



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

### **AGENDA**

Council Chambers

Monday, November 23, 2020

**1. Call to Order:**

**2. Delegations:**

D1 Matt Thompson, Urban Matters Page 1  
Housing Needs Assessment (*via MS Teams video*)

**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 November 9, 2020 Regular Council Meeting Minutes Page 25

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

**8. Public Hearing:**

**9. Staff Reports**

SR1	Winter Carnival – Variance Request	Page 30
SR2	Council Calendar – 2021	Page 36
SR3	Acting Mayor Schedule – 2021	Page 39
SR4	Office & Public Works Hours – Christmas & New Year's Eve 2020	Page 41
SR5	Christmas Party -2020 - Alternatives	Page 42
SR6	CAO Monthly Report – November 2020	Page 47
SR7	Corporate Monthly Report – November 2020	Page 48
SR8	Public Works Monthly Report – November 2020	Page 50

**10. Committee Meeting Reports:**

**11. Bylaws:**

**12. Correspondence:**

C1	COVID-19 Safe Restart Grant	Page 57
C2	BC Natural Resources Forum	Page 62
C3	Veteran's News	Page 66

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

**14. Old Business:**

**15. New Business:**

**16. Public Inquiries:**

**17. In-Camera Session**

ICS1	Notice of Closed Session	Page 67
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**18. Adjournment**

# District of Hudson's Hope Housing Needs Report November 23, 2020



# Legislative Requirements

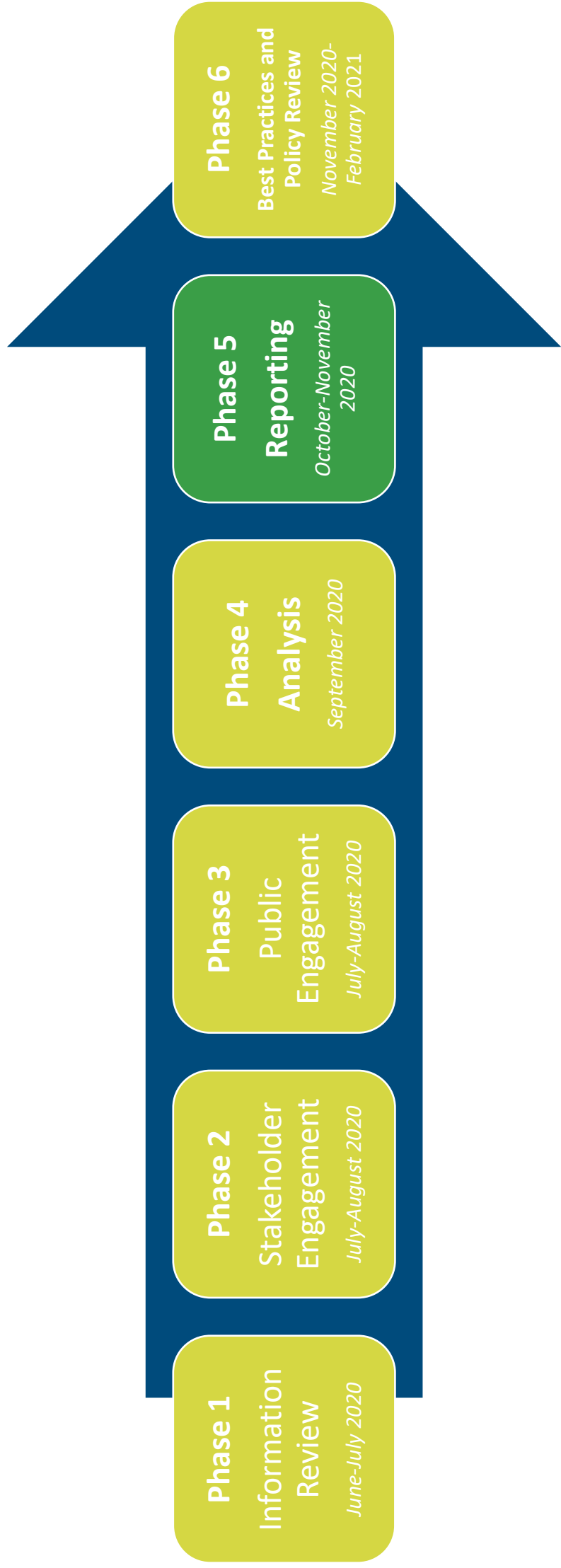
- HNRs have two major required components: Data collection and data reporting
  - Requirements to report on approximately 20% of data collected
  - Summary form
- HNRs must be delivered every 5 years, with the first prepared by 2021.
- Based on the 2016 Census' release schedule, the 2021 Census information will not be available prior to the deadline for the first HNR. To keep HNRs as relevant as possible, the 5 year updates should be timed to follow the release of all relevant Census information.



# Purpose of Housing Needs Report

- Housing Needs Reports (HNRs) can help to inform a number of planning and policy initiatives:
  - Official Community Plans
  - Non-market/affordable housing policies
  - Economic development
  - Zoning bylaws
  - Development approvals
  - Regional growth
- Housing Needs Reports can also help inform and support housing initiatives, such as helping non-profits demonstrate housing need for funding applications or helping municipalities identify housing priorities to inform support for local housing projects.

# Study Process





# Participating Communities

- Dawson Creek
- Chetwynd
- Hudson's Hope
- Pouce Coupe
- Electoral Areas B, C, D, E

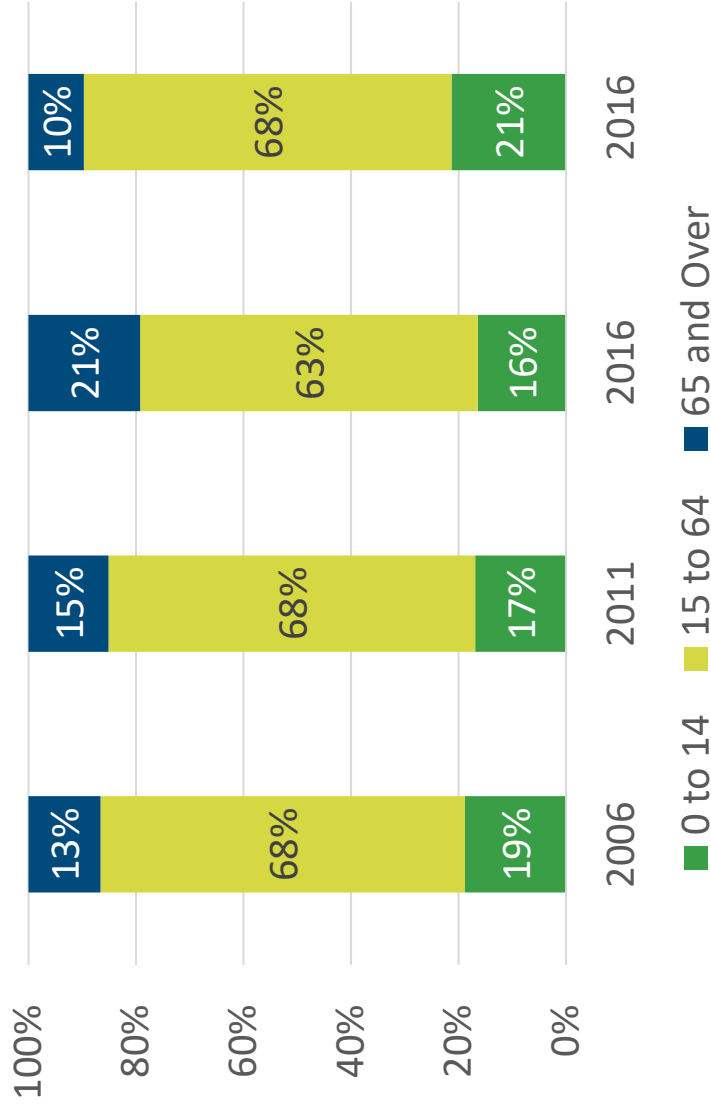
# Population



- Between 2006 and 2011 the population of Hudson’s Hope decreased by 4.2% (-42 residents), then increased by 4.6% between 2011 and 2016, to reach 1,015 residents.
- As of 2016, Hudson’s Hope residents made up 2% of the PRRD’s total population.

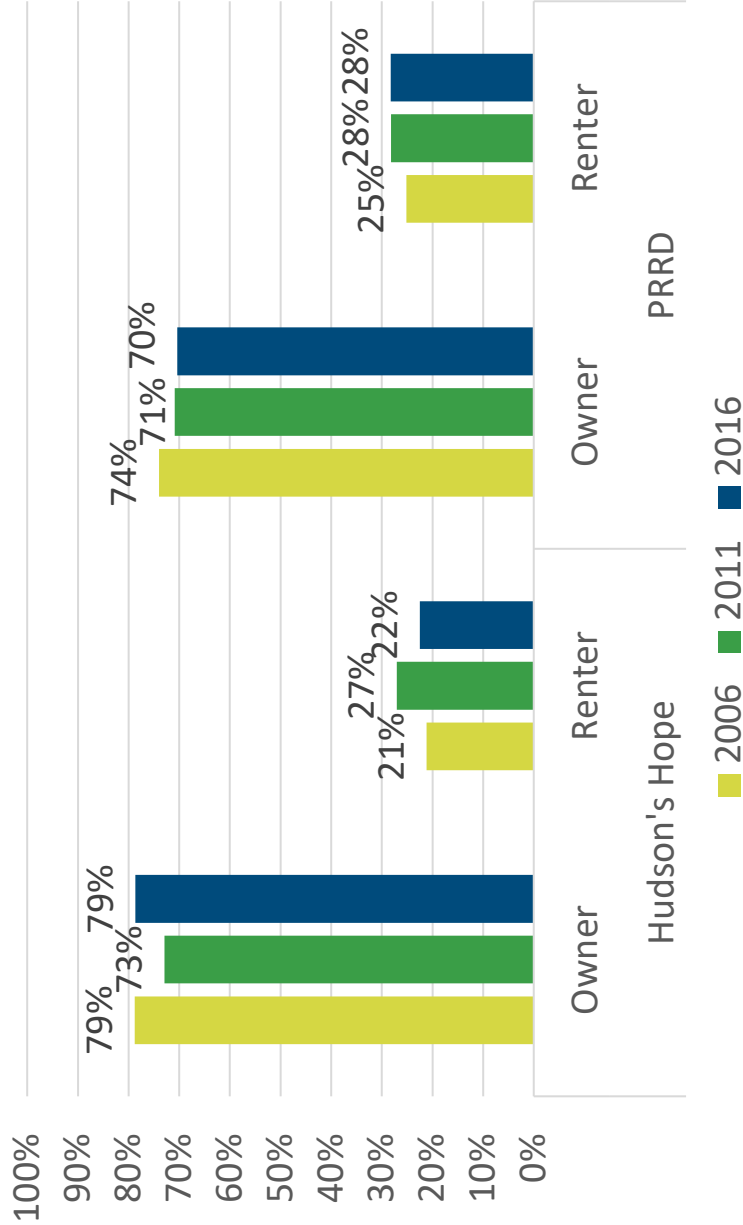


# Age



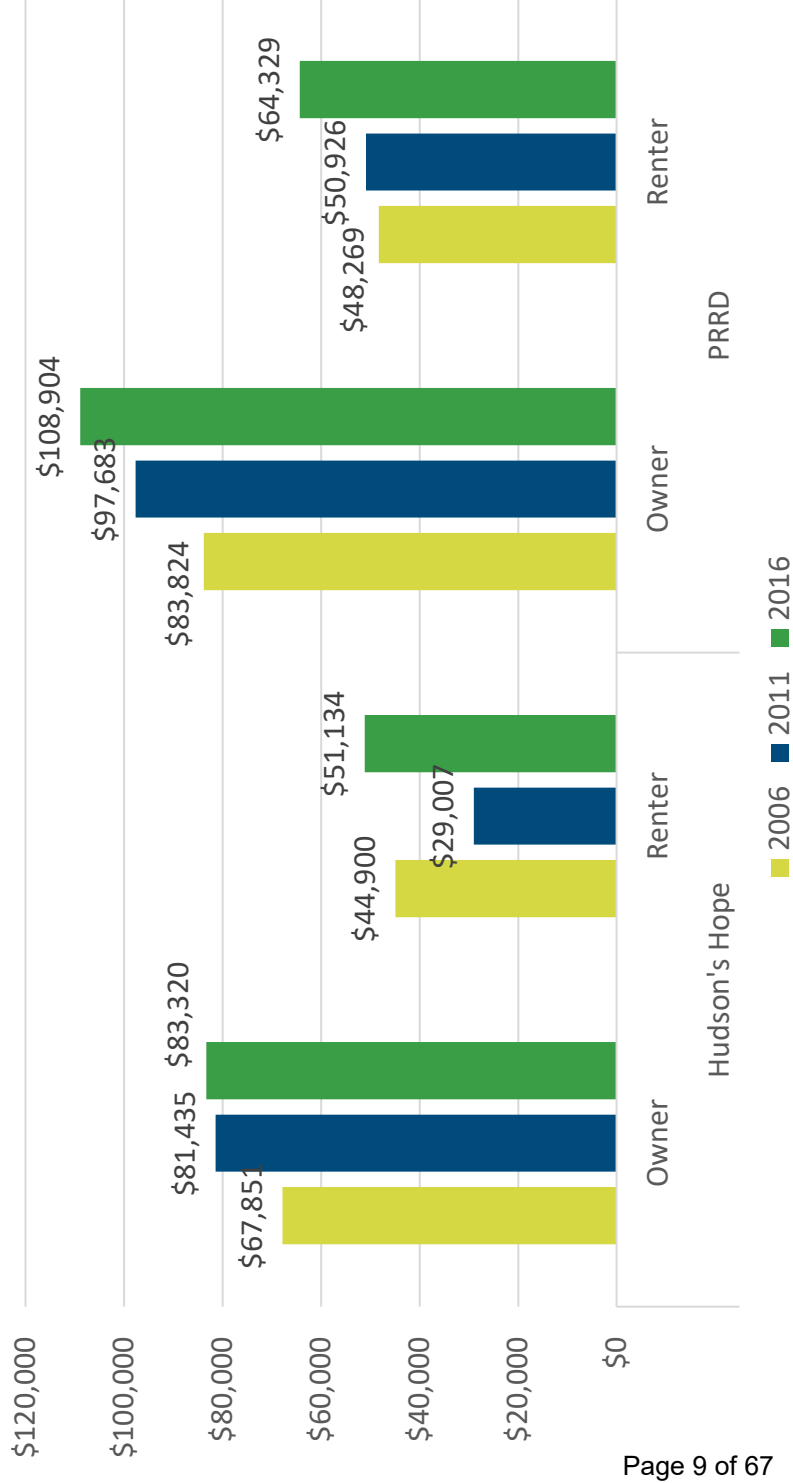
- The median age in Hudson’s Hope increased from 42.7 to 46.6 between 2006 and 2016, indicating an older population overall than the PRRD (median age of 34.2).

# Tenure



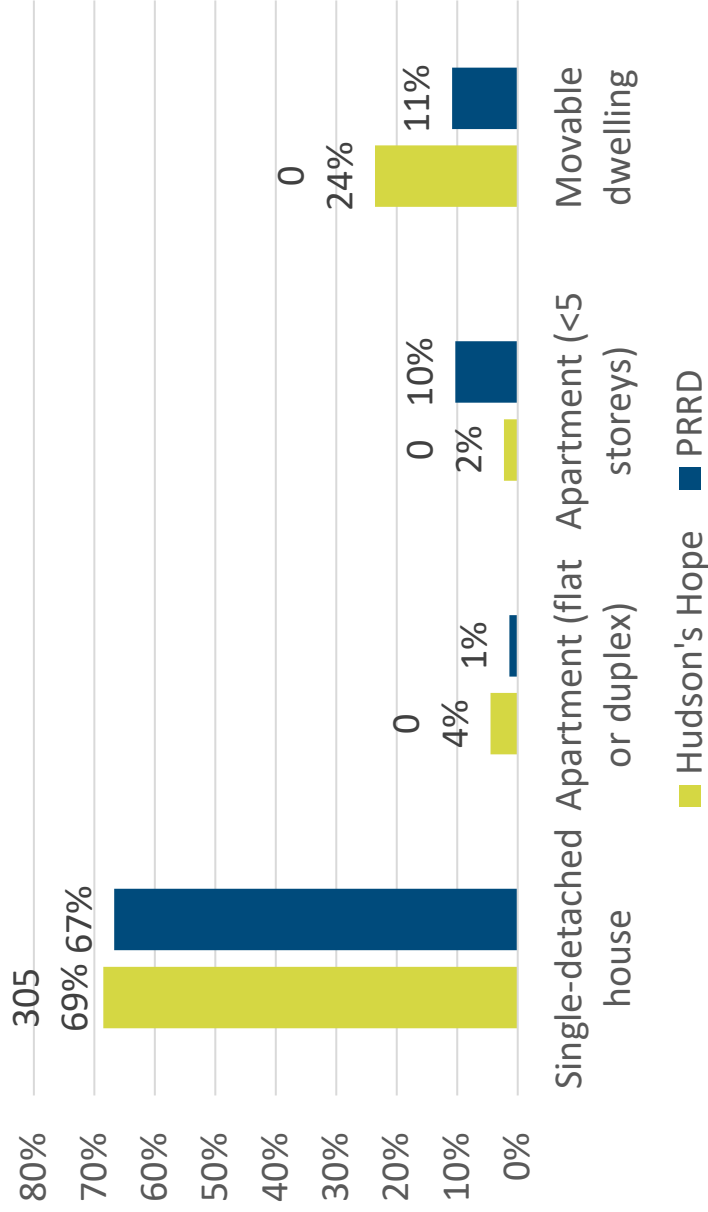
- The proportion of owner households fluctuated from 79% (2006) to 73% (2011), and back to 79% (2016).
- The proportion of renter households in Hudson's Hope also fluctuated from 21% (2006) to 27% (2011), and back to 22% (2016).

# Median Household Income by Tenure



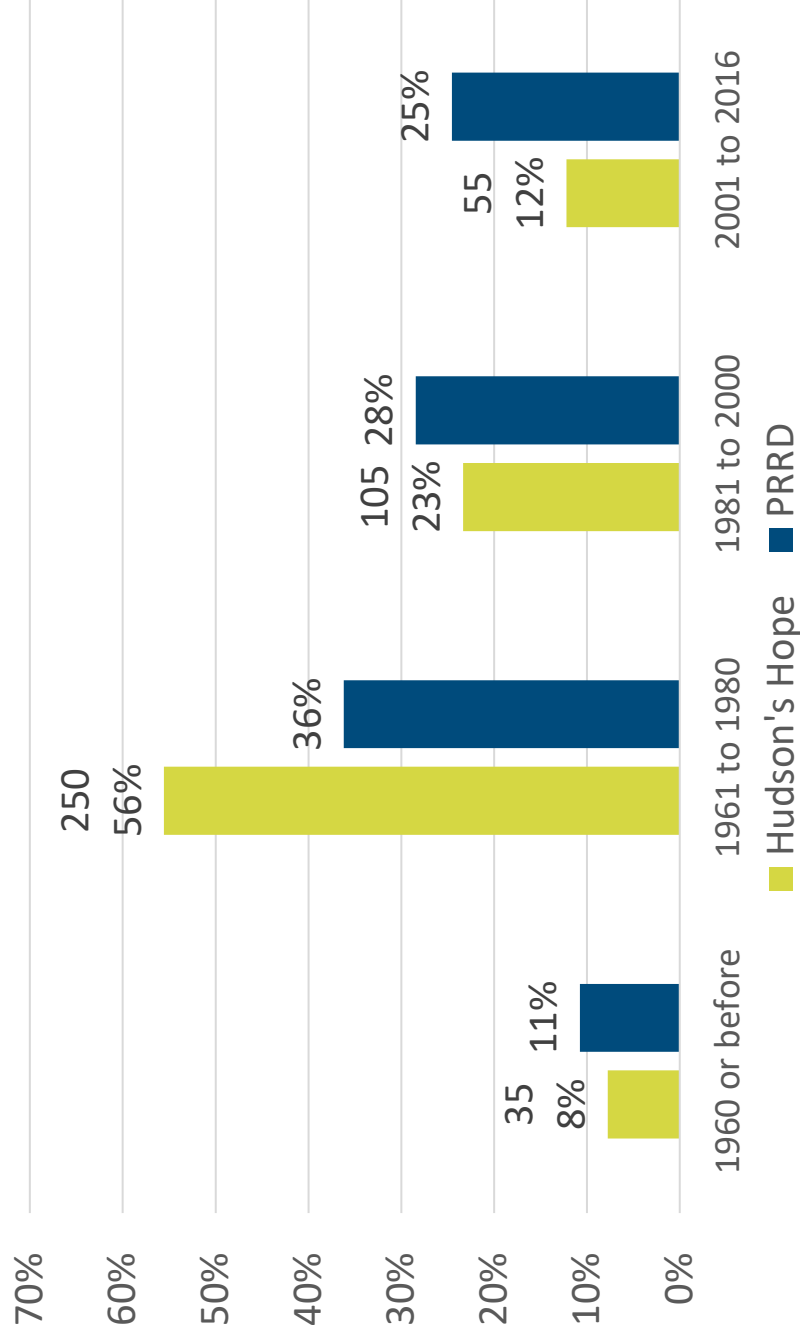
- Median income in Hudson's Hope increased by 13% between 2006 and 2016, compared to the 24% across the PRRD.

# Housing by Dwelling Type



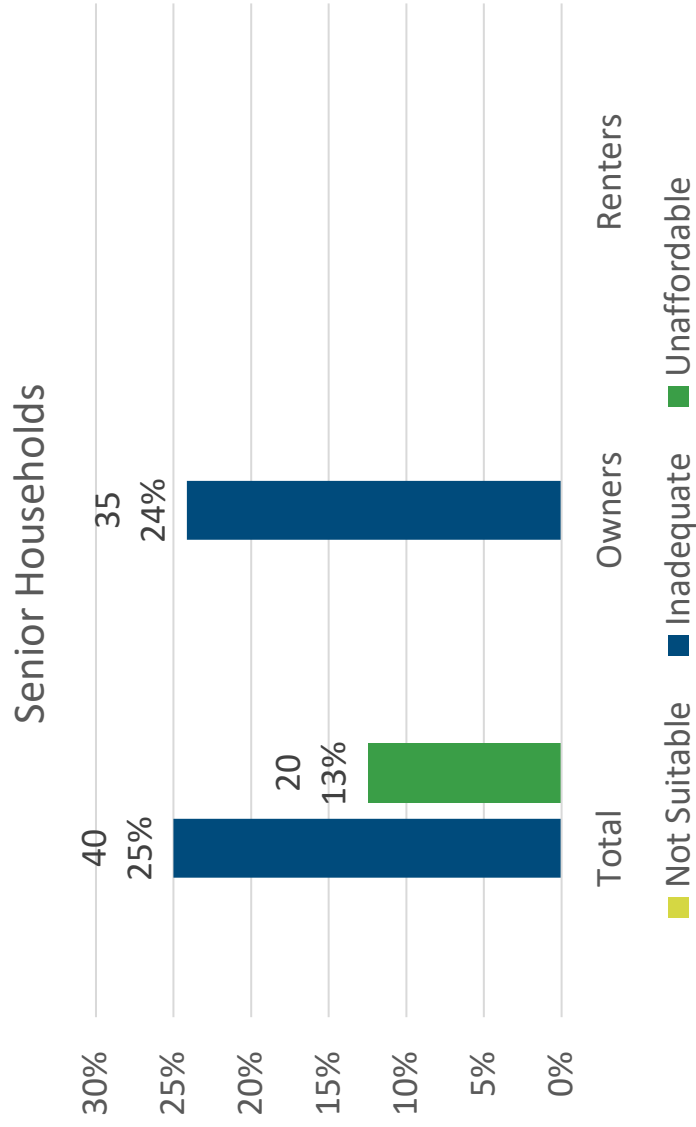
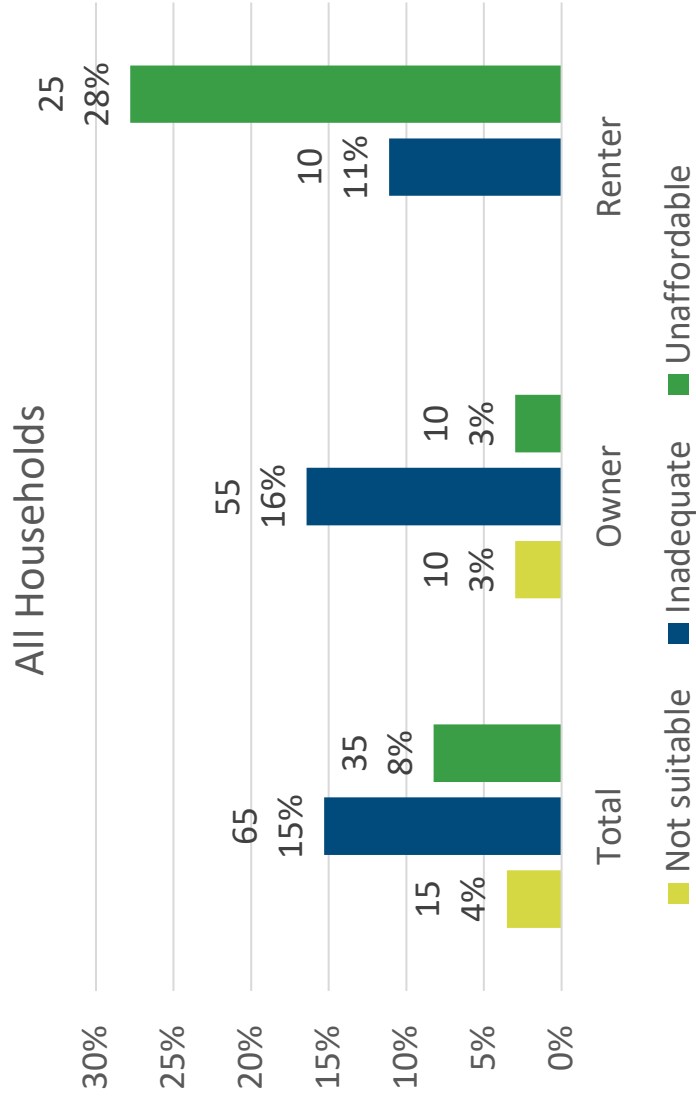
- As of 2016, there were 440 dwellings in Hudson’s Hope.
- The majority of Hudson’s Hope dwellings are single-detached dwellings (69%) or movable dwellings (24%).

# Housing Stock by Age

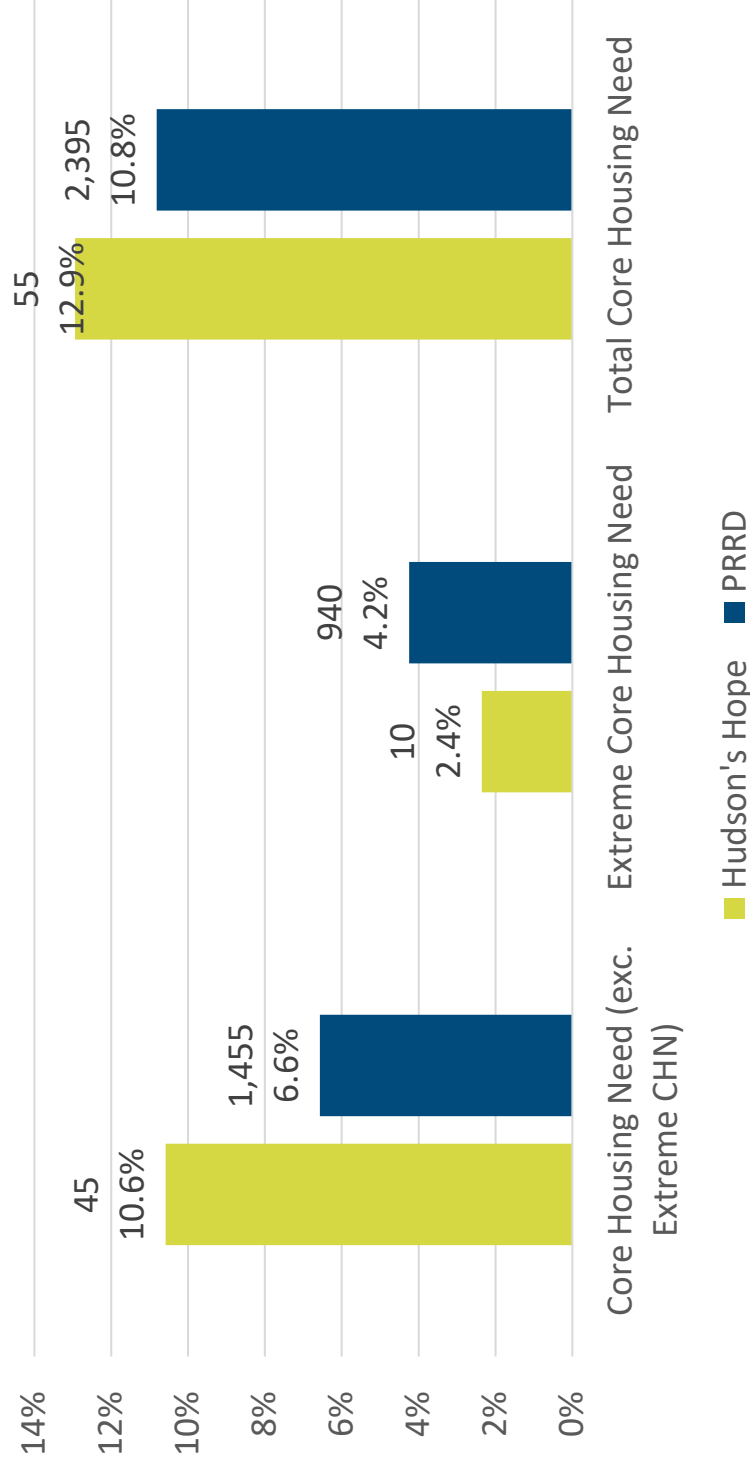


- Compared to the PRRD, dwellings in Hudson’s Hope are older, with 64% of homes being built before 1980, and 12% after 2001.
- Hudson’s Hope has relatively high rates of homes that require major repairs (16% or 70 units) which corresponds with the older housing stock.

# Housing Indicators

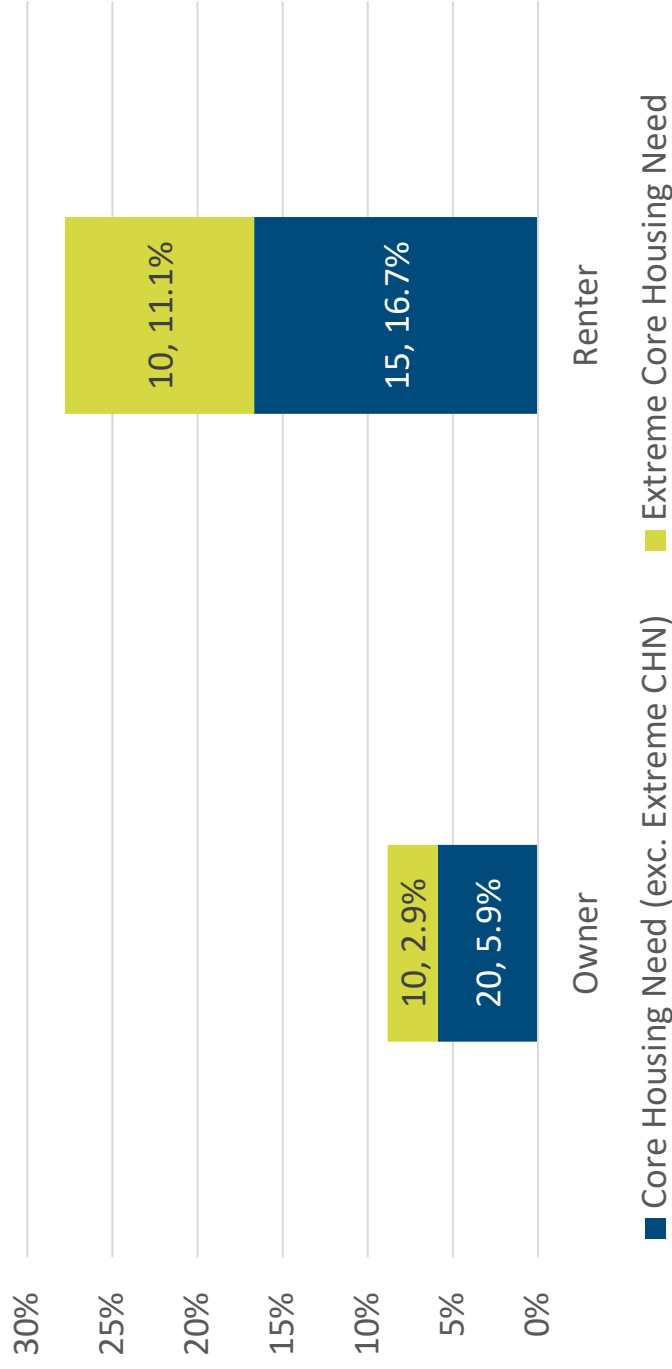


# Core Housing Need



- Hudson’s Hope has a higher proportion of households living in Core Housing Need than the region, but lower proportion of households in Extreme Core Housing Need.

# Core Housing Need



- A much higher proportion of renters than owners experience Core Housing Need in Hudson’s Hope.

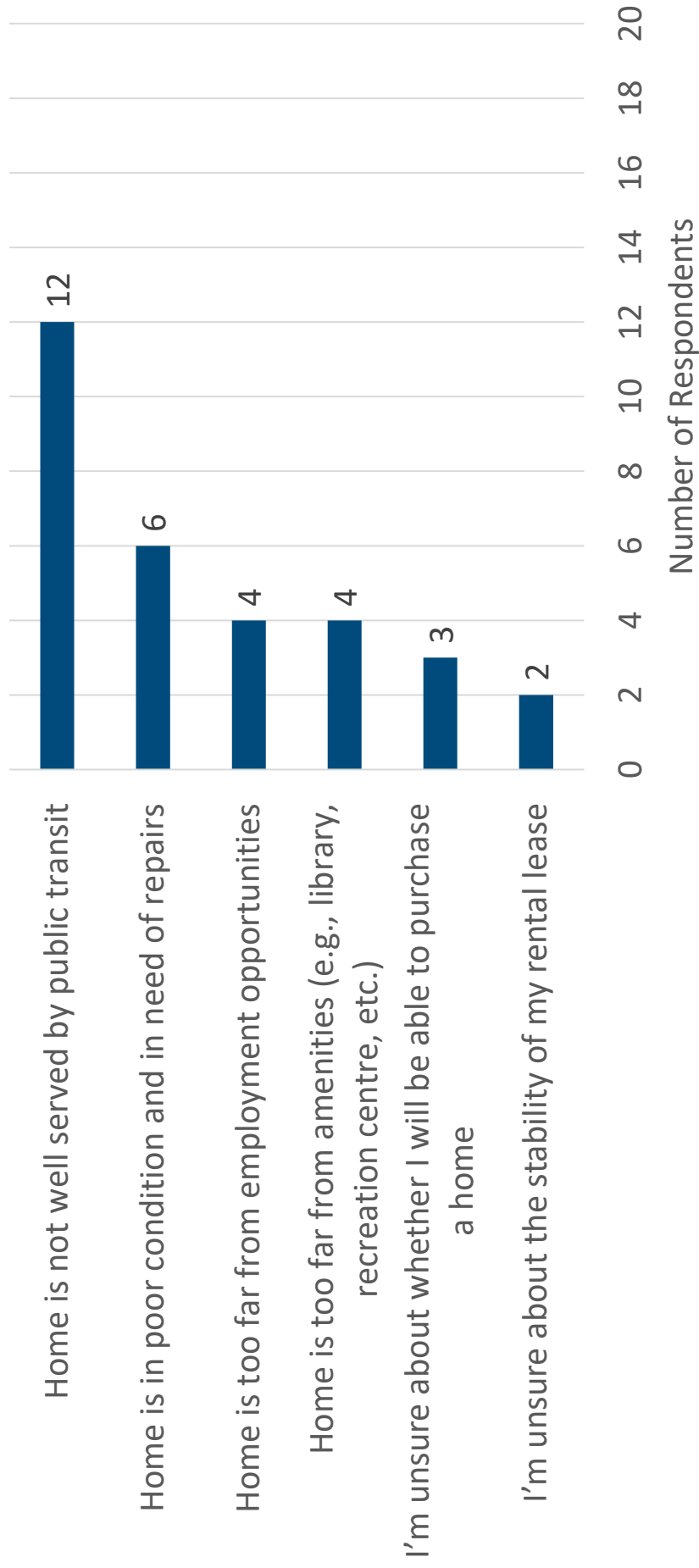




# Community and Stakeholder Engagement

- 27 respondents from Hudson's Hope responded to the community survey and one stakeholder interview was conducted with the Hudson's Hope Health Care and Housing Society.
- Interviews were completed with First Nations, regional elected officials, service providers and housing providers across the region regarding:
  - Challenges, barriers and unmet needs in housing and housing-related services
  - Potential opportunities
  - Potential best practices and strategies to help address housing needs

# Key Challenges in Hudson's Hope





## Affordable Housing

- 28% of renter respondents indicated that rental costs were too high.
- Majority of stakeholders indicated they are uncertain of whether they will be able to afford their mortgage or rent payments in the next five years.



# Supportive and Special Needs Housing

- Lack of supportive housing in Hudson's Hope remains a major issue.
- Need for supportive housing for individuals with intellectual or physical disabilities, homeless individuals and other vulnerable populations.
- Need for support for individuals experiencing mental health challenges.



# Rental Housing

- 27% of renter households were living in core housing need in 2016.
- Stakeholders indicated a major concern with the high cost and lack of available rental housing in the community.



# Housing for Seniors

- A small portion of seniors in Hudson's Hope experience issues with housing adequacy (25% or 40 households) and affordability 13% (20 households).
- Stakeholders identified seniors without adequate at-home care as the top issue in the community.
- A lack of supportive housing for seniors and lack of downsizing options were also identified.



# Housing for Families

- Families in Hudson's Hope are generally well served by the housing choices available to them in the community.
- Over 81% of couples with children live in single-detached homes, while 43% of lone parent families live in single-detached homes with the remaining 57% residing in movable dwellings.
- Hudson's Hope has a higher percentage of family households without children and one-person households than the PRRD, and a lower proportion of families with children.



# Homelessness

- Stakeholders indicated that there is a need for both emergency housing and homeless shelters in the community.
- There is limited visible homelessness in the community, however it is known that there are people that are living marginally, usually couch surfing between houses of friends and family.





## Next Steps

- Draft reports (October 2020)
- Presentation to Board and Councils (November 2020)
- Finalization of housing needs reports (November-December 2020)
- Policy recommendations (February 2021)



# Policy Recommendations

- Review of existing local gov't (regional and municipal) policies
- Identify key roles for local government in addressing housing
- Link housing gaps with opportunities for action through a best practice review
- Provide a 'top three to five' potential actions for each of the project partners, with examples of implementation



**REGULAR COUNCIL MEETING**  
**November 9, 2020**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

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

**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: SR9 Letter of Support – Saulteau First Nation  
re Treaty Land Entitlement

CR1 North Peace Airport Society

CR2 COVID-19 Update

Councillor's Additions: CR3 Museum Display – River of the Peace Metis Society  
Councillor Markin

CAO Additions:

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

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. ADOPTION OF MINUTES**

**M1 OCTOBER 26, 2020 REGULAR COUNCIL MINUTES**

**RESOLUTION NO. 184/20**

**M/S Councillors Gibbs / Markin**

**THAT the minutes of the October 26, 2020 Regular Council Meeting be adopted.**

**CARRIED**

## 7. BUSINESS ARISING FROM THE MINUTES

- BA1: CR1: Peace River Regional District – Fibre Connectivity Working Group**  
Mayor Heiberg and Councillor Quibell will participate in the meeting being held December 3, 2020.
- BA2: CR3: Traffic Lights – School Zone**  
Mayor D. Heiberg advised that his contact at BC Hydro is currently away and will follow-up when they return.
- BA3: CR4: OIL & GAS COMMISSION – ORPHANED WELLS**  
Mayor D. Heiberg advised that there are no abandoned wells within the District of Hudson's Hope.

## 8. PUBLIC HEARING

## 9. STAFF REPORTS

### SR1 APPOINTMENTS – CHIEF ADMINISTRATIVE OFFICER, CHIEF FINANCIAL OFFICER & APPROVING OFFICER

#### **RESOLUTION NO. 185/20**

**M/S Councillors Quibell / Miller**

**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.

**CARRIED**

#### **RESOLUTION NO. 186/20**

**M/S Councillors Gibbs / Sumer**

**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.

**CARRIED**

#### **RESOLUTION NO. 187/20**

**M/S Councillors Markin / Quibell**

**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.

**CARRIED**

### SR2 VISA – SIGNING AUTHORITIES

#### **RESOLUTION NO. 188/20**

**M/S Councillors Miller / Gibbs**

**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)

**CARRIED**

**SR3 DEVELOPMENT VARIANCE PERMIT (DVP) APPLICATION – MERCEREAU – REPORT 32**

**RESOLUTION NO. 189/20**

**M/S Councillors Quibell / Markin**

**THAT** Council approves Development Variance Permit (DVP) No, 2020-04.

**CARRIED**

**SR4 COMMUNITY ECONOMIC RECOVERY INFRASTRUCTURE PROGRAM GRANT APPLICATION FOR THE ATV CAMPGROUND AT DINOSAUR LAKE**

**RESOLUTION NO. 190/20**

**M/S Councillors Quibell / Summer**

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

**CARRIED**

**SR5 REMOVAL OF DISTRICT MARKETING BANNERS**

A discussion ensued regarding the condition of District banners; they will be removed during the installation of Christmas Lights for 2020 and an amount for new banners to be included in the 2021 budget discussions.

**RESOLUTION NO. 191/20**

**M/S Councillors Miller / Gibbs**

**THAT** Council direct Staff to remove all District Marketing Banners during installation of Christmas lights in 2020.

**CARRIED**

**SR6 CAMPGROUND YEAR-END REPORT 2020**

Received for Information.

**SR7 DEDICATION PAGE – FORMER COUNCILLOR JEAN POSTNIKOFF**

Received for Information.

**SR8 ANNUAL CHRISTMAS PARADE AND LIGHT UP**

**RESOLUTION NO. 192/20**

**M/S Councillors Miller / Markin**

**THAT** the Recreation Services Coordinator proceed with the Annual Xmas and Light Up Parade, factoring in the changes required for 2020 with respect to COVID-19 safety.

**CARRIED**

**SR9 LETTER OF SUPPORT RE: SAULTEAU FIRST NATION  
TREATY LAND ENTITLEMENT**

**RESOLUTION NO. 193/20**

**M/S Councillors Quibell / Gibbs**

**THAT Council approve issuing a letter of support for the Saulteau First Nation regarding Treaty Land Entitlement.**

**CARRIED**

**10. COMMITTEE MEETING REPORTS**

**11. BYLAWS**

**12. CORRESPONDENCE**

**C1 FEDERATION OF CANADIAN MUNICIPALITIES – ASSET MANAGEMENT  
FRAMEWORK & SYSTEM PROJECT APPLICATION NUMBER: MAMP-16913**

Received for Information.

**C2 PROCLAMATION: ADOPTION AWARENESS MONTH – NOVEMBER 2020**

The Mayor proclaimed November 2020 as “Adoption Awareness Month” for the District of Hudson’s Hope in accordance with the correspondence received from the Provincial Director of Child Welfare and the Provincial Director of Adoption.

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

**CR1 NORTH PEACE AIRPORT SOCIETY**

**RESOLUTION NO. 194/20**

**M/S Councillors Miller / Summer**

**THAT Councillor Mattias Gibbs be appointed to the North Peace Airport Society as a representative of the District of Hudson’s Hope, effective November 10, 2020.**

**CARRIED**

**CR2 COVID-19 UPDATE**

The Mayor advised that the School District received correspondence from Northern Health which provided assurance with respect to how COVID-19 cases are being handled; he also noted that the District does not do any contact tracing.

**CR3 MUSEUM DISPLAY– RIVER OF THE PEACE METIS SOCIETY**

Councillor Markin, on behalf of Councillor Paice, advised that there is display of artifacts from Indigenous sites being held at the Pearkes Centre. The River of the Peace Metis Society engaged in preparations over a 2 year period for this display in Hudson’s Hope and runs until November 23rd, 2020, although not open on Sundays or Statutory holidays.

**14. OLD BUSINESS**

**15. NEW BUSINESS**

**16. PUBLIC INQUIRIES**

## 17. NOTICE OF CLOSED MEETING

### **RESOLUTION NO. 195/20**

**M/S Councillors Markin / 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 26, 2020

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

(c) labour or other employee relations

➤ 2021 Exempt Employee Wage Increase Report

**CARRIED**

## 18. ADJOURNMENT

*Mayor Heiberg declared the meeting adjourned at 7:30 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:

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Dave Heiberg, Mayor

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Jeanette McDougall, Corporate Officer

## REQUEST FOR DECISION

<b>RFD#:</b> 2020MR19	<b>Date:</b> November 12, 2020
<b>Meeting#:</b> CM112320	<b>Originator:</b> Kristina Coombs
<b>RFD TITLE:</b> COVID Friendly 2021 Winter Carnival	

### RECOMMENDATION:

That Council supports a Winter Festival Community Bingo event in lieu of the traditional annual winter festival.

### BACKGROUND:

The annual winter carnival is a weeklong community coop of events. This community wide event strongly encourages residents to shop locally and attend many different programs, organizations, and mini carnival events in Hudson's Hope in order to collect carnival bucks which are then spent at a large auction open to the entire community. As an incentive to participate in all the events and come together as a community, a large number of extravagant prizes, such as snow boards, skis, passes and much more are auctioned off for carnival bucks. Winter Carnival also hosts a large community dinner and dance, as well as an evening of entertainment. Winter Carnival costs between \$9,000 and \$11,000. The aim is to recoup all these costs through sponsorship, which is done by letter writing and finding prize donations and follow ups. Winter Carnival requires an extensive amount of planning and funding. The 2020 budget status of provided below:

Approved Budget: \$22,000  
Donations received: \$8,915  
Total Expenses: \$10,616  
Variance to Budget: (+) \$2,415

To plan and facilitate the Winter Carnival as it has in the past will be incredibly challenging if not impossible due to the current COVID-19 pandemic, and ever-changing restrictions and recommendations of BC health authorities is very challenging.

Some challenges for 2021 Winter Carnival include.

1. The gathering of people together, and those from different cohorts is restricted. (The details of this recommendation are constantly changing with the intensity or relaxing of the COVID-19 crisis. Presently, health authorities are encouraging people to stay within their immediate households). One of the goals of Winter Carnival is to have the community gather. This happens extensively at the Community auction, polar bear dip and large events such as last years comedy show, dinner, and dance.



2. Many of the community programs are not presently running. These include Library programs, Karate, bingo for seniors, adult volleyball, or sports at the HH School, Pro-D Camps, any event hosted in the Community Hall, Figure skating carnival, bonfires, community dinner and dance.
3. Restrictions on service of food, liquor, music, dancing, and banquet halls.
4. Social distancing requirements, and an increasing risk of the spread of the COVID-19 virus
5. Time restrictions of the RSEC to plan around an unpredictable COVID climate.

## **DISCUSSION:**

Change Winter Carnival –Globally events are being altered and canceled. BC Health regulations and restrictions are constantly changing to adjust to current COVID-19 situations. An event may be planned with the risk that restrictions affecting the planned event may come into effect or be lifted at the last minute. This year, due to the unfortunate and very restrictive Covid-19 pandemic the Winter Carnival will need to be altered for the safety of our community. Presently communities in the Peace River North are making alterations to annual events. For example, Fort St. John, in lieu of the Santa Claus Parade has just released plans for “Home for the Holidays” week.

Recommended Option for the DOHH in lieu of Winter Carnival – A community wide activity bingo running for 2-3 weeks. Each resident would receive a bingo card of winter activities and programs that are available now in our community such as: Snowshoeing at Cameron Lake, participate in a Fit for life class, build a snowman, go tobogganing, bake cookies, skate, random act of kindness like shoveling the neighbours drive way, in short community and family building activities that are COVID friendly. This would still pull the community together while staying apart and build community spirit. Upon completing the bingo card to the best of their ability they would deliver it to the DOHH office where at the end of the month DOHH staff would randomly draw all bingo cards labeled with the resident’s name and attach it to a donated or purchased prize. This would allow the community to have the auction / prize event, which is very popular, without limiting it to the number of residents who can attend or putting the health of the community at risk. The draw and prize would be random, but it would be available to all residents and would be streamed live, therefore occupancy limits would not be applicable. It would be beneficial to begin in the first week of February and run Winter Carnival until the end of the month, with the finale being the prize draw allowing for an increase of time for; planning around COVID challenges, gathering of sponsorships, prize donations and allowing for sufficient time for residents to participate in activities. Though this is a significant downsize to what traditionally happens, this alternative allows for the community of Hudson’s Hope to follow BC health recommendations, allows social distancing to be maintained, while achieving the goals of Winter Carnival by encouraging residents to stay active, and engaged during our long winter, while continuing to build community spirit and staying safe.

2020 Approved Budget: \$22,000

Average Expenses based on the last three (3) years: \$12,800

2020 Projected Expenses \$8,000- \$12,000 (Note: This event is still in the planning stages and cost is difficult to determine, this event will remain within the 2020 approved budget)

NOTE: Event details is provided in the attachment

### **ALTERNATIVES:**

There are three options for discussion. Guidance from Council will assist Administration in developing a more comprehensive plan and executing an appropriate event in the current COVID-19 pandemic. Some of the options include:

Option 1 -Alter winter Carnival – This option is put forward for discussion as it is the most recommended option by the RSEC.

Option 2- Cancel the Winter Carnival for this year - In consideration of all the challenges and restrictions we are presently facing canceling the 2021 Winter Carnival would mitigate all associated risk associated with this event and the spreading of the COVID-19 virus. This option would give the RSEC time to focus on recreation policies and procedures due to the new COVID- 19 restrictions, prepare to launch the Pool employment sustainability project, grant research and application, and other projects such as trail signage that has taken the sidelines to allow for the RSEC to attend to the added challenges to the RSEC position and high demand of additional time and labour. Cost : None if event is canceled completely.

Option 3-Postpone winter Carnival – A “Spring fling” rather than “Winter Carnival” Though possibly presented with the same challenges this option would allow the RSEC the extra time needed to navigate the many challenges posed by the current COVID-19 crisis. Also, this may allow the time needed for the possible relaxation of restrictions, however this is not guaranteed, and restrictions may increase or stay the same.

2021 Approved Budget: \$22,000

Average Expenses based on the last three (3) years: \$12,800

2021 Projected Expenses \$8,000- \$12,000 (Note: This event is still in the planning stages and cost is difficult to determine, this event will remain within the 2021 approved budget)

### **FINANCIAL:**

Depending on the option selected there are different financial impacts including:

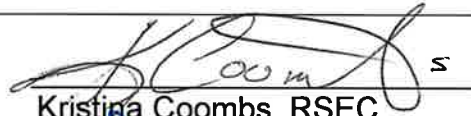
- 1) Amount of sponsorships and donations or lack there of. Businesses may not be willing to donate to an event in uncertain circumstance.
- 2) Downsizing the event results in possible downsizing the overall cost and revenue.
- 3) Where there is a downsizing of large events the budget can be used to increase prize quality and quantity, purchase of winter recreation equipment for the community.

The approved 2020 budget for Winter Carnival is \$22,000

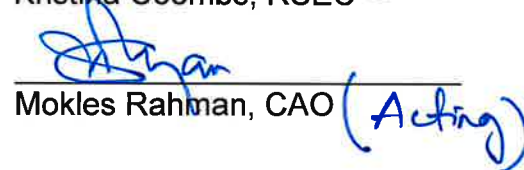
**Attachments:**

COVID Friendly 2021 Winter Carnival - Project Scope

Report Prepared by:

  
Kristina Coombs, RSEC

Report Approved by:

  
Mokles Rahman, CAO (Acting)

➤ **COVID Friendly Winter Carnival- February 2021**

**Event Details – 2020 COVID-19 Friendly Winter Carnival**

➤ **Description**

A community wide activity bingo running for 2-3 weeks in February 2021. Each resident would receive a bingo card of winter activities and programs within the community. After completing the bingo card to the best of the participants ability they would then submit that card to be entered into a prize draw box. A large livestreamed or pre-recorded for community viewing draw will take place as the finale of the carnival.

*Note: This new event is a work in progress. Items will be added, some may be taken out. The RSEC is working hard to present creative ideas and ways to engage our residents and build a happy, healthy community. Some details still need fine tuning. RSEC has presented the primary project scope. Ideas are in blue text*

- **Activities** (community and family building activities that are COVID friendly)
  - Snowshoeing and Cross-Country skiing (Possibly at Cameron Lake)
  - Fit for life class
  - Build a snowman
  - Tobogganing
  - Bake cookies
  - Skate
  - Random act of kindness like shoveling the neighbour's driveway
  - Decorate your window
  - Build a snow angel
  - Provide a 'winter wonderland' photo.
  - Play a boardgame or card game with your family
  - Have a backyard bonfire (and submit photo of cooked marshmallow).
  - Make a cup of gourmet hot chocolate complete with whipped cream and sprinkles.
  - Find a hidden item in town such as a white rabbit

**Instruction** - Upon completing the bingo card (to the best of the participant's ability) and texting the RSEC photo proof of the resident in action doing the specified activity, the participant would then deliver it to the DOHH office (or drop it in the DOHH mail slot) where at the end of the Carnival the RSEC and a DOHH staff member would draw all bingo cards labeled with the resident's name and attach it to a donated or purchased prize.

This would allow the community to have the auction / prize event without limiting occupancy and therefore number of residents who can attend or putting the health of the community at risk.

The draw and prizes would be available to all residents and would be streamed live, and results posted.

Multiple bingo cards with different activities can be created and available for pick up at various locations.

The option to choose a specific large prize draw could be made possible by residents checking a box on their bingo card. (This would require though that all prizes be purchased or donated in December as bingo cards would be released in the January Bulletin)

**Local Businesses-** With purchase of a set amount vendors will have residents quickly put their name and number on a 50/50 ticket. The resident will then put the ticket in a box located at the store. Prior to the Prize draw event at the finale of the carnival all vendor boxes will be collected. The resident's 50/50 tickets will be compiled and drawn for smaller, random prizes. (This engages local businesses and promotes local shopping). The possibility of having each vendor with a different grand prize is an option. Prior to the small prize draw with the community wide 50/50 tickets, a grand prize winner could be pulled from the vendor's ticket box. Vendors will be asked to donate to Winter Carnival, the vendor's prize could be their donation.

#### **Additional activities for residents to participate in-**

- Build a snowman contest. Residents text in to register and build a snowman in their front yard (possibly judged by Council volunteers or RCMP)
- Window decorating contest
- Scavenger hunt
- Virtual activity ideas
- Polar Bear / Winter scene Colouring contest
- Have W6 build a snow park at the sledding hill
- Guided snowshoeing / cross country skiing by registration

This alternative allows for the community of Hudson's Hope to follow BC health recommendations, allows social distancing to be maintained, while achieving the goals of Winter Carnival by encouraging residents to stay active, and engaged during our long winter, while continuing to build community spirit and staying safe.

This would still pull the community together while staying apart and build community spirit

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 23, 2020  
**SUBJECT:** Council Calendar / Meeting Schedule 2021

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### RECOMMENDATION:

*"THAT Council adopt the schedule for Regular Council Meetings to be held during 2021."*

### BACKGROUND:

The District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 states the following:

#### s. 12 Notice of Council Meetings

- (1) A schedule for the date, time and place of regular Council meetings shall be made available to the public and notice shall be given annually, on or before January 30, of the availability of the schedule in accordance with Section 94 of the *Community Charter*.

The proposed schedule for 2021 factors in the annual UBCM Convention (September 13 - 17, 2021) and Statutory Holidays and, providing that public notice is given in accordance with s 94 of the *Community Charter*, Council has the discretion to add, delete, or change any of the meeting dates at any time, including whether to hold meetings during the summer months of July and August (traditionally one meeting has been held during the summer months).

### ADMINISTRATOR'S COMMENTS:



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Mokles Rahman,  
Acting Administrator / Director of Public Works



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Jeanette McDougall,  
Corporate Officer



## 2021 REGULAR COUNCIL MEETING SCHEDULE

The schedule for the District of Hudson's Hope Regular Council Meetings for 2021 are as follows and will be held in the Council Chambers, District Office, at 9904 Dudley Drive, Hudson's Hope. All meetings commence at 6:00 pm, unless otherwise advertised.

January 11	June 28
January 25	July 12
February 8	July 26
February 22	August 9
March 8	August 23
March 22	September 7
April 12	October 12
April 26	October 25
May 10	November 8
May 25	November 22
June 14	December 13

Regular Council meetings are open to the public, however, due to COVID-19 safety concerns, there is a limit of 2 members of the public per meeting. Would you please advise the Corporate Officer by noon of the Wednesday preceding the Regular Council meeting that you wish to attend as attendance is on a first-come, first-serve basis.

The powers of the Mayor and Council are exercised through adoption of resolutions or enacting bylaws at council meetings, and the rules governing the conduct of the meeting are outlined in the Council Procedures Bylaw and in accordance with Robert's Rules of Order.

Council meeting agendas are available prior to each meeting and are posted to the District's website ([www.hudsonshope.ca](http://www.hudsonshope.ca)).

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



# District of Hudson's Hope Council Meetings Calendar Year 2021

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
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21	22	23	24	25	26	27
28						

March						
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21	22	23	24	25	26	27
28	29	30	31			

April						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
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23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
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22	23	24	25	26	27	28
29	30	31				

September						
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26	27	28	29	30		

October						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

## Statutory Holidays 2021 Canada

Jan 1	New Year's Day	May 24	Victoria Day	Sep 6	Labour Day	Dec 24	Christmas Day (obs.)
Feb 15	Family Day	Jul 1	Canada Day	Oct 11	Thanksgiving	Dec 25	Christmas Day
Apr 2	Good Friday	Aug 2	Civic Holiday	Nov 11	Remembrance Day	Dec 26	Boxing Day



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 23, 2020  
**SUBJECT:** Acting Mayor Schedule 2021

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### RECOMMENDATION:

*"THAT Council approve the proposed Acting Mayor Schedule for 2021."*

### BACKGROUND:

Chapter 26, part 5, Section 130 of the *Community Charter* states that;


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


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

### ATTACHMENT:

- *Proposed 2021 Acting Mayor Schedule*

### ADMINISTRATOR'S COMMENTS:

  
Mokles Rahman,  
Acting CAO / Director, Public Works

  
Jeanette McDougall,  
Corporate Officer

## **Acting Mayor Schedule 2021**

January / July	Councillor Gibbs
February / June	Councillor Miller
March / September	Councillor Quibell
April / December	Councillor Summer
May / November	Councillor Markin
August / October	Councillor Paice

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 23, 2020  
**SUBJECT:** Christmas / New Year's Eve – Office Hours

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### RECOMMENDATION:

*"THAT Council authorize the District of Hudson's Hope Office and Public Works to close at noon on Thursday, December 24, 2020 and Thursday, December 31, 2020."*

### BACKGROUND:

The Council for the District of Hudson's Hope has traditionally approved closing the municipal office / operations at noon on Christmas Eve - December 24<sup>th</sup>, and New Year's Eve - December 31<sup>st</sup> and Staff is seeking Council approval for this year.

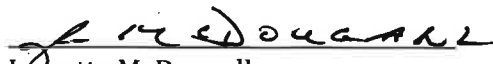
There may be exceptions for Staff who may need to work during the mentioned hours, for example, if snow removal is required they will work their normal shift and be paid overtime only if there is a requirement to work beyond their normal shift.

### ADMINISTRATOR'S COMMENTS:



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Mokles Rahman, Acting CAO



Jeanette McDougall,  
Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 23, 2020  
**SUBJECT:** CHRISTMAS PARTY 2020 - ALTERNATIVES

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### RECOMMENDATION

***THAT** Council waive the Appreciation & Recognition Policy No. 163/16 that covers the annual Christmas Party in light of health-related risks and restrictions due to the COVID-19 pandemic; and*

***THAT** Council consider alternatives for employee recognition for 2020 in lieu of holding a Christmas Party.*

### PURPOSE

For Council to consider alternatives to the annual Christmas Party given COVID-19 related health risks and restrictions pertaining to large gatherings.

### BACKGROUND

Traditionally an annual Christmas party is held for District employees with the Appreciation and Recognition Policy specifying that the following be included: exempt and non-exempt employees, contractors, temporary positions of Pool Supervisor, Visitor Centre Supervisor, Campground Attendants and Groundskeepers; and retired Staff who are drawing on the Municipal Pension Plan, and the Mayor and Council who have served during the current year are also invited to attend to show their appreciation to Staff.

### INFORMATION

Health risks and restrictions associated with the COVID-19 pandemic are not allowing large gatherings and as such, the annual Christmas Party cannot be held this year; also, Staff checked with the City of Fort St. John, City of Dawson Creek and District of Chetwynd, and these organizations are not holding Christmas parties.

Costs for the Christmas Party held in 2019 are as follows:

Xmas 2019	
Dinner:	\$1,720.00
Centre Pieces:	\$100.00
Driver:	\$150.00
Mileage:	\$50.00
Cleaning:	\$150.00
<b>Total:</b>	<b>\$2,170.00</b>

This cost included invitations for spouses, guests, retirees who are drawing on the Municipal Pension Plan and who continue to live in Hudson's Hope, and Mayor and Council.

Staff would like to put forward the following for Council consideration:

- That each Staff member, retiree and Council be given a gift, eg Christmas basket, valued at \$50.00; cost would be approximately \$2,000 (40 x \$50.00). If the value of gift is, for example, \$35.00, then the cost would be approximately \$1,400 (40 x \$35.00).
- Giving each employee, etc., a District Christmas cheque would be considered cash, and a gift VISA card would be considered as a near-cash equivalent and both would therefore be a taxable benefit to employees. If Council members were to also be the recipients of a Christmas cheque or a gift VISA card, they would also be taxed and the amount reported under each individual Council member's expenses on the annual Statement of Financial Information.
- At least one municipality in the Peace River Region is giving employees a full day off on December 24, 2020 in lieu of a Christmas party.


#### ATTACHMENT

- *Email dated November 20, 2020 from KPMG Advising on Taxable Benefits*
- *Appreciation and Recognition Policy No. 163/16*

#### ADMINISTRATOR'S COMMENTS:



Mokles Rahman, A/CAO

  
Jeanette McDougall, Corporate Officer

## Jeanette McDougall

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**From:** Campbell, Ben <bencampbell@kpmg.ca>  
**Sent:** November 20, 2020 11:19 AM  
**To:** Jeanette McDougall  
**Subject:** Christmas party questions

Hi Jeanette,

CRA's Policy for non-cash gifts and awards are:

A gift or award that you give an employee is a taxable benefit from employment, whether it is cash, near-cash, or non-cash. However, we have an administrative policy that exempts non-cash gifts and awards in some cases.

**Cash and near-cash gifts or awards are always a taxable benefit for the employee.** A near-cash item is one that functions as cash, such as a **gift certificate or gift card**, or an item that can be easily converted to cash, such as gold nuggets, securities, or stocks.

You may give an employee an unlimited number of non-cash gifts and awards with a combined total value of \$500 or less annually. If the FMV of the gifts and awards you give your employee is greater than \$500, the amount over \$500 must be included in the employee's income. For example, if you give gifts and awards with a total value of \$650, there is a taxable benefit of \$150 (\$650 – \$500).

Items of small or trivial value do not have to be included when calculating the total value of gifts and awards given in the year for the purpose of the exemption. Examples of items of small or trivial value include:

- coffee or tea
- T-shirts with employer's logos
- mugs
- plaques or trophies

A **gift** has to be for a special occasion such as a religious holiday, a birthday, a wedding, or the birth of a child.

Summary:

- 1) Since, the gift certificates are considered near cash they would be taxable by the employees.
- 2) The gift certificate would also be taxable to the Council and would need to be disclosed on the SOFI.
- 3) For non-cash gifts there is an exemption of \$500.

I hope this helps,

Thanks,

Ben

**Benjamin Campbell, B.Comm, CPA, CA**

Senior Manager, KPMG Enterprise

KPMG LLP

#400-177 Victoria Street  
Prince George, BC V2L 5R8  
D 250 614 4032



## **APPRECIATION & RECOGNITION POLICY**

**Council Resolution No. 163/16**

**Effective Date: October 24, 2016**

Section: Administration

### **Purpose:**

The District of Hudson's Hope wants to ensure our employees feel appreciated for their efforts and contributions throughout the year. Recognition to our employees shows that they are valuable contributors to the quality of life in the District of Hudson's Hope each and every year. This formal recognition is achieved by the District of Hudson's Hope sponsoring a Staff Christmas Party and a Summer Appreciation Event.

We also want to recognize those businesses, contractors and other municipalities that support us throughout the year: we do this by sending out Christmas Cards, in recognition of these people, in the month of December.

### **Definitions:**

#### *Eligible Staff Christmas Party Attendees:*

- Any employees currently employed by the District of Hudson's Hope at the time of the party will be invited. This includes all exempt and non-exempt employees and contractors that are receiving income from the District. A spouse or guest is also invited to attend.
- The temporary positions of Pool Supervisor, Visitor Information Center Supervisor, Campground Attendants and Groundskeeper are also invited.

*In that these positions are temporary and could attend the Summer dinner; though these positions have traditionally been invited to the Xmas dinner.*

- Mayor and Council that have served during the current year are also invited to attend to show their appreciation of our staff.
- Retired District staff and their spouses, that are receiving District of Hudson's Hope the municipal pension plan, will also be invited to attend.

#### *Eligible Summer Appreciation Event Attendees:*

- Any employees currently employed by the District of Hudson's Hope at the time of the party will be invited. This includes all exempt and non-exempt employees and contractors that are receiving income from the District. Depending on the type of the event, families may also invited.

#### *Eligible Christmas card Recipients:*

- All businesses that currently hold a business license in Hudson's Hope



**HUDSON'S  
HOPE**  
*PLAYGROUND OF THE PEACE*

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

- All surrounding municipalities and First Nations in the region
- Any businesses and/or contractors that the District used for major projects or on a regular basis, as determined by staff
- Retired District staff that are receiving the District of Hudson's Hope municipal pensions plan.

**Procedures or Guiding Principles:**

1. The District staff will plan the Staff Christmas Party and invite the Eligible Staff Christmas Party Attendees; dinner will be provided by the District.
2. The District staff will plan the Summer Appreciation Event in August, which includes all Eligible Summer Appreciation Event Attendees. The event type may be decided by staff: some options would be a BBQ, pool party, etc.
3. Christmas Cards are ordered and then sent out to the Eligible Christmas card Recipients in the month of December.



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council

**SUBJECT:** CAO – Update Report

**DATE:** November 2020

**FROM:** Chris Cvik, CAO

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Some of the initiatives currently being worked or recently completed:

- Completed CAO Recruitment.
- Completed Director of Protective Services Recruitment.
- Completed Animal Control Warden agreement.
- Completed and submitted Community Economic Recovery Infrastructure Program grant application for Dinosaur Lake ATV Campground. Project submitted under Tourism category for approximately \$700K.
- Completed Strategic Planning workshop on November 7<sup>th</sup>.

### Upcoming

- Continue to work with MOTI on Light Industrial Subdivision Zoning and Bylaw proper referral process not being followed.
- Transition responsibilities to new CAO.
- Assist new CAO with onboarding.
- Working remotely as of November 11<sup>th</sup>.



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Chris Cvik

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 23, 2020  
**SUBJECT:** CORPORATE DEPARTMENT – MONTHLY UPDATE

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### PURPOSE

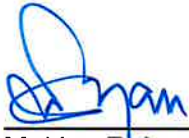
To provide Council with an update for the Corporate Department.

### INFORMATION

- **Adobe Software**
  - Team Licencing Administrator to be setup for managing subscriptions which will allow adding/deleting/changing users, upgrading software versions, and allow assignment to more than one Office Staff member in the event the Administrator is absent. *(in progress)*
- **Microsoft Office Licences**
  - Team Licencing Administrator to be setup for managing subscriptions which will allow adding/deleting/changing users, upgrading software versions, and allow assignment to more than one Office Staff member in the event the Administrator is absent. *(in progress)*
- **IT / Cell Phones / Telephones**
  - Problem-solving for various issues
  - Liaising with IT Partners re computer / laptop replacement schedule for 2021 budget discussions
- **Bylaws**
  - Zoning Consolidation *(in progress)*
  - Officer Bylaw *(in progress)*
  - Bylaw Index – conversion from Word to Excel *(mostly complete, some adjustments and proof-reading in progress)*
- **LOVE Hudson's Hope Program**
  - Plaid Friday event underway; 2 large gift baskets purchased as prizes and winners to be announced November 27, 2020
- **UBCM 2021**
  - Scheduled for September 13 – 17, 2021, Vancouver
  - Hotel block: not released as yet, dependent on whether the Conference is an in-person event or a virtual event

- **Vault**
  - Cleaned & re-organized – B. Mercereau; some very old newspapers will be given to the Museum
- **Conferences / Education / Training**
  - **LGMA Freedom of Information & Records Management Committee**  
**J. McDougall**
    - ❖ Conference call being held November 19, 2020 to review proposed changes to the FOI Manual and the Records Management Manual; also to review the 2021 Workplan
  - **ICBC**
    - ❖ Webinar – J. Dupuis, M. Heiberg, A. Martin & B. Mercereau; no cost
    - ❖ General training ongoing for M. Heiberg; dates / times of training being tracked
  - **MAIS**
    - ❖ A series of webinars held re Accounts Payable, Property Taxes, Utilities, etc T. Alexander, J. Dupuis, M. Heiberg; no cost

**ADMINISTRATOR'S COMMENTS:**




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Mokles Rahman, A/CAO




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Jeanette McDougall, Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update

**DATE:** November 18, 2020

**FROM:** Mokles Rahman, Director of Public Works

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Below please find highlights of some of the activities either done or underway in the Public Works Department during the last month.

### **PROJECTS:**

#### **A. Water Treatment Plant (WTP) Upgrades:**

- Temporary treatment system at the Water Treatment Plant (WTP) is running since November 13, 2020. Contractor was facing some difficulties in running the temporary system.
- Demolition of the noncritical parts of the plant started. Demolition of the remaining part of the treatment plant will be started from November 20, 2020.
- Budget and Schedule: The project is still on budget. However, it will not be completed by the scheduled deadline of December 18, 2020. The reason of this delay are i) deceleration in getting imported items, and ii) unsuccessful in temporary systems running attempts. We are yet to receive a formal request from the contractor with a revised date of completion. We only received a notification from the contractor regarding possible delay of getting imported items due to COVID 19 supply chain issues.
- The upgrading of the electrical service line from the road to the WTP is complete.

#### **B. Capital Projects:**

1. Water valves and hydrants replacement: Completed.
2. Residential Water Stand Upgrade:
  - Beryl Prairie Well – pipe upgrade delayed to next year.
  - Keypad access project for both residential water stands: On hold.
3. Beattie Lift station upgrade: Completed.
4. MacDougall Street Design: Urban Systems submitted draft design.
5. Lynx Creek Re-pavement: Completed.
6. Osborne Street @ Canyon Dr barrier: Cancelled.
7. Storm culvert replacement at Matt Boe Ave: Completed.
8. Arena door and water heater replacement: Yet to find a contractor for these small jobs.
9. Quonset hut door installation: Working with two contractors to purchase a door.
10. Plow Truck Replacement: Awarded contract. Vendor will supply the equipment in March 2021.
11. Lawn Tractor replacement: Awarded contract. Vendor will supply the equipment soon.
12. ¾ ton Pick-up truck replacement: ¾ ton pick up truck (2021 model) will be supplied in January 2021.

### **C. Operating Projects:**

1. Carter street ditch repair: Completed.
2. MWR registration: The 1<sup>st</sup> meeting of the Municipal Wastewater Regulation (MWR) registration with the Ministry of Environment involving Urban Systems held on November 18, 2020.

### **OPERATIONS:**

1. Water Treatment Plant (WTP):
  - Our operators are working in a construction zone. Once the temporary treatment system is fully functional it will be the responsibility of the contractor to maintain and operate the temporary system, and our operators will oversee the work only.
  - Water quality at the river is good.
2. Winter operations: Snow plow and sanding going on as needed. There were few major events already happened by this time. Overall snow cleaning and sanding is satisfactory.
3. Swimming Pool: Working on Pool safety plan.
4. Arena:
  - a) Worksafe BC have inspected our Arena on November 5, 2020. They inspected A1 refrigerant system as they currently have an industry initiative to inspect all facilities in BC using A1 refrigerants. There are four (4) orders in their inspection report which are;
    - Emergency ventilation system inside the machine room be inspected to ensure effectiveness.
    - The emergency leak alarm system for the R-507 refrigerant system does not have an audible feature as required by the CSA B52-13 Standard.
    - The employer has not ensured workers have a means of identifying reduced oxygen levels inside the machine room in the event of a R-507 refrigerant leak.
    - An emergency response plan has not been developed for responding to the potential hazards of the A1 refrigerant system.NOTE: The District is working with WorkSafeBC to address the mentioned orders.
  - b) Based on the requests from user groups, administration considered some flexibility on Safe Operation of Arena.
  - c) Staffing: We are using one (1) extra casual staff this year to support the COVID Safe Operation of the Arena. The salary of this casual staff will be charged to COVID grant.
5. Playgrounds and Parks:
  - We are not sanitizing the Beattie Park washroom due to freezing condition.
  - All preparation is going on for Christmas lights up of the Beattie Park. The schedule date of turning the lights up is December 6, 2020. We are yet to receive an approval from the MoTI for the parade.

### **SUBDIVISIONS**

1. Light industrial subdivision:
  - Consultant is working towards completion of detailed design.
  - The BC Hydro design will include 3 phase 347/600 V and 120/240V power to the subdivision, so that the owners of the lots can get easy access to power without spending a lot of money individually to the get 120/240V power if they needed.

- Consultant had a meeting with the MoTI to discuss about the comments on the preliminary engineering drawings.
- MoTI raised concerns on proposed post development storm water discharge to the Hwy 29 ROW. They are asking to keep it to pre-development flow which requires either lot owners to retain storm water in their lots OR District to construct a storm retention system. Consultant is working to have a storm retention pond (dry pond) in the Ph-2.

2. Beryl Prairies Subdivision Flood damage rehabilitation:

- Urban systems submitted final report on storm water assessment of Beryl Prairies Subdivision.
- Re-construction of damaged driveway and culvert completed.

**ASSET MANAGEMENT:**

- Received Asset Management grants from FCM and BC Government.
- We had a second meeting with MuniSight to discuss the Asset Management Policy and Strategy, and data sharing. We provided all asset data to MuniSight which were collected by our summer employee.
- Consultant submitted Asset Management Policy and Strategies.

Prepared by:




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Mokles Rahman, Director of Public Works

*Attachment: Recreation and Special Events update*

## **INFORMATION- Special Events**

### ➤ **Frightful Frolics, October 30, 2020**

**History** – In 2018 this event was hosted at the HH Arena in the lobby. It involved a free skate, craft tables, pumpkin painting, games hosted by the Grad class, snacks, and a Haunted house. In 2019 this event was canceled.

**This year (2020)** Due to Covid-19 restrictions Frightful Frolics was held outside in the Arena field. The event included: Free Spooky skates (Three sessions), Carved pumpkin contest, “The Haunting” a haunted walk around the arena field, Children’s train rides, and hot chocolate and donuts were provided by the Beryl Prairie Fire Dept

**Volunteer Groups:** HH RCMP, HH Fire Depts, HH Saddle Club and IBEW next Gen, BC Hydro, community volunteers. The 2021 Grad class was hired for their assistance in this event. **COVID-19- safety Measures** – All safety recommendations set by the BC Health authorities were strictly followed. Signage sanitization of hands and stations, social distancing, and masks COVID-19 tracking for all in attendees and volunteers was in effect Plexi glass was placed where need (hot chocolate stand). Candy was pre bagged and gloves used for delivery.

**Free Skate attendees- 26 / “The Haunting” attendees- 128**

**Total Frightful Frolics attendees – 154**

**TOTAL COST: \$1,500**

### ➤ **Remembrance Day- November 11, 2020**

**History** – In 2019 the traditional ceremony began at 10:45am and was held at the District cenotaph with more than 100 people in attendance. With local fire fighters, RCMP, municipal officials and community volunteers involved. With a tea at the Hall to follow.

**Total Cost: \$350**

**This year (2020)** – In consideration of the Covid-19 restrictions and recommendations placed by BC health authorities and local pandemic status the Remembrance Day ceremony was closed to the public. Many PSA’s, posters, DOHH website and Facebook posts were made to well inform the community of changes and to encourage the community to remember from home. Changes included: Closed to the public, registration required, and the option to have wreaths pre-laid by RCMP. A pre-laying of the wreath ceremony began at 10:15am where local RCMP members laid wreaths and saluted on behalf of local governments and organizations, Mayor Heiberg delivered acknowledgement of these wreaths. The ceremony, though closed to the public with exception made to veterans, was run as it has traditionally for years at 10:45am, except for Mayor Heiberg delivering the entire program and Councilor Quibell playing pre -recorded songs. Firefighters (3) laid wreaths and lowered the flags. Local RCMP accompanied the oldest veteran and saluted the flag in their traditional manner. District staff live streamed and posted the event on Facebook with links posted to the DOHH website. Alaska Hwy. News was in attendance. There was no tea to follow. This event was extremely meaning full and went smoothly.

**COVID-19- 19 safety Measures** – All safety recommendations set by the BC Health authorities were strictly followed. Signage for COVID-19 symptoms, hand sanitizing, social

distancing, and masks., COVID-19 tracking for all in attendance, wreaths and attendees placed six feet apart, were in effect

**Total ceremony attendees-** 17 (A few community members watched from their driveways, vehicles, and adjacent parking lots.)

**Facebook viewings – Livestream hits = 1,852 / Photo and video posts = 787**

**TOTAL PROGRAM COST:** None other than the time of Public Works, DOHH admin, and the RSEC.

➤ **Poppy Campaign and Wreaths- October 26 - November 12, 2020**

**History**

**2019 Poppy Trays** - 15 locations /\$617.15 was collected.

**2019 Wreaths** - 11 wreaths / \$655

**This year (2020)** – In consideration of the Covid-19 restrictions and recommendations placed by BC health authorities and local pandemic some locations were unable to accept a tray or were closed.

**Poppy Trays** -This year poppy trays were delivered to 20 locations in the community with a total of \$690.65 collected.

**Wreaths** – A total of 11 wreaths were purchased with a total of \$735 in funds collected

**TOTAL 2020 PROGRAM REVENUE – \$1425.65** (Museum and HHES not included)

➤ **Veteran's Dinner- November 11, 2020**

**History** – In 2019 This event Included a full program, displays, decorations, center pieces, a catered dinner, and servers. This dinner was held at the Community Hall with over 50 in attendance, not including staff, hired grads, and special speakers.

**Total 2019 Cost: \$1500**

**This year (2020)** – In consideration of the Covid-19 restrictions and recommendations placed by BC health authorities and local pandemic status Council moved to alter this event to have dinner catered and delivered to the Veterans. Invitations were mailed to the veterans, with follow up phone calls from the RSEC. There are currently nine (9) veterans in Hudson's Hope, seven (7) were available to receive a dinner. The dinners were catered by "Pinch curb side take out and Cantina." Abiding by COVID-19- etiquette the RSEC partnered with local RCMP to deliver baskets including a thankyou card from the DOHH. The feedback was very positive, some said, the DOHH went above and beyond, and they felt very honored. Many thanks were given to the DOHH, and RCMP for making a way despite the COVID-19 situation.

**TOTAL COST: \$580**

➤ **Upcoming Events**

- Christmas Parade and Light up – December 6, 2020.
- Santa Skate – December 13, 2020
- Winter Carnival – February 2021



## ➤ Projects

- Pool employment sustainability- In progress. Report submitted to council Nov. 9, 2020
- Arena Safety Plan, Staff and User group orientations: Many other locations, in cooperation with Arena user groups, have and are currently reviewing the information on how to safely move into and implement Phase 3 Return to play recommendations and guidelines developed by the BCRPA and ViaSport BC and Return to Sport guidelines. <https://www.viasport.ca/return-sport>. This requires many municipalities, including the DOHH to update the initial facility's recovery and safety plans. To stay current the DOHH will need to consider updating the Arena Returning to safe Operations and Recovery Plan 2020 (Covid-19). The Ministry of Health and WorkSafe BC has put out 'generic' guidelines. Whereas BC Parks and Recreation Association (BCPRA), ViaSport and Sports organizational have compiled a more specific set of guidelines for user groups and facility owner / operators. The RSEC, Arena attendant and a User group representative worked hard to develop a flexible schedule and system to accommodate user groups and ensure time for proper sanitation, social distancing and safety. In order to stay current with the recommendations from BC Health, BCPRA, ViaSport return to play, BC Hockey and move into Phase 3 these are the changes the RSEC and Administration have recommended these approved changes:
  - 1) Hockey game play will be permitted. User groups are recommended to abide by the game play guidelines set by BCPRA, ViaSport, and affiliated associations (e.g. BC Hockey)
  - 2) User groups participating in hockey game play are required to submit a COVID-19 tracking sheet of daily participant's names and contact phone numbers to the Arena attendant to be kept on file for the amount of time set by BC Health authorities
  - 3) Players Benches, Penalty Box, considered field of play for Hockey users.
  - 4) Available change rooms will be open to user groups requiring registration and masks be worn should a social distancing of six (6) feet not be possibly maintained. Changerooms will be set with a safe occupancy limit. DOHH Arena staff will be required to sanitize high touch point areas within changerooms between each user group. Therefore, it is no longer necessary for adult hockey participants to arrive at the arena in full gear. Showers will remain closed.
  - 5) Change rooms and lockers will remain closed to the Public.
  - 6) Figure skating user groups are to continue to abide by Skate Canada return to play Safety Plan and should changes be made to the plan user groups are to inform the DOHH.
  - 7) Figure skating user groups, including CAN Skate and Star Skate associations can have physical contact, as stated in the via Sport Return to sport guidelines
  - 8) For a select number of families who have children participating in registered programs on both sides of the arena, a special allowance may be granted to cross from Arena Side A to Side B through the means of egress. This will be at the discretion of the Arena attendant and User group manager. Proper hand sanitization and COVID-19 tracking is required.

➤ **Initiatives**

- Networking – Local, Regional, and Provincial
- Professional Development
- Grants -Research and application
- Creating new community-based activities and safety plans in consideration restrictions

**From:** [Richardson, Jennifer MAH:EX](#)  
**To:** [Jeanette McDougall](#)  
**Subject:** RE: COVID-19 Safe Restart Grant - Eligible Criteria / Costs  
**Date:** November 19, 2020 11:03:10 AM

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Hi Jeanette,

As per our phone call the other day, below is further information about the COVID Safe Restart Grant.

We provided examples of eligible cost categories in the letter that local government may have as they relate to the pandemic and they were left quite broad to provide latitude for local governments to address any local priorities they see fit that may have arisen due to COVID. The funding is applicable to retroactive, ongoing, and future costs. We assume that local governments will use the funds in the best way possible to meet the challenges they have faced throughout the pandemic. A few examples of eligible costs include plexiglass barriers, PPE, any shutdown/re-opening costs, revenue shortfalls due to closing facilities, additional bylaw officers, costs related to following PHO orders, etc. There is no timeframe for spending the funds, just the requirement that you report out each year in a schedule attached to the audited financial statements, until all the funds have been depleted.

One thing to note for Council, the primary purpose of the COVID Safe Restart funding is to address operational issues. Bringing these funds into general revenue and using them to address the operational pressures your local governments is facing, would then free up funds to achieve other local government goals. Because these funds are to address fiscal and operational pressures, use of the funds to pay directly for capital or reduce tax rates may influence future funding decisions, although a claw back mechanism for this funding is not currently on the table.

Thank you,

Jennifer

Jennifer Richardson  
Policy Analyst  
Local Government Finance  
Ministry of Municipal Affairs  
778-698-3243  
[Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca)  
<https://www2.gov.bc.ca/gov/content/governments/local-governments>

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**From:** Jeanette McDougall <jeanette@hudsonshope.ca>  
**Sent:** November 17, 2020 2:24 PM

**To:** Richardson, Jennifer MAH:EX <Jennifer.Richardson@gov.bc.ca>

**Subject:** COVID-19 Safe Restart Grant - Eligible Criteria / Costs

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good afternoon, Jennifer,

I just left you a voicemail message pertaining to the above-referenced; the District of Hudson's Hope was fortunate enough to receive \$499,000 in funding under this Grant. We have reviewed the letter dated November 2, 2020 and would like to know whether there are more specific eligibility criteria that these funds could be used for? For example, we have a Fire Truck that is on our Fleet Replacement list for 2021; would the entire amount of \$499,000, or a portion thereof, be eligible for this funding?

Thanks very much.

**Jeanette McDougall**

**Corporate Officer**

Email: [jeanette@hudsonshope.ca](mailto:jeanette@hudsonshope.ca)

Office: 250-783-9901 x201

Cell: 250-783-8615



District of Hudson's Hope  
9904 Dudley Drive, PO Box 330  
Hudson's Hope, BC V0C 1V0  
[www.hudsonshope.ca](http://www.hudsonshope.ca)

[WARNING: This message is from an external source]



November 2, 2020

Ref: 257671

Chris Cvik  
Chief Administrative Officer  
District of Hudson's Hope  
Box 330  
Hudson's Hope BC V0C 1V0

Dear Chris Cvik:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Hudson's Hope** is the recipient of a **\$499,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an “adjusted per-capita” amount. The flat amount is \$169,000, and the “adjusted per-capita” amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **1,071** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: [Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca), or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna  
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch  
Rhonda Eastman, Chief Financial Officer, District of Hudson's Hope

**Attachment: Example Calculation for a Municipality with 43,000 People**

**City of Rockridge**

Population	<b>43,000</b>
Adjusted Per Capita Funding	<b>\$308.34</b> per adjusted population
Flat Funding Amount	<b>\$169,000</b>

**Funding model**

A		B				
Population Range		C=B-A	D	E = C (up tp 43,000)	F = E x D	F
From	to	Range	Adjustmen t Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				<b>43,000</b>		15,700 G=ΣF
				Per capita funding		<b>\$308.34</b> H
				Funding per Adjusted Pop		4,840,938 I=GxH
				Flat Funding Amount		<b>169,000</b> J
				Total Funding Amount		<b>5,009,938</b> K=I+J

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>

**From:** BC Natural Resources Forum <[info@bcnaturalresourcesforum.com](mailto:info@bcnaturalresourcesforum.com)>

**Sent:** November 10, 2020 3:34 PM

**To:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>

**Subject:** Discussing Resiliency at the BC Natural Resources Forum 2021 | Register Today!

Sign Up Today!

Online | January 26-28, 2021

[View this email in your browser](#)



## Building and Maintaining a Resilient Natural Resource Sector

Join us at the **virtual 18th Annual BC Natural Resources Forum** for a unique experience and discover innovative ways to network, collaborate and exchange ideas on building and maintaining a resilient natural resource sector in BC and Canada. The Forum provides the best platform to learn how to prosper in this new reality in order to ensure a strong, sustainable resource economy.

**Sign up before December 1 to take advantage of the super early bird discount!**

[Click Here to Register](#)



## **MOVING THE DISCUSSION ONLINE**

For the 18th Annual event, the Organizing Committee is proud to announce that we are hosting our first-ever virtual BC Natural Resource Forum this coming January 26-28, 2021. This change in format for the 2021 event has been made to ensure the health and safety of all participants and in light of concerns and restrictions regarding COVID-19.

The conference has become an important platform for leaders across the resource sectors to build relationships, share ideas and discuss solutions common to their industries, and this it year will take place online.

## **THANK YOU AGAIN TO OUR 2020 SPONSORS**

Many of our sponsors and supporters have told us that they recognize the benefit of bringing together over 500 different organizations to discuss the future of BC's resource sectors. Thank you for your support!



## REGISTER

Sign up today to participate in the 2021 Forum

## SUPPORT

Sponsorship opportunities are now available

## CONNECT

Join the conversation [#BCNRF21](https://twitter.com/BCNRF21)



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From: [dave@adnetagency.ca](mailto:dave@adnetagency.ca) <[dave@adnetagency.ca](mailto:dave@adnetagency.ca)>  
Sent: November 10, 2020 1:55 PM  
To: Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
Subject: Proposal for Veterans News-Dave

Hi Mayor, and Council,

Thank you for your support for the Bus. Box \$395.00 Sponsorship for Remembrance Day 2020. Helping to keep our programs, and services up, and running.

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](http://www.veteransnews.ca)

Introductory offer includes:

- Advertisement on [www.veteransnews.ca](http://www.veteransnews.ca) online for one year
- One issues of the Veterans News print publication sent to local legions

Cost:

2021 New Years 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](http://www.veteransnews.ca)  
[dave@adnetagency.ca](mailto:dave@adnetagency.ca)

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 23, 2020  
**SUBJECT:** NOTICE OF CLOSED SESSION

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### 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 – November 9, 2020*
- **Community Charter Section 90 (1) (c):**
  - (c) *labour or other employee relations*
    - *Animal Control Contract – Report #5*

### ALTERNATIVES:

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