menu-4765.htm> accessed July 24, 2019.

The Director of Protective Services inspected the site and confirmed the area requires maintenance. Public Works staff regularly cut the grass immediately adjacent to the edge of the pavement but have not gone back and cut the grass 15 metres from the edges and 30 metres from the ends and cannot recall the last time this was done.

DISCUSSION:

Administration obtained three quotes. As the expense was not included in the approved 2019 budget, Administration is bringing the item forward for Council's consideration. Western Canadian Mulching Ltd. was the low-cost bidder.

FINANCIAL CONSIDERATIONS:

The project was NOT budgeted for 2019 and if approved, the \$7,280 (\$6,500 + 780 GST/PST) price would be charged to the Contingency Account #01-10-1005-5774.

As Council will recall, a Contingency Fund of \$250,000 was approved as part of the 2019 budget. As of today's date, there is approximately \$234,796 remaining in this fund. However, this does not reflect the committed but not yet paid amounts of \$31,000 that Council approved (\$17,000 for Urban Systems work on the Light Industrial Sub-Division, \$14,000 on Bear-proof bins) and the approx. \$70,000 for the Lucas Subdivision Fill Material project. Taking these additional costs into account would leave a balance of **\$133,796** that could be used on the Airport Vegetation Management project. If Council approves the two recommendation in this report, the remaining balance in the Contingency Account would be approximately \$126,096.

Attachment:

Photo submitted with July 7, 2019, email to show that vegetation maintenance is required at the Aerodrome.



Other:

Copy of Vegetation Treatment Estimate used to obtain quotes.

Handwritten signature of Chris Cvik in blue ink.

Chris Cvik, CAO

CYNH HUDSON'S HOPE AERODROME
VEGETATION TREATMENT ESTIMATE



RUNWAY SURFACE



VEGETATION AREA

RUNWAY WIDTH 30 M

RUNWAY LENGTH 1584 METRES

VEGETATION MANAGEMENT WIDTH 15M EACH SIDE

VEGETATION MANAGEMENT LENGTH EACH END 30M

TOTAL TREATMENT AREA

SIDE AREAS

$1584 * 30 = 47520$ SQUARE METRES

=4.75 ha

END AREAS

$60 * 30 = 1800$ PER END

=3600 SQUARE METERS

=0.36 ha

TOTAL TREATMENT AREA

=5.1 ha

VEGETATION IS GENERALLY <2" IN DIAMETER



REQUEST FOR DECISION

RFD#: 2019MR14	Date: August 06, 2019
Meeting#:	Originator: Mokles Rahman
RFD TITLE: Valve and Hydrant Replacement Price Negotiation	

RECOMMENDATIONS:

That Council accept the Knappett Industries quote for the valve and hydrant replacement for top four (4) priority locations of 1) Kylo Street and Paquette Ave Hydrant and Valve, 2) Kylo Street and Paquette Ave South Valve, 3) Beattie Drive and Kylo Street South Valve, 4) Beattie Drive and Kylo Street North Valve.

That Council approve an amount of \$ 158,329.27 plus GST for the mentioned work and direct administration to sign an agreement with the Knappett Industries;

BACKGROUND:

At the Council meeting on May 27, 2019, the following resolution was approved;

RESOLUTION NO. 156/19

M/S Councillors Miller/Quibell

That

"Council reject the Knappett Industries bid and direct administration to re-tender the project early next year and approve carry forward the budget to 2020; and

That Council direct administration to negotiate the price for top four (4) priority locations with the Knappett Industries; and

That Council direct administration to install the proposed hydrant at the end of Adams Street by in-house crews and equipment, rent equipment if necessary, and report back the outcome to Council."

CARRIED

Per the purchasing policy, District Council will consider all tenders by resolution where the value of the tender exceeds \$50,000.

DISCUSSION:

The District of Hudson's Hope Council, during the regular council meeting on May 27, 2019, rejected the bid of Knappett Industries for valve and hydrant replacement and directed administration to negotiate the price for top four (4) priority locations with Knappett Industries.

Staff met with the representatives of Knappett Industries on Tuesday May 28, 2019 to negotiate the price for valve and hydrant replacement at top four (4) priority locations. The locations are 1) Kylo Street and Paquette Ave Hydrant and Valve, 2) Kylo Street and Paquette Ave South Valve, 3) Beattie Drive and Kylo Street South Valve, 4) Beattie Drive and Kylo Street North Valve replacement.

During the negotiation meeting staff discussed about the cost, schedule, sharing of some of the jobs by district such as supply of gravel, repaving, landscaping and Ministry of Transportation approval. However, the contractor decided to do all work by themselves.

As per the original bid the costs for the mentioned four (4) locations are \$143,935.70 plus GST plus contingencies. The contractor did not change the price as the scope of work decreased, the overhead costs will be applied on the remaining four locations which is an increase in cost per location.

As this is an underground work, there are a lot of unknowns such as pipe depth and materials, contaminated soil, unsuitable subgrade materials etc. The depth of pipe estimated to be three (3) meters. Any extra depth at any location would cost more. Similarly, downtown water pipes are mostly Asbestos Cement (AC). We may have to deal with contaminated soil testing/ disposal, and removal and replacement of unsuitable sub-grade materials. We should keep at least 10% contingencies for any unknown conditions. The estimated contingency amount is \$14,393.57. Contractor is required to take pre-approval before using any contingency funds from the District. Therefore, the total cost of this project is 158,329.27 plus GST.

The construction work may be started after the long weekends of September 2019, as the contractor is occupied with other jobs. It would take couple of months to complete those locations. The work in and around Beattie Drive will require Ministry of Transportation approval. While contractor is aware about the requirements of Council approval before awarding the contract, to expedite the approval, we asked them to submit MOTI application and accordingly they already submitted the application.

Furthermore, as directed by the Council, Administration is in the process of installing a hydrant at the end of Adams Street by in-house crews.

ALTERNATIVES:

1. Award the job to Knappett Industries.
2. Do not award the job.

FINANCIAL CONSIDERATIONS:

Alternative 1: The cost for valve and hydrant replacement for top four (4) priority locations are \$158,329.27 plus GST including contingencies which can be spent from the 2019 Capital Budget amounting \$295,000.

Alternative 2: There is no financial implication.



Mokles Rahman, Director of Public Works



Chris Cvik, CAO



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

July 23, 2019

Via email: EDUC.Minister@gov.bc.ca

The Honourable Rob Fleming
Minister of Education
P.O. Box 9045 Stn Prov Govt
Victoria, B.C. V8W 9E2

Dear Minister Fleming:

RE: Provincial Support for Libraries

At the Regular Council Meeting of July 15, 2019, the City of Prince George Council unanimously passed a resolution endorsing the City of Victoria's request for Provincial support for libraries.

The City of Prince George Mayor and Council respectfully requests the Province of British Columbia's support and consideration to increase support to restore Provincial funding for Libraries. Our Council supports the restoration of library funding to a level that reflects both inflation cost increases since 2009 and the value of this system to the Province.

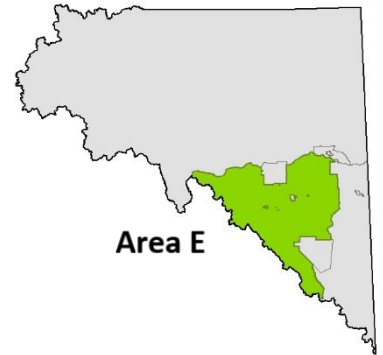
Sincerely,

Mayor Lyn Hall

cc: Premier John Horgan premier@gov.bc.ca
MP Todd Doherty Todd.Doherty.C1A@parl.gc.ca
MP Bob Zimmer Bob.Zimmer.C1@parl.gc.ca
MLA Shirley Bond Shirley.Bond.MLA@leg.bc.ca
MLA Mike Morris Mike.Morris.MLA@leg.bc.ca
UBCM Member Municipalities

C1

From the Office of Electoral Area E



July 26, 2019

Mayor and Council
District of Hudson's Hope
c/o Chris Cvik, CAO

Sent Via Email: cao@hudsonshope.ca

Mayor Heiberg and Council:

Re: Municipal Participation in Planning: Local Government Act Part 14 - Planning and Land Use Management

Section 381 of the *Local Government Act* allows municipalities to opt out of Part 14 – Planning and Land Use Management by giving notice to the Board before August 31st in any given year. If the municipality chooses to opt out, they would no longer be required to share the costs of the service, nor would they have a vote on any matters related to Part 14.

In 2018, the rural Directors met with Mayor and Council and requested that the District of Hudson's Hope opt out of planning or enter into an agreement to only participate in a defined area of the region with a reduction of shared costs for the service. At that time, the District of Hudson's Hope chose to remain fully opted in to the planning function. The cost of the planning function to the District of Hudson's Hope in 2018 was \$7,906 and \$11,738 in 2019.

I would like to request that the District of Hudson's Hope reconsider their decision to remain opted in to the planning function. Alternatively, the District could give notice to the Peace River Regional District Board prior to August 31, 2019 stating that the District would like to opt out of Part 14 – Planning and Development fully, or enter into an agreement for the creation of a joint planning area for lands adjacent to Hudson's Hope's boundaries. If requested, I would be willing to meet with Mayor and Council to discuss further.

I look forward to your response.

A handwritten signature in black ink, appearing to read 'Dan Rose'.

Dan Rose
Director, Area 'E'

Community Hall Committee Meeting June 26th 2019

In Attendance

Travous Quibell

Mattias Gibbs

Kaitlyn Atkinson

Guests

Johanna Dupuis

Paul Dupuis

Cassie Stark

Meeting Called to Order at 5:00pm

Discussion Ensued re: Current Plan for the Community Hall

- Looking for stakeholder engagement
 - Lions
 - Community Hall Society
 - Ladies Club
 - DOHH
- Identify current usage scenarios and identify gaps (where does the building meet and not meet the current uses and needs). Ie:
 - Dances / Concerts
 - Weddings
 - Funerals
 - Meeting Space
 - Public Forum
 - Board Room
 - Exhibition Space
 - Exercise / Sports / Play Space
 - Meal Service / Bar Service
 - Emergency Operations / Accommodation

- Discussed other additional Desired Usage Scenarios
 - Public Library
 - Indoor Pool / Waterpark / Spa
 - Running Track
 - Additional Meeting / Conference / Multiuse Spaces (conference capacity).
 - Amalgamation with Skating Rink, Curling Club
- Asked primary users to provide suggestions to chair via Email
- Looking to develop a “shovel ready” plan so we can take advantage of grant money. Keeping an open mind as scope and land availability will factor largely in determining cost, we may need to develop more than one proposal based on what we have room to build or can afford to build.
- Possibly 3 scenarios?
 - Replace only the community hall, on existing site
 - Build a Multiplex incorporating many municipal services
 - The in-between option of expanding on more than one site to accommodate different needs.
- RSEC may put out some feelers as time permits and see if we can get a look at projects that have been done recently in our area. Get a feel for scope and price. Bring back to committee.
- Consensus on Next Steps:
 - Stakeholders to supply some background information per the above discussion (gaps, needs, wants, etc). to the chair via email to be incorporated into the planning and design for a new community hall.
 - Recommendation to Council that a Consultant be engaged to work with the Community Hall Committee to produce a design for a new community hall structure incorporating feedback from the current stakeholders.

Meeting Adjourned at 6:30pm

REQUEST FOR DECISION

RFD#: CC-2019-60	Date: August 8, 2019
Meeting#: CM081219	Originator: Chris Cvik
RFD TITLE: Notice of Closed Session – August 12, 2019	

BACKGROUND:

In order to continue to be transparent, when there is a closed meeting, a notice will be included on the open agenda with sufficient information to describe the reason for the closed meeting.

This will also provide Council with the opportunity to recess to a Closed Meeting to discuss whether or not the items properly belong in a Closed Session (Community Charter Section 90(1)(n)).

DISCUSSION:

Closed Meetings will continue to be held at the end of a regular Council meeting.

Including a cover-report about a Closed Meeting is simply a place holder to make the public aware a closed meeting is taking place and a high-level description on the topics.

BUDGET: N/A

RECOMMENDATION / RESOLUTION:

That Council recess to a Closed Meeting for the purpose of discussing the following item(s):

1. Agenda Items - Personnel. CC Section 90 (1) (c) labour relations or other employee relations.

Report Prepared by:

Chris Cvik, Interim CAO