



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

Monday, November 9, 2020

1. Call to Order:

2. Delegations:

D1

3. Notice of New Business:

Mayor's List

Councillors Additions:

CAO's Additions:

4. Adoption of Agenda by Consensus:

5. Declaration of Conflict of Interest:

6. Adoption of Minutes:

M1 October 26, 2020 Regular Council Meeting Minutes

Page 1

7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

SR1 Appointments: Chief Administrative Officer, Chief
Financial Office and Approving Officer

Page 7

SR2 District VISA Account – Signing Authorities

Page 13

SR3 Development Variance Permit – B. Mercereau

Page 14

SR4 Community Economic Recovery Infrastructure
Program – Grant Application

Page 18

SR5 Removal of District Marketing Banners

Page 37

SR6 Campground Year-End Report 2020

Page 39

SR7 Dedication Page – Former Councillor Jean Postnikoff

Page 46

10. Committee Meeting Reports:

11. Bylaws:

12. Correspondence:

| | | |
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| C1 | FCM - Asset Management – Funding Approval | Page 47 |
| C2 | Adoption Awareness Month – November 2020 | Page 48 |
| C3 | North Central Local Government Management Association – AGM Notice | Page 49 |

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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| ICSR1 | Notice of Closed Session | Page 51 |
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18. Adjournment



REGULAR COUNCIL MEETING
October 26, 2020
6:00 P.M.
COUNCIL CHAMBERS

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

Absent: Councillor Valerie Paice (*with notice*)
Councillor Kelly Miller (*with notice*)

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

1. CALL TO ORDER

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

2. DELEGATIONS

D1 CPL. ROB GARDNER, RCMP

Cpl. Rob Gardner introduced himself, stating that he specializes in media and has been in Hudson's Hope since May 2020 and expects to be here for a 3 year term. He provided Council with an overview of RCMP (Annual Priority Plan (APP) activities as follows: property crime statistics for the Community are good, with property crime being mostly rural; they are running programs at the school that include a "Bear Aware" program and a music / band program, and held a Terry Fox Run this year. Cpl. Gardner would like to provide updates for Council on a quarterly basis.

3. NOTICE OF NEW BUSINESS

| | |
|-------------------------|---|
| Mayor's Additions: | CR1 Peace River Regional District – Fibre Connectivity Working Group |
| | CR2 Portage Mountain - Trucks Transporting Rip Rap / Speeding |
| | CR3 Traffic Lights – School Zone |
| | CR4 Oil & Gas Commission – Orphaned Wells |
| | CR5 North Peace Airport Society |
| | CR6 Northern Health – Flu Shots |
| Councillor's Additions: | None |
| CAO Additions: | SR9 BC Hydro GO Fund Committee Appointment |

4. ADOPTION OF AGENDA BY CONSENSUS AS AMENDED

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 OCTOBER 13, 2020 REGULAR COUNCIL MINUTES

RESOLUTION NO. 173/20

M/S Councillors Gibbs /Quibell

THAT the minutes of the October 13, 2020 Regular Council Meeting be adopted.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 CAPITAL EQUIPMENT PURCHASE – LAWN TRACTOR

RESOLUTION NO. 174/20

M/S Councillors Quibell / Summer

1. **THAT Council waive the Purchasing Policy and direct award a contract to Prairie Coast Equipment Inc. in Dawson Creek for an amount not to exceed \$18,250.40 for the purchase of a 2018 John Deere 1550 Terrain Cut Commercial Front Mower;**

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

CARRIED

SR2 DOUBLE “H” SADDLE CLUB – REQUEST FOR FINANCIAL ASSISTANCE

RESOLUTION NO. 175/20

M/S Councillors Markin / Gibbs

1. **THAT Council approved the payment of \$402.40 to the Double H Saddle Club as additional Grant Funding as permitted under the Financial Assistance Grant Policy.**

CARRIED

SR3 LETTER OF SUPPORT – HUDSON’S HOPE PUBLIC LIBRARY

RESOLUTION NO. 176/20

M/S Councillors Gibbs / Summer

THAT the District of Hudson’s Hope support the grant application to Northern Development Initiative Trust (NDIT) for the Hudson’s Hope Public Library for the Project to Improve Library User Experience: Climate Control and Conservation.

CARRIED

RESOLUTION NO. 177/20

M/S Councillors Gibbs / Summer

Financial support from the District of Hudson's Hope for the District's portion of the Northern Development Initiative Trust Grant - Project to Improve Library User Experience: Climate Control and Conservation for the Hudson's Hope Public Library is contingent upon the District hiring a certified building inspector to conduct a full inspection of the library building, and funding from the District will further depend on the results of the building inspection.

CARRIED

SR4 PLANH COMMUNITY CONNECTEDNESS – GRANT RE HUDSON'S HOPE HEALTH CARE & HOUSING SOCIETY (SILVER WILLOW)

Received for Information.

SR5 CHIEF ADMINISTRATIVE OFFICER - MONTHLY REPORT

Received for Information.

SR6 CORPORATE OFFICER - MONTHLYREPORT

Received for Information.

SR7 PUBLIC WORKS - MONTHLY REPORT

Received for Information.

SR8 PROTECTIVE SERVICES - MONTHLY REPORT

Received for Information.

SR9 BC HYDRO – GO FUND APPOINTMENT

RESOLUTION NO. 178/20

M/S Councillors Quibell / Summer

THAT the District of Hudson's Hope appoint Councillor Pat Markin to the BC Hydro GO Fund Committee for as the representative for the District of Hudson's Hope; and

THAT the District of Hudson's Hope appoint Wally Harwood for one year to the BC Hydro GO Fund Committee as the representative for the community of Hudson's Hope.

CARRIED

10. COMMITTEE MEETING REPORTS

11. BYLAWS

Councillor Gibbs left the meeting at 6:46 pm

B1 PROPERTY TAX AMENDMENT BYLAW 919, 2020

RESOLUTION NO. 179/20

M/S Councillors Summer / Markin

THAT Council adopt the District of Hudson's Hope Property Tax Amendment Bylaw 919, 2020.

CARRIED

Councillor Gibbs rejoined the meeting at 6:50 pm

12. CORRESPONDENCE

C1 PICKLEBALL – FUNDING REQUEST

RESOLUTION NO. 180/20

M/S Councillors Markin / Summer

THAT Council refer the funding request from the Hudson's Hope Pickleball Club for upgrading the two existing tennis / pickleball courts to the 2021 budget deliberations.

CARRIED

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

CR1 PEACE RIVER REGIONAL DISTRICT – FIBRE CONNECTIVITY WORKING GROUP

The Mayor inquired as to Council participation in the Fibre Working Group with the Regional District to consider a regional fibre network strategy and asked whether Councillors Quibell and Miller were interested as they have good technical knowledge. The Fibre Working Group dates are as follows: December 3, 2020; January 6, 2021; and February 4, 2021. Meetings will be held in Dawson Creek for in-person attendance, and alternatively participation can be via Zoom. The Mayor requested a decision by November 27, 2020.

CR2 PORTAGE MOUNTAIN - TRUCKS TRANSPORTING RIP RAP / SPEEDING

The Mayor requested that if anyone is aware of any problems, ie rocks falling off of the trucks, to please let him know.

CR3 TRAFFIC LIGHTS – SCHOOL ZONE

The Mayor will follow-up on the request for a speed board as speeding has been identified by the RCMP as a problem through the school zone.

CR4 OIL & GAS COMMISSION – ORPHANED WELLS

The Mayor noted that abandoned orphaned wells become the responsibility of the Oil and Gas Commission if the company that owns the well either cannot be found or have declared bankruptcy.

CR5 NORTH PEACE AIRPORT SOCIETY

RESOLUTION NO. 181/20

M/S Councillors Quibell / Gibbs

THAT the North Peace Airport Society be notified that the appointment for Bob Norton, Director of Protective Services, be rescinded.

CARRIED

CR6 NORTHERN HEALTH – FLU SHOTS

The Mayor advised that, although there has been difficulty sourcing nurses for Hudson's Hope, a casual Registered Nurse will be in Hudson's Hope on November 2, 2020 to provide flu shots. The flu shots will be by appointment only and prioritized by the Health Care Clinic according to those with compromised immune systems. He also noted that the School will be giving immunization shots on November 9 - 10, 2020, however this is for student immunization shots, not flu shots.

14. OLD BUSINESS

15. NEW BUSINESS

NB1 POTENTIAL RECREATIONAL SITE

Councillor Summer discussed the potential for a recreational area at the Gates and canvased Council to determine support for bringing forward this idea to the Peace Williston Advisory Committee meeting.

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

RESOLUTION NO. 182/20

M/S Councillors Summer / Gibbs

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 – October 13, 2020

- **Community Charter Section 90 (1) (b) (c) (e):**

- (b) personal information about an identifiable individual

- Dedicated Page – Elected Officials

- (c) labour or other employee relations

- CAO Recruitment Timeline – Report No. 3

- (e) acquisition, disposition or expropriation of land

- Purchase of District Owned Property by BC Hydro

CARRIED

RESOLUTION NO. 183/20

M/S Councillors Summer / Gibbs

THAT Council approve the release of the following resolutions from the in camera meeting:

ICSR1 PURCHASE OF DISTRICT OWNED PROPERTY BY BC HYDRO – REPORT NO. 8

RESOLUTION NO. IC036/20

M/S Councillors Summer / Gibbs

1. **THAT Council approves amend the end date of the Well Monitoring Agreement with BC Hydro from July 31, 2024, to December 31, 2035, and authorizes the CAO to sign the extension agreement.**

2. **THAT Council approves the payment of \$20,000 from BC Hydro for a SO-Year license agreement for three (3) Piezometers located on District owned land, and authorizes the CAO to sign the agreement.**

CARRIED

ICSR2 DEDICATION PAGE – ELECTED OFFICIALS

RESOLUTION NO. IC037/20

M/S Councillors Gibbs / Markin

THAT Council approve the administrative procedure that recognizes current or former members of Council who pass away; and

THAT Council release the Dedication Page for Jean Postnikoff to the open agenda.

CARRIED

17. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:40 pm.

DIARY

Conventions/Conferences/Holidays

Commercial Water Rate Increase-annual budget

Consideration

Pool Year End Report 2020

Diarized

08/04/19

04/01/20

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall,
Corporate Officer

REQUEST FOR DECISION

| | |
|---|-------------------------------|
| RFD#: CC-2020-36 | Date: November 2, 2020 |
| Meeting#: CM110920 | Originator: Chris Cvik |
| RFD TITLE: Appointments: Chief Administrative Officer, Chief Financial Officer & Approving Officer | |

RECOMMENDATIONS:

1. ***THAT*** Council appoint Mokles Rahman to the position of Chief Administrative Officer for the District of Hudson's Hope in accordance with section 147 of the Community Charter, effective November 23, 2020.
2. ***THAT*** Council appoint Mokles Rahman to the position of Chief Financial Officer for the District of Hudson's Hope in accordance with Section 149 of the Community Charter, effective November 23, 2020.
3. ***THAT*** Council appoint Mokles Rahman to the position of Approving Officer for the District of Hudson's Hope in accordance with Section 77 of the Land Titles Act, effective November 23, 2020.

BACKGROUND:

Section 146 of the *Community Charter* states that Council:

- a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [*corporate officer*] and 149 [*financial officer*],
- b) may, by bylaw, establish other officer positions, and
- c) may assign powers, duties and functions to its officer positions.

In addition, under Section 147, it states that Council may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:

- a) overall management of the operations of the municipality;
- b) ensuring that the policies, programs and other directions of the council are implemented;
- c) advising and informing the council on the operation and affairs of the municipality.

The District of Hudson's Hope Bylaw 903, 2019, establishes Officer positions for the municipality as follows: Chief Administrative Officer, Corporate Officer, Chief Financial Officer, Director of Public Works and Director of Protective Services (*note: the Bylaw Enforcement / Safety Officer position no longer exists and will be removed, along with any references to this position, when the Bylaw is next reviewed*).

This Bylaw further sets out the administrative structure under which the business of the District shall be conducted.

DISCUSSION:

Under Bylaw 903, 2019, the Chief Administrative Officer (CAO) is assigned the responsibility of Collector of Taxes for the District of Hudson's Hope and has the authority to assign the responsibilities and / or duties of the Collector of Taxes, Finance and Approving Officer to others within the organization.

FINANCIAL:

Administration budgeted four (4) months of wage overlap for the CAO position as part of the transition to a new CAO so there are no budget implications of starting the position in 2020 of paying the outgoing CAO to the end of December.

ATTACHMENTS:

District of Hudson's Hope Officer Bylaw No. 903, 2019.



Chris Cvik, CAO

DISTRICT OF HUDSON'S HOPE

Bylaw No. 903, 2019

A bylaw to replace Bylaw No. 891 establishing officer positions and set out the administrative structure under which the business of the District shall be conducted.

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

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

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

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

1. This Bylaw shall be cited as the "Officer Bylaw No. 903, 2019".

DEFINITIONS

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

MUNICIPAL DEPARTMENTS

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

OFFICER AND DEPARTMENT HEAD POSITIONS

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

APPOINTMENT, TERMINATION, AND SUSPENSION

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

POWERS, DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATOR

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

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

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

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

POWERS, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PROTECTIVE SERVICES

15. The Director of Protective Services is appointed as the Fire Chief, and shall have the powers, duties and functions pursuant to Section 66 of the Act, the *Fire Services Act* of the Province of British Columbia and the District of Hudson ' s Hope Fire Protection and Life Safety Bylaw No. 775, 2009.
16. The Director of Protective Services shall be responsible for the fire department and the Districts emergency program.
17. The Director of Protective Services is appointed under section 146 of the Act as a Bylaw Officer and shall have the power to enforce any Bylaw of the District.
18. The Director of Protective Services shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

POWERS, DUTIES AND RESPONSIBILITIES OF THE CORPORATE OFFICER

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

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

19. The Bylaw Enforcement/Safety Officer is appointed under section 146 of the Act and shall have the power to enforce any Bylaw of the District.
20. The Bylaw Enforcement/Safety Officer shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

21. The Bylaw Enforcement/Safety Officer shall be responsible for all aspects of safety training, program/ policy development, and management systems implementation and maintenance for the District.

PERSONNEL ADMINISTRATION

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

REPEAL

24. Upon adoption of this bylaw, the Officer Bylaw No. 891, 2017 is hereby repealed.

Read for a First Time on the 25th day of February, 2019.
Read for a Second Time on the 25th day of February, 2019.
Read for a Third Time on the 25th day of February, 2019.
Adopted on the 11th day of March, 2019.



Dave Heiberg
MAYOR



Tammy McKeown
Corporate Officer

Certified a true copy of Bylaw No. 903, 2019
this ___ day of _____ 20__.

Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: November 9, 2020
SUBJECT: VISA – SIGNING AUTHORITIES

RECOMMENDATIONS

THAT Council for the District of Hudson's Hope appoint the following Staff members as signing authorities on the District's VISA Credit Card which is managed by Collabria Payment Solutions effective November 23, 2020:

- Rahman, Mokles – Chief Administrative Officer (as of November 23, 2020)
- Alexander, Tonia – Deputy Treasurer (Main)
- Dupuis, Johanna – ICBC Clerk / Payroll Assistant (Back-up)

And

THAT Council for the District of Hudson's Hope remove the following Staff member as signing authority on the District's VISA Credit Card which is managed by Collabria Payment Solutions, effective November 23, 2020:

- Cvik, Chris – Chief Administrative Officer
(resigning as Chief Administrative Officer effective November 23, 2020)

BACKGROUND:

With Chris Cvik resigning as Chief Administrative Officer as of November 23, 2020, and Mokles Rahman assuming this role effective the same date, the signing authority for the VISA account needs to be updated to reflect this change and this is the only change to the signing authorities.

There are no changes to signing authorities on the North Peace Credit Union account.

ADMINISTRATOR'S COMMENTS:



Chris Cvik, Chief Administrative Officer



Jeanette McDougall,
Corporate Officer

REQUEST FOR DECISION

| | |
|---|------------------------|
| RFD#: CC-2020-92 | Date: October 20, 2020 |
| Meeting#: CM110920 | Originator: Chris Cvik |
| RFD TITLE: Development Variance Permit (DVP) Application – Mercereau – Report No. 2 | |

RECOMMENDATION:

1. That Council approves Development Variance Permit No. 2020-04.

BACKGROUND:

The following resolution was passed at the October 13, 2020, Council Meeting.

SR1 Development Variance Permit – B. Mercereau

RESOLUTION NO. 166/20

M/S Councillors Quibell / Miller

1. That Council approves the DVP Application – Mercereau continue to move forward on the basis it is unlikely to negatively affect adjacent property owners; and
2. That Council direct Administration bring a final report back to Council for consideration.

CARRIED

DISCUSSION:

As discussed during the October 13th Council Meeting, the applicant is seeking relaxation of zoning bylaw item 4.16 (3) that states Manufactured homes must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number. In our case, the applicant is saying the mobile is a 1983 model and is therefore approximately 37 years old. The property where the Manufactured home would be placed is Beryl Prairie.

FINANCIAL CONSIDERATIONS: N/A

ALTERNATIVES:

1. That Council deny the application.

COMMUNICATION:

There were eight (8) 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 November 4, 2020 (noon), Administration had not received any comments or questions on the DVP.

ATTACHMENTS:

1. Development Variance Permit No. 2020-04

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

Chris Cvik, CAO



DEVELOPMENT VARIANCE PERMIT NO. 2020-04

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:

Becky and Coleman Mercereau
5147 Beryl Prairie Road
Hudson's Hope, BC V0C1V0

(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: 006-082-700

Parcel A (H17964) of Block 2 District Lot 1202 Peace River District Plan 14839.

(the "Lands")

2. The Development Variance Permit varies the regulation of the Zoning Bylaw 823, 2013 sections " section 4.16.3.

From: A manufactured home must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number.

To: A manufactured home must be no older than 37 years from the date it is placed on a lot and have a BC Registration Number.

By increasing the age of the manufactured home to 37 years, it allows for a 1983 model manufactured home to be moved.

3. This Permit is not a Building Permit.

Authorizing Resolution No. _____ was passed by the Council on the ____th day of November, 2020.

ISSUED THIS DAY OF NOVEMBER _____, 2020.

Approving Officer,
DISTRICT OF HUDSON'S HOPE

(This Permit is issued in duplicate)

**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:

Parcel Identifier: 006-082-700
Parcel A (H17964) of Block 2 District Lot 1202 Peace River District Plan 14839

Issue Date: November ____, 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

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.

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.

Dated: November ____, 2020

DISTRICT OF HUDSON'S HOPE

By: _____
Approving Officer

REQUEST FOR DECISION

| | |
|--|-------------------------------|
| RFD#: CC-2020-95 | Date: November 3, 2020 |
| Meeting#: CM102620 | Originator: Chris Cvik |
| RFD TITLE: Community Economic Recovery Infrastructure Program Grant Application | |

RECOMMENDATION:

***THAT** Council support the Community Economic Recovery Infrastructure Program Grant Application for the ATV Campground at Dinosaur Lake.*

BACKGROUND:

The Community Economic Recovery Infrastructure Program provides **fully funded** provincial grants to support economic resilience, tourism, heritage, and urban and rural economic development projects in communities impacted by COVID-19.

DISCUSSION:

The grant covers 100% of eligible costs. As such, a Council resolution is not required; however, the recommendation is before Council in the event the project goes over any approved budget amount. The grant application is for the construction of a twenty (20) space All Terrain Vehicle (ATV) Campground located at Dinosaur Lake. As Council may recall, Administration is currently working on an extension of the License of Occupation agreement with the Province. The District has three years left on the existing license and wanted to get an extension in place before starting construction. The District is still waiting for the Province to approve the extension request.

FINANCIAL CONSIDERATIONS:

The estimated project cost is \$820,468. Unfortunately, this is based on an original cost estimate from 2014. Administration did review the original cost estimate and removed cost savings suggestions. The amount of the grant application is for \$700,468. There is approximately \$120,000 held by District that would be applied to the project. The \$120,000 includes a grant of \$20,000 that was carried over from 2019.

ALTERNATIVES:

That Council direct Administration to withdraw its' application and notify the Province of same.

ATTACHMENT:

District of Hudson's Hope - Community Economic Recovery Infrastructure Program Grant Application.



Chris Cvik, CAO

SR4

Destination Development Stream

Instructions

Program Information

- For detailed program information, including application closing date, please visit the Community Economic Recovery Infrastructure Program website and review the Program Guide.
- For further information, please email the Ministry of Tourism, Arts and Culture at tourismpolicy@gov.bc.ca.

Important Notes

- Please use Chrome for optimum viewing and functionality of this application form.
- Most users will experience an automatic system time-out after 15 minutes of inactivity. Leaving an application form open for over two hours may result in data saved during that session having to be re-entered. Please save your work often. If your session exceeds two hours: log out of LGIS, close all browser windows, then log back in.
- An Application does not have to be completed in one session.
- Once an Application is submitted, it will be locked and you will not be able to make changes online. If changes need to be made after an Application has been submitted, please use the contact information above.
- **Applicants should be aware that information collected is subject to provincial freedom of information legislation.**

Submitting an Application

- All fields are required, unless otherwise indicated.
- Please ensure you have uploaded all required documents.
- We recommend printing/saving the application as a PDF BEFORE submission.

Applicants will access the application through their client record in the Local Government Information System (LGIS). Please see application requirements on the CERIP website for setting up access to LGIS if your organization does not already have this.

Applicant Name and Project Number

Hudson's Hope

DD0073

Primary Contact

First Name

Chris

Last Name

Cvik

Title

Chief Administrative Officer

Telephone Number

(250) 783-9901

Telephone Extension

Email Address

cao@hudsonshope.ca

Head of the Applicant Organization's Contact Information

This information will be used during the decision process for any formal correspondence. Example:
Chief, President, Mayor, Board Chair

First Name

Chris

Last Name

Cvik

Title

Chief Administrative Officer

Telephone Number

(250) 783-9901

Telephone Extension

Email Address

cao@hudsonshope.ca

Project Information

Project Title

Dinosaur Lake All Terrain Vehicle (ATV) Campground

Project Timeline

Project **must** be completed by March 31, 2023.

***Projects that have started (construction tender awarded) are ineligible.

Project Start Date

2021-05-01

Project End Date

2020-09-30

Construction Start Date

2020-07-02

Construction End Date

2020-09-25

Project Description and Rationale

Brief Project Description

Construct a twenty (20) space All Terrain Vehicle (ATV) Campground located at Dinosaur Lake, Hudson's Hope. The new ATV Campground would be separated from the existing 17 site Dinosaur Lake Campground and Board launch.

Detailed List of Project Works

The main categories in the ATV Campground development include: Surface Works Clearing and Grubbing Stripping Common Excavation Select Granular Subbase Gravels Intermediate Graded Base crushed gravel Hydroseeding disturbed areas between road shoulder and trees Furniture Picnic tables including a concrete 8ft x 8ft base slab Steel fire pit rings Metal Bear proof garbage containers (double bin with concrete pad) Fire wood storage box Group campsite wooden log picnic shelter/building Comment kiosk Sewer Mens pit toilet Womens pit toilet Signs Small Internal vehicle

Project Rationale

Tourism is growing in northern BC and off-road vehicle usage is increasing. Having additional camping sites that are targetted to this demographic will encourage campers to register here and open up more space in Dinosaur Lake Campground from non-ATV campers.

What communities will directly benefit from this project?

The main community that will benefit is the District of Hudson's Hope. Secondary communities that will benefit include the City of Fort St. John and the District of Chetwynd, Dawson Creek could also benefit from Alberta traffic via Highway 97 as they will stop for fuel and supplies (groceries) on their way through.

What is the total population served?

71,638

Have/will you engage in public consultation for this project?

NO

What do you feel is the greatest positive impact(s) this project/funding will have on the community?

ATV Camping is growing in the province and Northern BC is characterized by a younger demographic . Unfortunately, there is not a lot of campgrounds targeting this group. Bringing more people to the area will have a positive economic impact on local business including (grocery, gas, liquor, restaurant). Creating a dedicated campground may also reduce the potential for unauthorized 'side of the road' camping whereby ATV Campers set up camp on vacant crown land. The area around Williston Lake (Getty's Bay) is particularly bad for this, and it creates a greater risk for unauthorized fire-pits, and increased litter as there are not garbage receptacles, nor washroom facilities. The Campground will create local employment as the District will be required to have personnel clean and maintain the campground.

Outcome

Confirm the project will support this outcome:

Projects support tourism sector recovery and elevate BC's competitiveness as a premier travel destination.

Project Type

Project Type

Tourism

Project Type values will populate after you confirm Outcome above.

Project Location

Project Physical Location (e.g. 123 Main Street, Anywhere City, BC)

Those parts of SW 1/4 and SE 1/4, District Lot 149, Peace River District, containing 4.2 Hectares, more or less.

If more than one location (e.g. corridor) provide the starting point as the project location latitude and longitude:

Project Location Latitude (e.g. 42°, 13' 56"N")

Project Location Longitude (e.g. 125°, 44' 35"W")

Is the project located in or does it directly benefit a rural BC community (see definition in the CERIP Program Guide)?

YES

Identify the rural community(ies):

District of Hudson's Hope (located in the Peace River Regional District) in Northeast BC.

Does the rural community(ies) identified support the project?

YES

Mandatory Documents

Please attach each of the following mandatory documents (15 MB limit per document). ZIP files will not be accepted.

In all cases, relevant information must be included within the completed application form itself, as this will form the basis of the assessment. Please make specific reference within the application to sections of attached documents that you wish to be included in the review. Attachments should be clearly labelled, organized, and succinct. Mandatory documents may vary by applicant type and must be submitted with the application for the project to be eligible for review and potential funding.

Please see the CERIP Program Guide for explanation of requirements for each mandatory document.

Mandatory Documents for Local Governments

Project Location .KML File

LG_PROJECT_KML_CampBase_ProposedArea.kml

See instructions on the CERIP website .

Additional Supporting Documents - Optional

Additional documentation is optional.

Additional Document

LG_ADDITIONAL_1_ATV O&M Maintenance Guide - March 2014.pdf

Additional Document

LG_ADDITIONAL_2_Class D cost estimate detail from Engineer and map and signage.pdf

Project Costs

Total Gross Project Costs

\$820,468

Total Ineligible Project Costs

\$0

Total Eligible Project Costs [Total Gross Project Costs less Total Ineligible Project Costs]

\$820,468

Grant Request [cannot exceed \$1,000,000]

Difference Between Grant Request and Total Eligible Costs

-\$820,468

Explain your plan to fund ongoing operations

Operational expenses for the ATV Campground will be partially funded through the collection of camping fees and firewood fees. The rest of the unfunded operational expenses will be part of the annual tax calculation and ultimately funded by residential and commercial property taxes.

Please provide a summary of all sources of funds for the proposed project:

Name

\$ Amount of Approved funds

\$ Amount Applied for and not yet approved

Applicant - source of funds (reserves, etc.)

Reserves

\$100,000

Applicant - source of funds (loans, etc.)

In kind contribution

Any Provincial funding sources

FLNRO Grant (2019)

\$20,000

Any Federal funding sources

Other

Subtotals

\$120,000

\$0

Total Source of Funds Without CERIP Grant

\$120,000

CERIP Grant

\$0

Total of All Project Funding Sources [Must equal Gross Project Costs]

\$120,000

Difference Between Total of All Funding Sources and Gross Project Costs

-\$700,468

Net Eligible Costs [Total Eligible Project Costs]

\$820,468

Estimated Maximum Grant Amount (amount may be adjusted after Ministry review)

\$820,468

Fiscal Year Total (2020-2021 Fiscal Year Amount)

\$0

Net Eligible Costs (displayed for calculation purposes only)

\$820,468

Risks

Please identify any project risks (social, financial, environmental, human resources, timeline, additional impacts of COVID-19) and the mitigation strategies to address these (e.g. If your project does not have public support, a risk strategy might be to hold public consultation, if not already held.)

The one key risk is that the crown will take back ownership of the leased land (currently three years left on the lease). Rather than wait until the last year of the lease, the District has applied for a new ten-year license. The application process is with First Nations Consultation. The District has already met with Saulteau First Nations to address concerns they had with the application and the two parties have agreed on joint signage for the ATV Campground that acknowledges the traditional territory of Treaty 8 members.

Ownership

Who will own the completed project?

The property is crown land leased to the District by the Province. The District will own any infrastructure (i.e., men's and women's toilets, group campsite picnic shelter, picnic tables, fire pits, garbage containers, signage).

Who will be responsible for the ongoing operational costs and maintenance of the project when complete?

The District of Hudson's Hope is responsible for ongoing operational costs and maintenance when the project is complete.

Project Benefits/Outcomes

Project Benefits/Outcomes

Performance Measurement Criteria

PERFORMANCE MEASUREMENT CRITERIA – see *CERIP Guide/Information* for additional details.

CERIP funding is about creating jobs and getting people back to work. Based on your estimate please submit the following information about your proposed project (this will tie back into a final report at the end of your project).

Provide an estimate of the total number of combined temporary, seasonal, casual, part-time and regular full-time jobs created by your project.

2

Of these, provide an estimated # of jobs expected for each of the following: Indigenous, New Canadians, Women, Young Adults. If people are expected to fall in more than one category, please pick only one category (e.g. if your project is expected to employ 6 young women, you may want to indicate that it will benefit either 6 youth or 6 women, or 3 youth and 3 women, etc.)

Indigenous Peoples

New Canadians

Women

2

Young Adults (18 to 35 years old)

Of the total number of combined temporary, seasonal, casual, part-time and regular full-time jobs created by your project, # of people expected to:

earn ≤ than \$30/hour

2

earn > than \$30/hour

If the proposed project is a new building or expansion, does it adhere to the Wood First Act

(https://www.bclaws.ca/civix/document/id/consol24/consol24/00_09018_01)?

NOT APPLICABLE

Job Creation and Economy Restart

Describe how the project will help support long-term economic growth and recovery in the community.

Having more camping spots will bring more people to the region. Many of these 'new' visitors will shop, eat, get fuel, in the District thus helping to keep current businesses viable.

Describe how the project will create jobs in your community.

Provide more seasonal employment opportunities. This includes summer employment for students who return home to Hudson's Hope during the summer to live at home, work, and save to return to post-secondary studies in the fall. Outside casual employees include women and younger individuals (typically students) who would otherwise find it difficult to obtain seasonal employment in Hudson's Hope.

Does your community have a hard-hit job sector (e.g. lumber industry, manufacturing, tourism)?

Will this project create jobs for the hardest hit populations (e.g. women, young, underemployed in the community, displaced workers)?

YES

Describe how quickly these jobs will be available and how long they are expected to last.

The projected completion date is September 30 2020, so likely May 1 2021 is the earliest date the positions would become available. The positions would be seasonal (4 months in duration) and are expected to be on-going. jobs.

How has your project considered the potential positive and negative impacts of the project on all community members (e.g. sex, gender, ethnicity, race, culture, language, age, ability, geography, economic status)?

Seasonal employment for students is a difficult area to find suitable employment opportunities. Potential candidates would be all community members (not necessarily students).

How does the project create training and job opportunities for under-represented groups?

It is likely that full-time employees would not voluntarily give up their positions for seasonal work, so the job opportunity would be beneficial to unemployed or underemployment members in the community.

How does the project create opportunities for local business in the community?

Having more camping spots will bring more people to the region. Many of these 'new' visitors will shop, eat, get fuel, in the District thus helping to keep current businesses viable as businesses will be able to offer staff more hours or hire additional staff to address the increased traffic.

Stream Specific Criteria

If tourism related, describe how the project will increase visitation to the area/region and generate tourism revenue.

The Hudson's Hope area has many off-road trails that are used by motor-cycle and All Terrain Vehicle (ATV) enthusiasts. Building additional camping facilities for this demographic will increase traffic along Highway 29 coming through town. This will translate into increase business opportunities for the local grocery stores, ATM at the bank, liquor stores, bars, restaurants, and gas stations. Summer is the 'busy' season here when many businesses make a majority of their annual income so any efforts that increase that potential are a benefit.

If tourism related, describe how the project will expand winter and shoulder-season experiences.

Many ATV enthusiasts are weekend enthusiasts and will come out in the spring when the snow melt creates muddy trails. Other ATV enthusiasts prefer to come out in the fall to take in the fall colours or to scope out potential areas for future hunting trips to the area.

If tourism related, describe how the project will support the sector's recovery and elevate BC's competitive advantage.

One of the key messages of the recent COVID-19 experience has been 'no un-necessary travel' and to limit travel outside of your area and to stay close to home. If this message continues, the additional camping spots will provide more travel/camping opportunities for residents for northern BC and encourage more tourism in the north.

For this project, provide an estimate of the total number of displaced tourism or hospitality workers that will be hired (combined temporary, seasonal, casual, part-time and regular full-time jobs).

2

Submission

On behalf of

Hudson's Hope

I

certify that the information contained in this Application form is to the best of my/our knowledge, correct and complete.

This will certify the following authorities have reviewed and approved this application and that all applicable records will be in the project file:

- **senior official sign off authorizing the project to proceed**
- **a confirmed budget in place and that funding is available to cover ongoing operations and maintenance costs**
- **if applicable, appropriate documentation to meet all required federal or provincial licenses, approvals or permits (e.g. local Health Authorities, Ministry of Environment, Department of Fisheries and Oceans Canada, Ministry of Transportation)**
- **if applicable, documentation to detail health or environmental problems from relevant regulatory agencies (e.g. non-compliance orders, regulatory agency report)**
- **if applicable, impact assessment information from project consultation (Indigenous stakeholder, Public)**

Financial Approver

Engineer or Project Manager Approver

Community Economic Recovery Infrastructure Program

Detailed Cost Estimate



Applicant Name: District of Hudson's Hope

Project Number: DD0073

Project Title: Dinosaur Lake ATV Campground

Cost Estimate Developed By: L&M Engineering

Date of Cost Estimate (DD-MM-YYYY): 21-Mar14

Cost Estimate Class - A,B,C,D (see guidance below): D

Optional: Phase of Project

(if phases identified as part of application)

This page should present a breakdown of overall project costs, with totals corresponding with the amounts in the Project Cost section of the Application Form.

| ELIGIBLE COSTS | | | | |
|--|-------------|----------|-----------------|------------|
| | Description | Quantity | Per Unit Amount | Total Cost |
| Project Planning | | | | |
| For example, costs associated with environmental assessment, aboriginal consultation, climate lens assessments, community employment benefit plans | | | | |
| Planning Sub-Total: | | | | \$0 |

| | | | | |
|--|--|--|--|-----|
| Design / Engineering | | | | |
| It is recommended that a maximum 15% of construction project costs are engineering/consulting fees. Please separate cost associated with project management and project design/engineering | | | | |
| Design / Engineering Sub-Total: | | | | \$0 |

| | | | | |
|--|------------------|--|--|-----------|
| Construction / Materials | | | | |
| Items should reflect the major components in your project without going into specific detail, add lines as necessary | | | | |
| | General | | | 10,000 |
| | Surface Works | | | 476,280 |
| | Furniture | | | 88,030 |
| | Sewer Facilities | | | 69,000 |
| | Signage | | | 7,855 |
| *See Estimate for detailed breakdown | | | | |
| Construction / Materials Sub-Total: | | | | \$651,168 |

| | | | | |
|---|--|--|--|-----|
| Other Eligible Costs | | | | |
| For example (Communications, Testing, Marketing or Promotion-related costs, Project management, Project-related professional fees.) | | | | |
| Other Eligible Costs Sub-Total: | | | | \$0 |

| | | | | |
|---|--|--|--|-----------|
| Contingency | | | | |
| Contingency is generally reflective of the Class of Cost Estimate (Engineering and Contingency (20%)) | | | | |
| Contingency Sub-Total: | | | | 130,233 |
| TOTAL ELIGIBLE COSTS*: | | | | \$781,398 |

| INELIGIBLE COSTS | | | | |
|---|-------------|----------|-----------------|------------|
| | Description | Quantity | Per Unit Amount | Total Cost |
| Land Acquisition Cost | | | | |
| Leasing Land, Building and Other Facilities | | | | |
| Financing Charges | | | | |
| Legal Fees | | | | |
| In-kind Contribution | | | | |
| Tax Rebate | | | | |
| Other | | | | |
| TOTAL INELIGIBLE COSTS*: | | | | \$0 |

| | | | | |
|---|--|--|--|-----------|
| TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*: | | | | \$781,398 |
|---|--|--|--|-----------|

*Totals must match totals in the Project Costs section of the Application Form.

Cost Estimate Comments

Cost Estimate was initially obtained in 2014. The District went through and reduced the initial project cost. Costs have not been reviewed/updated to reflect 2020 prices or inflation.

Cost Estimate Classes - definitions & assumptions [sourced from the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)]

| Cost estimate class | Features & Uses | Suggested Contingency for Associated Class |
|---------------------|--|--|
| Class A | Detailed estimate based on final drawings and specifications Used to evaluate tenders | ±10-15% |
| Class B | Prepared after completing site investigations and studies, and after defining major systems Based on a project brief and preliminary design Used for project approvals and budgetary control | ±15-25% |
| Class C | Prepared with limited site information and based on probable conditions Captures major cost elements Used to refine project definition and for preliminary approvals | ±25-40% |
| Class D | Preliminary estimate based on little or no site information Represents the approximate magnitude of cost, based on broad requirements Used for preliminary discussion and long-term capital planning | ±50% |

Dinosaur Lake ATV Campground

Those parts of SW 1/4 and SE 1/4 District Lot 149, Peace River District, containing 4.20 Hectares more or less.

Legend

- (TLE)
- CampBase_ProposedArea

Google Earth

© 2020 Google
Image © 2020 CNES / Airbus

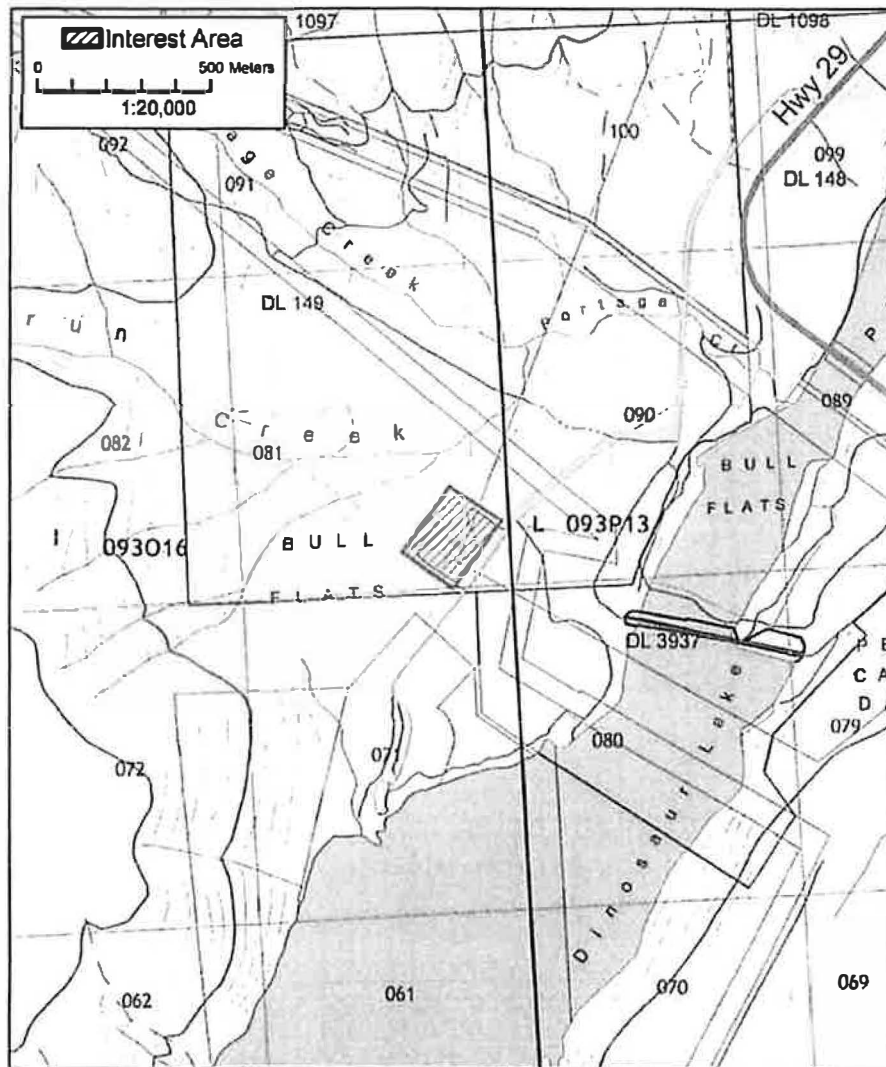
Council Meeting November 9, 2020

200 m Page 32 of 51



LEGAL DESCRIPTION SCHEDULE

THOSE PARTS OF SW 1/4 AND SE1/4, DISTRICT LOT 149, PEACE RIVER DISTRICT, SHOWN HIGHLIGHTED ON LEGAL DESCRIPTION SCHEDULE, CONTAINING 4.20 HECTARES, MORE OR LESS.



6.4

Substrate: .081 Aluminum
Code: Custom
Size: 96" x 48"
Reflectivity: None
Holes: None
Qty: 1

Dinosaur Lake

Dinosaur Lake Campground is situated on the traditional territory of Treaty 8 First Nations. On June 21, 1899, the eighth treaty between the First Nations of North America and the Queen of England was signed, the signatories of Treaty 8 agreed to its terms for reasons of peace and friendship. Treaty 8 is the most comprehensive treaty, encompassing a land mass of approximately 840,000 kilometers, and is home to 39 First Nation communities. Treaty territory covers the areas of Northern Alberta, Northwestern Saskatchewan, Northeastern British Columbia, and the Southwest portion of the Northwest Territories.

This sign is proudly sponsored by:



ATV Campground - Trail Etiquette

In good friendship, we ask that visitors join us in promoting good environmental stewardship, and ensure that this area is preserved for the enjoyment of future generations. Please respect the following:

- ✦ Avoid sensitive areas at all times, especially wetlands, lakeshores, steep stream banks and hills.
- ✦ Travel on established trails, avoid creating new trails.
- ✦ Promote parking and dismounting from your ATV to walk to sensitive, scenic, historic and cultural areas.
- ✦ Enjoy wildlife viewing opportunities, avoid stressing any species particularly during the rearing stages.
- ✦ Avoid riding after heavy rains.
- ✦ Avoid running over young trees and shrubs, particularly in the spring and the growing season of the summer.
- ✦ Please extinguish all fires completely, fires outside of designated firepit areas are strictly prohibited.
- ✦ What you pack in, pack out - do not litter, this includes cigarette butts.
- ✦ 'Shared use trail - expect/respect other users.'
- ✦ The ATV designated trail season begins and ends with the advent of winter.

Report any suspicious and illegal activity to your local authority.
The campground is for you to enjoy, please help us protect it.

PLEASE CHECK YOUR PROOF CAREFULLY AND INDICATE THE APPROPRIATE INSTRUCTIONS:

☐ PROOF OK AS IS ☐ PROOF OK WITH CHANGES NOTED ☐ REVISED PROOF REQUIRED

NO JOB WILL BEGIN PRODUCTION WITHOUT A SIGNED PROOF OR EMAIL VERIFICATION

SIGNATURE _____ DATE _____

Please check your job carefully as you take full responsibility for the accuracy of your job. Your job will be reproduced exactly as indicated on this proof sheet. Tran Sign regrets any undetected errors that may occur, but can not be held responsible for errors once final approval has been given.

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District of Hudson's Hope ATV Campground

ENGINEER'S ESTIMATE - March 21, 2014

**Updated – October 2020 with cost saving
items removed by the District**

Construction Cost Estimate

| DESCRIPTION | | UNITS | QUANTITY | UNIT PRICE | AMOUNT |
|-----------------------------------|---|----------------|----------|-------------|---------------------|
| General | | | | | |
| 1 | Mobilization and Demobilization | LS | 1 | \$25,000.00 | \$5,000.00 |
| 2 | Environmental Control Measures (dust and runoff control) | LS | 1 | \$5,000.00 | \$5,000.00 |
| Surface Works | | | | | |
| 3 | Clearing and Grubbing | ha | 1.90 | \$24,000.00 | \$45,600.00 |
| 4 | Stripping (150mm depth) | m ² | 12,400 | \$5.00 | \$62,000.00 |
| 5 | Common Excavation (approx 0.5m depth x 12,400m ²) | m ³ | 6,200 | \$15.00 | \$93,000.00 |
| 6 | Select Granular Subbase Gravels (Minimum 600mm Thickness x 12,400m ²) | m ³ | 7,440 | \$17.00 | \$126,480.00 |
| 7 | Intermediate Graded Base crushed gravel (Minimum 150mm Thickness x 12,400m ²) | m ² | 12,400 | \$11.50 | \$142,600.00 |
| 8 | Internal roads - Asphalt Concrete - 65mm Thickness | m ² | 7,440 | \$30.00 | \$223,200.00 |
| 9 | ATV trail (3m wide) clearing | ha | 0.30 | \$25,000.00 | \$7,500.00 |
| 10 | ATV trail (3m wide) stripping to 150mm depth | m ² | 3,180 | \$5.00 | \$15,900.00 |
| 11 | ATV trail (3m wide) 300mm pitrun gravel | m ³ | 954 | \$17.00 | \$16,218.00 |
| 12 | Hydroseeding disturbed areas between road should and trees | m ² | 6,600 | \$1.00 | \$6,600.00 |
| Furniture | | | | | |
| 13 | Picnic tables including a concrete 8ft x 8ft base slab (Leko quote) | ea | 36 | \$1,080.00 | \$38,880.00 |
| 14 | Steel fire pit rings | ea | 36 | \$350.00 | \$12,600.00 |
| 15 | Metal Bear proof garbage containers (double bin with concrete pad) | ea | 3 | \$1,850.00 | \$5,550.00 |
| 16 | Fire wood storage box (cost to be confirmed) | ea | 2 | \$2,000.00 | \$4,000.00 |
| 17 | Group campsite wooden log picnic shelter/building (cost to be confirmed) | ea | 1 | \$25,000.00 | \$25,000.00 |
| 18 | Comment kiosk (cost to be confirmed) | ea | 1 | \$2,000.00 | \$2,000.00 |
| Sewer and Water facilities | | | | | |
| 19 | Mens pit toilet (Leko Quote for supply and install Woody toilet building and vault) | ea. | 3 | \$11,500.00 | \$34,500.00 |
| 20 | Womens pit toilet (Leko Quote for supply and install Woody toilet building and vault) | ea. | 3 | \$11,500.00 | \$34,500.00 |
| 21 | Drilled hand pump potable water well with concrete base | LS | 1 | \$20,000.00 | \$20,000.00 |
| 22 | Flow testing of well (6 hour test) | LS | 1 | \$5,000.00 | \$5,000.00 |
| Signs | | | | | |
| 23 | Large Highway approach sign (S15) (supply and install) (cost to be confirmed) | ea. | 1 | \$10,000.00 | \$10,000.00 |
| 24 | Main campground large decorative entrance sign (S17) (cost to be confirmed) | ea. | 1 | \$10,000.00 | \$10,000.00 |
| 25 | Small Internal vehicle and pedestrian guide signs (supply cost) S1-S14, S16 | ea. | 37 | \$15.00 | \$555.00 |
| 26 | Small Internal vehicle and pedestrian guide signs (installation cost inc post) | ea. | 37 | \$100.00 | \$3,700.00 |
| 27 | Campsite number post (A-10-1) (32 individual and 4 group) (supply and install) | ea. | 36 | \$100.00 | \$3,600.00 |
| SUBTOTAL | | | | | \$651,165.00 |
| Engineering and Contingency 20% | | | | | \$130,233.00 |
| 5% GST | | | | | \$39,070.00 |
| CONSTRUCTION COST | | | | | \$820,468.00 |

Most costs above are based on past experience only a few are based on very current quotes

Possible Cost Saving ideas

1. Eliminate asphalt paving of the roads (item 8)
2. Eliminate stripping of the ATV trail (item 10)
3. Eliminate or reduce gravel thickness on the ATV trail (item 11) and road (item 6) if the native soils are good gravels
4. Eliminate or reduce the size of the highway approach sign (item 23)
5. Reduce the size and or type of nice decorative entrance sign (item 24)
6. Eliminate or defer the group camp/picnic log shelter building (item 17)
7. Eliminate the comment kiosk (item 18)
8. Install lower cost/ lower quality / less durable picnic tables (item 13)
9. Install lower cost less durable garbage containers
10. Install less pit privies
11. Build only a portion of the campground initially (ie build it in 2 phases)

Cost estimate prepared by Darryl V. Brizan P.Eng. L&M Engineering Limited



ENGINEERING LIMITED

1210 Fourth Avenue
Prince George, B.C. V2L 3J4
Tel. (250) 562-1977
Fax (250) 562-1967

| District of Hudson's Hope ATV Campground | | | | | |
|--|---|----------------|----------|-------------|-----------------------|
| ENGINEER'S ESTIMATE - March 21, 2014 | | | | | |
| Construction Cost Estimate | | | | | |
| | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | AMOUNT |
| General | | | | | |
| 1 | Mobilization and Demobilization | LS | 1 | \$25,000.00 | \$25,000.00 |
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| Signs | | | | | |
| 23 | Large Highway approach sign (S15) (supply and install) (cost to be confirmed) | ea. | 1 | \$10,000.00 | \$10,000.00 |
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| 26 | Small Internal vehicle and pedestrian guide signs (installation cost inc post) | ea. | 37 | \$100.00 | \$3,700.00 |
| 27 | Campsite number post (A-10-1) (32 individual and 4 group) (supply and install) | ea. | 36 | \$100.00 | \$3,600.00 |
| SUBTOTAL | | | | | \$978,983.00 |
| Engineering and Contingency 20% | | | | | \$195,796.60 |
| 5% GST | | | | | \$48,949.15 |
| CONSTRUCTION COST | | | | | \$1,223,728.75 |

Most costs above are based on past experience only a few are based on very current quotes

Possible Cost Saving ideas

1. Eliminate asphalt paving of the roads (item 8)
2. Eliminate stripping of the ATV trail (item 10)
3. Eliminate or reduce gravel thickness on the ATV trail (item 11) and road (item 6) if the native soils are good gravels
4. Eliminate or reduce the size of the highway approach sign (item 23)
5. Reduce the size and or type of nice decorative entrance sign (item 24)
6. Eliminate or defer the group camp/picnic log shelter building (item 17)
7. Eliminate the comment kiosk (item 18)
8. Install lower cost/ lower quality / less durable picnic tables (item 13)
9. Install lower cost/less durable garbage containers
10. Install less pit privies
11. Build only a portion of the campground initially (ie build it in 2 phases)

Cost estimate prepared by Darryl V. Brizan P.Eng. L&M Engineering Limited

REQUEST FOR DECISION

| | |
|---|-------------------------------|
| RFD#: CC-2020-96 | Date: November 3, 2020 |
| Meeting#: CM102620 | Originator: Chris Cvik |
| RFD TITLE: Removal of District Marketing Banners | |

RECOMMENDATION:

For information and discussion.

BACKGROUND:

Administration will be directing the Public Works Department to remove the banners when they are installing Christmas Lights with the bucket-truck. Several of the banners are in need to repair and or replacement.

DISCUSSION:

As Council may recall, direction to staff was given to repair/replace banners when Christmas Lights were being installed as the bucket-truck is required to safely access the banners.

On November 2, 2020, a strong wind caused one of the poles that had banners attached to topple over. This pole was in the medical centre property and a tree was damaged when the pole toppled. It appears the base of the pole was rusted through and air catching the banners created a 'sail' effect and latterly blew the pole over.



SR 5



Administration has not conducted an inspection of other poles at this time but are recommending that all the banners be removed.

Banners in general are a positive enhancement within the Community. As Council can recall, discussion occurred about having 'seasonal banners' that would be installed and changed over when Christmas lights were put up and taken down.

As such, even though the current banners will be removed, Administration will include a placeholder amount in the 2021 budget for banners and task staff with trying to source out a more wind friendly banner that allows air to pass through the banner fabric more easily.

FINANCIAL CONSIDERATIONS:

The bucket-truck is being rented to assist with putting up Christmas lights. A small amount of additional time will be required to remove the existing banners. In terms of replacement banners, a placeholder amount will be included in the 2021 budget for Council's consideration.

Chris Cvik, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Campground Year-End Report 2020
DATE: September 28, 2020
FROM: Becky Mercereau, Office Assistant

INFORMATION

Due to the COVID-19 situation, the opening of the municipal campgrounds was delayed. The reservation system normally opens for reservations on May 1st and the campgrounds open May Long Weekend. This year the reservation system opened to the public on May 15th and the campgrounds opened June 1st.

Attached you will find the detailed information for the 2020 Revenue and Occupancy. There was an increase in revenue for the year at 3% and factors to consider include: no recreation tournaments in Hudson's Hope which is a big draw for the King Gething Campground, COVID restrictions had more locals camping in our sites, and a rainy year that increased our firewood sales.

Below is a comparison of the total revenue for all campgrounds for the last five years:

- **2020 - \$54,159.98 - 3% Increase**
- 2019 - \$52,537.52
- 2018 - \$53,138.15
- 2017 - \$47,771.50
- 2016 - \$50,588.70

Pricing and Passes:

We charge \$20 per night for the first unit, and \$15 for additional units in the same site. The fees have remained the same in the above comparison. The last change to Campground Fees was made in 2015 to change the punch card from a 10 day pass to a 7 day pass with the same rate of \$100.00.

When a customer books online they pay \$20 per night, plus \$6.00 reservation fee per night to a maximum of \$18 per booking. We charge the additional fees when you book online to help pay for the website fees and the costs of using the payment program, *Stripe*. The program *Stripe* charges 2.9% plus \$0.30 per successful card transaction. In 2020 we paid \$1000.26 in *Stripe* fees.

We sold 12 resident camper passes this year at \$200.00 each. To make those passes beneficial to the customer, they would need to camp at least 10 nights, which most are right around that number. The punch cards were again popular this year with 29 cards sold by the attendants. They are sold for \$100 for a 7-night card, which gives the customer a 2-night discount.

We had 64 cancellations this year. Many of these were due to the large amount of rain. As per our policy when a customer cancels, we do not refund the reservation fees which range from \$6-\$18

depending on how many days they were booked for. We then charge a \$6.00 cancellation fee to cover some administrative costs to process the cancellations. Additionally, if they are cancelling 7 days or less from day of arrival, they forfeit one night's charge and cancelling day of arrival they forfeit 2 nights charge. We do not receive much debate over our refund policy as we follow the same policy as BC Parks.

Comment Cards:

The staff received so much positive feedback on the comment cards! Awesome, helpful, kind, welcoming, outstanding service!

Here are some of the main themes we heard this year for ways to improve our campgrounds:

- Add gravel on camp pads, landscaping to fix up holes/ruts
- Mowing lawns more often
- Supply of potable water
- Quiet hours not enforced due to campground attendant schedules. Requests to have campground patrolled (dogs barking, people coming in and out in middle of night, ATV's going through campgrounds)
- Toilets/outhouses needing complete disinfecting twice daily

The camping year was a success this year. We had some staffing changes throughout the year, but the new staff caught on quickly and were easy to train.

PC12

Becky Mercereau, Office Assistant



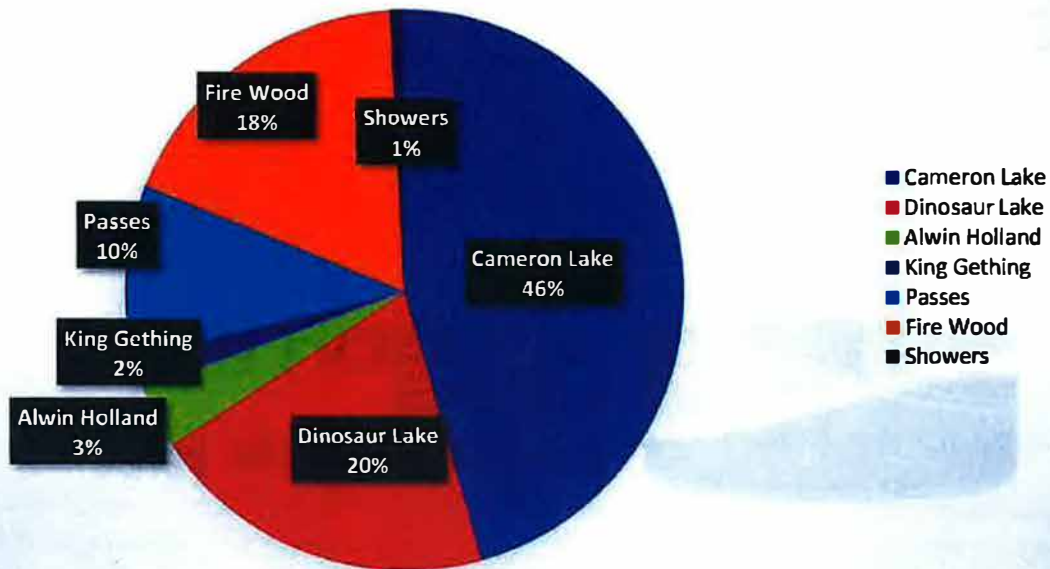
2020 Campground Revenue Information

Prepared by: Becky Mercereau

Includes:

2020 Campground Revenue Summary
2020 Revenue Data
2020 Revenue Summary
2020 Revenue Chart By Location

2020 Campground Revenue Summary



2020 Campground Revenue Summary

| Total Revenue | Amount | % of Total |
|---------------|----------|------------|
| Cameron Lake | 24693.61 | 46% |
| Dinosaur Lake | 10919.62 | 20% |
| Alwin Holland | 1942.85 | 3% |
| King Gething | 1049.4 | 2% |
| Passes | 5315 | 10% |
| Firewood | 9789.25 | 18% |
| Showers | 450.25 | 1% |

*Coin Showers available at King Gething only.

2020 District of Hudson's Hope Campground Revenue Data

| Date | Cameron Lake | Dinosaur Lake | Alwin Holland | King Gething | Passes | Fire Wood | Showers | Total |
|-------------------|--------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------------|
| May 18, 2020 | 5709.73 | 504.58 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6214.31 |
| May 25, 2020 | 2007.47 | 375.89 | 276.59 | 0.00 | 0.00 | 0.00 | 0.00 | 2659.95 |
| June 5, 2020 | 500.00 | 40.00 | 0.00 | 0.00 | 0.00 | 135.00 | 0.00 | 675.00 |
| June 8, 2020 | 230.00 | 0.00 | 0.00 | 0.00 | 0.00 | 70.00 | 21.00 | 321.00 |
| June 12, 2020 | 215.00 | 220.00 | 0.00 | 40.00 | 300.00 | 215.00 | 8.00 | 998.00 |
| June 15, 2020 | 60.00 | 0.00 | 0.00 | 0.00 | 0.00 | 130.00 | 8.25 | 198.25 |
| June 5, 2020 | 2858.13 | 582.43 | 150.61 | 0.00 | 0.00 | 0.00 | 0.00 | 3591.17 |
| June 19, 2020 | 495.00 | 100.00 | 40.00 | 0.00 | 0.00 | 190.00 | 10.00 | 835.00 |
| June 22, 2020 | 465.00 | 245.00 | 175.00 | 40.00 | 100.00 | 485.00 | 21.00 | 1531.00 |
| June 26, 2020 | 260.00 | 0.00 | 0.00 | 20.00 | 100.00 | 270.00 | 0.00 | 650.00 |
| June 29, 2020 | 125.00 | 80.00 | 40.00 | 0.00 | 0.00 | 205.00 | 35.00 | 485.00 |
| June 30, 2020 | 2382.23 | 2244.66 | 0.00 | 74.29 | 0.00 | 0.00 | 0.00 | 4701.18 |
| July 3, 2020 | 115.00 | 0.00 | 0.00 | 0.00 | 100.00 | 460.00 | 4.00 | 679.00 |
| July 6, 2020 | 40.00 | 0.00 | 20.00 | 20.00 | 100.00 | 125.00 | 2.00 | 307.00 |
| July 10, 2020 | 275.00 | 120.00 | 0.00 | 60.00 | 500.00 | 310.00 | 29.00 | 1294.00 |
| July 13, 2020 | 415.00 | 100.00 | 30.00 | 60.00 | 0.00 | 275.00 | 0.00 | 880.00 |
| July 15, 2020 | 0.00 | 951.12 | 0.13 | 25.13 | 0.00 | 0.00 | 0.00 | 976.38 |
| July 17, 2020 | 565.00 | 280.00 | 0.00 | 20.00 | 115.00 | 320.00 | 10.00 | 1310.00 |
| July 19, 2020 | 155.00 | 80.00 | 0.00 | 0.00 | 0.00 | 325.00 | 5.00 | 565.00 |
| July 24, 2020 | 530.00 | 60.00 | 0.00 | 40.00 | 100.00 | 390.00 | 2.00 | 1122.00 |
| July 26, 2020 | 590.00 | 72.00 | 0.00 | 100.00 | 400.00 | 563.00 | 24.00 | 1749.00 |
| July 31, 2020 | 520.00 | 220.00 | 160.00 | 0.00 | 200.00 | 750.00 | 4.00 | 1854.00 |
| July 31, 2020 | 1544.69 | 1321.84 | 300.39 | 100.13 | 0.00 | 0.00 | 0.00 | 3267.05 |
| August 3, 2020 | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 | 364.25 | 11.00 | 495.25 |
| August 4, 2020 | 995.00 | 175.00 | 160.00 | 0.00 | 200.00 | 520.00 | 3.00 | 2053.00 |
| August 10, 2020 | 0.00 | 60.00 | 0.00 | 0.00 | 0.00 | 650.00 | 8.00 | 718.00 |
| August 10, 2020 | 653.40 | 703.54 | 175.20 | 0.00 | 0.00 | 0.00 | 0.00 | 1532.14 |
| August 14, 2020 | 510.00 | 220.00 | 40.00 | 0.00 | 100.00 | 530.00 | 4.00 | 1404.00 |
| August 17, 2020 | 100.00 | 185.00 | 0.00 | 0.00 | 0.00 | 665.00 | 15.00 | 965.00 |
| August 18, 2020 | 0.00 | 0.00 | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 |
| August 21, 2020 | 270.00 | 120.00 | 20.00 | 0.00 | 0.00 | 120.00 | 102.00 | 632.00 |
| August 24, 2020 | 321.00 | 150.00 | 0.00 | 0.00 | 0.00 | 230.00 | 0.00 | 701.00 |
| August 28, 2020 | 550.00 | 275.00 | 35.00 | 40.00 | 300.00 | 520.00 | 9.00 | 1729.00 |
| August 31, 2020 | 124.00 | 20.00 | 26.00 | 0.00 | 0.00 | 365.00 | 0.00 | 535.00 |
| September 4, 2020 | 500.00 | 338.00 | 60.00 | 60.00 | 300.00 | 445.00 | 72.00 | 1775.00 |
| September 6, 2020 | 110.00 | 0.00 | 40.00 | 0.00 | 0.00 | 162.00 | 43.00 | 355.00 |
| September 8, 2020 | 382.96 | 1075.56 | 173.93 | 349.85 | 0.00 | 0.00 | 0.00 | 1982.30 |
| Resident Passes | 0.00 | 0.00 | 0.00 | 0.00 | 2400.00 | 0.00 | 0.00 | 2400.00 |
| Total | \$24,693.61 | \$10,919.62 | \$1,942.85 | \$1,049.40 | \$5,315.00 | \$9,789.25 | \$450.25 | \$54,159.98 |

2020 Campground Rates

\$20.00 per unit

\$15.00 per additional unit

\$6.00 for reservations per night, to a maximum of \$18.00 per booking

\$5.00 per bundle of firewood

\$200 for Resident Season Pass

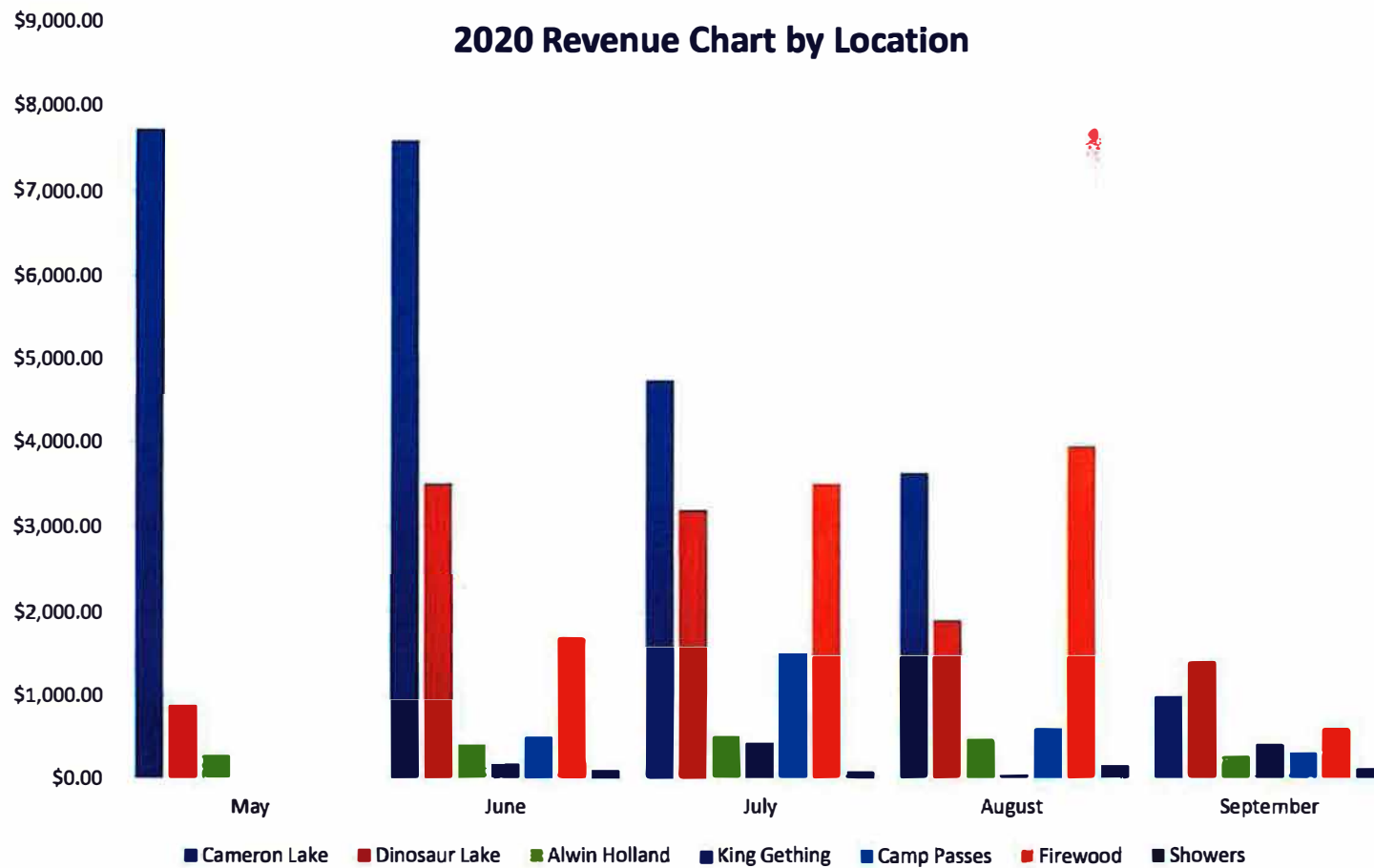
\$100 for 7-Day Punch Card

2020 District of Hudson's Hope Campground Revenue Summary

| | Cameron Lake | Dinosaur Lake | Alwin Holland | King Gething | Camp Passes | Firewood | Showers |
|-------------------------------|---------------------|----------------------|----------------------|---------------------|--------------------|--------------------|------------------|
| May | 7717.20 | 880.47 | 276.59 | 0.00 | 0.00 | 0.00 | 0.00 |
| June | 7590.36 | 3512.09 | 405.61 | 174.29 | 500.00 | 1700.00 | 103.25 |
| July | 4749.69 | 3204.96 | 510.52 | 425.26 | 1515.00 | 3518.00 | 80.00 |
| August | 3643.40 | 1908.54 | 476.20 | 40.00 | 600.00 | 3964.25 | 152.00 |
| September | 992.96 | 1413.56 | 273.93 | 409.85 | 300.00 | 607.00 | 115.00 |
| Resident Camper Passes | 0.00 | 0.00 | 0.00 | 0.00 | 2400.00 | 0.00 | 0.00 |
| 2020 Revenue Summary | \$ 24,693.61 | \$ 10,919.62 | \$ 1,942.85 | \$ 1,049.40 | \$ 5,315.00 | \$ 9,789.25 | \$ 450.25 |

2020 Revenue Chart By Location

Season started late due to COVID - May is typically high from online reservations.



THIS PAGE IS DEDICATED TO THE MEMORY OF



JEAN POSTNIKOFF

April 11, 1958 – September 29, 2020

District of Hudson's Hope

Councillor

(September 1995 – November 2005)

In recognition of Jean's commitment and dedication to the community and residents of Hudson's Hope.

SR 7



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

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**Chief Executive Officer
Cheffe de la direction**

Carole Saab
Ottawa, ON

10, rue Rideau Street,
Ottawa, Ontario

**Mailing address/
adresse postale**

24, rue Clarence Street,
Ottawa, Ontario K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca

October 23, 2020

His Worship Mayor Dave Heiberg
and Members of Council
District of Hudson's Hope
9904 Dudley Drive
P.O. Box 330
Hudson's Hope, BC
V0C 1V0

Title of initiative: District of Hudson's Hope Asset Management Framework & System Project
Application number: **MAMP-16913**

Dear Mayor Heiberg and Members of Council:

On behalf of the Municipal Asset Management Program (MAMP) it is my pleasure to confirm that the District of Hudson's Hope has been approved for a grant in the amount of up to **\$50,000**.

In the near future, Brett Phillips will contact Chris Cvik, Chief Administrative Officer of the District of Hudson's Hope to finalize the agreement for the grant. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is fully executed. During this time, eligible expenditures may be incurred as of your project's eligibility date: 23 September 2020.

Public announcements regarding MAMP-funded initiatives are overseen by FCM in partnership with the Government of Canada. Your municipality is welcome to participate in that process, but until authorised by FCM and Infrastructure Canada, any public statements related to the status of the application for MAMP funding are not permitted. This communication protocol is contained in the grant agreement. If you require further information prior to receiving the contract, please contact Brett Phillips at 343-925-6403 or by e-mail at bphillips@fcm.ca.

Thank you for your interest in MAMP. We look forward to working with you to improve asset management practices in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

Aymone Agossou
Manager, Funding

cc: Chris Cvik, Chief Administrative Officer

C1



From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: November 2, 2020 10:14 AM

To: Chris Cvik <cao@hudsonshope.ca>

Subject: E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption

His Worship Mayor Dave Heiberg
District of Hudson's Hope
E-mail: cao@hudsonshope.ca

Dear Mayor Heiberg:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are honoured to once again acknowledge November as Adoption Awareness month. This month of recognition encourages us to reflect on those families in our province who have opened their hearts and lives through adoption. This November is like no other as we face the challenges of a global pandemic – however, the need for adoptive families for children and youth waiting in foster care remains and the work to find those families continues.

Our wish is that growing up in a permanent and loving home is a reality for all children and youth in British Columbia. Unfortunately, there are hundreds of children and youth in foster care still hoping to find a family to call their own. Adoption can provide some of the most vulnerable young people in our communities with families who will provide support and guidance to grow into adulthood and future citizens.

Celebrating November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. Even in these times of COVID-19 precautions, you can organize an online information session for prospective parents in your community or a virtual celebration for those who are already adoptive parents. You can explore the variety of virtual adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at MCF.AdoptionsBranch@gov.bc.ca.

An important resource for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in virtual adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

[Adopt BC Kids](#) is an online portal that allows citizens of BC to complete an adoption application 24 hours a day, seven days a week. We encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

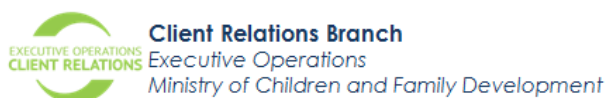
On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth will find their forever homes.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Renaa Bacy
Provincial Director of Adoption

Sent on behalf of the Provincial Directors by:





North Central Local Government Management Association

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 2020 Annual General Meeting of the North Central Local Government Management Association of BC will be held:

Date: Wednesday, December 2, 2020 from 10:00 – 11:30 a.m. PST

Meeting Location: Virtual meeting via live webcast online

In light of public health concerns regarding COVID-19 and the cancellation of the 2020 Annual Conference, we will hold this year's AGM in a virtual only format. This will also allow all members an equal opportunity to participate regardless of their geographic location.

Details on how to participate along with additional information about the virtual AGM will be sent out to in early to mid November.

This notice also serves as a Call for Nominations to fill positions on the Executive. Attached in this Notice (sent via email) is a nominations form for any interested members.

Descriptions of the Executive roles are available from the Secretary by request.



NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION
BOARD OF DIRECTORS NOMINATION FORM

The following individual is nominated to stand for election for the Board of Directors of the North Central Local Government Association ("NCLGMA") at the Annual General Meeting scheduled for December 2, 2020, via live webcast online. (NOTE: The NCLGMA will accept nominations from the floor during the Election of Directors at the Annual General Meeting.)

Name: _____

Local Government: _____

Address: _____

Telephone: _____

Email: _____

I Accept Nomination: _____

(Signature of Nominee)

Date: _____

TO THE ONE-YEAR POSITION OF:

- ☐ President
- ☐ Vice-President
- ☐ Secretary
- ☐ Treasurer
- ☐ Director at Large (3)

To submit this nomination form, please email to Adam Davey, NCLGMA President, at adam.davey@princegeorge.ca.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: November 9, 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 – October 26, 2020*
- **Community Charter Section 90 (1) (c):**
 - (c) *labour or other employee relations*
 - *2021 Exempt Employee Wage Increase Report*

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

ICSR 1