



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, August 23, 2021

1. Call to Order:

2. Delegations:

Sakawinow Music Festival – Clay Wood, Daniel Desjarlais

3. Notice of New Business:

Mayor's List

Councillors Additions:

CAO's Additions:

4. Adoption of Agenda by Consensus:

5. Declaration of Conflict of Interest:

6. Adoption of Minutes:

M1 July 26, 2021 Special Council Meeting Minutes

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M2 July 26, 2021 Regular Council Meeting Minutes

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7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

SR1 Water System Inspection – Northern Health

Page 11

SR2 East Highway Entrance Sign

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SR3 Development Variance Permit – Smart Ventures Ltd.

Page 15

SR4 Regular Council Meeting – Scheduling Change

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SR5 Chief Administrative Officer – Monthly Report

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SR6 Corporate Officer – Monthly Report

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SR7 Public Works – Monthly Report

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SR8 Protective Services - Monthly Report

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SR9 Special Projects – Monthly Report

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SR10 Recreation Services – Monthly Report

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10. Committee Meeting Reports:

11. Bylaws

12. Correspondence:

C1	Edna & Nancy Smith – Sidewalk Repairs	Page 30
C2	UBCM – Community Building Fund	Page 31
C3	UBCM - Development Approvals Application	Page 32
C4	CEPF 2021 Emergency Operations Grant	Page 33
C5	Cemetery Benches	Page 35
C6	Pickleball – Court Painting	Page 38
C7	Municipal Insurance Association BC – Voting Delegate	Page 40
C8	Langley City – Improvement to Pre-Hospital Care	Page 41
C9	BC Social Procurement Initiative	Page 43

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

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

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18. Adjournment



SPECIAL COUNCIL MEETING
District Office – Council Chambers
6:00 p.m.
July 26, 2021

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Pat Markin
Councillor Kelly Miller
Councillor Valerie Paice
Councillor Travous Quibell

Absent: Councillor Leigh Summer (*with notice*)

Staff: Chief Administrative Officer, Mokles Rahman
Corporate Officer, Jeanette McDougall
Director, Public Works, Ruhul Amin
Director, Protective Services, Brad Milton

1. CALL TO ORDER

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

2. DELEGATIONS

D1 RCMP UPDATE – CORPORAL ROB GARDNER

Corporal Rob Gardner provided an overview RCMP Annual Performance Plan, traffic issues, particularly speeding; the School program and property theft.

Ruhul Amin, the new Director, Public Works, was introduced to Council.

3. NOTICE OF NEW BUSINESS

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

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

Councillor Pat Markin declared a conflict of interest with respect to Item B2 – Zoning Amendment re Cannabis Retail Store.

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES

RESOLUTION NO. 066/21

M/S Councillors Paice / Markin

THAT the minutes of the June 14, 2021 Regular Council Meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 2020 ANNUAL REPORT – DRAFT

RESOLUTION NO. 067/21

M/S Councillors Gibbs / Quibell

THAT Council approve the 2020 District of Hudson's Hope Annual Report.

CARRIED

SR2 STATEMENT OF FINANCIAL INFORMATION

RESOLUTION NO. 068/21

M/S Councillors Miller / Markin

THAT the District of Hudson's Hope adopt the Statement of Financial Information (SOFI) for the year end December 31, 2020 as presented, and

THAT the Mayor and the Chief Administrative Officer be authorized to sign the Statement of Financial Information (SOFI) approval.

CARRIED

SR3 NORTH ISLAND 911 – END-USER AGREEMENT

RESOLUTION NO. 069/21

M/S Councillors Quibell / Markin

THAT Council authorize the director of Protective Services and the Chief Administrative Officer to sign and submit the End user Agreement; and

THAT Council supports the continued use, privacy and confidentiality commitments of Visitnet, CAD and North Island 911.

CARRIED

SR4 AGRICULTURAL LAND RESERVE - REFERRAL RE BC HYDRO NON-FARM USE AT LYNX CREEK BOAT LAUNCH

RESOLUTION NO. 070/21

M/S Councillors Miller / Gibbs

THAT Council support the BC Hydro application to the Agricultural Land Commission for a non-farm use for a boat launch at Lynx Creek.

CARRIED

SR5 CHIEF ADMINISTRATIVE OFFICER – MONTHLY REPORT

Received for Information.

SR6 CORPORATE OFFICER – MONTHLY REPORT

Received for Information.

SR7 DIRECTOR, PUBLIC WORKS – MONTHLY REPORT

Received for Information.

SR8 DIRECTOR, PROTECTIVE SERVICES – MONTHLY REPORT
Received for Information.

SR9 SPECIAL PROJECTS – MONTHLY REPORT
Received for Information.

SR10 RECREATION SERVICES – MONTHLY REPORT
Received for Information.

10. COMMITTEE MEETING REPORTS

11. BYLAWS

B1 BYLAW NO. 923, 2021 – ROAD CLOSURE, JAMIESON AVENUE – LIGHT INDUSTRIAL SUBDIVISION

MAIN MOTION

THAT the District of Hudson's Hope Road Closure Bylaw No. 923, 2021, Jamieson Avenue at the Light Industrial Subdivision be adopted as of June 28, 2021.

AMENDMENT TO THE MAIN MOTION

THAT the District of Hudson's Hope Road Closure Bylaw No. 923, 2021, Jamieson Avenue at the Light Industrial Subdivision be adopted as of July 26, 2021.

MAIN MOTION AS AMENDED

The question was called on the Main Motion and it now reads as follows:

RESOLUTION NO. 071/21

M/S Councillors Quibell / Paice

THAT the District of Hudson's Hope Road Closure Bylaw No. 923, 2021, Jamieson Avenue at the Light Industrial Subdivision be adopted as of July 26, 2021.

CARRIED

Councillor P. Markin left the meeting at 6:35 pm.

B2 BYLAW NO. 924, 2021 – ZONING AMENDMENT RE CANNABIS RETAIL STORE

RESOLUTION NO. 072/21

M/S Councillors Quibell / Miller

THAT Council approve a variance to the Council Procedure Bylaw No. 765, 2009, to allow a member of the Public to speak to the proposed Bylaw No 924, 2021 Zoning Amendment re Cannabis Retail Store.

CARRIED

J. Price, Portage Mountain Cannabis, provided an overview of her zoning amendment request to have Cannabis Retail Stores included as a permitted use.

RESOLUTION NO. 073/21

M/S Councillors Quibell / Miller

THAT Council approve the first and second readings of Bylaw No. 924, 2021 – A Bylaw to Amend Zoning Bylaw 823, 2013 to include cannabis retail stores as a permitted use in zones C1: Town Centre Commercial and C2: Service Commercial.

CARRIED

Councillor P. Markin rejoined the meeting at 6:45 pm.

12. CORRESPONDENCE

C1 L&M ENGINEERING - WATER TREATMENT FACILITY PROJECT UPDATE

Received for Information.

C2 LIFECYCLE EVENTS – REQUEST FOR DONATION

RESOLUTION NO. 074/21

M/S Councillors Markin / Gibbs

THAT Council approve funding for LifeCycle Events in the amount of \$1,800 in support of “Kiki the Eco Elf” children’s event taking place during the Peace Valley Folk Fest being held on August 7, 2021; and

THAT the funding source be from the Recreation Services budget.

CARRIED

C3 BC EMERGENCY HEALTH SERVICES – SCHEDULED ON-CALL

Received for Information.

C4 INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP) – COVID-19 RESILIENCE INFRASTRUCTURE STREAM – PROJECT #IV0205 – HUDSON’S HOPE ARENA, ACCESS (COVID-19), SAFETY AND ENERGY IMPROVEMENTS

Received for Information.

C5 CITY OF NORTH VANCOUVER - REVISED UBCM RESOLUTION RE SAFE PASSING DISTANCE

Received for Information.

C6 CITY OF PITT MEADOWS – TRUTH & RECONCILIATION COMMISSION

Received for Information.

C7 BC HYDRO FIREWOOD & WOOD CHIPS

RESOLUTION NO. 075/21

M/S Councillors Paice / Miller

THAT Council approve a variance to the Council Procedure Bylaw No. 765, 2009, to allow a member of the Public to speak to the request from Lindsay Routlege, Shareholder Engagement Adviser, Site C Project, BC Hydro, to have the District provide storage for firewood logs and wood chips for public access.

CARRIED

Caitlyn Vince outlined her concerns regarding the District’s decision to not provide storage and public access for firewood logs and wood chips; the CAO explained that this would create liability issues for the District.

Direction to Staff

That Staff contact Lindsay Routlege, Shareholder Engagement Adviser, Site C Project, BC Hydro to confirm the District’s understanding that BC Hydro cannot cut the logs to firewood size.

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

14. OLD BUSINESS

15. NEW BUSINESS

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

18. RISE AND REPORT

19. ADJOURNMENT

Mayor Heiberg declared the Special Council Meeting adjourned at 7:08 pm.

DIARY

Diarized

Conventions/Conferences/Holidays

*Commercial Water Rate Increase-annual budget
Consideration*

08/04/19

Pool Year End Report 2020

04/01/20

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer



REGULAR COUNCIL MEETING
District Office – Council Chambers
7:08 P.M.
July 26, 2021

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Pat Markin
Councillor Kelly Miller
Councillor Valerie Paice
Councillor Travous Quibell

Absent: Councillor Leigh Summer (*with notice*)

Staff: Chief Administrative Officer, Mokles Rahman
Corporate Officer, Jeanette McDougall
Director, Public Works, Ruhul Amin
Director, Protective Services, Brad Milton

1. CALL TO ORDER

The meeting was called to order at 7:08 p.m. with Mayor Heiberg presiding.

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions:	CR1	PRRD – Assent Voting re Bylaw 2445, 2021
	CR2	North Peace Airport Society
	CR3	Rural Roads Task Force
	CR4	PRRD Fibre Connectivity Working Group
Councillor's Additions:	CR5	Hudson's Hope Museum – Councillor Miller
CAO Additions:	N/A	

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES

RESOLUTION NO. 076/21

M/S Councillors Gibbs / Paice

THAT the minutes of the July 5, 2021 Special Council Meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 WATER RESERVOIR MIXER – PROPOSALS EVALUATION & AWARD

RESOLUTION NO. 077/21

M/S Councillors Gibbs / Markin

THAT Council accept the bid received from Groatario for the installation of water mixers at the two water reservoirs; and

THAT Council approve awarding the installation of water mixers contract to Groatario and authorize the Mayor and CAO to sign the contract.

CARRIED

SR2 DINOSAUR LAKE CAMPGROUND - WASHROOM BUILDING

M/S Councillors Quibell / Miller

THAT Council accept the bid received from Kalmar Construction Ltd. for the installation of a washroom building at the Dinosaur Lake Campground; and

THAT Council approve awarding the installation of the washroom building to Kalmar Construction Ltd. and authorize the Mayor and Chief Administrative Officer to sign the contract.

DEFEATED

This item will be revisited during the 2022 Budget deliberations.

SR3 DINOSAUR LAKE – ATV CAMPGROUND – TENDER EVALUATION AND AWARD

RESOLUTION NO. 078/21

M/S Councillors Quibell / Markin

THAT Council accept the bid received from Ramida Enterprises Ltd. for the construction of the ATV Campground at Dinosaur Lake; and

THAT Council direct Administration to work with Ramida Enterprises Ltd. on an updated project scope based on the \$150,000 project funding available.

CARRIED

SR4 PLOW TRUCK (2020) – FUND TRANSFER

RESOLUTION NO. 079/21

M/S Councillors Quibell / Markin

THAT Council approve the transfer of \$252,092.07 from the General Surplus Fund to the Machinery & Equipment Reserve Fund to pay the invoices of James Western Star Truck & Trailer Ltd. (DBA First Truck Centre BC North for the purchase of a Plow Truck that was ordered in 2020.

CARRIED

SR5 2021 CRI FIRESMART ECONOMIC RECOVERY GRANT UPDATE

The Director, Protective Services, advised that the District's grant application to the 2021 CRI FireSmart Economic Recovery Grant was successful and also provided an overview of the FireSmart initiative.

SR6 DISTRICT OF HUDSON'S HOPE – BANNER REPLACEMENTS

RESOLUTION NO. 080/21

M/S Councillors Miller / Markin

THAT Council approve the purchase of six (6) banners at a cost of \$2,460 plus tax for installation at Beattie Park.

CARRIED

This item to be included on the Agenda for the Strategic Planning session that will be held during the Fall.

SR7 CHIEF ADMINISTRATIVE OFFICER – MONTHLY REPORT

The Chief Administrative Officer provided an overview, particularly with respect to the Water Treatment Plant issues.

SR8 CORPORATE OFFICER – MONTHLY REPORT

Received for Information.

SR9 DIRECTOR, PUBLIC WORKS – MONTHLY REPORT

Received for Information.

SR10 DIRECTOR, PROTECTIVE SERVICES – MONTHLY REPORT

Received for Information.

SR11 SPECIAL PROJECTS – MONTHLY REPORT

Received for Information.

SR12 RECREATION SERVICES – MONTHLY REPORT

Received for Information.

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 PROVINCIAL STATE OF EMERGENCY - FIRE

Received for Information.

C2 BC CAMPFIRE PROHIBITION – JUNE 28, 2021

Received for Information.

**C3 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION – ADVOCACY
SUMMARY REPORT – J JULY 2021**

Received for Information.

C4 VETERAN'S NEWS – REMEMBRANCE DAY SPONSORSHIP

Received for Information.

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

CR1 PEACE RIVER REGIONAL DISTRICT ASSENT VOTING

The Mayor advised that the Assent Voting for the PRRD Health Related Services Grant in Aid Services Establishment Bylaw No. 2445, 2021 was held on July 17, 2021, with Hudson's Hope having 15 total votes, 14 yes votes and 1 no vote.

CR2 NORTH PEACE AIRPORT SOCIETY

The Mayor advised that the District of Hudson's Hope does not pay for the North Peace Regional Airport as funding is based on revenue generated from airport improvement fees and rents.

CR3 RURAL ROADS TASK FORCE

The Mayor reported that the Rural Roads Task Force is now up and running, with the focus being on key rural road infrastructure, including Beryl Prairie Road and the Farrell Creek Hill. This coalition includes Electoral Area B, Taylor and Hudson's Hope.

CR4 PRRD FIBRE CONNECTIVITY WORKING GROUP

The Mayor advised that the Peace River Regional District has created a Standing Committee for the Fibre Connectivity Project and has approved the Committee's Terms of Reference.

CR5 HUDSON'S HOPE MUSEUM

Councillor Miller provided an update as follows:

- *Berm Vibration Damage:* The Museum Board voted unanimously to request that BC Hydro have all the buildings surveyed as the main Museum building is presently being monitored BC Hydro, and although assured that there would be no impact to the Museum, the floors have settled in areas inside the Museum building, creating high/low tripping spots. The artefacts are now vibrating on the shelves which is jeopardizing the fragile collections.
- *Snake - Artificial Den Program:* The Museum received an offer to participate in a snake 'artificial den program' on the banks of the river behind the Museum. A BC Hydro sub-contractor contacted Elinor, Museum Curator to accept a fully-funded snake project, ie to dig into the bank below the Museum and create these dens for the snakes which will be 'on the move' once reservoir inundation begins. The Board unanimously voted against the proposal, and suggested other Societies that may be interested in accepting.

14. OLD BUSINESS

15. NEW BUSINESS

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

RESOLUTION NO. 081/21

M/S Councillors Paice / Quibell

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 – July 5, 2021

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

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public

➤ Health Care Services

CARRIED

18. RISE AND REPORT

19. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:36 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#: 2021MR24	Date: August 18, 2021
Meeting#: CM082321	Originator: Mokles Rahman
RFD TITLE: Water System Inspection – Northern Health	

BACKGROUND:

The Environmental Health Officers (EHO) of the Northern Health Authority (NHA) conducted a routine inspection on July 28, 2021 to the Hudson's Hope Water System. The Director of Public Works, Manager of Public Works and one of the operators attended the inspection.

EHO Comments in the Inspection Report (please see the attachment):

1. Install fence/ other protective barriers around wells to prevent tempering or vandalism.

EHO recommended to install fence/ other protective barriers around wells to prevent tempering or vandalism. During RFP preparation for the WTP upgrade project, there were extensive discussions on the safety issues of the wells and the treatment plant facility. Accordingly, the well casing heads with standard bolt down cover installed, which is reasonably secure against vandalism. Anyone intending to open by unbolting the cover will need to have gone there with an intent to do so, and in that case a chain link fence is no additional deterrent and overcome quickly with a pair of bolt cutters. An additional fence would add to the perception of security. But is not necessary for security.

2. Permit application:

Construction Permit application already submitted to the NHA as part of tendering and pre-construction phase activities of the Water Mixers installation at the reservoirs.

3. Emergency Response Plan (ERP) for water:

Consultant is working in the preparation of an ERP.

RECOMMENDATION / RESOLUTION:

That Council receive this report as information.

Prepared by:



Mokles Rahman, CAO

Attachment: Inspection Report

Water System Inspection Report

Inspection Information	
Facility Name:	Hudson's Hope CWS
Facility Number:	1710815
Officer:	NE - EHO Vacant 3
Inspection type:	Routine
Inspection date:	July 28, 2021
Follow-up Inspection Required:	No
Hazard Rating:	Low

Critical Hazards

These items relate to public health or safety, and must receive immediate attention.

Operation & Maintenance

These items must be corrected within a designated time period.

Comments

Inspection conducted by Ali Moore and EHO, Seyoum Gebeyehu.

Meeting with District of Hudson's Hope followed by inspection of wells and treatment plant.

Present at meeting: Gordon Davies, Keith Reschke, Ruhul Amin.

Source:

2 newly drilled deep wells located behind/beside the treatment plant.

Currently only well 1 is in use while well 2 is being investigated for potential surface water influence.

Recommendation: install fence/other protective barrier around wells to prevent tampering or vandalism

Treatment plant:

Plant currently in commissioning phase.

Operators working with contractors on necessary adjustments.

Construction permit application to be submitted for installation of chlorine mixer to improve mixing and ensure minimum FAC residual of 0.2ppm is maintained throughout the distribution system.

Distribution:

In near future, EHO and operators to discuss reducing the number of bacteriological sample sites.

Operation:

Emergency Response Plan (in progress) - to be submitted to EHO, made available to District staff, and updated annually or as needed.

Required sampling frequency being met.

Ali Moore
PAC

REQUEST FOR DECISION

RFD#: 2021MR25	Date: August 19, 2021
Meeting#: CM082321	Originator: Mokles Rahman
RFD TITLE: Replacement of East Highway Entrance Sign - Quotation Evaluation and Award	

RECOMMENDATION / RESOLUTION:

THAT Council cancel awarding contract to ArcTech Welding and Machining for the replacement of the East Highway Entrance Sign, and

THAT Council approve the quotation submitted by SIGNWORKS for the replacement of the East Highway Entrance Sign.

BACKGROUND:

At the April 12, 2021 Council Meeting, Council passed the following resolution;

THAT Council approve the quotation submitted by ArcTech Welding and Machining for replacement of the East Highway Entrance Sign.

The East Highway Entrance Sign has blown over which caused the original precast concrete sign and current 2014 sign face to be destroyed beyond reuse. Public Works issued an Invitational Request for Quotation to three (3) companies.

DISCUSSION:

As per Council direction the project, replacement of the East Highway Entrance Sign, was awarded to ArcTech Welding & Machining. ArcTech Welding and Machining has notified the District that they are no longer willing to complete the project as per their submitted bid and specifications. The District has negotiated with the second lowest bidder Signworks. Signworks is interested to complete this work at their submitted bid price and specifications.

Quotations were received from the following companies for the East Highway Entrance Sign.

Item	Company #1	Company #2	Company #3
	ArcTech Welding & Machining	Signworks	Faball North Services Inc.
1. Supply and Install Sign Support Structure	\$11,765.00	\$8,088.60	\$20,311.20
2. Supply and Install Sign Graphics	\$2,220.00	\$7,425.60	-
Optional Item Supply and Install Anti-Graffiti Coating on Sign Graphics	\$490.00		-
Subtotal	\$14,475.00	\$15,514.20	
GST	\$723.75	\$775.71	\$1015.56
PST	-	\$1,086.00	-
Quotation Total	\$15,198.75	\$17,375.91	\$21,326.76

The project costs summary is as follows:

SIGNWORKS	\$ 15,514.20
PST	\$1,085.99
Sub - Total	\$ 16,600.19
Contingency	\$2,000.00
Total	\$ 18,600.19
GST (5%)	\$ 930.01
Total with Tax	\$ 19,530.20

Scope of Work:

The scope of the project is to provide a welded metal sign structure, sandblasted and painted white with vinyl sign graphics being an exact match to the colours and layout currently displayed on the West Highway Entrance Sign.

ALTERNATIVES:

1. Award the contract to Signworks.
2. Do not award the contract and requote based on a wood billboard structure.

FINANCIAL CONSIDERATIONS:

There is no approved Capital Budget for this item in 2021 as destruction of the sign was accidental and unexpected.

The costs for replacement of the East Highway Entrance Sign is \$18,600.19 plus GST. The source of funding will be from the \$150,000 Contingency Fund.

Prepared and approved by:



Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

FROM: Jeanette McDougall, Corporate Officer

DATE: August 23, 2021

SUBJECT: DEVELOPMENT VARIANCE PERMIT (DVP) – R. TRAVIS

RECOMMENDATION

***THAT** Council approve the Development Variance Permit (DVP) for Smart Ventures Ltd. for the placement of a manufactured home that is older than 10 years on a lot located at 4311 Beryl Prairie Road.*

BACKGROUND

R. Travis, one of the partners of Smart Ventures Ltd., moved a 1989 trailer onto a vacant lot that this company owns at 4311 Beryl Prairie Road on Friday, December 4, 2020, without first obtaining a DVP as per section 4.16(3) of the District of Hudson's Hope Zoning Bylaw 823, 2013, which states the following:

"Section 4.16 (3):

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."

Staff prepared a number of reports for Council earlier this year to determine the best course of action to hold Smart Ventures Ltd. accountable for violating Section 4.16(3) of the Zoning Bylaw No. 823, 2013. A fine in the amount of \$550 was issued to Smart Ventures Ltd. on February 12, 2021 that reflects the \$400 Development Variance Permit Application fee and a fee of \$150 for not obtaining a moving permit. In recognition that the fine in the amount of \$550 was paid on June 18, 2021, Staff are recommending that the Development Variance Permit be approved.

ALTERNATIVES

THAT Council not approve issuing a Development Variance Permit and instead order the trailer removed as Council had not approved a Development Variance Permit prior to its placement on Lot 4311, Beryl Prairie Road.

ATTACHMENTS

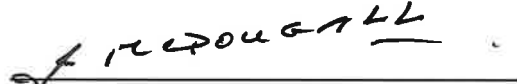
- *Development Variance Permit 2021-01 (Draft)*
- *Development Variance Permit – Notice of Permit (Draft)*

APPROVED BY:



Mokles Rahman,
Chief Administrative Officer

PREPARED BY:



Jeanette McDougall, Corporate Officer



DEVELOPMENT VARIANCE PERMIT NO. 2021-01

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:

Russel Travis,
dba Smart Ventures Ltd.
PO Box 2713
8119 Highway 29 South,
Chetwynd BC V0C 1J0

(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 Permittee(s) within the District of Hudson's Hope and legally described as:

Parcel Identifier: 013-782-835, Lot 6, Block 2, Plan 14839, Part of SW ¼ Lot 1202

(the "Lands")

2. The Development Variance Permit varies the regulation of the Zoning Bylaw 823, 2013 section " 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 31 years from the date it is placed on a lot and have a BC Registration Number.

By increasing the the age of the manufactured home to 31 years, it allows for a 1989 model manufactured home to be placed on the property.

3. This Permit is not a Building Permit.

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

ISSUED THIS _____ DAY OF _____, _____

Mokles Rahman, Chief Administrative 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:

Lot 6, Block 2, Plan 14839, Part of SW ¼ Lot 1202; Parcel Identifier 013-782-835

Issue Date: _____

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

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

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

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

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

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, you are hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

REQUEST FOR DECISION

RFD#: 2021JM07	Date: August 23, 2021
Meeting#: CM230821	Originator: Jeanette McDougall
RFD TITLE: COUNCIL MEETING - RESCHEDULING	

RECOMMENDATIONS:

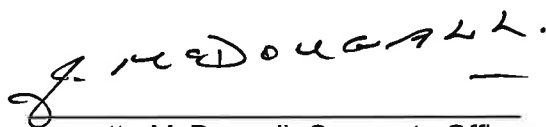
THAT Council approve rescheduling the Regular Council Meeting of September 7, 2021 to September 13 2021.

BACKGROUND:


Staff are requesting a formal ratification of the electronic vote that approved rescheduling the September 7, 2021 Council Meeting to September 13, 2021. The reasons for the rescheduling request are as follows:

1. The Farmer's Market & the District's Volunteer Appreciation Award are scheduled for mid – late afternoon on Tuesday, September 7th, with a dinner at 6:00 pm (and music) and this conflicts with the a) Public Hearing that is being planned for the Zoning Amendment Bylaw re Cannabis to be held at 6:00 pm; and b) with the Council Meeting which would start right after the close of the Public Hearing;
2. The intention was to hold both the Public Hearing and the Regular Council Meeting at the Community Hall on September 7th to accommodate public attendance, however there is a funeral being held in the Community Hall the next day, September 8, 2021 and they need access on September 7, 2021 to setup;
3. Council provided an electronic vote that is in favour of rescheduling from September 7th to September 13th which allowed advertising for the Farmer's Market / Volunteer Appreciation Award to take place right away, otherwise advertising could not take place until August 23rd which is very late;
4. A Council meeting held September 13th is only 6 days after September 7th; and
5. A Council meeting held September 13th means 4 weeks until the next Council Meeting, which is on October 12, 2021, whereas if the Council Meeting is held September 7th there would be 5 weeks until October 12, 2021.

Prepared by:


Jeanette McDougall, Corporate Officer

Approved by:


Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: CAO Update

DATE: August 18, 2021

FROM: Mokles Rahman, CAO

Below please find highlights of some of the major activities either done or underway in the Office of the CAO during the period of July 23, 2021 to August 18, 2021.

- WATER infrastructure:
 - a. Northern Health Authority conducted a routine inspection to the Waterworks System. A staff report is being submitted to Council for the August 23, 2021 Council meeting.
 - b. No bad sample during the last one month after the Boil Water Notice.
 - c. WTP reclassification application submitted to Environmental Operators Certification Programs (EOCP).
 - d. District issued couple of PSAs for non-mandatory water use restrictions.
- Water Treatment Plant (WTP) upgrade:
 - a. The WTP continues to experience increased operational, and maintenance demands as it struggles with fouling issues. It is suspected by the contractor that the fouling issues are related to increased organic growth in the prefilter components of the system.
 - b. Although mitigation options for this condition are available, neither the contractor nor BC Hydro/District is prepared to proceed with improvements until issues of responsibilities are better understood, and further that the envisioned solutions are confirmed as appropriate.
 - c. BC Hydro has agreed to proceed with an independent investigation into the source water to reconfirm the groundwater is suitable for long term use. And to confirm any changes in the source water makeup, and thereby the solutions for improvement of the facility. Timelines for receiving these additional investigation results are end of September 2021.
 - d. Holdback released to the contractor this week as per Builder's Lien Act.
- Light Industrial Subdivision:
 - a. Jamieson Avenue Road right-of-way closure bylaw adopted during the Council meeting on July 26, 2021.
 - b. Consultant received comments from MoTI on the stormwater design and geotechnical inquiries and updating the plan to increase the volume of the stormwater pond to reflect the climate change requirements.
 - c. Consultant will submit the updated plans and stormwater information once the plans have been updated.

- Traffic bylaw update: Survey Monkey opened on July 30, 2021 and closed on August 17, 2021.
- Library commercial inspection done by Force Engineering. Waiting for the report.
- Dinosaur Lake Campground Washrooms: Council did not accept the lowest bid and asked to bring this project back during 2022 Budget deliberations.
- Senior's bus program: The senior's bus program will be re-launched in September 2021. The program did not run in 2020/2021 due to COVID -19.

HR

- Lead Hand position awarded to an internal candidate.
- Hired 2 General Trades to fill 2 vacant positions; one was created due to internal promotion and another one due to resignation.

Upcoming Activities:

- Arrange solar array facilities tour for the Mayor of City of Dawson Creek and his team.
- Management of Water Treatment Plant (WTP) issues with the consultant, contractor, and BC Hydro.
- Quarterly performance review of Corporate Officer.
- Attend Labour Management Meeting on August 25, 2021.

Prepared by:



Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: August 23, 2021
SUBJECT: CORPORATE DEPARTMENT – MONTHLY UPDATE

PURPOSE

To provide Council with an update for the Corporate Department.

GENERAL

- Agenda Preparations:
 - Council Meeting August 23, 2021
 - In Camera Council Meeting – August 23, 2021
- Public Hearing re Zoning Amendment Bylaw - Cannabis:
 - Organizing advertising as per the *Community Charter*, including the District's website, Bulletin Boards, PSAs; booking venue booked, etc.
- Land Administration:
 - Various property matters, eg Bylaw 913, 2020 – DL148 Road Closure, responding to inquiries regarding permitted uses, subdivision and temporary use applications; issued 3 zoning comfort letters to Borden, Ladner, Gervais Law Firm
- Vacation Planning / Scheduling for Office Clerks & ICBC Clerk - ongoing
- UBCM 2021 – will be held virtually as in 2021 – September 13–17, 2021

SWIMMING POOL

- Monitoring staffing / scheduling requirements – on-going

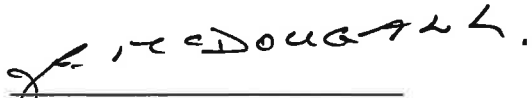
VISITOR CENTRE

- Monitoring staffing / scheduling requirements – on-going
- Poker Ride Motorbike Event – August 21, 2021 – participating communities include Dawson Creek, Fort St. John, Hudson's Hope, Taylor and Tumbler Ridge. The winner keeps half of the prize, the other half is donated to a non-profit.

CONFERENCES / EDUCATION / TRAINING

- **LGMA Freedom of Information & Records Management Committee**
 - Freedom of Information – Sub-Committee – Ongoing re Freedom of Information Toolkit Manual - Update
 - *Note:* a Freedom of information – Advanced webinar is being held September 2021 and will include a session on FOI in relation to release of information pertaining to property files, etc. with the focus being on small communities

- **Planning**
 - A. Martin & J. McDougall - BCIT Planning online course @ \$336 per registrant – on-going
- **Other**
 - Currently researching courses for Office Staff on customer service, Freedom of Information, Records Management and Minute Taking.



Jeanette McDougall,
Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Public Works Department Update

DATE: August 18, 2021

FROM: Ruhul Amin

Below please find highlights of some of the activities either done or underway in the Public Works Department during the period of July 22 to August 18, 2021.

A. OPERATIONS:

- Dust Control: Hired a local contractor P&L Venture for roads grading. P&L started the grading on Tuesday August 17th. Calcium application will be on the week of August 23rd pending weather condition.
- Crack Sealing is ongoing now. If we have left over asphalt after completing roads, will be doing airport.
- District Office Exterior refurbishment Project: Arctect Painting completed the soffit repairs and exterior paintings. Concrete will be done in September.
- Two Pumps at reservoir stopped working on Friday, August 6th. Repair works for one was completed on Tuesday, August 12th. Repairs of the second one pending on the parts delivery.
- Water is leaking at the Rodeo Ground from both private side and District owned valve. District side has fixed on August 12th, waiting for private side to be fixed before turning the water on.

B. CAPITAL PROJECTS:

1. MacDougall Street Rehab: Water main installation is ongoing.
2. Lynx Creek Re-pavement (Ph-2): Completed, .
3. Arena and Curling Rink condenser replacement: Completed
4. Water Mixers: Electrical sub-contractor visited the site to take some measurements. Permit application submitted, coordinating with NH to expedite the permit process.
5. ATV Campground: Notice to proceed issued and contractor supposed to start the work on Sep. 7th.

C. OPERATING PROJECTS:

1. East welcome sign: Lowest bidder Arctech Welding + Machining no longer wishes to do this job. Negotiating with the 2nd lowest bidder (Signworks).
2. Valve Exercising: Started on Friday, July 16th and on going now.

D. HR:

1. General Trades: Hired two General Trades, both started on August 16th, 2021.
2. Public Works Manager: Selected 4 candidates for interview, 1 candidate declined. Scheduled to interview 3 candidates.

E. UPCOMING ACTIVITIES:

- Arena start up on August 30, 2021.
- Tennis court net replacement, September 1st week.
- Annual hydrant flushing.
- Sanitary Sewer flushing.
- Road and Traffic Sign installation.
- Culverts cleaning and inspection.
- Asphalt repairs.
- Cemetery: Concrete around columbarium

Prepared and submitted by:

"R. Amin"

Ruhul Amin

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Update

DATE: August 16, 2021

FROM: Brad Milton, Director of Protective Services

please find highlights of activities either done or underway in the Protective Services Departments during the last month.

- From July 21 – August 16, 2021, there have been 7 calls for service. 2 – First Responder, 1 - Motor Vehicle Accident, 1 - Burn Complaint, 1 – Vehicle Fire, 2 – Brush Fire.
- August 13, 2021, 4 members' of HHFR responded to the Mt Lamorey Fire with the Districts SPU, the members sprinklered several homes on arrival that evening, and worked with Charlie Lake Fire, Chetwynd Fire, and Fort St John Fire to provide structural protection. Currently our SPU trailer and 2 members are still on scene assisting BCWS and the PRRD.
- August 17, 2021, Allan Graham (Deputy Chief) will be deploying to the Vernon area with Charlie Lake Fire to provide Tender support as part of the ongoing deployment in the south. He will be deployed for 14 days supporting BCWS the Complex of fires in that area.
- Chief Milton continues to seek applicants for the FireSmart Crew Positions. One applicant was interviewed and offered a position, unfortunately the applicant turned down the position due to cost of living.
- Chief Milton is currently working in conjunction with Chris Civik from Special Projects on the development of an Emergency Response Plan for the District Gavel Pit.
- HHFR has 1 member currently enrolled in a Fire Investigation Level 1 & 2 Course.
- There have been 0 bylaw complaints and 1 complaint resolution this reporting period.

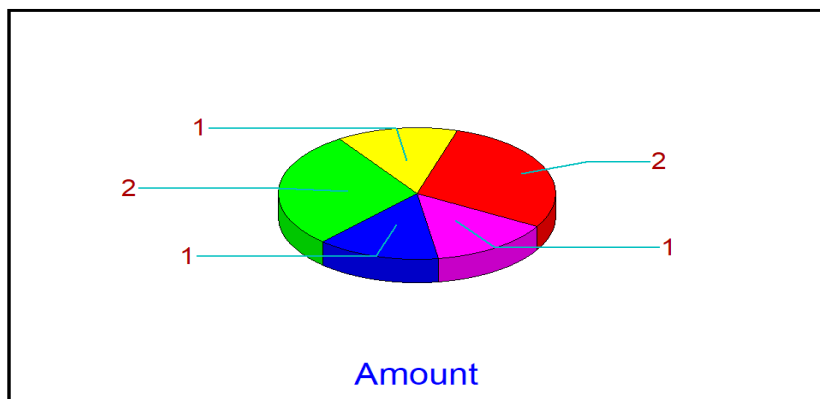
It's a great day to be a Hudson's Hope Firefighter.

Prepared by:



Brad Milton, Director of Protective Service

Totals by Type
From Jul 21 21 to Aug 16 21



Brush Fire - 2



Burn Complaint - 1



First Responder - 2



Motor Vehicle Accident - 1



Vehicle Fire - 1

Page 26 of 69

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council
SUBJECT: Special Projects – Update Report
DATE: August 2021
FROM: Chris Cvik

Some of the initiatives that I have been remotely working on or recently completed:

- Submitted response to provincial questions on District of Hudson's Hope Gravel Pit License of Occupation extension – awaiting decision.
- Working with Councillors Miller and Markin on banner replacement project. Banners ordered, should be here by the end of August.
- Working on a Sand and Gravel Notice of Work Application. This is basically, a Mine Permit. The district has been operating a gravel pit for several years, and although we have a License of Occupation agreement with the province to be on the Crown Land, we did not have a permit to extract gravel. Need to submit application to the province by September 30, 2021.

Upcoming

- Assist with CAO as necessary.



Chris Cvik

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Recreation and Special Events Department Update

DATE: August 23, 2021

FROM: Kristina Coombs

Below please find highlights the activities either done or underway in the Recreation and Special Events Department during the period of July 22 to August 23, 2021.

A. COMPLETED ACTIVITIES AND EVENTS:

- ParticipACTION Community Better Challenge – June 1-30, 2021: Completed. The District of Hudson's Hope finished in the top five (5) in the province and top fifteen (15) in Canada for the nations most active Community. ParticipACTION Grant received - \$900 All events and activities for ParticipACTION were funded by these funds.
- Pool Glow Party – July 16, 2021: A nighttime glow party for teens and adults hosted at the pool. Activities included volleyball games, water games, hang out, glowsticks, music and tropical smoothie bar.
Attendance – 17 (weather was cold)
Cost - \$255
- Dive in Movie (Luca), Pool event – July 23: Evening event where pool staff has a movie projected on a large screen and attendees sit on floaties in the pool to watch. *Attendance – 35*
Cost – none other than staff time.

B. PROJECTS:

1. Summer Staff – Two (2) student staff were hired sponsored through the Canada Summer Jobs Grant. Positions included:
 - Recreation Leader - June 28 – September 3, 2021, Works under the supervision of the RSEC. Responsible for the planning, implementation, and safe operation of summer camp. Participate in the planning and delivery of special events and programs within the recreation department.
 - Youth Recreational and Leisure Activities Counsellor- June 28 – August 6, 2021. Works under the supervision of the RSEC and Recreation leader and assists in the planning, and safe operation of summer camp.

Note: These summer student positions were an incredible asset to the community, allowing for a month of children's day camps. The Camp was so popular that most days there were children on the waiting list. It is highly recommended that the District continue this program in the future with three staff members as in 2019 to allow for increased child participation and community engagement.

2. Pool employment sustainability- In progress
3. Trails brochure and signage – In progress

C. ACTIVITIES AND EVENTS IN PROGRESS:

- Summer Hike Series: Next hike is Dunlevy Falls – August 22, 2021. Free guided hike sponsored by the DOHH.
- Parent and Tot Drop in – Fridays in July and August. The Summer Kid's Camp facility at the Arena is open for parent and tot. This program is supervised by the Recreation Summer Staff. The pool has a scheduled a drop-in time for parents and tots. Program fee is \$5 drop in.
- Art in the Park and Community Paint by number– Farmer's Market in August. Recreation staff facilitate art and nature-based activities in Beattie Park. Councillor Pat Markin is facilitating a paint by number activity for the community to actively engage in painting a scene of the Peace River on canvas. Programs are free.
- Dive in Movie (Fantasy Island), Pool event – August 14, 2021.
- Wacky Olympics, Pool event – August 21, 2021. Afternoon event hosted at the pool by both pool and recreation staff. Activities includes games and a cardboard boat building contest.

D. UPCOMING ACTIVITIES:

- Volunteer Appreciation Day – September 7, 2021.
- Fall sign up

Prepared submitted:



Kristina Coombs

AUG 10 2021

Honorable Mayor,

There are several sidewalks around town that need to be repaired because they are a tripping hazard. They are as follows:

1. Sidewalk at the entrance to Beattie Park (on the end near the water tower) has a water pipe that is sticking out of the ground in the middle of the sidewalk and there is no pavement just gravel.
2. The sidewalk in Jamieson Subdivision has two places that are bad. They are on the end near Jamieson Avenue (across from Jamieson Woods entrance). For the last three years it looked like they were going to do something to fix it. The first year they marked them with chalk, the second year they cut the pavement and the third year they marked it again with orange paint and this year they have nothing. Also, where the sidewalk comes out onto Jamieson Avenue Road there are a couple of holes.
3. The sidewalk by the library. The town tore up the pavement to fix a water problem and has never replaced the sidewalk, which is a wheelchair access sidewalk.
4. At the district office there is a big hole at the entrance to the parking lot, which I can't believe you have not noticed.

In the winter sidewalks need to be kept plowed especially the hill and any sidewalk that runs along side the highway. When these are not plowed it forces people to walk on the highway. When we have talked to public workers, they say that sidewalks are not a priority.

Edna Smith



August 11, 2021

Mayor David Heiberg
District of Hudson's Hope
Box 330
Hudson's Hope, BC V0C 1V0

Dear David Heiberg:

**RE: CANADA COMMUNITY-BUILDING FUND/GAS TAX FUND:
COMMUNITY WORKS FUND TOP-UP PAYMENT AND UPDATED ELIGIBILITY
GUIDELINES**

I am pleased to advise that UBCM is in the process of distributing a top-up to your Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$97,868.67 is expected to occur the week of August 16, 2021.

This additional one-time payment from UBCM for the CWF was approved for disbursement by the Government of Canada to supplement the fiscal 2021/2022 allocation which was delivered in July.

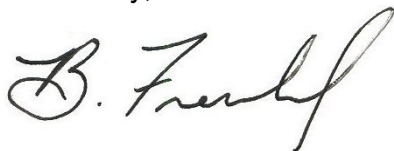
Also announced by the Government of Canada is the expansion of CWF investment categories to now include fire halls and fire station infrastructure.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our website at www.ubcm.ca.

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Yours truly,



Brian Frenkel
UBCM President

PC: Mokles Rahman, Chief Administrative Officer

August 9, 2021

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

Re: 2021 Local Government Development Approvals program - Review of Application

Dear Mr. Rahman,

Thank you for submitting an application under the 2021 Local Government Development Approvals program. Please note this intake was substantially oversubscribed.

Unfortunately, your project, *District of Hudson's Hope Development Approval Readiness Project*, was not selected for funding.

For information about other funding opportunities please review the Funding Programs section of the UBCM website or refer to the grants database provided by CivicInfoBC.

If you would like feedback on your application or have any questions, please contact Local Government Program Services at lgps@ubcm.ca or (250) 356-0930.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonas Woodrow".

Jonas Woodrow
Program Officer, Local Government Program Services

*The Local Government Development Approvals Program is funded by the
Province of BC and Government of Canada*

June 11, 2021 ~ Via email

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

RE: CEPF 2021 Emergency Operations Centres and Training Program – Approval Agreement & Terms of Conditions of Funding – IN CONFIDENCE

Dear Mr. Rahman,

Thank you for submitting an application for the 2021 Emergency Operations Centres funding stream under the Community Emergency Preparedness Fund. I am pleased to inform you in confidence that the Evaluation Committee has approved funding for your project, *Capability Upgrade and Training* in the amount of \$23,560.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary. The Ministry of Public Safety and Solicitor General has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval in confidence until July 9, 2021;
- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in the budget that was approved as part of your application;
- (4) All expenditures must meet eligibility requirements as defined in the 2021 Program & Application Guide;
- (5) All project activities must be completed within 12 months and no later than June 30, 2022;
- (6) The Final Report Form is required to be submitted to UBCM within 30 days of the project end date and no later than July 29, 2022;

- (7) Any unused funds must be returned to UBCM within 30 days of project end date;
- (8) The approved public bodies are required to comply with the Freedom of Information and Protection of Privacy Act (FoIPPA) and ensure that any collected personal information about an identifiable individual as part of the approved project is compliant with the residency and sovereignty requirements of that legislation.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or the provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to develop EOC capacity to support the resiliency of BC communities. If you have any questions, please contact Local Government Program Services at 250-387-4470 or cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
CEPF Program Officer

cc: Brad Milton, Director of Protective Services

Enclosure

Approval Agreement (to be signed by the CAO or designate)

I, _____, have read and agree to the Terms & Conditions, and the requirements for funding under the 2021 Emergency Operations Centres funding stream.

_____, _____

Signature, Title

Date

District of Hudson's Hope

Please return a scanned copy of this signed Approval Agreement to cepf@ubcm.ca

Darlene Todd
PO Box 33
Hudson's Hope, BC
V0C 1V0



July 4th, 2021

Mayor Dave Heiberg
District of Hudson's Hope
PO Box 330
Hudson's Hope, BC
V0C 1V0

Dear Mayor Heiberg:

My family would like to place a park bench in the Garden of Peace Cemetery near our Parents grave site. It is Block A, Row B, Plot 24. See attached document. There are two trees planted right near by and we thought it would be a great spot for the bench. I have attached a document of a sample of what the bench would look similar too.

We are asking permission from Council to approve this request. Our Parents, James (Tex) MacKeigan & Margaret Ann MacKeigan were an integral part of the community for 45 years. They were Business owners who sponsored many clubs and organizations. Our Father also served a few terms on Town Council as well.

We noticed that the Kelly Family have a bench beside their Parents grave site and it is on a cement pad. Great idea for low maintenance.

We hope this request will be granted, and we can proceed to get the bench built.

Thank you.

Kind Regards,

Darlene Todd,
Brenda Reid,
Pearl MacKeigan

Mackeigan, James (Tex)
 Mackeigan, Margaret Ann

Block A
 Row B
 Plot 24

would like
 bench

2
 trees

Block A

Row A	Row B	Row C	Row D
26	24 25	24 25	23
27	22 27	22 27	22
21 28	21 28	21 28	21 28
10 11	10 11	10 11	10 11
9 12	9 12	9 12	9 12
8 13	8 13	8 13	8 13
7 14	7 14	7 14	7 14
6 15	6 15	6 15	6 15
5 16	5 16	5 16	5 16
4 17	4 17	4 17	4 17
3 18	3 18	3 18	3 18
2 19	2 19	2 19	2 19
1 20	1 20	1 20	1 20

Columbarium

131	132	133
131	130	129
91	92	91 94
90	89	88 87
73	74	75, 76
72	71	70 69
55	56	57 58
54	53	52 51
37	38	39 40
36	35	34 33
19	20	21 22
18	17	16 15
1	2	3 4

A Bench
similar to
this one
(fabricated +
powder coated)
to withstand all
weather conditions



Dear Mayor and Council

August 13, 2021

On behalf of the Hudson's Hope Pickleball Club, I would like to make a request for funding to upgrade the surface of the existing tennis / pickleball courts.

Pickleball has been steadily gaining in popularity since we started playing 3 years ago. One of our players recently offered lessons to beginners and we had 4 additional players sign up. Quite a few times this summer, our local players have brought visiting family and friends to play as well. It would be great if we had nicer courts to help showcase our pool and park.

The nets were in desperate need of replacing being held together with haywire and binder twine that players have brought. We understand that new nets and posts are on order and we are looking forward to seeing them installed this summer.

As a pickleball ball is light, plastic and full of holes, the wind has a big effect on ball travel, making play difficult at times on windy days. We applied for and received a grant from BC Hydro for \$1,000 for the purchase of windbreak screens and hope to be able to order and install them this summer as well.

For the past 2 years, we have also been requesting the District for funding for the purchase of a couple of benches. We have ended up making some wooden ones. They aren't fancy but they serve the purpose so new benches are no longer needed.

The last item we would like to bring to your attention is an upgrade to the surface of the courts. Presently it is unsealed asphalt. There are some cracks that need filling and a sealant should be applied to the surface to prevent further deterioration of the asphalt.

In a lengthy email from Robin Sipe, the president of the Taylor Peace Country Pickleball Club, he recommended which products worked best on the Taylor courts. There is a sealant available from Canadian Tire that is used for tennis & pickleball court improvement called Airport + All Season Asphalt Driveway Sealer, and there are similar products available from Home Hardware. The cost is approximately \$50 for a 17L pail and the coverage is 250-400 sq'. He said they did 3 coats of sealant followed by a coat of "PicklePave" which is the top coat that contains the colour and offers skid resistant footing during play. This product is available from Tomko Sports Systems in Vancouver and is \$200 for a 5 gallon pail (coverage 60-75 sq' per gallon). For now, we would like to do at least 1 of the pickleball courts and we estimated that it would take 9 pails of the sealant and 3 pails of the PicklePave (emerald green) to cover one of the pickleball courts, for a total cost of about \$1,500 (including the applicator tools & shipping). Please bear in mind that this is just the estimate for the pickleball court and does not include the tennis court which is larger. The Taylor Club did all the work themselves with the blessing of the Taylor District. Our group would be willing to do the work here as well.



Hudson's Hope Pickleball/Tennis Court



SAVE 15%

Airport+ All Season Driveway Sealer, 17-L

★★★★★ (88) | #049-2525-6

*Was \$49.99

\$41.65

✓ IN-STORE

9 in stock - Aisle 33 Need more? Order online!
Dawson Creek, BC (as of 2:45 PM) [Check other stores](#)

QTY: - 1 +

✓ ONLINE

ADD TO CART

In-Store pick up

FREE



We are hoping to be able to get the resurfacing done this summer as there could still be 2 more months of outdoor play available.

Kind Regards
Kelly Newsholme
kellynew@telus.net

From: Heidi Scribner <hscribner@miabc.org>
Sent: Tuesday, July 20, 2021 1:29 PM
To: Tonia Alexander <tonia@hudsonshope.ca>
Subject: MIABC Voting Delegate

Dear Tonia,

The Municipal Insurance Association of BC's (MIABC's) 34th Annual General Meeting (AGM) is scheduled to take place on Monday, September 13th from 3:30pm to 4:30pm. This will, once again, be a virtual event held in conjunction with the UBCM Convention.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to the MIABC by Friday, August 27th, 2021.

The AGM Booklet with further voting information will be distributed on Monday, August 16th, 2021.

Voting Delegate: Councillor Kelly Miller
Email address: kelly@hudsonshope.ca

Alternate #1: Mayor David Heiberg
Email address: mayor@hudsonshope.ca

Alternate #2:
Email address:

Best regards,

Heidi Scribner
Administrator & Board Secretary

Municipal Insurance Association of BC
Email: hscribner@miabc.org
Direct: 604-449-6347
Main: 604-683-6266

File: 0110.00

July 29, 2021

Honourable Premier John Horgan
Province of British Columbia
PO Box 9422 Stn Prov Govt
Victoria, BC V8W 9V1

Email: premier@gov.bc.ca

The Honourable Adrian Dix, M.L.A.
Minister of Health
PO Box 9050, Stn Prov Govt
Victoria, BC V8W 9E2

Email: HLTH.Minister@gov.bc.ca

Dear Premier Horgan and Minister Dix:

Re: Improvement to Pre-Hospital Care System

At its July 26, 2021 Regular Council meeting, the Council for the City of Langley adopted the following resolution regarding the above-referenced subject.

WHEREAS local governments have been raising concerns of long delays with ambulance response time and First Responders responding to increasing number of Medical Emergency Service Alarm (MESA) calls due to lack of inadequate number of ambulances being available.

WHEREAS the recent heat wave exacerbated the shortcoming of the pre-hospital care system which created unacceptable delays in ambulance response time.

WHEREAS First Responders had to respond to extraordinary number of Medical Emergency Service Alarm (MESA) calls during the recent heat wave and endured unreasonable delays in response time by the ambulance to release them from the calls.

WHEREAS First Responders play an essential role in the pre-hospital care system and in supporting BC Emergency Health Services (BCEHS) with the delivery of the quickest possible response to patients requiring time-critical care.

WHEREAS the Auditor General of British Columbia's report, published in February 2019, on Access to Emergency Health Services provided recommendations to make transformational changes to the pre-hospital care system.


WHEREAS Health Minister Adrian Dix announced on July 14, 2021 to improve ambulance response time by providing funding for 85 new full-time paramedics, 30 fulltime dispatchers, 22 new ambulances, and converting 22 rural ambulance stations to 24/7 ALPHA stations.

THEREFORE, BE IT RESOLVED that the Province of BC and BC Emergency Health Services (BCEHS) immediately allocate the funding to improve ambulance response

time; and to improve coordination with fire departments to support consistent application of medical standards, information sharing, an integrated dispatch system, and improvements to patient care as recommended in the Auditor General report.

BE IT FURTHER RESOLVED that Minister Dix take concrete actions to treat First Responders as an equal and an integral partner of the pre-hospital care system with adequate support (e.g. training) and resources (e.g. cost recovery) in order to achieve this goal; and that this motion be forward to Premier John Horgan; Minister Adrian Dix, Minister of Health; Andrew Mercier, MLA Langley, Susan Wannamaker, Executive Vice President, Clinical Service Delivery, Provincial Health Services Authority; and All municipalities in BC.

Yours truly,
CITY OF LANGLEY



Paula Kusack
Deputy Corporate Officer

cc: Andrew Mercier, MLA Langley
Susan Wannamaker, Executive Vice President, Clinical Service Delivery,
Provincial Health Services Authority
All municipalities in BC.

BRITISH COLUMBIA
Social Procurement
INITIATIVE

July 29, 2021

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

Re: Membership Opportunity: British Columbia Social Procurement Initiative

Dear Mayor Heiberg,

We are writing to let you know about an exciting new opportunity for the District of Hudson's Hope to join the [British Columbia Social Procurement Initiative \(BCSPI\)](#).

Previously only available to governments in the Vancouver Island and Coastal Communities region, BCSPI has recently received support from the BC Government to expand province-wide, providing the opportunity for governments and institutional purchasers in communities across British Columbia to join.

BCSPI is a low cost, high value program that provides local governments with training, expertise, and support to integrate social procurement practices and add social value to their existing purchasing. This added social value can be connected directly to strategic or social planning goals.

For an annual membership fee equivalent to local area of government association dues, participating members and their staff get access to a full suite of professional development and training, templates, case studies, impact measurement tools and expert consultation support at no additional cost. Significantly, now is the best possible time to join. Building on the successes of the first two years, new members will join with all of the foundational work in place: over 50 pilot projects undertaken, a comprehensive library of templates and tools developed, best practice examples and thriving community of practice all available to support social procurement integration and implementation.

BCSPI (formerly CCSPI) started as a two-year pilot in the Vancouver Island and Coastal Communities region in 2019 and, since its inception, has already grown in membership from 6 to 30 local governments and institutional purchasers. BCSPI members have now procured over \$200 million of goods, services and construction with added social value to the benefit of their local economies. This means that additional local business, employment and skills & training opportunities are being generated from existing procurement dollars at a time when our local economies need it most. (The CCSPI Phase 1 report is attached for your information).

.../2

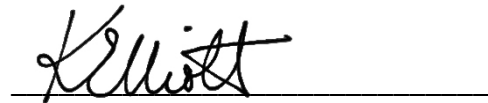
Page 2
Mayor David Heiberg
July 29, 2021

Social procurement is a key economic recovery and stability consideration for local governments. Joining BCSPi now will ensure that your organization has access to the training and expertise required to implement social procurement best practices, and the ability to take advantage of the opportunity to create additional community benefit from your existing spending.

We would be happy to discuss this opportunity with you directly, or to schedule a presentation for your Council or Board to provide more information about the Initiative. If you have any questions or would like to set up a meeting or presentation, please contact Robert Fisher, BCSPi Project Coordinator by email at rfisher@scalecollaborative.ca or by phone on (250) 886-3063.

Sincerely,

Karen Elliot
Mayor, District of Squamish
Co-Chair, BCSPi Steering Committee

A handwritten signature in black ink, appearing to read 'K. Elliot', written over a horizontal line.

Colleen Evans,
Councillor, Campbell River
Co-Chair, BCSPi Steering Committee

A handwritten signature in black ink, appearing to read 'Colleen Evans', written over a horizontal line.

Cc: Mokles Rahman, Chief Administrative Officer
Jeanette McDougall, Chief Corporate Officer

Attached: CCSPI Phase 1 Report

Coastal Communities Social Procurement Initiative (CCSPI) 2019—2021

Procurement for Community Wellbeing.

The regional initiative that's changing the culture of procurement to create community benefits.

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Executive Summary

The Coastal Communities Social Procurement Initiative (CCSPI) was established in 2018 by and for local governments on Vancouver Island and in the Coastal Communities.

In just two years, CCSPI members have realized over \$200 million in social procurement spend by adding social value to their purchasing practices, generating significant community benefits from existing procurement dollars at a time when local economies need it most.

The initiative, which is unique in Canada as a regional approach, is delivered by a partnership team of social procurement, community impact and industry experts who provide the training, tools and quality assurance required to support CCSPI members on their journey towards integrating social procurement practices. These are new practices that can help to unlock additional social value from an organization's existing spending that can align with strategic objectives and community goals.



LISA HELPS

Mayor, City of Victoria

Co-Chair, CCSPI Steering Committee

It's been wonderful to see CCSPI grow from an idea and a small collaboration among six local governments to a fully functioning social procurement initiative with almost 30 members. CCSPI provides significant value to our procurement staff by empowering them to use procurement to the benefit of our local economies and communities. We look forward to working to scale CCSPI across British Columbia to help more communities and other public agencies to align their spending with the values of their communities.



COLLEEN EVANS

Councillor, City of Campbell River

Co-Chair, CCSPI Steering Committee

Getting to this point has been a truly collaborative effort and the lessons learned, models, and templates CCSPI has developed are playing a vital role in creating healthy communities, supporting social inclusion and enhancing the wellbeing of local residents. As CCSPI membership continues to grow, we're encouraged by the enthusiasm and commitment of elected representatives and members who are actively considering what could be achieved if even just a small percentage of public spend was focused on 'value adding' to generate positive community benefits.



CCSPI Goals & Outcomes

01

GOAL: Local governments in the Vancouver Island and Coastal Communities region are embracing and implementing social procurement.

OUTCOME: 27 local governments are members of CCSPI and working towards social procurement implementation.

02

GOAL: Standardized approach to social procurement across local government, while each community has the ability to create community-specific social value.

OUTCOME: Standardized practices for procurement, vendor outreach and impact measurement are being adopted across the region. Members' strategic planning and policy inform community-specific needs.

03

GOAL: Procurement staff are trained in social procurement and have the ability to issue tenders and RFPs that result in community benefits.

OUTCOME: Over 150+ staff from CCSPI member organizations have taken part in training sessions and have access to a comprehensive library of examples, templates and other resources.

04

GOAL: Product and service suppliers are fully engaged, bidding on contracts, and responding to RFPs issued by local governments.

OUTCOME: CCSPI members are engaging with suppliers, creating a culture shift and building the capacity that allows them to respond to bid opportunities.

CCSPI Goals & Outcomes

05

GOAL: The provincial government is aware of and supportive of CCSPI.

OUTCOME: The BC Government has been represented at the CCSPI Steering Committee since its inception and is supporting the initiative's phase 2 expansion across the Province.

06

GOAL: A robust monitoring and reporting framework is in place.

OUTCOME: CCSPI has partnered with Royal Roads University to develop a standardized impact measurement framework, informed by both buyers and vendors, and connected to regional SDG targets.

07

GOAL: CCSPI is a long-term, sustainable initiative.

OUTCOME: CCSPI will be expanded through 2021-24 to advance the adoption and integration of social procurement policies and practices across British Columbia.

08

GOAL: Interest is demonstrated by the wider Municipal, Academic Institutions, Schools and Hospitals (MASH) sector.

OUTCOME: Recent CCSPI members include academic institutions and school boards. Interest is also being demonstrated by other institutional purchasers across the MASH sector.



What is Social Procurement & Why is it Important?

Social procurement is an emerging best practice that represents a significant shift from 'lowest price' to 'best value'.

Governments and other large purchasers like hospitals and post-secondary institutions collectively procure billions of dollars of goods and services. By implementing social procurement practices, these organizations can leverage a significant amount of additional social value and community benefit from this existing purchasing.

Social procurement takes into consideration not only price and quality, but also the community outcomes and potential benefits that can be generated through purchasing practices. It allows for procurement to become a tool for building healthy communities and local

economies by valuing local employment, training opportunities, social value supply chains and other community outcomes.

Social procurement can help to integrate social outcomes right across an organization's spending, from small spends that are made on a day-to-day basis, to integrating social value criteria into requests for proposals and tenders for goods and services, to major construction and infrastructure projects. Purchasing decisions can be measured against pre-determined criteria that are connected to an organization's community goals and strategic plans.

CCSPI is Delivered in Partnership by:



BUY SOCIAL CANADA

Buy Social Canada believes in building community capital: healthy communities that are rich in human, social, cultural, physical, and economic capital. By building relationships between social suppliers and purchasers, Buy Social Canada is leading the movement for community capital creators across the country.



David LePage — Managing Partner, Buy Social Canada

"CCSPI has become the showcase for community collaboration - leveraging shared resources to build resilient local economies, create local jobs, and provide opportunities for all the members of the community."



PRESENTATIONS PLUS TRAINING & CONSULTING INC.

Presentations Plus provides expert consulting and advice on social procurement to both public and private sector organizations, and has assisted many leading Governments and companies in the implementation of social procurement best practices.



Larry Berglund — Principal, Presentations Plus

"The awareness of social procurement options, within the communities, has led to more responsive and effective outcomes."



SCALE COLLABORATIVE

Scale Collaborative's mission is to create a thriving, connected, and financially resilient social change sector. Scale Collaborative works with nonprofits, social enterprises, and other social purpose organizations to explore how they can become more independent, innovative, resilient, and impactful.



Kristi Fairholm Mader — Co-Founding Partner, Scale Collaborative

"It is exciting to work with local governments and buyers who are using purchasing power to help support inclusive and sustainable communities."



VANCOUVER ISLAND CONSTRUCTION ASSOCIATION (VICA)

Vancouver Island Construction Association (VICA) serves the construction community on Vancouver Island, the Gulf Islands, and other coastal areas of British Columbia.



Rory Kulmala — CEO, Vancouver Island Construction Association

"CCSPI is the model for working locally and together across the Island and along the coast."

CCSPI Statistics

\$200m

Procurement spend with
added social value.

150+

Individual staff
members trained.

50+

Pilot projects undertaken.

40+

Training sessions and
webinars held.

29

Participating governments
and organizations.

25+

Resources, case studies,
and templates developed.

Social Procurement Myths vs. Facts

Although many governments and organizations across the world are already seeing tangible and measurable results from implementing social procurement practices, moving to this new way of buying things still represents a significant change from the status quo. Common myths and questions about social procurement exist.

These types of questions are indicators of the change taking place at a broader level, and the growing voices calling for a shift from practices that harm people and the planet. Historically, procurement has excluded smaller businesses and diverse suppliers, and has viewed environmental and social outcomes as a cost, not a benefit. Social procurement represents systemic change.

Is it legal?

Yes! It is.

Is the quality lower?

No! It isn't.

Does it cost more?

No! It doesn't.

Are the social value suppliers out there?

Yes! They are.



“Are the dollars we spend gaining the best value and outcomes for our communities?”

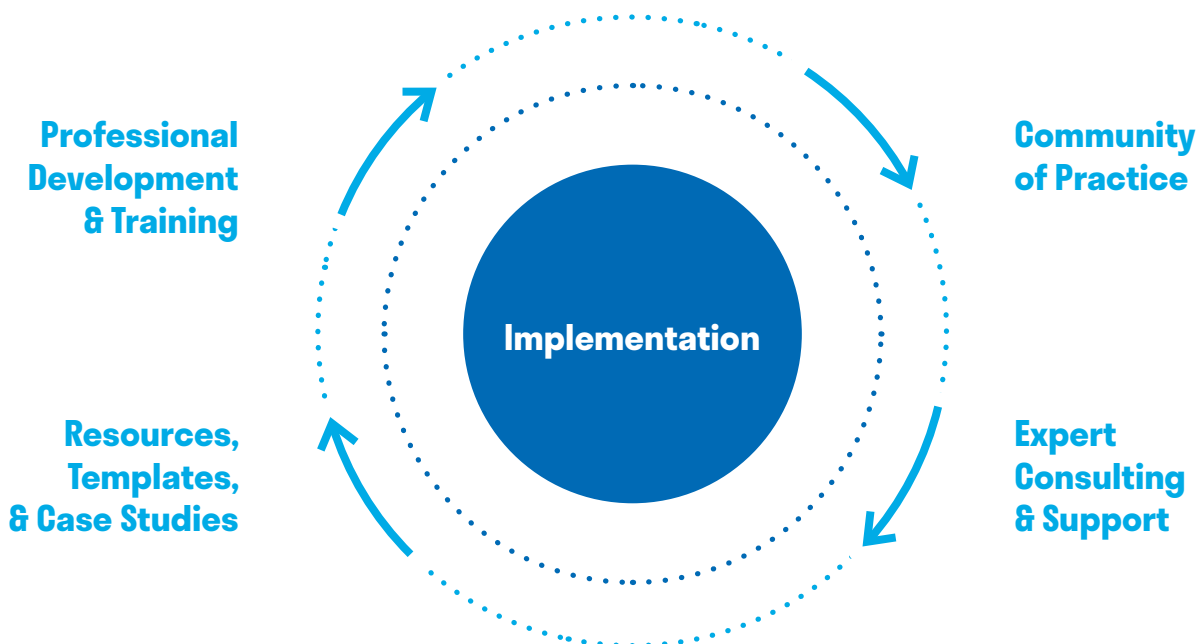
CCSPI Program Timeline

In 2016, a group of community leaders looked at the billions of dollars being spent across Vancouver Island and the Coast, and asked, “are these dollars gaining the best value and outcomes for our communities?”. Two years of development later, six local governments launched CCSPI as a 2-year pilot. Since then, CCSPI has grown to include almost 30 members (and counting) that have access to professional development and training, expert consulting and advice, a rich library of resources and tools, and a thriving community of practice.

Using these tools and resources, CCSPI members have piloted social procurement in over 50 projects across the region, from smaller credit card spends, to goods and services tenders to major construction projects.

Collectively, the membership is building a regional social value supplier database and other resources to build the capacity of suppliers to be able to bid on and deliver on government and institutional procurement opportunities.

In order to measure the important impact of this work, CCSPI is collaborating with Royal Roads University to develop a common measurement framework for CCSPI members to use that aligns with the United Nations Sustainable Development Goals (SDGs).





The Member Journey: From Onboarding to Implementation

CCSPI members are leading the way in changing the systems and culture of institutional procurement. This type of systemic and culture change can be challenging; it needs to be supported at multiple levels, including political, organizational leadership and staff level. These elements contribute to the successful adoption of social procurement:

- Support from both political and staff-level representatives
- “Champions” in positions of leadership that can set the vision for and support the implementation of social procurement practices
- Social procurement outcomes are aligned with community strategic plans and directions
- Representatives across organizational departments participate in education and training together
- Procurement and other staff are supported to learn and develop new practices
- Pilot projects are manageable and provide an opportunity for local suppliers and vendors to bid on
- Anticipation of learning and adaptation from pilot project outcome
- Support, in staff time, to learn and develop new practices

CCSPI CORE TRAINING:

SP101— Introduction to Social Procurement

SP201— Social Procurement Implementation

SP 301— Social Procurement in Construction Projects

Select Member Highlights:



Alberni-Clayoquot
Regional District

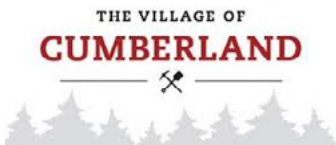
Alberni Clayoquot Regional District (ACRD)

The ACRD has trained staff in implementation of social procurement practices, and piloted social procurement in several projects. They included creating a social procurement policy as an objective in their 2021-2024 strategic plan.



Comox Valley Regional District (CVRD)

The CVRD has trained staff, and piloted social procurement in a variety of projects of different sizes with successful outcomes. CVRD has social procurement included in their purchasing policy and have included social procurement as a key service outcome in their corporate plan.



Village of Cumberland

Cumberland was the first municipality in BC to adopt a social procurement framework. Social procurement is included in the Village's purchasing policy.



City of Nanaimo

The City has trained staff and included social procurement in their sustainable procurement policy. They now intend to move ahead with pilot projects and supplier engagement.



City of Campbell River

The City has trained their staff in social procurement implementation and is piloting social procurement in a number of goods and services contracts. Moving forward they plan to add social procurement to their purchasing policy.



City of Courtenay

The City has trained staff in social procurement implementation and are intending to include social procurement in their purchasing policy before moving ahead with piloting social procurement in purchasing projects.



Cowichan Valley Regional District (CVRD)

The CVRD has trained staff and piloted social procurement practices in several projects. They released a Request for Information (RFI) to collect information about social value suppliers in the region. Developing procurement policies to promote social equity was included as an objective in their 2020 – 2022 strategic plan.



District of Port Hardy

The District has trained staff and included social procurement in their general purchasing policy. They have successfully trialed social procurement in a number of projects including their arena revitalization.

Select Member Highlights:



City of Powell River

The City has trained its staff in social procurement implementation and is currently working towards including social procurement in their purchasing policy.



qathet Regional District

The Regional District has trained staff in social procurement implementation and updated its purchasing policy to include social procurement. They are piloting social value criteria in a number of projects some of which have led to some good local employment outcomes.



Town of Qualicum Beach

Qualicum Beach has included social procurement in their purchasing policy and have piloted social value criteria in a variety of projects, leading to excellent outcomes that align with their community social objectives and goals.



District of Sooke

Sooke has included social procurement in their purchasing policy and intends to move ahead with staff training and social procurement implementation.



City of Duncan

The City has included social procurement in their purchasing policy. They are moving towards staff training and social procurement implementation.



District of Squamish

The District has included social procurement in their purchasing policy and have trained their staff in social procurement implementation. Squamish has also created an internal working group to focus on supplier outreach.



City of Victoria

The City has trained their staff in social procurement implementation. They are including social value criteria in many of their tender documents and in mandatory training for their corporate purchasing card holders. The City has also released a Request for Information (RFI) to collect information about social value suppliers in the region.



District of Tofino

Tofino has trained staff in social procurement implementation. They included social value criteria in a major streetscape revitalization project that allowed local contractors to be employed for some portions of the work and they are integrating community benefit outcomes within an upcoming wastewater treatment plant project.



Social Procurement In Action

CCSPI members have now successfully piloted social procurement in over 50 projects across the region. These include small spends like corporate purchasing card procurement, RFPs for goods and services like maintenance, and large construction & infrastructure projects. These snapshots of three of the pilot projects are taken from full case studies which are available at www.ccspi.ca

CASE STUDY #1

City of Victoria: Small Spends for Community Benefit

“

When people are making small purchases, they don't think they can make a difference. However, telling them that the City makes a 3.9M collective purchase made them think they could do some good. This was exciting and empowering.

—Leah Hamilton
Buyer, City of Victoria

In 2019, the City of Victoria spent approximately \$3.9M using corporate purchasing cards on purchases under \$1500. There are over 600 purchasing card holders working at the City who have discretion on where and what they purchase and regularly make purchases related to catering, travel, restaurants and office supplies

By educating and empowering these staff, the City identified an opportunity to achieve many small wins that add up quickly and significantly. Now, when making purchases, staff consider supply chains, local jobs and living wages.

When the economic multiplier effect is applied, there is significant community benefit that can be generated from these purchasing decisions. Encouraging staff to consider social value in addition to price is a key shift and empowers them to make decisions that have positive outcomes in the community.

Moving forward, the City is continuing with mandatory internal training and building a dedicated resource site for its staff that is populated with a list of local social value suppliers and success stories.





CASE STUDY #2

District of Port Hardy: Test-Driving Community Value

Port Hardy's recreation centre is the beating heart of its community, providing health and wellness services and a place for people to gather. In 2019 the District identified various renovation work was required that included the refrigeration system, a new roof, and other work inside the arena. Working with one of CCSPI's sample templates, the District was able to incorporate social value definitions and used a 'descriptive' process so that proponents could describe how they wanted to achieve community benefits including any anticipated associated costs.

The resulting Request for Proposals (RFP) aimed to integrate local employment, local supply chain management and local living outcomes. One of the goals was that project managers would look for suppliers that also embody and create social value and community benefit. With respect to social value the proponents varied their responses, which included environmental conscience, employment of local labour force and individuals facing barriers, apprenticeships offered, involvement with and financial support of local community non-profit groups and unique methods of tracking energy savings upon completion of the project.

One of the key project outcomes was increased engagement with local First Nations, who use the recreation services regularly. The District consulted with local First Nations on how they would like to be involved in the project and also related business and employment opportunities.



Social procurement is about being inclusive, about the environment, and about the community, workforce and local economy.

—Allison McArrick, CAO (fmr), District of Port Hardy



How we spend taxpayer dollars should be reflective of the universal values of the communities we serve. In many cases social procurement can improve the overall value to the taxpayer by generating positive outcomes for the community without materially impacting cost.

—Scott Hainsworth, Manager of Operating and Capital Procurement (fmr), Comox Valley Regional District

CASE STUDY #3

Comox Valley Regional District: Keeping It Simple

The Comox Valley Regional District is constructing a new water treatment system with a project value of \$126M. The Regional District was able to obtain funding from a Federal grant that included Infrastructure Canada's Community Employment Benefits Program, and the project proved to be a good opportunity to incorporate social procurement concepts that included employment and skills training and apprenticeship opportunities for local marginalized people.

Proponent evaluation criteria was structured to maximize value. Response requirements included commitments of proposed community employment benefits for target groups which were evaluated alongside cost, experience and quality. The Regional District also held commercially confidential meetings with each proponent that allowed for a more collaborative process and an opportunity for engagement on desired social procurement outcomes.

The project is now well underway and on track for its original completion date. Per the latest project updates, community employment benefit hours are tracking well above the committed totals, with forecasts projecting almost twice the committed hours for underrepresented populations. Notably, there were no additional cost implications associated with the social procurement concepts that were included in the request for proposals.

Supplier & Industry Engagement



CCSPI works with its members to help identify and connect with the social value suppliers and vendors in their communities.

The initiative provides supplier education, support and resources to help social value suppliers build their capacity to respond to and deliver on institutional procurement opportunities.

Working with Chambers of Commerce and Economic Development Organizations, CCSPI members are building a regional social value supplier directory that will allow them to identify those suppliers in the region who have a social value component to their business or enterprise.

This 'whole ecosystem' approach recognizes that both purchasers and suppliers need to speak the same language, foster common understanding, and helps build bridges to lasting business relationships that can support local economies.



“

Social procurement, primarily through the Community Employment Benefits initiative, is important in our industry. While it can be more challenging for contractors to make community employment commitments during the tendering phase, the initiative is enabling the industry to improve and progress. I am proud of the Aecon team here at the Comox Valley Water Treatment Project as we were able to double all of our employment commitments to date (e.g., Indigenous Peoples, Under-represented Populations, and apprentices) while maintaining a workforce almost entirely local to the Island.

—Jamie Abernethy, Project Director
Aecon Water Infrastructure

AECON

“

Achieving meaningful, positive, social value, while remaining financially prudent, is a challenging balancing act for any organization. With the resources and best practices CCSPI has developed, through continued consultation with local suppliers and vendors, we are optimistic their members will be well equipped to realize measurable social benefits with their spending.

—Yosef Suna AScT, GSC
General Manager, Knappett Industries

 **Knappett**
INDUSTRIES

“

A regional measurement framework will provide certainty for suppliers while also creating opportunities for CCSPI members to share best practices and improve the implementation of their social procurement policies.

—Heather Hachigian, Assistant Professor, Royal Roads University



Impact Measurement

CCSPI has partnered with Royal Roads University to develop a region-wide impact measurement framework that aligns with the United Nations Sustainable Development Goals (SDGs).

Both procurement officials and the supplier community are engaged in developing meaningful and effective impact metrics and processes.

Looking Ahead

As Phase 1 draws to a close, this is a moment to reflect on all that has been achieved, and set our sights collectively on next steps.

Phase 2 will see CCSPI expand across British Columbia. The initiative will build on existing training, resources and learning and expand on supplier and vendor outreach and capacity building. BCSPI will create a connected network of local governments and institutional purchasers across the Province, who are implementing social procurement best practices. Phase 2 will also focus on the impact measurement tools and resources required to measure the impact of their social procurement, both by organization as well as across the region.



Next Steps:

→ 2021

Expand CCSPI membership on Vancouver Island and in the Coastal Communities, inviting participation from institutional purchasers like school boards, post-secondary institutions and health authorities.

→ 2022—2024

Expand CCSPI membership to more communities across British Columbia.

What Could Be Possible If...?

- ✓ By 2024 at least 100 local governments and institutional purchasers in BC have participated in CCSPI membership offerings
- ✓ Member governments and institutional purchasers are including social value outcomes in at least 50% of their procurement
- ✓ Suppliers have been engaged and submitted RFPs or other bid documents that meet or exceed local government and purchaser objectives and expectations
- ✓ Suppliers with no previous engagement with institutional purchasers have gained the capacity to bid and deliver on contracts
- ✓ CCSPI members are utilizing a common impact measurement framework, demonstrating in full the local community impacts and benefits of their purchasing practices.

Participating Organizations



Acknowledgements

CCSPI is supported by ICET. We acknowledge the leadership shown by the steering committee and local governments, organizations and institutions who are pioneering social procurement practices in our region and beyond.



Learn more about CCSPI at www.ccspi.ca

Become a member of CCSPI:
Contact Robert Fisher, Project Coordinator at
rfisher@scalecollaborative.ca

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: August 23, 2021
SUBJECT: NOTICE OF CLOSED SESSION

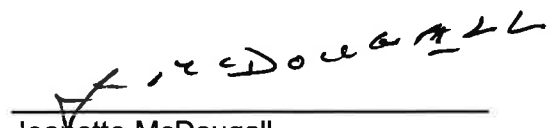
RECOMMENDATION:

***"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 – July 26, 2021*
- **Community Charter Section 90 (1) (k):**
 - (k) *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public*
 - *Lucas Subdivision*

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