



DISTRICT OF HUDSON'S HOPE

AGENDA

Community Hall

Monday, September 14, 2020

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 August 10, 2020 Regular Council Meeting Minutes Page 1

M2 August 31, 2020 Special Council Meeting Minutes Page 6

7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports

SR1 Peace River Agreement Reporting Cycle 2021-2025 Page 9

SR2 Outdoor Warning Sirens Page 28

SR3 Pool – 2020 Year End Report Page 31

SR4 Pool Employment Sustainability Program Page 37

SR5 Development Variance Permit Application Page 43
 - Burt & Hartley

SR6 Official Community Plan Review – Background Page 49
 Information

SR7 Beryl Prairie Subdivision – Driveway Replacement Page 52

SR8 Carter Street Ditch – Temporary Repair Page 54

SR9 Pickup Truck Tender Page 56

10. Committee Meeting Reports:

11. Bylaws:

12. Correspondence:

C1	Letter from E. Gallant re Flowers	Page 58
C2	UBCM Convention Program 2020	Page 59
C3	Letter from N. Forrester re Swimming Pool	Page 63
C4	Veteran's News - Advertising	Page 64

13. Reports by Mayor & Council on Meetings and Liaison Responsibilities:

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

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18. Adjournment



REGULAR COUNCIL MEETING
August 10, 2020
6:00 P.M.
COMMUNITY HALL

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Pat Markin
Councillor Kelly Miller
Councillor Travous Quibell (*arrived 6:15 pm*)
Councillor Leigh Summer

Absent: Councillor Valerie Paice (*with notice*)

Staff: Chief Administrative Officer, Chris Cvik
Corporate Officer, Jeanette McDougall

1. CALL TO ORDER

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

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions: CR1 - BC Hydro LED Program
Councillor's Additions: None
CAO Additions: NB1 - Update – Ministry of Transportation & Infrastructure

4. ADOPTION OF AGENDA AS AMENDED

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 JULY 27, 2020 REGULAR COUNCIL MINUTES

RESOLUTION NO. 139/20

M/S Councillors Miller / Gibbs

THAT the minutes of the July 27, 2020 Regular Council Meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

- **Item C4: Rural Site Visits Project**
 - The Mayor reminded Council that feedback to be provided to Staff by August 30, 2020.

M1

- **Item NB3: Fall Strategic Planning Session**
 - The Mayor reminded Council that a Strategic Planning Session will be held this fall.
- **Item NB4: August 24, 2020 Council Meeting**
 - The Mayor reminded Council that this Council Meeting has been cancelled and a Special Council Meeting will be held August 31, 2020 to review the COVID-19 Safe Opening Plan for the Arena.

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 DINOSAUR LAKE ATV CAMPGROUND SIGNAGE - ETIQUETTE

RESOLUTION NO. 140/20

M/S Councillors Miller / Summer

THAT Council approve the Trail Etiquette sign for the ATV Campground at Dinosaur Lake.

CARRIED

SR2 RIVER OF THE PEACE METIS SOCIETY – LETTER OF SUPPORT

M/S Councillors Gibbs / Markin

THAT Council provide a letter of support to the River of the Peace Metis Society for a Community Connectedness “Gather Together” grant; and

THAT Council reject the draft letter of support template provided by the River of the Peace Metis Society and direct Administration to provide a draft that recognizes the District of Hudson’s Hope’s capacity to provide assistance.

DEFEATED

**SR3 DEVELOPMENT VARIANCE PERMIT (DVP) APPLICATION
– BURTT & HARTLEY**

RESOLUTION NO. 141/20

M/S Councillors Gibbs / Miller

THAT Council approve the Development Permit Application - Burtt & Hartley to continue moving forward on the basis it is unlikely to negatively affect adjacent property owners; and

THAT Council direct Administration to bring a final report back to Council for consideration.

CARRIED

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 BC HYDRO – NORTH MONTNEY REGION ELECTRIFICATION
Received for Information.

C2 ORDER IN COUNCIL 353 – AGRICULTURAL LAND COMMISSION

Received for Information.

C3 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION – BOARD HIGHLIGHTS – JULY 2020

Received for Information.

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

CR1 BC HYDRO – LED PROGRAM

The Mayor advised that Hudson's Hope is one of four communities selected for the initial rollout of the BC Hydro LED program and that they plan to start in November 2020. Staff will review the suggested luminance levels provided by BC Hydro. The Mayor noted that the new LED lighting will not result in a reduced rate.

14. OLD BUSINESS

OB1 PLEXI-GLASS – COUNCIL CHAMBERS

RESOLUTION NO. 142/20

M/S Councillors Quibell / Markin

THAT Council approve the purchase of plexi-glass for Council Chambers.

CARRIED

OB2 RECREATIONAL SITES

Councillor Summer expressed concern over the loss of recreational sites in the area, eg the Lynx Creek RV Site, and will raise the issue at the next Peace Williston Advisory Committee meeting. The Mayor advised there is language in the CEC Partnership Agreement that speaks to revisiting area taken over by BC Hydro as part of the Site C Project.

15. NEW BUSINESS

NB1 UPDATE – MINISTRY OF TRANSPORTATION & INFRASTRUCTURE

The CAO provided the following update based on an email from Rena Gibson, A/District Manager with the Ministry of Transportation and Infrastructure:

- *Beryl Prairie Road*
 - The Ministry has committed \$225,000 to base repair and some excavator ditching.
 - Crews started and completed ditching south of Carey Creek, before they were called away to repair urgent works on Highway 29.
 - Crews will return to finish the base repair on multiple spots north end of the road.
- *Farrell Creek Road*
 - A bottom section of the Farrell Creek hill began sliding this spring but was accelerated by the June and July rains. Repairs recommended by our Geotechnical professionals were done in July.
 - The top section of the Farrell Creek hill (by the amphitheatre) has been realigned to a more stable location.

- There was a sinkhole on the shoulder of Farrell Creek road at KM 17 this July. The foreman did a temporary repair to the culvert and it is on the list for replacement for this or next year.
- *Hudson's Hope Speed Reader Boards*
 - Roads Area Manager Amelia Adams, copied, has begun discussions with our Regional Traffic Engineers to determine if any preliminary work or designs are necessary to install a speed reader board.
 - We understand that the District would like have the sign installed prior to school beginning in September and will do our best to accommodate.

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

RESOLUTION NO. 143/20

M/S Councillors Summer / Miller

THAT Council move to a Closed Meeting for the purpose of discussing the following items:

- **Community Charter Section 97 (1) (b):**
 - (b) all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public**
 - **Closed Meeting Minutes – May 25, 2020**
- **Community Charter Section 90 (1) (e):**
 - (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**
 - **BC Hydro Impact Line Amendment Agreement**
 - **Persona Building (old video store/theatre)**
- **Community Charter Section 97 (1) (c):**
 - (c) labour relations or other employee relations**
 - **Animal Control Contract**
 - **CAO Succession Planning**

CARRIED

18. IN CAMERA RESOLUTIONS RELEASED INTO OPEN MEETING

ICSR1 BC HYDRO IMPACT LINE AMENDMENT AGREEMENT

RESOLUTION NO. IC019/20

M/S Councillors Gibbs / Quibell

- 1. THAT Council approve the amendment to the Alwin Holland Impact Lines Agreement for \$5,000 on behalf of the District.**
- 2. THAT Council authorize the Mayor and CAO to execute the Alwin Holland Impact Lines Amendment Agreement.**
- 3. THAT Council release the resolution on the amendment to the Open Meeting Agenda.**

CARRIED

19. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:39 pm.

DIARY

Conventions/Conferences/Holidays

*Commercial Water Rate Increase-annual budget
Consideration*

Diarized

08/04/19

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall,
Corporate Officer



SPECIAL COUNCIL MEETING
August 31, 2020
6:00 P.M.
COMMUNITY HALL

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Pat Markin
Councillor Kelly Miller
Councillor Travous Quibell
Councillor Leigh Summer

Absent: Councillor Valerie Paice (*with notice*)

Staff: Chief Administrative Officer, Chris Cvik
Corporate Officer, Jeanette McDougall
Director, Public Works, Mokles Rahman
Recreation and Special Events Coordinator, Kristina Coombs
General Trades, Level 1, Jamie Eastman

1. CALL TO ORDER

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

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions:
Councillor's Additions:
CAO Additions:

4. ADOPTION OF AGENDA AS AMENDED

RESOLUTION NO. 144/20

M/S Councillors Quibell / Gibbs

THAT Council approve that the agenda order be varied to address Item C1 – Letter of Complaint – Swimming Pool as the first Item on the agenda.

CARRIED

5. CORRESPONDENCE

C1 LETTER OF COMPLAINT – SWIMMING POOL

J. Gammie reiterated both the concerns and suggestions that he had expressed in his letter to Council regarding how attendance at the swimming pool was managed this year. The Mayor thanked J. Gammie for his feedback, advised that these concerns and suggestions were factored into discussions that Council had held when deciding to open the pool and also explained Council's reasoning for opening

the pool. The Mayor further noted that while other communities were laying off their seasonal staff, that Hudson's Hope made the commitment to hire. The concerns in Mr. Gammie's letter will be considered by Council along with the Pool Supervisor's Year-End Report and Staff capacity concerns for the Pool opening in 2021 should COVID restrictions still apply.

6. DECLARATION OF CONFLICT OF INTEREST

7. ADOPTION OF MINUTES

8. BUSINESS ARISING FROM THE MINUTES

9. PUBLIC HEARING

10. STAFF REPORTS

SR1 ARENA SAFETY RECOVERY PLAN

RESOLUTION NO. 145/20

M/S Councillors Summer / Quibell

THAT Council approve the District of Hudson's Hope COVID-19 Returning to Safe Operation – Arena (Recovery Plan).

CARRIED

SR2 STATEMENT OF FINANCIAL INFORMATION

RESOLUTION NO. 146/20

M/S Councillors Miller / Gibbs

THAT the District of Hudson's Hope adopt the 2019 Statement of Financial Information report and attachments as presented.

CARRIED

SR3 ADAMS STREET FIRE HYDRANT INSTALLATION

RESOLUTION NO. 147/20

M/S Councillors Quibell / Summer

1. THAT Council waive the Purchasing Policy and direct award a contract to GTXcavating Ltd. for an amount not to exceed \$14,364 + taxes to install a Fire Hydrant at the end of Adams Street; and

2. THAT Council authorize the CAO to sign the contract.

CARRIED

SR4 PLOW TRUCK – TENDER EVALUATION AND AWARD

RESOLUTION NO. 148/20

M/S Councillors Miller / Gibbs

THAT Council approve the purchase of a new Plow Truck from the low cost bidder, James Western Star Truck & Trailer LTD (DBA First Truck Centre BC North), at a cost of \$252,092.07 plus GST.

CARRIED

11. COMMITTEE MEETING REPORTS

12. BYLAWS

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

14. OLD BUSINESS

OB1 CURLING CLUB

The CAO advised that he has suggested that if the Curling Club has developed a COVID Operational Safety Plan that they present it to Council.

OB2 TRAFFIC ON CANYON DRIVE

Councillor Markin received a complaint regarding heavy traffic from a resident who lives on Canyon Drive; the Mayor asked that any complaints be forwarded to him.

15. NEW BUSINESS

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING - None

18. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 6:40 pm.

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall,
Corporate Officer

REQUEST FOR DECISION

RFD#: CC-2020-72	Date: August 6, 2020
Meeting#: CM091420	Originator: Chris Cvik, CAO
RFD TITLE: 2021 - 2025 Peace River Agreement Reporting Cycle	

RECOMMENDATION:

1. **THAT** Council approve the Five-Year Plan (2021 – 2025) for the intended use of Peace River Agreement funding within the District of Hudson's Hope.
2. **THAT** Administration forward the approved PRA spending plan to the Province.

BACKGROUND:

The Peace River Agreement (PRA) was signed in May 2015 with all the member municipalities and the Peace River Regional District. The agreement replaced the previous funding agreement known as 'Fair Share'. The PRA is a 20-Year, \$1.1 billion-dollar funding agreement between the Province and the seven Peace River municipalities and the Regional District (covering the four Electoral Areas). It provides \$50 million dollars per year in funding commencing in 2016 with a 2% annual inflator that commenced starting in 2020. The funding is allocated to the various Peace River municipalities based on an apportionment formula. A key requirement of the PRA is the requirement to provide details to the province on the intended use of the funding, and then annual reporting on actual use of the funding.

As some Councillors may be aware, the PRA runs on five-year cycles. 2021 will represent the start of a new five-year cycle requiring an updated five-year plan. The first cycle was 2016 – 2020. Under section 15(b) of the PRA, recipient local governments must submit a new 5-year plan to the Ministry for review and approval before October 31, 2020. This five-year plan supports the second 5-year reporting cycle under PRA that runs from 2021-2025.

DISCUSSION: N/A

The District has two options for reporting out to the Province on the use of PRA funds.

Option 1 – Detailed 5-Year Plan, High-Level Annual Development Plan

Option 2 – Summary 5-Year Plan, Detailed Annual Development Plan

NOTE: For the 2016 – 2020 PRA Reporting Cycle, the District used Option #2 as it provided the most flexibility for the District and the 5 Year Capital Plan is a planning tool only, which is subject to change by Council. For the 2021 – 2025 reporting cycle, Administration will continue to use Option 2 – Summary 5-Year Plan, Detailed Annual Development Plan.

Due to COVID-19, the Province is also providing a third option for 2020 only:

Option 3 - Waive the five-year detailed plan (also called a Long-term Development Plan or LTDP) for 2020 only. Instead, the District would only be required to do the one-year plan (also called the annual development plan or ADP) plus the other annual submissions (i.e. annual report and statutory checklist). If the District elected to do **Option 3** and waive the 5-year reporting, it would still be required to do a revised 4-year plan later in 2021. This would ensure all local government remain on the same five-year reporting cycle (2021-2025).

FINANCIAL CONSIDERATIONS:

Hudson's Hope received \$700,284 in PRA funding for 2020. In 2019, Hudson's Hope received \$732,616. The decrease of \$32,332 is related to the funding formula which includes population as a factor. Given that the population of Hudson's Hope remains quite static compared to other municipalities in the region, it can be anticipated the amount of funding that Hudson's Hope will receive over the coming five-years will continue to decrease if population continues to grow in other signatory municipalities.

For planning purposes, the \$700,284 amount received for 2020 is assumed to be the annual amount that the District will receive over the 2021-2025 reporting cycle. Thus, the total amount of PRA funding the District is expected to receive over the 2021 – 2025 Reporting Cycle is approximately \$3,501,420.

ALTERNATIVES:

1. That Council make revisions to the proposed Summary 5-Year plan prior to submission to the Province.

Attachment:

1. *Copy of proposed Long-Term Development Plan 2021 – 2025*
2. *Copy of current Long-Term Development Plan 2016 – 2020*
3. *Copy of November 2016 Presentation on PRA Reporting Requirements*

Other:

If the priorities of Council change, an updated Summary Plan can be submitted to the Province along with supporting rationale as to why the change in funding allocation.



Chris Cvik, CAO

Long-term Development Plan for the Local Government of:

District of Hudson's Hope

Date Adopted by the Local Gov:

Sept. 14, 2020; Resolution #XX/XX

For Calendar Years

2021

to

2025

(E.G. 2016-20; 2021-25; 2026-30; & 2031-35)

General Government and Development

	2021	2022	2023	2024	2025	TOTAL
Planning						-
Operations and Maintenance						-
Capital						-
Total	-	-	-	-	-	-

Transportation and Transit

	2021	2022	2023	2024	2025	TOTAL
Planning						-
Operations and Maintenance						-
Capital	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	250,000	250,000	250,000	250,000	250,000	1,250,000

Water

	2021	2022	2023	2024	2025	TOTAL
Planning						-
Operations and Maintenance						-
Capital	50,000	100,000	100,000	100,000	100,000	450,000
Total	50,000	100,000	100,000	100,000	100,000	450,000

Sewer

	2021	2022	2023	2024	2025	TOTAL
Planning						-
Operations and Maintenance						-
Capital	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Solid Waste Management & Recycling

	2021	2022	2023	2024	2025	TOTAL
Planning						-
Operations and Maintenance						-
Capital						-
Total	-	-	-	-	-	-

Protective Services

	2021	2022	2023	2024	2025	TOTAL
Planning						-
Operations and Maintenance						-
Capital						-
Total	-	-	-	-	-	-

Parks, Recreation, and Culture - Facilities

	2021	2022	2023	2024	2025	TOTAL
Planning						-
Operations and Maintenance						-
Capital	90,000	40,000	40,000	40,000	40,000	250,000
Total	90,000	40,000	40,000	40,000	40,000	250,000

Other - Equipment and Machinery

	2021	2022	2023	2024	2025	TOTAL
Planning						-
Operations and Maintenance						-
Capital	210,000	210,000	210,000	210,000	210,000	1,050,000
Total	210,000	210,000	210,000	210,000	210,000	1,050,000

TOTAL

	2021	2022	2023	2024	2025	TOTAL
Planning	-	-	-	-	-	-
Operations and Maintenance	-	-	-	-	-	-
Capital	700,000	700,000	700,000	700,000	700,000	3,500,000
Total	700,000	700,000	700,000	700,000	700,000	3,500,000

I hereby certify that this Long-term Development Plan (Plan) is a materially reasonable estimate of expected planning, operating, and capital expenditures over the five-year term specified in this Plan, and is presented in accordance with the requirements of the Peace River Agreement.

Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act

Date

Long-term Development Plan for the Local Government of:

District of Hudson's Hope

Date Adopted by the Local Gov:

28-Nov-16

Resolution date of Strategic Plan

all items from 2017-19 Strategic Plan

For Calendar Years

2017

to

2020

(E.G. 2016-20; 2021-25; 2026-30; and 2031-35)

Summary of Cost Over four years

Road System Upgrades	\$	725,000
DPW Public Works Buildings	\$	250,000
Sewage Treatment Expansion	\$	750,000
Subdivision Development	\$	150,000
Public Works Equipment Purchases	\$	250,000
Water Treatment Upgrades	\$	100,000
Recreation Facility Improvements	\$	76,856
Forest Fire Warning Siren System	\$	75,000
Solar Array Installation	\$	150,000
Safety Officer	\$	75,000
Total Spending	\$	2,601,856

I hereby certify that this Long-term Development Plan (Plan) is a materially reasonable estimate of expected policy, operating, and capital expenditures over the five-year term specified in this Plan, and is presented in accordance with the requirements of the Peace River Agreement.

[Signature]
 Financial Officer of the Local Government as defined under
 Section 149 of the Community Charter or 237 of the Local
 Government Act

Jan 31/17
 Date

Spending Item Number 1

Proposed Spending Item:

Amount of Spending over 5-year term

Road System Upgrades		
\$	725,000	Cost Type
		Capital Investment
		Cost Category
		Transportation and Transit

Detailed Description of Spending Item

Paving existing roads. The following areas have been prioritized: DPW Shop Yard = \$300,000; Beryl Prairie subdivision = \$ 700,000; Lynx Creek subdivision, Jamieson Subdivision, Atkinson Subdivision

Describe how this Spending will enhance your community as a service center for industry and its workers/families

A safe and effective transportation network is critical to support existing residents and businesses, as well as any increases in population or industrial activity.

These projects support a reliable local road network.

Annual Progress Report for Year

2016

Spending Item from 2016 ADP	Cost Category	Cost Type (Capital / Operations / Planning)	Estimated Amount from Prior Year ADP	Actual Amount for Prior Year	Variance	Is Variance > 20%	Reason For Variance
Spending Item A	Transportation, roads, sidewalks, streetlights	O&M	89,143	55,323	- 13,820	NO	
Spending Item B	Upgrade/new construction of facilities/buildings; land development	capital	532,404	561,516	29,112	NO	
Spending Item C	Equipment, vehicles, machinery, information technology	capital	94,572	30,000	- 4,572	NO	
Spending Item D	Operating costs to support capital projects, studies	O&M	34,572	28,000	- 6,572	NO	
Spending Item E	Other capital, one-time projects, debt servicing	capital	20,743	16,595	- 4,148	NO	
Total			691,434	691,434	0		

Additional Comments

I hereby certify that this Annual Progress Report (Report) materially represents the estimated and actual policy, operating, and capital expenditures over the term of this Report, and is presented in accordance with the requirements of the Peace River Agreement



Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act

Jan 31/17
Date

Spending Item Number 2

Proposed Spending Item:
Amount of Spending over 5-year term

DPW Public Works Buildings		Cost Type Cost Category	Capital Investment Other
\$	250,000		

Detailed Description of Spending Item
Completion of DPW Shop.

Describe how this Spending will enhance your community as a service center for industry and its workers/families

The Department of Public Works Shop is required to accommodate growth and to provide support for efficient public works services to the community. The building will house workers in a safe, healthy work environment and will be used to house equipment. Ensuring equipment is properly stored and maintained will extend it's useful life.

Spending Item Number 3

Proposed Spending Item:
Amount of Spending over 5-year term

Sewage Treatment Expansion		Cost Type Cost Category	Capital Investment Sewer
\$	750,000		

Detailed Description of Spending Item
Sewage lagoon upgrades - \$2,400,000
Lift station upgrades - \$75,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

Sewer upgrades are required to accommodate population growth and to maintain public health and environmental standards. The wastewater facility needs to be upgraded in order to accept greater volumes from residents and Industry.

Spending Item Number 4

Proposed Spending Item:

Amount of Spending over 5-year term

Subdivision Development	
\$	150,000
Cost Type	Capital Investment
Cost Category	Governance & Development

Detailed Description of Spending Item

Development of a serviced 25-lot subdivision, for single unit residential housing, only. This includes replacing and installing sewer and water services; constructing paved roads and installing electricity to the subdivision at an estimated cost of \$2,200,000.

Describe how this Spending will enhance your community as a service center for industry and its workers/families

A new subdivision is being built by the District, to provide serviced lands for residential single-families. The availability of quality affordable lots will attract workers and families to the region. There is a lack of desirable lands for residential housing, we expect this development to address this need. This is a venture to meet the needs of BC Hydro employees, and others due to the Site C Project.

Spending Item Number 5

Proposed Spending Item:

Amount of Spending over 5-year term

Public Works Equipment Purchases		
\$	250,000	
Cost Type		Capital Investment
Cost Category		Transportation and Transit

Detailed Description of Spending Item

Loader = \$215,000

Vacuum Truck = \$350,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

Equipment purchases will either replace aging equipment or add new equipment to better serve the community. The vacuum truck will ensure safe transport of sewage to disposal sites. The loader will be used in a wide variety of public works projects (road works, construction projects, etc.).

Spending Item Number 6

Proposed Spending Item:

Amount of Spending over 5-year term

Water Treatment Upgrades		
\$	100,000	
Cost Type		Operational Activity
Cost Category		Water

Detailed Description of Spending Item

Water valve replacements = \$30,000

Fire hydrant replacements \$15,000

Water filtration upgrades = \$65,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

Ongoing maintenance and upgrading of the water system protects public health by ensuring clean drinking water for the community and surrounding industry. Replacement of aging hydrants will ensure adequate fire flows, and valve replacements will prevent treated water from being wasted.

Spending Item Number 7

Proposed Spending Item:

Amount of Spending over 5-year term

Recreation Facility Improvements			
\$	76,856	Cost Type	Capital Investment
		Cost Category	Other

Detailed Description of Spending Item

Swimming pool improvements: water park = \$50,000, rmoval of grass and installatin of rubberized surface = \$50,000

Cameron Lake Playground Upgrade - \$50,000

Curling Rink Compressor = \$ 20,000

Pool Boiler = \$20,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

The provision of recreation facilities have health and quality of life benefits, especially for rural Northern communities. These facilities help to attract and retain employees and their families to the region. The current swimming facility is at capacity and requires expansion and upgrading to accomodate additional users.

Spending Item Number 8

Proposed Spending Item:

Amount of Spending over 5-year term

Forest Fire Warning Siren System		
\$	75,000	
Cost Type		Capital Investment
Cost Category		Police, Fire, Enforcement

Detailed Description of Spending Item

Forest fire warning siren system = \$200,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

To better protect the community from forest fire it is prudent to replace the aging warning system now in place.

Spending Item Number 9

Proposed Spending Item:

Amount of Spending over 5-year term

Solar Array Installation		
\$	150,000	
Cost Type		Capital Investment
Cost Category		Other

Detailed Description of Spending Item

Solar Arrays to power municipal facilities

Describe how this Spending will enhance your community as a service center for industry and its workers/families

The installation of solar arrays will greatly reduce municipal electricity expenditures, by powering the following buildings: DPW Shop, Arena, Curling Rink, Water Treatment Plant, District Office & Fire Hall, Tourist Info Center, Library, Museum, Reservoir). This will allow municipal services to remain affordable and accessible to workers and families.

Spending Item Number 10

Proposed Spending Item:

Amount of Spending over 5-year term

Safety Officer	\$	75,000	Cost Type	Operational Activity
			Cost Category	Police, Fire, Enforcement

Detailed Description of Spending Item

Hiring of a Safety Officer. Approximate annual cost is 75,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

The Safety Officer will be responsible for ensuring bylaws and regulations are complied with, and for implementing emergency preparedness measures. This will enhance community safety and make the community more attractive to families.

Note: The ADM for Local Government reserves the right to request additional information regarding cost projections in this document. This could include project budgets, and cost items in financial plans, master plans, or other local government documents.

Peace River Agreement

Reporting Documentation November 2016

Peace River Agreement (PRA):

- was signed in May 2015
- replaces a previous funding agreement
- is a 20-year, \$1.1 billion funding agreement between the Province and the eight Peace River Communities
- provides \$50 million per year commencing 2016, with a 2% annual inflator commencing 2020
- funding is allocated to the various Peace River Communities based on an apportionment formula in the PRA and managed by the Regional District.
- requires annual reporting on the intended use of funds

Purpose of Peace River Agreement

Under Section 6 of the PRA

To ensure the Peace River Communities have sufficient resources to upgrade, maintain and expand services and infrastructure necessary to facilitate industrial expansion in the region.

Administration of the PRA is overseen by a Partnership Committee made up of equal membership from local government and the Province.

Approval of annual payments is done by the ADM for Local Government based on submissions from each Peace River Community.

Purpose of Reporting

Under Sections 15 & 16 of the PRA

Outline the intended **policies, operational activities, and capital investments** each Peace River Community intends to undertake, and how the annual payments will contribute to the objective of enhancing the regional as a service centre for industry and its workers.

Forms the basis for the ADM's annual funding approval

Reason for Reports

- PSAB Transfer Requirements under PS3410

and

- Treasury Board request for greater spending transparency

Core Information

Title of the Spending Project, Plan or Program (e.g. Sewer treatment facility, Water Supply Reservoir, planning studies, road maintenance program)

The **Amount** to be spent on the project, plan or program

Cost Type in accordance with the Agreement (i.e. Planning, Operations, or Capital)

Cost Category (e.g. water, sewer, transportation)

Detailed Description of plan, program or project, eg:

- **Planning** – a list of proposed planning projects to be undertaken (e.g. OCP, DCC, Master Plans, asset management plans, feasibility studies)
- **Operations** – specific services and programs and projected major costs items for staffing, maintenance, contracts, operational leasing, service grants etc.
- **Capital** – proposed road/pipe projects (e.g. project name and/or linear metres), buildings, major treatment facility components /phases, vehicle acquisitions, land acquisitions, capital leasing.

Rationale on payment enhancing the community as a centre for industry

Reports

- ▶ **Long-term Development Plan (LTDP)** – Five prospective plan for projected spending
- ▶ **Annual Development Plan (ADP)** – One-year prospective plan for projected spending (forms the basis of the annual funding request)
- ▶ **Annual Progress Report (APR)** – One-year report on actual spending in the previous year compared with projected spending from the prior years ADP.
- ▶ **Statutory Submission Report** – A report on submissions required under the Community Charter

Information Flow



Reporting Versions

◦ **Goal** – create flexible and streamlined reporting process acceptable to the Partnership Committee, the Office of the Comptroller General (OCG), and Treasury Board

Two versions:

- 1) Detailed LTDP, high-level ADP
- 2) High-Level LTDP, Detailed ADP

Version 1

- Detailed LTDP
- Drawdown ADP

Long-Term Dev Plan (LTDP)

Spending Item Number 2

Proposed Spending Item: Southside Waterworks Upgrades
 Amount of Spending over 5-year term: \$ 3,000,000 Cost Type: Capital Investment
 Cost Category: Water

Detailed Description of Spending Item

Replacement of southside water trunk mains, which is approximately 6500 linear meters of 480mm PVC piping (\$1,800,000), with approximately a three dozen lateral connections (\$750,000), three pump station (\$300,000), and design and engineering (\$400,000). Other associated miscellaneous costs include contingencies, appurtenances, and some site remediation (\$250,000).

Describe how this Spending will enhance your community as a service center for industry and its workers/families:
 The line replacements will expand clean water capacity in order to service future population growth associated with oil and gas development in the area.

LTDP Roll-up

Long-term Development Plan for the Local Government of: District of Tumbler Ridge

Date Adopted by Council/Board: 05-Jan-16

For Calendar Years: 2016 to 2020

Summary of Cost Over Five Years

Spending Item 1	\$ 2,000,000
Spending Item 2	\$ 3,000,000
Spending Item 3	\$ 500,000
Spending Item 4	\$ 2,500,000
Spending Item 5	\$ 2,500,000
Spending Item 6	\$ 836,000
Spending Item 7	\$ -
Spending Item 8	\$ -
Spending Item 9	\$ -
Spending Item 10	\$ -
Total Spending	\$ 11,336,000

I hereby certify that this Long-term Development Plan (LTDP) is a necessary, reasonable estimate of projected policy, operating, and capital expenditures over the five-year term specified in this plan, and is presented in accordance with the requirements of the *Public Access Agreement*.

Financial Officer of the Local Government as defined under Section 249 of the *Community Charter* or 217 of the *Local Government Act*

Date:

Version 2

- High-Level LTDP
- Detailed ADP

LTDP

For Calendar Years	2016	to	2020	(E.G. 2016-20, 2021-25, 2026-30, & 2031-35)		
	2016	2017	2018	2019	2020	TOTAL
General Government and Development						
Planning	100,000	100,000	100,000	100,000	100,000	500,000
Operations and Maintenance						
Capital			1,000,000			1,000,000
Total	100,000	100,000	1,100,000	100,000	100,000	1,500,000
Transportation and Transit						
Planning		100,000				100,000
Operations and Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
Capital	750,000	750,000	1,500,000	100,000	100,000	3,000,000
Total	1,000,000	1,000,000	1,750,000	350,000	350,000	4,350,000
Water						
Planning	250,000				100,000	350,000
Operations and Maintenance	250,000	250,000	250,000	250,000	100,000	1,500,000
Capital	300,000	1,000,000	500,000	100,000	1,100,000	3,000,000
Total	750,000	1,250,000	750,000	350,000	1,400,000	4,350,000

ADP

Water — Capital

General Description of Capital Project	Annual Cost
TOTAL	

Detailed Description of Capital Spending Item

Describe how this Capital will enhance your community as a service center for industry and its workers/families

ADP Roll-up

Annual Development Plan for the Local Government of:

Date Adopted by the Local Gov: 2018

Note: The ADM for Local Government reserves the right to request additional information regarding cost projections in this document. This could include project budget. And cost items in financial plans, master plans, or other local gov documents.

Summary Information

Item	Annual Cost
General Government & Development — Planning	200,000
General Government & Development — Operations, Service & Maintenance	-
General Government & Development — Capital	1,000,000
General Government & Development — TOTAL	1,200,000

Item

Item	Annual Cost
Transportation and Transit — Planning	-
Transportation and Transit — Operations, Service & Maintenance	250,000
Transportation and Transit — Capital	-
Total	250,000

Item

Item	Annual Cost
Water — Planning	-
Water — Operations, Service & Maintenance	200,000
Water — Capital	500,000
	700,000

Version 2 APR & Statutory Submission Report are the same as Version 1

Priority of Spending Item

CAMPS:

- C** - Capital construction & acquisition
- AM** - Asset Management – Maintenance & operation of capital (life-cycle costs of assets)
- P** - Planning (OIC, DCC, Master Engineering Plans, Financial Planning, Waste Mngt Plans)
- S** - Services

Report timing

- ▶ ADP, APR, and Statutory Submission are due annual by Due Jan 31 --- payment approval is on or before April 7 and actual payment is on or before April 30.
 - ▶ However, Regional Allocation is not ready until the end of January.
 - ▶ Thus, for preparation purposes, you can use the previous years allocation with the option of applying a premium of up to 10%
 - ▶ LTDP is only due once every five years but must be resubmitted if it is amended
 - ▶ For consistency in reporting, we propose that all LTDPs are done in 5-year intervals (e.g. (1) 2016-20; (2) 2021-25; (3) 2026-30, and (4) 2031-35)
- The First LTDP report will be for only four years (2017-20)

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REQUEST FOR DECISION

Date: 14 September 2020
Originator: Robert Norton, Director of Protective Services
RFD TITLE: Removal of Outdoor Warning Sirens

RECOMMENDATION:

"Council approve the removal of the seven outdoor warning sirens located within the District of Hudson's Hope."

BACKGROUND:

In June 1996 a sinkhole at the WAC Bennett dam prompted Council to seek a method to warn the residents of Hudson's Hope in the event of a dam breach and reduce the levels of stress that were present in the community. To that end the District of Hudson's Hope entered into an agreement to have BC Hydro pay for the installation of 7 outdoor warning sirens throughout the community.

Initially these sirens were radio controlled and were activated from a central location, but after accidental activations of the sirens in April 1997, and May 1997 the radio-activated feature of the sirens was removed. As additional faults within the design were discovered, the systems eventually had the nitrogen bottles isolated due to continual leakage, and the batteries were removed as the charging system continued to damage the batteries.

As the current system is configured, activation requires staff to attend each siren site with a battery, hook up power, open the nitrogen bottles and active a solenoid.

DISCUSSION:

The use of outdoor warning sirens presents a number of challenges when they are utilized as a mass notification system to residents.

These types of notification provide no details to the recipients as to what the threat is, and what the required action is. Historically in other locations, up to 95% of the population experienced confusion understanding the meaning of the siren activation, and what the appropriate actions should be (National Institute of Standards and Technology, 2017). Providing the education required to reduce this percentage can be problematic especially with short-term and transient populations and would require constant education and awareness efforts.

Secondly outdoor warning sirens are designed to alert residents who are outside of their residences, and coverage areas are based on that assumption. It may be difficult to hear the warning tones within structures depending on terrain, weather, building construction and location.

Thirdly research has shown that outdoor warning sirens are not seen as credible as other types of alerts and warnings (National Institute of Standards and Technology, 2017). Certain subpopulations including older adults, men, and those with previous disaster experience are much less likely to trust a siren alert and are less likely to take the appropriate action. Other challenges exist with the effectiveness of this method in alerting vulnerable populations such as the elderly or the hearing-impaired.

In 2019 Hudson's Hope and other participating municipalities implemented the North East BC Emergency and Public Alerts system to allow the notification of residents in a timely manner in the event of a potential public safety hazard affecting their area.

This mass communication software system allows the municipality to issue a message about the hazard directly to the resident via whatever method the resident chooses such as cell phone, email, text message, or home phone. These messages would include the details of the hazard as well as instructions regarding the proper actions to take.

Notification templates have been built and inundation area mapping has been utilized to develop ready-to-use notifications that can be quickly distributed to all affected subscribers in a very timely manner.

FINANCIAL CONSIDERATIONS:

Currently the District pays approximately \$2200.00 per year to lease the nitrogen cylinders in the system.

To facilitate the removal of the sirens the following costs are estimated:

60' telehandler	\$1650/week
60' manlift	\$1650/week
Staff costs (3 Staff 4 days)	\$3836.25
Incidentals (fuel etc)	<u>\$500</u>
Estimated total removal costs	\$7,636.25

These funds may be drawn from contingency funding or identified for inclusion in the 2021 Budget.

High level estimates to replace the current system with one that incorporates newer technology are approximately \$250,000 and up based on very general assumptions and calculations from vendors.

COMMUNICATION:

The North East BC Emergency and Public Alerts system is routinely advertised on the District Facebook page, in the Bulletin monthly, and at a variety of public events including the Fire Department open house and the Fall Sign Up event. District staff are also available to assist residents in the sign-up process.

If Council chooses to have the sirens removed, this communication routine can be augmented by postal mail drops instructing recipients on the importance of subscribing to the system, and the ways to do so.

OTHER:

The siren on Millar Road has been identified for removal by BC Hydro as part of the Highway 29 realignment project. This cost will be covered by BC Hydro.

REFERENCES:

National Institute of Standards and Technology. (2017). *Outdoor Siren Systems: A review of technology, usage, and public response during emergencies*. Retrieved 21 July 2020 from <https://nvlpubs.nist.gov/nistpubs/TechnicalNotes/NIST.TN.1950.pdf>

A handwritten signature in blue ink, reading "Robert Norton", is positioned above a horizontal line.

Robert Norton, Director of Protective Services

2020 Year End Pool Report

Staffing

This year has been an unusual year due to COVID-19. With a late start to the pool opening the recall staff was very appreciative of the district for the jobs up at public works. This allowed them to work in the district still and not have to find other jobs while keeping the pool staffed in case of reopening for the summer.

The pool was very understaffed this season. Only having four lifeguards caused reduced swimming hours during weekdays and weekends. This also caused many problems when staff wanted to take vacation time as there were no other lifeguards to take the shift. I do believe that steps need to be taken to make a pool sustainability program so that the pool can remain open during the summers as this year was a scramble to obtain lifeguards. Maintaining a sufficient amount of lifeguards ensures that the pool will open annually. In the coming years I highly suggest bringing more training to the facility so that the youth of Hudson's Hope have more opportunity to be engaged with the pool making a perfect candidate to work here in following summers.

Administrative

Staff

The Administrative staff at the pool has done an awesome job dealing with difficult patrons this season. One thing they have requested of the district is to set more policies in place so that if a patron is becoming aggressive or argumentative about a rule, they may be asked to leave immediately and have a consequences that fit the behavior. The young staff that works here should not have to deal with patrons trying to take advantage of the age difference. They are not the ones that make the rules, they just enforce them. They have also asked for more PR training as some of the situations this year have made some of the staff very uncomfortable. I have started making a scenario bank specific for PR training that the staff will all have to utilize at the beginning of each season to aid in the response to difficult patrons.

Pool Fees

The fees at the pool are in general a reasonable price. However, a beneficial change to the fees that should be considered is a change in the charges for the 10X punch pass and the one-month pass. A month pass should not cost the same amount as a punch pass, this has confused and made many patrons question if the fees are reasonable at the pool. Therefore, the punch pass should be lowered, or the month pass raised. This will allow for a more sensible price rate. One other change that could be made is rounding the season passes to the nearest quarter or dollar as it is not necessary to charge ex. 40 cents when this is not going to increase the amount of money that to pool will make.

Scheduling

Scheduling this year highly depended on COVID-19 regulations and staffing. The schedule worked in 2-hour increments with a 15-minute cleaning break between each swim. This allowed for previous users to leave the facility and the staff to clean all the chairs and high touch surfaces before a new user group entered the facility. As a general review of the schedule under the circumstances no changes need to be made. Suggestions that the general public thought would be beneficial however, would be adding a time slot specifically for Hudson's Hope people only to come swimming a few times a week. I do not believe this is necessary as there are many times this season were a swim was not being utilized at all by the community or out of town people, even though it was a gorgeous day out. If this is to be taken into consideration some repercussion that may arise would be out of town residents coming to swim and being turned away, even when no one is in the pool. Another factor to consider is who would be considered as Hudson's Hope resident.

Maintenance

Public works has done a fantastic job at keeping the pool running this season. They have replaced the chemical feeder amongst other things in the mechanical room helping the pool run more efficient.

Liner

Public works and myself conducted a test at the beginning of the season to see how much water was being lost due to faulty equipment such as the pool liner. What was discovered was that while the pumps were feeding water into the pool an average of 900-1000 gallons of water are getting lost per day. When the pumps are off even more water is being wasted. A further investigation needs to be done as there are suspicions of a cracked line that feeds the water into the pool. Other issues that have arisen due to the leaks from not replacing the liner is the concert below the liner has become malleable in some places and will have to be redone when the liner is replaced. A pool liner is supposed to be replaced between approximately 6-12 years. Our pool liner has not been replaced since the pool was redone in 2004. If the pool is continually neglected and only patch work is done each year the pool will eventually feel the repercussions of the temporary fixes.

Gutter Plastics

The gutters are the plastics that rim the outer parts of the pool that allows for the water at the surface to skiff over the edge, pushing all debris floating on the surface off the pool out to be filtered out. The gutters have become weak in places and have constituted somewhat of a safety hazard. Someone may step through a weak point and may become injured therefore they need to be replaced. This model is very outdated as well and if another plastic is to break there is no more replacement material to fix the fragmented section.

Extra Cleaner

Adding an extra cleaner has helped maintain a clean and operational facility. The lifeguards have been very busy dealing with more PR than an ordinary year and so the extra assistance has helped upkeep the extra disinfection procedures that needed to be added due to COVID-19. The extra cleaner worked diligently to ensure all surfaces were disinfected promptly throughout the day as the facility was in use.

Safety

Rescue and Training Equipment

Upon assessment of the safety equipment at the beginning of the year it became apparent new tubes and rescue equipment was needed. The spine board had the velcro's, skiffs and the v-blocks replaced, and a beaver tail added to help aid in rescues. New sandbags were also ordered as the old ones were no longer in a usable condition. Some updates were also made to the training equipment to help train staff. This ensures that they are confident in their skills while guarding on deck. The new training equipment would include CPR mannequins. Though the new training equipment is great and made Inservice's easier, more training equipment can be ordered to ensure all lifeguards obtain the best quality of training from our facility as we are offering lifesaving skills at our facility. Often, a lifeguard may go through an entire winter not using the skills they have learned in the necessary training courses taken to become a lifeguard. A few things that I highly suggest the pool obtain placebo first aid equipment such as ASA, Inhalers, EpiPen's, fake blood, a trainer AED and additional first aid kits. This way at the beginning of the year staff can practice first aid scenarios that are more realistic and will prep them for whatever may happen on deck.

Pool Safety Plan

In 2012 Northern Health made it mandatory that all aquatic facilities have a pool safety plan (PSP). Our pool has not had a proper pool safety plan since this was implemented. This year one was finally constructed. Information was collected from the collective agreement, maintenance staff, the CAO and the lifeguards to obtain all the necessary information. This plan was constructed in a month and a half during the decision stages of the pool opening. The plan has been very beneficial as it has clarified rules and refined some safety procedures for staff's review.

Client tracker

The client tracker information is a collection of data obtained during the swimming season to see the usage of the facility by patrons living in the peace region.

The administrative staff were very diligent in scanning people in this year. As COVID-19 led to a late opening of the pool the information below is only of the two months we were open.

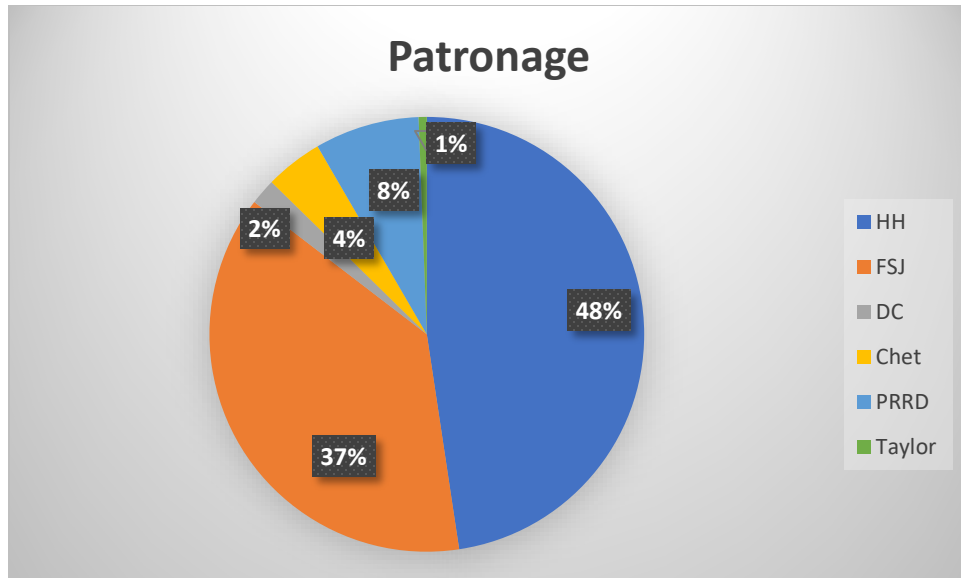


Figure 1.

The Pool had a total of 1,659 patrons that were scanned in the system this season. 790 patrons were from the Hudson's Hope community. 627 were from the Fort St. John community. 32 from the Dawson Creek community. 71 from the Chetwynd community. 129 from the peace region regional district. Lastly 10 from Taylor.

The idea of the client tracker is in theory a good idea. However, year after year it is more prominent that many people do not know where they are in retrospect to a city. For example, many people who live in Charlie Lake or the surrounding area say they are from Fort. St John. Thus, giving an inaccurate representation of data. We estimate a much larger percentage of the "Fort St. John" population are actually part of the Peace Region Regional District and they say Fort St. John for simplicity.

Budget

With COVID-19 still in effect and the budget not being used to the full potential this year I suggest that budgeting should be based off the 2019 season as this will be a better representation of a regular season. Some other equipment that I have found that needs replacement or should be added to the facilities inventory as it would be very beneficial for training is listed below in figure 2.

Lifejackets (Adult)	6@ 42.00	\$252
Misc. Training Equip.	Dependent on order	\$1000-\$2000
Deck lounge Chairs	6 @ 130.00	\$780.00

Figure 2.

General

Facility Updates

Many updates have been made in past years to the facility that have improved the quality making it more user friendly for the employees. The lunchroom is a great place for staff to take a break from the sun rather than sitting in the office on a busy day. The lunchroom has minimal storage and is always very congested. Adding shelving in the room would make for a more efficiently run lunchroom as well as aid in storage and cleanliness.

Documentation

The documentation of the facility has come along way in the past three years. This year some the safety recording documents were updated, and new ones added. This has been very beneficial as staff has found the new documentation to be very helpful in certain situations. Updates were also made to daily tasks sheets as well as opening/closing procedures to reduce paper waste as well as make the documents as user friendly as possible.

COVID-19

COVID-19 has played a huge roll this summer as to how the pool was run. Many restrictions were put in place to keep lifeguards and patrons safe within the facility.

Support from the District

The lifeguards have dealt with many difficult patrons this season due to COVID-19 policies and restrictions in place at the pool. This has led to many unpleasant interactions with patrons where they became verbally aggressive towards staff. The staff has reported the most abrupt incidents to the district in confidence that the personnel would have disciplinary actions taken against them. Unfortunately, the staff felt as though not enough actions were taken. When patrons became verbally abusive it made staff very uncomfortable to a degree that some did not feel comfortable at work. This is a breach in workplace safety. As COVID-19 regulations were new to the pool this year, a refinement that could help would be to make a policy that instates that the staff has the right to deny access to anyone who does not refrain from rude or aggressive comments. If this happens more than once staff has the right to suspend patron from the pool for 5 days or the rest of the season depending on the degree of harassment. This protects the staff and makes a safe work environment while giving patrons incentive to be respectful to staff upon entering the facility.

Registration

This Year the pool decided to run on a first come first serve system. Patrons were to register upon entry with the exception of already using the facility that day and only the

first 25 people in the lineup would be allowed in the facility. Often, there would be lineups of 50 people outside the door 30 minutes before a swim would even start.

In previous years, patrons had the option to go on a waiting list for the specific swim time they arrived for once the time slot reached its capacity. This did not guarantee that swimmers would get in, though offered an alternative to ease some frustration that patrons would have when being turned away after standing in the hot sun for 30 minutes, at the beginning of a swim. A name, phone number and number of personnel were taken down in order and the patrons were called if spots became available. Patrons were informed upon phone call they had 15 minutes to show up or spot would be given to next on the list. Since only 25 patrons were allowed in the facility this season, we decided to continue using this system for each individual swim. This offered an opportunity for more use of the facility with the least amount of safety concerns. On a 20+ day the sun can cause heat stroke/heat exhaustion if patrons are standing to long in the direct sunlight. Many patrons were understanding of the rule, though some thought this to be ridiculous on hot days and argue with the administrative staff. A suggestion I highly recommended for next year if COVID-19 regulations are still in effect is to make registration online. This would be more effective as there would be less stress on the administrative staff as all patrons would be preregistered. This also causes smaller gatherings so to not breach worksafe regulations and shortens time frames for patrons to be standing outside in the sunlight. Thus, minimizing risks of heat stroke/heat exhaustion.

Conclusion

Though this year has been very stressful with COVID-19 and difficult patrons, it has been a pleasure working with the district and the staff at the pool. I have learned many valuable skills through the summer and am grateful I had the opportunity to spend the time with such great staff. I would like to also thank the district for putting in all the hard work to open the pool this season, the staff appreciates the prompt work put in by the district. The season may have been short lived, filled with many obstacles but I am very thankful to have held this position and look forward to next season.

REQUEST FOR DECISION

RFD#:	Date: August 24, 2020
Meeting#: CM091420	Originator: Kristina Coombs
RFD TITLE: Pool Employment Sustainability Program	

RECOMMENDATION:

1. This report is for information, general discussion and direction to administration.

BACKGROUND:

As a remote community, with a seasonal outdoor swimming pool every year the District of Hudson's Hope finds itself in a unique position and presented with some unique challenges regarding lifeguard training limitations, and lifeguard retention and employment sustainability. Historically, the majority of District of Hudson's Hope (DOHH) employed lifeguards are students, many of those being post secondary, meaning that the DOHH only has a team of lifeguards from the beginning of May to the end of August each year. In review of past employment, often after the second and third year of post secondary study, these students do not return to Hudson's Hope for summer employment leaving a deficit of Senior Lifeguards and swim lesson instructors. To compound this problem, Jr. Lifeguards already employed by the DOHH have issues finding courses within their means to enable them to move up into Sr. Lifeguard positions. In addition, Hudson's Hope lacks a sustainable pool of new and qualified Junior Lifeguard applicants every year to fill empty positions.

- 2018 -the DOHH employed eleven (11) lifeguards
- 2019- Two (2) lifeguards did not return that were employed by the DOHH in 2018. Two (2) new guards were hired after taking training courses that were offered at the Hudson's Hope pool in the spring of 2019
- 2020- only three (3) from the eleven (11) previous lifeguards returned. There has been no in-house or regional training due to COVID-19 restrictions

Local youth are interested in becoming lifeguards, but have issues with finding reliable courses in the region, course availability, and are challenged with the time and cost and ability (as many do not have a drivers licence) to travel far distances often on winter roads to obtain lifeguard certifications during the school year.

The primary problem is that these complications cause major staffing shortages, as there has been no new or upcoming lifeguard candidates within Hudson's Hope resulting in limited scheduling for swim times, cutbacks on programing, lessons and events.

DISCUSSION:

The 2021 year poses an extreme challenge in solving these staffing shortages as an entire season of swim and lifeguard training has been missed due to the COVID-19 restrictions. Not only do the present lifeguards need additional courses and recertifications but an entire new pool of lifeguard candidates needs to be created and retained with the opportunity to become qualified senior lifeguards and future leaders. The result of a desirable training program promoting Jr. Lifeguard training and employment, with the potential to carry forward into training and career opportunities for Sr. Lifeguard positions, will assist in creating a sustainable pool of employable lifeguard candidates for the DOHH Pool for the 2021 season and years to come.

There are three optional programs for discussion. Guidance from Council will assist Administration in developing a more comprehensive report. Some of the options include:

1. School Incorporated Lessons
2. Blended Lifeguard Program
3. Independent Candidate Program

1) School Incorporated Lessons

The DOHH work in collaboration with the Hudson's Hope Elementary -Secondary School (HHESS), to create a comprehensive education / lifeguard training program designed to meet the hiring requirements of Jr. Lifeguard and learning outcomes of the School District. Modeled similar to the program in 2019 where the Bronze Cross, Bronze medallion and required First Aid course were instructed by the qualified DOHH pool supervisor/ instructor at the Hudson's Hope pool. These instructional times were scheduled by the HHESS Principal and integrated into the candidate's school schedule in lieu of their PE class. Classes ran Monday and Wednesday 2:30pm- 3:30pm, and Tuesday and Thursday 2:30pm-4:30pm, running from the long weekend in May to the end of June. The RSEC has already spoken with Principal Derrek Beam and he is in support of this program and has a school schedule in place and ready to implement should council choose this option.

Pro's

- Cost-effective for both the DOHH and the candidate as the courses are offered local and there is no travel expense, or pool rental fee involved. Course instruction is facilitated by a DOHH employee, therefore no instructor contract fee
- Convenient and therefore a desirable option for candidates as the majority of course time is within school hours and does not require a lot of extra time out of their day including the time for class and travel
- HHESS has already confirmed support of this program for 2021
- Promotes school and community cooperation

- Flexibility and additional practice time are readily available for candidates resulting in higher success rate for course completion

Con's

- Due to the timeline and course start date being May long weekend, new hire availability will be delayed until the end of June and dependant on candidate success in course completion
- Costs would include DOHH Lifesaving instructor wage of \$29.15 including 25 hrs of prep time, subsidy of instructor recertifications, new Covid-19 course requirements and purchase of required training equipment
- Minimum requirement for class size is a determining factor in whether the course can run

Solutions

- Thoroughly promote National Lifeguard job postings well in advance and to many outlying communities
- Downsize scheduled swim time until new hires are available
- In -school promotions

2) Blended Lifeguard Program

A collaborative Lifeguard program developed through creative partnerships between DOHH, HHESS, Lifesaving Society, and Fort St. John or Chetwynd Aquatic centers. The DOHH would extend the pool supervisor's employment as a Bronze Cross, Bronze Medallion and First Aid / CPR-C instructor to begin in February 2021 (HHESS second semester). This program would work towards aligning the goals of the Lifeguard Program with the goals of the School District. Wherein the DOHH Lifesaving Instructor would partner with the school and teach dry land course material at the school during a scheduled block. Teaching a swim course in a community that does not have a year-round pool for teaching deep water and distance components would require creative lesson planning, timing and partnership with near by pools such as the FSJ or Chetwynd aquatic centers, and out of town field trips providing the means for fitness and all water based components of the courses. This option is dependent on available funds, Instructor availability, means of transportation, school class scheduling, Fort St. John or Chetwynd swimming pool availability and scheduled pool access.

Pro's

- Semi – convenient as all dry land course material is taught locally and within school hours
- Cost of an instructor that is already DOHH employee is less than the cost of hiring a contracted instructor and associated costs such as travel
- Promotes Community Cooperation and networking within our region, opening up the possibilities for lifeguard, resource and equipment and cost sharing
- Creates opportunity for joint instruction / shared classes which reduces cost and increases class size

Con's

- The time demand outside school hours increases as does the inconvenience for candidates and their families
- Costs would include: DOHH Lifesaving instructor wage of \$29.15 including 25 hrs of prep time, subsidy of instructor recerts, new Covid-19 course requirements and purchase of required training equipment
- Increased cost.
 - Travel- Lions van rental and fuel, employment of driver.
 - Pool rental fee
 - Travel time for instructor
- Winter driving with youth and increased liability
- Pool availability in Fort St. John and Chetwynd is unknown and subject to change due to COVID-19 pandemic
- Limitations on transportation is unknown due to Covid-19 restrictions

3- Independent Candidate Program

A program in which the DOHH promotes and advertises in HHESS, recruiting potential Lifeguards and encouraging the registration of potential candidates in Lifeguard courses offered outside the community of Hudson's Hope.

The DOHH may choose to have:

- a) A sponsored Independent Candidate program in which the DOHH funds transportation for candidates to surrounding communities offering courses via the Lions van. Additionally, the DOHH may choose to sponsor candidates and cover the costs for course fees or offer a rebate upon course completion and employment with the DOHH swimming pool.
- b) An unsponsored Independent Candidate Program in which candidates are responsible to arrange their own independent mode of transportation to courses in outlying communities and cover the costs of their individual lifeguard courses. The only responsibility of the DOHH in this program would be to advertise and promote desired lifeguard courses and programs to potential lifeguard candidates within Hudson's Hope.

Pro's

- The DOHH has the flexibility to determine its time and financial commitment to the program
- Minimum requirement for class size is not a determining factor

Con's

- The DOHH is dependant on other pools schedules and course availability
- Inconvenient and potentially costly for candidates resulting in poor registration numbers
- Winter travel and cost associated for both the candidate and/or DOHH

FINANCIAL:

Depending on the option selected there are different financial impacts including transportation costs, pool rental costs, instructor training costs, student 'incentive' costs, etc.

Once Administration has a better direction from Council, a more detail report with Financial costing can be developed.

There was no funding included in the approved 2020 budget for any additional swim programs. Administration is still in the process of determining final pool costs for the season compared to 2020 budget. This will let us know if there is currently approved funding left to work with for any costs if Council decides to move forward or whether pre-budget approval is needed or whether any costs are brought forward through the normal budget procedure.

OPTIONS:

1. Administration will prepare a report based on the outcome of the general discussion.

Other:

Due to the unexpected pool closures and restrictions due to COVID-19 many municipalities find themselves in similar circumstances and lacking an employable pool of qualified lifeguards.

Pool availability and access, instructor allowance into the school, and limitations of traveling in a group are all possible Covid-19 restrictions, and unknown factors subject to change dependant on the Provincial health recommendations and guidelines

Consideration to retention strategies such as:

- Providing ongoing education and clear paths to advancement
- Cultivating opportunities to grow in a positive, engaging, professional work environment
- Empowering responsible employees and providing effective leadership and supervision
- Thought may be given to integrating DOHH pool supervisor/ instructor with increased employment within Public works as a retention strategy

The options presented could produce qualified Jr. Lifeguards who may not have had previous experience working at a pool, and supervising the safety of patrons. The goal for the Pool Employment Sustainability Program is for the DOHH Pool to have the ability and means to offer required First Aid and CPR C, Bronze Cross and Bronze Medallion courses (Jr. Lifeguard requirements). With the future goal of having the

ability and means to offer in addition, both NL and WSI training (Senior lifeguard requirements). Resulting in a sustainable pool of qualified and experienced lifeguard candidates

Requirement – Sponsor training for DOHH lifesaving instructor to include NLI and WSIT

Attachments:

A handwritten signature in blue ink, appearing to read "Chris Cvik".

Report Approved by:

Chris Cvik, CAO

REQUEST FOR DECISION

RFD#: CC-2020-73	Date: September 14, 2020
Meeting#: CM091420	Originator: Chris Cvik
RFD TITLE: Development Variance Permit (DVP) Application – Burt & Hartley – Report No. 2	

RECOMMENDATION:

1. ***THAT** Council approves Development Variance Permit No. 2020-03.*

BACKGROUND:

The following resolution was passed at the August 10, 2020, Council Meeting.

SR3 DEVELOPMENT VARIANCE PERMIT (DVP) APPLICATION – BURTT & HARTLEY

RESOLUTION NO. 141/20

M/S Councillors Gibbs / Miller

***THAT** Council approve the Development Permit Application - Burt & Hartley to continue moving forward on the basis it is unlikely to negatively affect adjacent property owners; and*

***THAT** Council direct Administration to bring a final report back to Council for consideration.*

CARRIED

DISCUSSION:

As discussed during the August 11, 2020 Council Meeting, the applicant is seeking to change the definition of the front parcel line (from shortest to longest) to allow for the construction of an accessory building (e.g., greenhouse) in the backyard of the property.

FINANCIAL CONSIDERATIONS: N/A

ALTERNATIVES:

1. That Council deny the application.

SR5

COMMUNICATION:

There were fourteen (14) property owners and tenants within a 100 meters radius of the subject property location who received written letters regarding the DVP application. As of the agenda cut-off date of September 9, 2020 (noon), Administration had not received any comments or questions on the DVP.

ATTACHMENTS:

1. Development Variance Permit No. 2020-03.



Chris Cvik, CAO



DEVELOPMENT VARIANCE PERMIT NO. 2020-03

Pursuant to section 498 (1) of the *Local Government Act*, the Council of the District of Hudson's Hope has, by resolution, issued a Development Variance Permit to:

Victoria Burt & Stanley Hartley
PO Box 700
Hudson's Hope, BC
V0C 1V0

(the "Permittee")

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the District of Hudson's Hope applicable thereto, except as specifically varied or supplemented by this Permit and it applies only to those lands owned by the Permittees within the District of Hudson's Hope and legally described as: Parcel Identifier: 009-292-748.

Lot 8 Block 1 Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District Plan 10796.

(the "Lands")

2. The Development Variance Permit varies the regulation of the Zoning Bylaw 823, 2013, Definition of a Parcel Line, Front.

From: Parcel Line, Front means any parcel line common to a parcel and highway other than a lane or walkway. Where the parcel line is contiguous to the line intersection of two highways, the front parcel line is the shortest parcel line contiguous to a highway other than a lane or walkway.

To: Parcel Line, Front means any parcel line common to a parcel and highway other than a lane or walkway. Where the parcel line is contiguous to the line intersection of two highways, the front parcel line is the **longest** parcel line contiguous to a highway other than a lane or walkway.

3. This Permit is not a Building Permit.

Authorizing Resolution No. _____ was passed by the Council on the 14th day of September, 2020.

ISSUED THIS _____ DAY OF SEPTEMBER, 2020.

Approving Officer,
DISTRICT OF HUDSON'S HOPE

(This Permit is issued in duplicate)

DRAFT

**LOCAL GOVERNMENT ACT
NOTICE OF PERMIT**

TO: Registrar
Land Title Office
11 – 8th Street #500
New Westminster, BC V3M 3N7

FROM: District of Hudson's Hope
9904 Dudley Drive
PO Box 330
Hudson's Hope, BC V0C1V0

TAKE NOTICE that the land described below is subject to a permit issued by the Council of the District of Hudson's Hope.

PARTICULARS OF PERMIT

Permit Description

- (a) Type of Permit: Development Variance Permit
- (b) Statutory Authority: Section 498 of the *Local Government Act*

Legal Description of Land Affected:

Lot 8 Block 1 Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District Plan 10796. . PID: 009-292-748.

Issue Date: September 14, 2020

Expiry Date (if any): NOT APPLICABLE
(for Temporary Commercial or Industrial Permit only)

FURTHER PARTICULARS OF THE PERMIT MAY BE OBTAINED
FROM THE DISTRICT OF HUDSON'S HOPE

USE THIS BOX ONLY FOR AN AMENDMENT TO A LAND USE CONTRACT BY WAY OF PERMIT UNDER s. 546 OF THE *LOCAL GOVERNMENT ACT*:

THIS NOTICE relates to the amendment of Land Use Contract No. _____, which is registered as a charge against the above described land.

PARTICULARS OF THE AMENDMENT MAY BE OBTAINED
FROM THE DISTRICT OF HUDSON'S HOPE.

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, you are hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further

application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

Dated: September 14, 2020

DISTRICT OF HUDSON'S HOPE

by

Approving Officer

DRAFT

REQUEST FOR DECISION

RFD#: CC-2020-76	Date: August 18, 2020
Meeting#: CM083120	Originator: Chris Cvik
RFD TITLE: Official Community Plan (OCP) Review - Background Report	

RECOMMENDATION:

1. ***THAT*** Council waive the Purchasing Policy and direct award a contract to Urban Systems for an amount not to exceed \$21,000 + taxes for the preparation of a background report on a review of the District's Official Community Plan.
2. That Council authorize the Mayor and CAO to sign the contract.

BACKGROUND:

An Official Community Plan (OCP) is a document that sets out high-level vision and policies for our community. The OCP is the primary tool that guides the future development of the community and serves as the foundation for all policies, regulations, and decisions about land use and development. Municipalities are authorized to create and adopt the Official Community Plan through the *Local Government Act*.

Typically, OCP's are updated every 5 to 10 years, but their long-term vision means they set a course for many decades. The current OCP – Bylaw No. 822, 2013, is seven years old and was adopted in June 2013.

DISCUSSION:

While the population of Hudson's Hope has remained fairly static at approximately 1,000, residents, and there has not been significant commercial development, there have been some changes in the area that are not currently reflected in our OCP. These include: the creation of the Lucas Subdivision, impacts of Site C, legalization of cannabis, etc. In addition, there have been legislative changes, best practices and modernization trends in BC that are not reflected in our OCP.

Given the slow growth in the area over the last seven years, major revisions and updates to the OCP are not expected at this time; however, the outcome of the background report would contain proposed next steps in the update process for the District of Hudson's Hope Official Community Plan, the level of update proposed and the approximate cost.

FINANCIAL CONSIDERATIONS:

The District did not budget for any OCP preparation work for 2020. However, performing the background preparation work in 2020 will provide information on any amounts to include in the 2021 budget for an update of the OCP.

The \$21,000 would be charged to the Contingency Account (#01-10-1005-5774). As of August 18, 2020, the remaining balance from the \$150,000 approved in the 2020 budget is \$129,250 as Council had previously approved \$20,750 for the Beryl Prairie Subdivision Stormwater Assessment project on July 27/20.

If Council approves the recommendation, the remaining balance in the Contingency Fund would be approximately \$108,250 with approximately four months remaining in the year.

ALTERNATIVES:

1. Council direct Administration to develop and issue an RFP for the scope of work.
2. That Council direct Administration to 'hold off' on the background report and include the \$21,000 in the 2021 budget with the review and update work to be budgeted in 2022.
3. That Council direct Administration to NOT undertake any review of the existing OCP at this time and wait until 2023 (i.e. current OCP is ten-years old).

ATTACHMENT:

1. Draft Work Plan for the District of Hudson's Hope OCP Background Report.

TIMEFRAME:

1. If approved, it is expected the project will begin immediately and be completed
2. by the end of the year. Staff time (CAO, Director of Public Works, Office Administration) is required by the Consultant to complete the project.



Chris Cvik, CAO

September 9, 2020

File: 0664.0000.00

District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC V0C 1V0

Attention: Chris Cvik – Chief Administrative Officer

RE: District of Hudson's Hope Official Community Plan Background Report – Draft Work Program

On behalf of Urban Systems, we thank you for asking us to provide the District of Hudson's Hope (the District) with a work program to develop a background report. This report will provide base information that will be used to inform and guide the contents of an updated Official Community Plan for the District.

Based on our discussion with you on April 28th and May 6th, 2020, this letter is for undertaking a background review of the District's current Official Community Plan Bylaw No. 822 and other relevant information to help inform and guide the direction for a future Official Community Plan update. In addition, information will be compiled into a background report, and much of the information will be able to be directly incorporated into an updated Official Community Plan.

To undertake this exercise, we will have a start-up meeting with the District of Hudson's Hope. This will be followed by a detailed review of all background information, data, and legislative changes relevant to an Official Community Plan update, with a focus on providing recommendations for both necessary and suggested updates to the Official Community Plan. Background information to be reviewed includes land use information, an inventory of vacant lots, building permit and subdivision data, Annual Municipal Reports, a wide range of statistical data to generate and review trends for the District, and any existing studies and documents applicable to the District, among others.

This information will be compiled into a Background Report and reviewed with District staff, before being finalized. We anticipate providing the District with meeting minutes for all meetings, an outline of the Background Report, and draft and final versions of the Background report.

Our team for this project is very familiar with the District of Hudson's Hope, having worked with the community for decades on a variety of projects, and this project will be managed out of our Fort St. John office by Katrin Saxty, RPP, MPA. Our budget estimate for this work as previously discussed with you will not exceed \$21,000, excluding GST, and we anticipate having this project completed by December 31, 2020.

Thank you for the opportunity to provide you with this work program. If you have any questions at all, please do not hesitate to contact us at 250-785-9697.

Sincerely,

URBAN SYSTEMS LTD.

Katrin Saxty, RPP, MPA
Community Planner

/ks

U:\Projects_FSJ\0664\0000\00\2020 Work Program for Background Report for OCP Update\2020-09-08-LTR-Background Report.docx

REQUEST FOR DECISION

RFD#: CC-2020-81	Date: September 9, 2020
Meeting#: CM091420	Originator: Chris Cvik
RFD TITLE: Beryl Prairie Subdivision - Driveway Replacement	

RECOMMENDATION:

1. That Council waive the Purchasing Policy and direct award a contract to W-6 Ranch Limited for an amount not to exceed \$30,000 + taxes to repair the driveway at 21102 Tompkins Road, Beryl Prairie.

BACKGROUND:

As Council is aware, the Beryl Prairie Subdivision experienced a significant flooding event in May 2, 2020, in and around the Tompkins Road and Coulson Road intersection. Based on this event Council approved the following resolutions:

At the May 11, 2020 Council meeting.

THAT Council approve a temporary repair for the Beryl Prairie Subdivision road that was impacted by recent flooding and road damage in the amount of approximately \$6,000.

THAT Staff research options for developing a high-level plan for ditch / drainage repairs and associated costs for the section of the Beryl Prairie Road that was recently subject to flooding and damage.

At the July 27, 2020, Council meeting.

THAT Council waive the Purchasing Policy and approve a sole source contract, not to exceed \$20,750, to Urban Systems for the assessment of the Stormwater in and around the Beryl Prairie Subdivision.

A Public Consultation Session with the residents of the Beryl Prairie subdivision and the property owners in the influence area was held on Thursday August 20, 2020, at the Community Hall. The Consultant is in the process of preparing a final report and recommended next steps from this meeting. The District did receive an update from the Consultant with their suggested preliminary recommendations. These include:

- Upgrades to the Coulson Road culvert crossing near 21044
- Reinstate 21102 driveway and upgrades the driveway culvert
- Upgrades to the roadside ditch along the east side of Tompkins Road
- Upgrades to Tompkins road south culvert crossing (near 21079)

DISCUSSION:

While the District awaits the final report from the consultant, it is recommended that we move forward this year with the driveway repair at 21102 Tompkins Road. If approved, the work could be undertaken this month. As Council will recall, this culvert was washed downstream and removed driveway access to the property owner. The scope of work would include:

- Recover old culvert from drainage South of property.
- Excavate estimated 2 loads from driveway embankment and sub-cut culvert base.
- Fill/compact culvert base with well graded material.
- Install 1500 mm diameter culvert using ¾ inch crush
- Construct roadway using 2 inch pit run.
- Utilize quarry rock (8" – 10") for shoulder/culvert guarding and stability.

FINANCIAL CONSIDERATIONS:

The District did not budget for any work in the Beryl Prairie Subdivision in 2020.

If approved, the \$30,000 plus taxes amount would be charged to the Contingency Account (#01-10-1005-5774). The price quote includes a 10% contingency amount.

As of August 18, 2020, the remaining balance from the \$150,000 approved in the 2020 budget is \$129,250 as Council had previously approved \$20,750 for the Beryl Prairie Subdivision Stormwater Assessment project on July 27/20. If Council approves the recommendations to spend up to \$21,000 + GST to prepare the OCP Background Report (CC-2020-76), that will be on the September 14, 2020, agenda, the remaining balance in the Contingency Fund would be approximately \$108,250.

If Council approves the recommendation in this report to proceed with the driveway repair at a cost of \$30,000, there would be approximately \$78,250 remaining in the Contingency Account with approximately four months remaining in the year.

ALTERNATIVES:

1. Council not approve waiving the purchasing policy and direct Administration to tender the work.
2. Council direct Administration to wait until the final Consultant's report is received to assess the entire proposed scope of work and priorities.
3. That Council provide further direction to Administration.



Chris Cvik, CAO

REQUEST FOR DECISION

RFD#: CC-2020-82	Date: September 9, 2020
Meeting#: CM091420	Originator: Chris Cvik
RFD TITLE: Carter Street Ditch - Temporary Repair	

RECOMMENDATION:

1. That Council waive the Purchasing Policy and direct award a contract to W-6 Ranch Limited for an amount not to exceed \$7,676+ taxes to undertake the temporary repair to 200 metres along the west side of the Carter Street Ditch, North of Taylor Avenue.

BACKGROUND:

The ditch along Carter Street is in need of major repair. One of the consequences of the current state is the loss of a BC Hydro power pole. The District is currently working with BC Hydro's claim department on a settlement. There are 4 – 5 other power poles that are at risk of falling over as well.

The poles are incorrectly located at the centre of ditch along the stretch in the right of way. This is not the preferred location for the poles. In early 2018, the previous Public Works Director undertook some upgrades to the ditch. Unfortunately, these upgrades were not successful and ultimately may have exasperated soil erosion following major rain and freshet events.

DISCUSSION:

The District will be developing a plan for the 2021 Capital Budget discussion that will hopefully provide a permanent solution to the annual drainage challenges along Carter Street.

In the interim, Administration is suggesting a temporary work program that will hopefully prevent further BC Hydro poles from falling over and minimize the risk of sections of the road from completely eroding,

The temporary repair would consist of the following:

- Supply and delivery of 7 loads of bank pit run.
- Contouring of ditch and placement of pit run.
- Compaction of the ditch with backhoe pack-tamper.

FINANCIAL CONSIDERATIONS:

The District did not budget for any work along the Carter Street Ditch Line in the 2020 budget.

If approved, the \$7,676 plus tax amount would be charged to the Contingency Account (#01-10-1005-5774). The price quote includes a 10% contingency amount.

At August 18, 2020, the remaining balance from the \$150,000 approved in the 2020 budget was \$129,250 as Council had previously approved \$20,750 for the Beryl Prairie Subdivision Stormwater Assessment project on July 27/20. If Council approves the recommendations to spend up to \$21,000 + GST to prepare the OCP Background Report (CC-2020-76), that will be on the September 14, 2020, agenda. In addition, if Council also approves the recommendation on the September 14, 2020, agenda to spend up to \$30,000 + taxes to repair a driveway in Beryl Prairie (CC-2020-81), there would be approximately \$78,250 remaining in the Contingency Account.

If Council approves the \$7,676 plus taxes amount to temporarily repair a section of 200 metres along the Carter Street Ditch, there would be approximately \$70,574 remaining in the Contingency Fund with approximately four months remaining in the year.

ALTERNATIVES:

1. Council not approve waiving the purchasing policy and direct Administration to tender the work.
2. Council direct Administration to wait until 2021 to undertake any repair work once the full scope of work is understood and reviewed through the 2021 budget process.
3. That Council provide further direction to Administration.



Chris Cvik, CAO

REQUEST FOR DECISION

RFD#: 2020MR18	Date: September 8, 2020
Meeting#: CM091420	Originator: Mokles Rahman
RFD TITLE: 2020 Pick-up Purchase – Tender Evaluation and Award	

RECOMMENDATION / RESOLUTION:

THAT Council accept the bids received from Murray Motors Fort St John Ltd for the purchase of a new ½ Ton Pick-Up Truck and a new ¾ Ton Pick-Up Truck at a cost of \$86,079.75 plus GST.

BACKGROUND:

The tenders for a new ½ Ton Pick-Up Truck and a ¾ Ton Pick-Up Truck were posted on the BC BID and District website on July 24, 2020 with a closing date of August 13, 2020. Bids for both of the pick-ups were received from only one company.

There is an approved budget of \$85,000 (\$40,000 for the ½ Ton and \$45,000 for the ¾ Ton) available in 2020 for the purchase of both of the trucks.

As per the Purchasing Policy, Council will consider all tenders for purchase of goods where the value exceeds \$75,000 and approve the award by resolution.

DISCUSSION:

The District received one bid for the purchase of a new ½ ton pick-up truck (2020) to replace unit #28 (2009). Similarly, the District received one bid for the purchase of a new ¾ ton pick-up truck (2021) to replace unit #18 (2006). Both bids met the minimum requirements of the tender. The Bid summary is provided below;

½ Ton Pick-Up Truck:

While we have an approved budget of \$40,000 plus GST, the bid came with \$42,513.76 plus GST. This quoted price is after considering \$2,000 trade in.

¾ Ton Pick-Up Truck

Similarly, we have an approved budget of \$45,000 plus GST, the bid came with \$43,565.98 plus GST. This quoted price is after considering \$3,500 trade in.

The warranty on both of the proposed new pick-up trucks, as offered by Murray Motors Fort St John Ltd., is a standard 3 years/ 60,000 kms (bumper to bumper), and a 5 years extended power warranty, and 12 months of free oil change.

ALTERNATIVES:

1. Award the purchase of both pick up trucks from Murray Motors Fort St John Ltd.
2. Award the purchase of ¾ Ton Pick-Up Truck from Murray Motors Fort St John Ltd. and re-tender ½ Ton Pick-Up Truck as it exceeded the budget.
3. Do not award the tenders and re-tender both of the pick up purchase.

FINANCIAL CONSIDERATIONS:

A budget of \$85,000 was allocated for the purchase of a ½ Ton Pick-Up Truck and a ¾ Ton Pick-Up Truck. The recommended bids from Murray Motors Fort St John Ltd comes in at \$86,079.75 plus GST, after trade in of \$5,500 for both pick-up. There is a short fall of \$1,079.75, which can be accommodated within the existing approved budget under the same account code 08-80-1100-5717 (machinery and equipment).

Prepared by:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, CAO

Eileen Gallant
Box 393
Hudson's Hope, BC V0C 1V0
(250) has 783-5204
nrayegallant@gmail.com

September 6, 2020

Mayor and Council
District of Hudson's Hope
Box 330, 9904 Dudley Drive
Hudson's Hope, BC V0C 1V0

Dear Mayor and Council:

I do enjoy the flowers but I feel less in the flower beds would be more attractive as they are so thick you can't distinguish one from another. Also, perennials could replace flowers where there is no winter traffic such as the pathway to the pool.

The savings with less flowers could be allocated to other services and people in our community. Some suggestions are lessons for our school students. Some professional drivers education training for those going to get their N. I'm sure parents and anyone on the road would appreciate the extra instruction to the new drivers. Another suggestion is swimming lessons for **all** school children. Swimming and lifesaving lessons would be very beneficial here as there is so much surrounding water in our area. With the pool in such close proximity to the school, swimming lessons offered to all grades would be an incentive to parents and teachers.

Thank you for your time,

Eileen Gallant



Program

Convention Program

The brief program listed below is intended to provide an overview and quick reference.

Please note this program is subject to change and was updated on September 1, 2020.

MONDAY, SEPTEMBER 21

- 1:30^{PM} – 2:30^{PM} Municipal Finance Authority Semi-Annual Meeting
- 3:30^{PM} – 4:30^{PM} Municipal Insurance Association AGM

TUESDAY, SEPTEMBER 22

- 7:30^{AM} – 8:30^{AM} **Concurrent Clinics:**
- 8:30^{AM} – 4:00^{PM} Virtual UBCM Exhibitor Showcase
- 8:30^{AM} – 4:00^{PM} Virtual Delegates Lounge Live
- 9:00^{AM} – 4:00^{PM} Pre-Recorded Candidate Speeches Available
- 9:00^{AM} – 9:30^{AM} **CONVENTION OPENING SESSION**
 Welcome from local First Nations
 Welcome from Host Municipality (City of Victoria)
 UBCM President's Address
- 9:30^{AM} – 9:50^{AM} **ANNUAL MEETING**
 Adoption of Conference Rules and Procedures
 Adoption of Minutes of 2019 Convention
 Annual Report
 Question-and-Answer Period
 Adoption of Financial Statements
 Appointment of Auditors
- 9:50^{AM} – 10:00^{AM} Report of the Nominating Committee
- 10:00^{AM} – 10:30^{AM} Delegate Coffee Break
- 10:30^{AM} Election for Executive Positions Open
- 10:30^{AM} – 11:00^{AM} Address by the Minister of Municipal Affairs and Housing
- 11:00^{AM} – 11:10^{AM} Address by the FCM President
- 11:10^{AM} – 12:00^{PM} Public Transit: Recovery and Rebuild
- 12:00^{PM} – 1:00^{PM} Delegate Lunch Break
- 1:00^{PM} – 2:30^{PM} **Plenary Session**
 Reimagining Leadership: Lessons from the Pandemic

2:30^{PM} – 2:45^{PM} Delegate Coffee Break

2:45^{PM} – 4:00^{PM} **Concurrent Provincial Policy Sessions**
Supporting Communities Responding to Homeless Encampments
Digitally-enabled, Remote & Ready

4:30^{PM} – 5:30^{PM} AVICC AGM

WEDNESDAY, SEPTEMBER 23

8:30^{AM} – 4:00^{PM} Virtual UBCM Exhibitor Showcase

8:30^{AM} – 4:00^{PM} Virtual Delegates Lounge Live

9:00^{AM} – 12:00^{PM} Pre-Recorded Candidate Speeches Available

9:00^{AM} – 12:00^{PM} Resolutions

12:00^{PM} Election for Executive Positions Close

12:00^{PM} – 1:00^{PM} Delegate Lunch Break

1:00^{PM} – 1:20^{PM} Address by Leader of the Opposition

1:20^{PM} – 2:00^{PM} Community Excellence Awards

2:00^{PM} – 2:30^{PM} Delegate Coffee Break

2:30^{PM} – 3:45^{PM} **Concurrent Workshops**
Confronting Systemic Racism in Canada
Economic Recovery: Building Back Better and Stronger

THURSDAY, SEPTEMBER 24

8:30^{AM} – 2:00^{PM} Virtual UBCM Exhibitor Showcase

8:30^{AM} – 2:00^{PM} Virtual Delegates Lounge Live

9:00^{AM} – 9:30^{AM} Federal Address

9:30^{AM} – 10:30^{AM} Keynote Address: Margaret Atwood

10:30^{AM} – 10:45^{AM} Delegate Coffee Break

10:45^{AM} – 11:00^{AM} Address by Leader of the Green Party

11:00^{AM} – 12:15^{PM} **Concurrent Workshops**
Seniors Homes: What Has the Pandemic Taught Us?
The New Now: Life After Covid

12:15^{PM} – 1:00^{PM} Delegate Lunch Break

1:00^{PM} – 1:15^{PM} Installation of President Elect

1:15^{PM} – 2:00^{PM} Address by the Premier

2:00^{PM} Adjourn

TUESDAY, SEPTEMBER 29

10:30^{AM} – 11:30^{AM} SILGA Annual General Meeting

2:30^{PM} – 3:30^{PM} LMLGA Annual General Meeting



Registration

****REGISTRATION NOW OPEN****

Program

A preliminary program is available here and workshop information will be forthcoming.

Registration Deadline

Registration Closes **September 11, 2020 at 4:00pm**

Refund Policy

100% refund available, if cancelled by August 7, 2020. 50% refund if cancelled between August 8 - 21 and no refund thereafter. Future Registration credits will not be issued.

Payment Methods

All payments must be made by credit card. UBCM accepts VISA or MasterCard. Credit card payment must process successfully to complete registration for the Virtual 2020 UBCM Convention

Student/Life Member/Guest Registration

Please contact the UBCM office at 604.270.8226 or email to convention@ubcm.ca

Follow Us On

- Twitter: @ubcm

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WEDNESDAY, SEPTEMBER 30

9:30^{AM} – 10:30^{AM} AKBLG Annual General Meeting

2:30^{PM} – 3:30^{PM} 2020 NCLGA Resolutions Roundtable Session

Follow Us On

- Twitter: @ubcm

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From: **Nedra Forrester** <edandnedra@gmail.com>

Date: Mon, Aug 24, 2020 at 3:46 PM

Subject: Swimming pool in Hudson's Hope

To: <Daybreak@cbc.ca>

I would like to relate my very positive experiences at the Hudson's Hope pool over the summer. The pool and area are very well maintained by friendly and knowledgeable staff who have trained hard for their positions of trust, watching over you and your loved ones. I was able to swim almost every day, at least once, if not twice, usually alone but occasionally along with grandchildren in tow. Only once was I turned away due to too many people in the pool and that was later in the day on a very hot afternoon. My usual experience was to be the only one there upon arrival and would soon be joined by several others. Often the same 3 or 4 families or individuals. Mostly all locals of various ages. Sometimes there were others from the region or passing through and I welcomed them. The times of day changed due to my circumstances or pool schedule changes so I am certainly not relating to purely an aquafit or lane swim time slot.

Yes, I am semi-retired, so able to choose my times accordingly but if you will check the pool schedule on their website, you will see many opportunities to swim. I feel that our community got bad press regarding the petition for a locals only time slot. The media made no attempt to interview pool users who were happy with the schedule and did not sign the petition. Many of our residents take advantage of facilities in our neighbouring communities, such as the Lions van taking the Seniors swimming in Chetwynd during the winter. And many families have their children or themselves playing hockey, figure skating or curling in other towns as they age and desire more competition. We are the Peace Region and need to share our facilities with each other. Hudson's Hope is the Playground of the Peace and I welcome our neighbours and visitors to share our beautiful little town and area. Please come again!

Sincerely,
Nedra Forrester.

From: dave@adnetagency.ca <dave@adnetagency.ca>
Sent: August 17, 2020 9:54 AM
To: Chris Cvik <cao@hudsonshope.ca>
Subject: Proposal for Veterans News-Dave

Hi Chris,

Thank you for the time to review the information and proposal with regards to placing and advertisement the Veterans News. Please take a moment and review our website and read over the information and proposal. Below is our rate information for your review.

www.veteransnews.ca

Introductory offer includes:

Advertisement on www.veteransnews.ca online for one year.
One issues of the Veterans News print publication sent to local legions

Cost:

2020 Remembrance Day Print Edition

Full Page Sponsorship -\$995.00
1/2 Page sponsorship -\$795.00
1/4 Page Sponsorship -\$595.00
Bus.Box Sponsorship-\$395.00

The Print version of The Veterans News will be distributed to Legions in your area.

Thank you for your time.

Dave
780-802-8202
www.veteransnews.ca
dave@adnetagency.ca

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: September 14, 2020
SUBJECT: NOTICE OF CLOSED SESSION

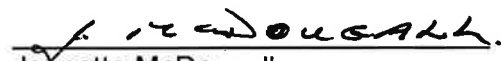
RECOMMENDATION:

***"THAT** Council move to a Closed Meeting for the purpose of discussing the following items:*

- **Community Charter Section 97 (1) (b):**
 - (b) *all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public*
 - *Closed Meeting Minutes – August 10, 2020*
- **Community Charter Section 90 (1) (c):**
 - (c) *labour or other employee relations*
 - *Animal Control Contract*
- **Community Charter Section 90 (1) (g):**
 - (g) *litigation or potential litigation affecting the municipality*
 - *Commercial Water Stand Billing Error*
- **Community Charter Section 90 (1) (k):**
 - (k) *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*
 - *Peace River Regional District - Connectivity*

ALTERNATIVE OPTIONS:

The Council may recess to a Closed Meeting to discuss whether the proposed agenda items properly belong in a Closed Meeting (*Community Charter Section 90(1) (n)*).


Jeanette McDougall,
Corporate Officer

ICS1