



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, October 25, 2021

1. Call to Order:

2. Delegations:

3. Notice of New Business:

Mayor's List:

Councillors Additions:

CAO's Additions:

4. Adoption of Agenda by Consensus:

5. Declaration of Conflict of Interest:

6. Adoption of Minutes:

M1 October 12, 2021 Regular Council Meeting Minutes Page 1

7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

SR1	Pool Year End Report 2021	Page 7
SR2	Fire Investigation Certification	Page 10
SR3	Chief Administrative Officer – Monthly Report	Page 11
SR4	Corporate Officer – Monthly Report	Page 13
SR5	Public Works – Monthly Report	Page 15
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SR7	Special Projects – Monthly Report	Page 19
SR8	Recreation Services – Monthly Report	Page 20

10. Committee Meeting Reports:

11. Bylaws

12. Correspondence:

C1	North Central Local Government Association – 2022 AGM & Conventions	Page 22
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C2 Investing in Canada Infrastructure Program: Green
Infrastructure – Environmental Quality Program Page 23

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

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

ICSR1 Notice to Closed Session

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18. Adjournment



REGULAR COUNCIL MEETING
District Office – Council Chambers
6:00 P.M.
October 12, 2021

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

Absent: Councillor Mattias Gibbs (*with notice*)
Councillor Kelly Miller (*with notice*)
Councillor Valerie Paice (*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 NEDRA FORRESTER RE NEW WATER TREATMENT PLANT

Note: The Delegation was delayed and presented at 6:50 pm, therefore this item appears later on the Agenda.

3. NOTICE OF NEW BUSINESS

Mayor's Additions: CR1 Libraries – Funding
CR2 Cemeteries - Funding
CR3 Health Care Scholarships Committee
CR4 North Peace Rural Roads Task Force
CR5 Minister of Citizen Services – Visit to the Peace River
Regional District

Councillor's Additions: None

CAO Additions: NB1 Water Treatment Plant - Update

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES

RESOLUTION NO. 090/21

M/S Councillors Quibell / Markin

THAT the minutes of the September 13, 2021 Regular Council Meeting be adopted as amended to replace Councillor Paice with the correct Councillor name for Item M1 – Regular Council Minutes.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 CULVERT INSTALLATION - BERYL PRAIRIE SUBDIVISION – PROPOSAL EVALUATION AND AWARD

RESOLUTION NO. 091/21

M/S Councillors Summer / Markin

THAT Council receive the report entitled "Culvert Installation – Beryl Prairie Subdivision – Proposal Evaluation and Award" for information and discussion.

CARRIED

SR2 ARENA DOORS AND WATER HEATER REPLACEMENT – QUOTATIONS EVALUATION AND AWARD

RESOLUTION NO. 092/21

M/S Councillors Quibell / Summer

THAT Council accept and approve the quotation received from All West Glass for the replacement of three (3) Double Doors between the lobby and the Ice Rink and the office door at the Arena; and

THAT Council accept and approve the quotation received from North Pro for the replacement of (two) 2 gas Water Heaters with two (2) On Demand Water Heaters and a Storage Tank at the Arena.

CARRIED

SR3 ARENA CONCESSION OPERATOR CONTRACT

RESOLUTION NO. 093/21

M/S Councillors Quibell / Markin

THAT Council award the 2021 – 2022 Arena Concession Operator job to Maureen Graham; and

THAT Council authorize the Mayor and Chief Administrative Officer to sign the agreement.

CARRIED

SR4 HOUSING NEEDS REPORT IMPLEMENTATION FRAMEWORK

RESOLUTION NO. 094/21

M/S Councillors Summer / Quibell

THAT the report entitled Housing Needs Report Implementation Framework, which is a joint project with the Peace River Regional District, be received for information and discussion.

CARRIED

SR5 BUILDING ENVELOPE ASSESSMENT – HUDSON'S HOPE LIBRARY

RESOLUTION NO. 095/21

M/S Councillors Markin / Quibell

THAT the report entitled Building Envelope Assessment be received for information and discussion; and

THAT this item be included on the Agenda for the Strategic Planning session scheduled for November 2021.

CARRIED

SR6 RADIO REPLACEMENT CHANGE

RESOLUTION NO. 096/21

M/S Councillors Summer / Quibell

THAT Council accept and approve the purchase of the new style as a deviation from the previous radio replacement plan.

CARRIED

SR7 NORTH PEACE AIRPORT SOCIETY - APPOINTMENTS

RESOLUTION NO. 097/21

M/S Councillors Quibell / Summer

THAT the District of Hudson's Hope Council appoint Mayor Dave Heiberg as a Voting Member Representative for the North Peace Airport Society until December 15, 2022 or as otherwise amended by resolution of Council; and

THAT the District of Hudson's Hope Council appoint Councillor Mattias Gibbs as the alternate Voting Member Representative for the North Peace Airport Society until December 15, 2022 or as otherwise amended by resolution of Council.

CARRIED

SR8 AGRICULTURAL LAND COMMISSION APPLICATION #62170 – BC HYDRO ROAD DEDICATION – HIGHWAY 29 REALIGNMENT

Received for information.

SR9 CAMPGROUND – 2021 YEAR END REPORT

RESOLUTION NO. 098/21

M/S Councillors Quibell / Summer

THAT Staff prepare an updated Internet Campground Reservation Policy to reflect cancellation fees that are more favourable to customers and would help reduce complaints that are time consuming for Staff; and further that Staff update the maximum number of allowed additional units per site.

CARRIED

SR10 VISITOR CENTRE – 2021 YEAR END REPORT

Received for information.

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

**C1 MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
– CHILDCARE BC NEW SPACES FUND**

Received for information.

**C2 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
– ADVOCACY SUMMARY REPORT – SEPTEMBER 2021**

Received for information.

**C3 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
– HEALTH CARE SURVEY REPORT – SEPTEMBER 2021**

Received for information.

C4 HUDSON'S HOPE PUBLIC LIBRARY – BUILDING ITEMS

Direction to Staff

The Corporate Officer to organize a Special Meeting of Council prior to the District's Strategic Planning session scheduled for November for the sole purpose of discussing the Library building envelope with the Director and Board members of the Hudson's Hope Library.

Note: The Delegation scheduled for October 12, 2021 appeared and presented at 6:50

D1 DELEGATION - NEDRA FORRESTER RE NEW WATER TREATMENT PLANT

Nedra Forrester read a letter to Council regarding concerns of various residents who live in the vicinity of the Water Treatment Plant, citing the odour issue, possible safety concerns and the almost certain negative impact on their property values. She also noted that residents were asked to report concerns directly to the CAO and to the Consultant, however the residents feel there has been a lack of communication on how and when the problem was being resolved.

The Mayor advised that he maintains very close contact with the CAO regarding these concerns and noted that there are a number of issues that were not initially known,

The CAO provided an overview of the technical problems faced during commissioning stage, noting that there has been a reduction in overnight calls, that backwashing used to take place twice per day, but now takes place once per day. He also noted that backwashing was supposed to be automated, but was not; a request has been made to the Contractor asking why this was not done. BC Hydro is to provide a report that is being prepared by Associated Engineering as of October 13, 2021 and the membrane autopsy report has also been submitted to the consultant.

RESOLUTION NO. 099/21

M/S Councillors Quibell / Markin

THAT the Gallery be permitted to respond to the information provided by the Mayor and the CAO and to ask questions.

CARRIED

The CAO responded to various questions as follows: the level of hydrogen sulfide emissions and water quality both meet Health Canada Guidelines. In the case of the water, there are elevated levels of minerals and those that do not meet Health Canada Guidelines are filtered by the membrane which is designed for this purpose.

The Mayor responded to the question regarding when the District will know whether the water treatment plant issues can be fixed by advising that information from the two reports that the CAO was referring to will be shared with the residents. The Mayor also asked the residents to report their concerns directly to L&M Engineering.

The letter as read by Nedra Forrester and the list of names of concerned citizens are attached.

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

CR1 LIBRARIES - FUNDING

The Mayor advised that some of the Electoral Areas provide funding for municipal libraries based on number of users from their areas; this may be a source of funding for the Hudson's Hope Library.

CR2 CEMETERIES - FUNDING

The Mayor advised that some of the Electoral Areas provide funding to help with maintenance costs for municipal cemeteries and may be a source of funding for the cemetery in Hudson's Hope.

**CR3 HEALTH CARE SCHOLARSHIP CRITERIA SELECT COMMITTEE
- PEACE RIVER REGIONAL DISTRICT**

The Mayor is a member of this Committee and the Committee has 4 strands for scholarships; for example, one strand issues \$1,000 per student to 20 health care assistant students at Northern Lights College; and another strand provides \$2,500 for nursing students and another \$2,500 when they graduate on the condition that they work for Northern Health for 2 years. The program has been very successful as 11 nurses are expected to graduate soon.

CR4 NORTH PEACE RURAL ROADS TASK FORCE

The Mayor noted that the North Peace Rural Roads Coalition is comprised of the District of Hudson's Hope, the District of Taylor and Electoral Area B. An in-person meeting is scheduled for October 14, 2021, and a subsequent meeting will be held with the Ministry of Transportation and Highways on October 18, 2021.

**CR5 MINISTER OF CITIZENS SERVICES – VISIT TO THE PEACE RIVER
REGIONAL DISTRICT**

The Mayor advised that the Minister of Citizens' Services held meetings throughout the Peace River Regional District on the following topics: connectivity challenges, ambulance services, healthcare, recruitment of medical professionals, and the need for additional funding for remote areas with poor internet access and cell services.

14. OLD BUSINESS

15. NEW BUSINESS

NB1 WATER TREATMENT PLANT - UPDATE

The CAO provided the following update:

- currently the water treatment plant is operating at a reduced flow rate, and there is less fouling of the system with respect to the summer;
- the District's operators are currently operating the plant and are still being required to perform manual backwashes;
- the report on the source water investigation by BC Hydro is expected to be received October 13, 2021; and
- a review of the source water investigation results and the previously received membrane fouling results will be reviewed to determine the next steps for the water treatment plant.

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

RESOLUTION NO. 100/21

M/S Councillors Quibell / Markin

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 – September 13, 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

CARRIED

18. RISE AND REPORT

19. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 8:03 pm.

DIARY

Conventions/Conferences/Holidays

Commercial Water Rate Increase-annual budget
Consideration

Diarized

08/04/19

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer

2021 Pool Year End Report

In starting I'd like to thank the District for seeking me out to supervise the pool this season. I appreciate the leadership and support given to me by several people at the District. It's been a full season of challenges and rewards as I sought to fully embrace the position.

Administrative

Reservation System

After recognizing the difficulties that occurred last year because of COVID, I decided to create a reservation system, so we knew how many people were coming to each swim and names and phone numbers were recorded. This reservation system worked very well and would be a good idea to continue with it next year. There were 3 instances where a reservation was not entered into the computer which resulted in unhappy out of town customers, but we did our best to work with them by offering them a free swim at our next available time and that usually kept them content. I had many patrons tell me that they were thankful for the reservation system this year and that we should keep it going.

Pool Fees

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

Staff

Only 1 Staff member returned from 2020 for the 2021 season which made things quite challenging leadershipwise. I'm very thankful that Jeanette was able to encourage some of the students from the school and put them through their NL course, I know it was very costly for the District. Having all new kids that had never lifeguarded before was incredibly stressful, but they made me proud, and we made it through another year with minimal injuries. Hopefully next year we can have 1 or 2 extra staff members working as casual juniors. It was very

difficult trying to find people to cover shifts if anyone needed time off, it involved quite a few split shifts and overtime for all Staff members including myself. Big shout out to Jenna Roberts for being so helpful, I don't know what I would have done without her, she made this hectic year bearable.

Scheduling

Scheduling this year depended on the Covid regulations and Staffing, but luckily restrictions weren't as intense as last year. Patrons were allowed to use the change rooms and toys starting at the end of June when we went into Restart Step 3. The schedule worked in either 1 or 1.5-hour increments (depending on the swim) with half an hour in-between to allow previous users to leave the facility and Staff to sanitize chairs, railings, and change rooms before a new user group entered the facility.

This year the aquafit and early bird swim times were switched and patrons seemed to like that better as this allowed some workers to swim laps before they started their shifts and also those who participated in Aquafit did not have to get up at 5:30 am for the class.

There was not an issue this year with local patrons not getting swim time as the permitted capacity this year was 50 as opposed to 20 the previous year, so it was rare for anyone not to be able to get in, except occasionally on Saturday afternoons. The reservation system definitely helped with this as well.

Budget

Staff Clothing	\$612.65
Pool Tots	\$118.97
Pool Vacuum	\$3,500.00
Waterproof Isolation Gowns	\$50.34

Maintenance

A thank you to the Public Works Department for all of their hard work, in particular Marcel Budalich who worked extended hours on maintenance.

- **Chlorine Feeder:** The chlorine feeder broke one night near the end of June which resulted in the Pool being shut down for the day and there was green algae in the Pool the next morning. Chemicals had to be manually added to the Pool for a few weeks while waiting for a part for the chlorine feeder which was delayed at the border.

- **Hot Water Tanks:** At the end of July the hot water tank malfunctioned and the Pool temperature dropped between 69-75 degrees Celsius and remained in this temperature range for approximately a week while waiting for the part to arrive. This situation generated complaints from the morning swimmers.
- **Vacuum:** The Tiger Shark Vacuum broke and was quickly replaced with a new one.
- **Water Loss:** Public works conducted a test at the beginning of the season to see how much water was being lost due to faulty equipment such as the Pool liner and it was determined that the average water loss was 1,100-1,300 gallons per day. The concrete below the liner became malleable in places and will need to be repaired when the liner is replaced (the last time the Pool liner was replaced was in 2004).

Conclusion

Between learning my new role as Supervisor, the restrictions due to COVID-19 and managing Staff, this year has been incredibly challenging. If I do decide to come back next summer I would like to be a part of the interview/hiring process. I learned a lot of hard lessons this year that I think will benefit me greatly in the coming years here at the pool, I am better prepared now. I would also like to thank Meghan and Jeanette for all their hard work helping me this year, I appreciate them a lot, I couldn't have done it without them. Cheers to next season!

Kieran Sandford Sep 7th 2021

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Course Update

DATE: October 19, 2021

FROM: Brad Milton, Director of Protective Services

Chief Milton has successfully completed his Fire Investigation Certification. Chief Milton over the previous 2 months completed Level 1 online learning in Fire Investigation. On Oct 2 and 3 Chief Milton attended his Level 2 Live Fire Certification in Metchosin BC. While this course was extremely in depth in learning, Chief Milton had a fantastic time learning the intimate details required for a thorough fire investigation. The learning in Metchosin was comprised of time spent with two investigative experts with a combined experience of over 120 years. These experts explained and demonstrated the burning capabilities of numerous materials along with the demonstration and explanations of various incendiary timers. This Live Fire portion allowed for students to practice and focus on the "Scientific Method" of the Fire Investigation under a controlled environment. It allowed students to receive coaching and mentoring on burn patterns, charring of materials and smoke staining. Chief Milton completed his written examination with a passing grad of 85% and was successful in his practical Live Fire Burn, Cause Determination testing.

Prepared by:



Brad Milton, Director of Protective Services

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: CAO Update

DATE: October 20, 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 August 18, 2021 to October 20, 2021.

- Water Treatment Plant (WTP) upgrade:
 - a. As per Council direction Administration asked L & M to mitigate the H₂S issues by monitoring the gas readings and temporary fixing of the problems until permanent solution is available.
 - b. Contractor (Industra) is not willing to perform any further job without a new contract. Administration understand that hiring other contractor (s) for performing any job is a conflict with the current warranty issues. Updates on the 2 issues are;
 - i. H₂S gas monitoring – awarded contract to an electrical company.
 - ii. L & M is working towards temporary mitigation of the H₂S gas.
 - c. Since contractor left the site, our operators are running the plant as the contractor is not willing to run the plant without a new contract and pending payment.
 - d. Our Water Treatment Plant has been reclassified by Environmental Operators Certification Programs (EOCP) as “Class – III”. We have two (2) “Level- I” operators. Working towards achieving Level-II certification by those 2 operators.
 - e. Environmental Health Engineer and Environmental Health Officer visited the WTP last week.
- Facilities Operating Permits: Technical Safety BC issued Operating Permits for Boilers, Pressure Vessels and Refrigeration units for the Arena, Curling Rink, Swimming Pool and Shop. These permits are valid for one (1) year until August 31, 2021.
- Library Envelop assessment: Received report from Force Engineering on the Library Envelop Assessment and submitted to Council. Administration will bring forward Library improvement items during the Strategic Planning session scheduled in November 2021.
- Sanitary lift stations assessment: In consultation with the Mayor, awarded Kendrick and Adam Street sanitary lift stations assessment contract to Urban Systems who has vast knowledge about our sanitary sewer system. There is an approved operating budget of \$17,000 for this project but the quotation came with \$24,400. The source of remaining funds will be Contracted Services/ O & M Sewer.
- Traffic bylaw update: L & M submitted the draft report and was circulated to Council for comments.

- Asphalt repair: Asphalt repair contract was awarded to Dynastar Blacktop of Fort St. John for the repair of asphalt in 17 locations at a cost of \$98,600. Dynastar Blacktop was the lowest in terms of unit rate per square meter with respect to 2 other proponents (DGS Astro Paving and Knelsen Sand & Gravel). The source of fund is approved operating budget.
- Salt for winter maintenance: Negotiation going on with Dawson Road Maintenance for providing salt to the District for free as compensation to some work performing by the District along the Hwy 29. The District had similar practice with the YRB.
- Arena concession awarded to a local contractor. This year we issued RFP but there was no proposal received within the deadline.
- Senior's bus program re-launched on September 7, 2021.
- Solar array tour: Organized solar array facilities tour for the Mayor and CAO of City of Dawson Creek on September 23, 2021

HR

- Attended quarterly Labour Management Meeting on August 25, 2021.
- Not successful in hiring a Manager of Public Works. Advertised for the 3rd round.
- Quarterly performance reviews for Director of Public Works and Director of Protective Services done
- Decided to keep a casual staff until April 2021 to fill up the temporary gap of a General Trade who will be on an education leave.

Upcoming Activities:

- Management of Water Treatment Plant (WTP) issues with the consultant, contractor, and BC Hydro.
- Strategic Planning workshop with Council and concerned staff.
- 2022 Budget preparation.

Prepared by:



Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: October 25, 2021
SUBJECT: CORPORATE DEPARTMENT – MONTHLY UPDATE

PURPOSE

To provide Council with an update for the Corporate Department.

GENERAL

- Vacation Planning / Scheduling for Office Clerks, ICBC Clerk & Custodian - ongoing
- Plotter – lease entered into for a new plotter; the Deputy Treasurer prepared cost-benefit analysis re new lease or extending existing lease (current plotter lease of 36 months expired, with cost being \$145/month; lease for new plotter is \$106/month for 6-months).
- Server – obtained quote from IT Partners for the replacement of the current server, which is approximately 5 years old

COUNCIL MEETINGS

- Agenda Preparations & Minutes – September 13, 2021
 - Council Meeting
 - Public Hearing re Zoning Amendment – Cannabis
 - In Camera Council Meeting
- Agenda Preparations & Minutes – October 12, 2021
 - Council Meeting
 - In Camera Council Meeting
- Agenda Preparations & Minutes – October 25, 2021
 - Council Meeting
 - In Camera Council Meeting
- Special Council Meeting – October 28, 2021
 - Library – Building Envelope

BYLAWS

- Permissive Tax Exemptions
 - Advertised for applications, however none received this year

LAND ADMINISTRATION

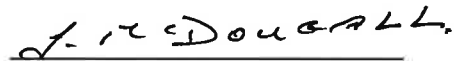
- Planning meetings re various property matters

SWIMMING POOL

- Pool 2021 Year End Report submitted – October 25, 2021

CONFERENCES / EDUCATION / TRAINING

- **LGMA Freedom of Information & Records Management Committee**
 - Freedom of Information – Sub-Committee – Ongoing
- **LGMA Webinars**
 - Freedom of Information – Authentication of Electronic Documents (free for LGMA Committee Members)
- **Planning**
 - A. Martin & J. McDougall - BCIT Planning online course @ \$336 per registrant – on-going
- **Other**
 - Currently researching courses for Office Staff on customer service



Jeanette McDougall,
Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Public Works Department Update
DATE: October 20, 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 August 19 to September 12, 2021.

A. OPERATIONS:

- Asphalt Repairs 2021: Expected to be completed by October 22nd, 2021.
- Crosswalk Painting: Completed on October 8th, 2021
- Arena: Started on October 4th, 2021. We had experienced some electro-mechanical issues multiple times associated with PLC panels. PW staff are working with electrical contractor to fix this problem permanently. In the meantime, staff were able to resolve this issue temporarily. Arena was closed for two days October 12 and 13 for this problem.
- Lucas Subdivision Water Break: PW staff found a water break at the Lucas subdivision on October 13th. With the help of a contractor, this break was repaired by 5 pm of October 14th. PW staff maintained continuous communication with the impacted resident for all updates.
- District Office Exterior refurbishment Project: Painting and Soffit works are completed. Waiting for the concrete contractor to complete the concrete repairs.
- Sanitary Sewer flushing: Started October 12th and on going now.

B. CAPITAL PROJECTS:

1. MacDougall Street Rehab: Completed September last week, on schedule and within the budget.
2. Lynx Creek Re-pavement (Ph-2): Completed.
3. Storm Culverts at Beryl Prairie: Expected to be completed by October 22nd, 2021.
4. Storm Culverts on Carter Street: Completed on October 8th.
5. Arena Door and Water Heater: Awarded the contracts.
6. Water Mixers: Completed on September 3rd week.
7. ATV Campground: Completed (Phase-1) on October 8th, 2021, on schedule and within the budget.

SR5

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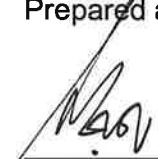
C. OPERATING PROJECTS:

1. Valve Exercising: Started on Friday, July 16th and on going now.
2. Concrete surround Columbarium at cemetery: Completed
3. Arena and Curling Rink Building Envelop Assessments: Hired BC Building Science to complete the assessments.

E. UPCOMING ACTIVITES:

- Tennis court net replacement: Received nets and posts, will be installed early spring next year.
- Arena Door and Water Heater replacement: Awarded the contracts to two contractors.
- Dinosaur Lake Road tree cleaning and mulching.

Prepared and submitted by:



Ruhul Amin

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Update

DATE: October 20, 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 reporting period.

- From August 16, 2021 - October 20, 2021, HHFR received 10 calls for service. 2 – Alarms Ringing, 1 – Hydro Incident, 2 – Motor Vehicle Accidents, 1- Vehicle Fire, 2 First Responder (medical), 1 – Duty Officer Investigation, 1 - Mutual Aid (Chetwynd)
- August 17, 2021, all members of HHFR returned from the Mt Lamoray wildfire. All members worked extremely hard protecting multiple structures in the path of the wildfire. Chief Milton received calls from Fort St Johns Fire Chief, the incident commander and Charlie Lake Fire Department thanking and commending HHFR and the District on the skill, teamwork and capabilities of our members that were on scene.
- August 29, 2021, Allan Graham (Deputy Chief) returned home from a highly successful deployment to the White Rock Creek wildfire just outside of Vernon BC. DC Graham had a fantastic time, while being able to learn and experience new tactics and ideas that could be brought back to HHFR.
- HHFR hired 2 applicants to fill the FireSmart Representative positions, Josh Deitner and Gerri Bird. These members have been working diligently in the launch of the first Hudson's Hope FireSmart Crew. In the first 4 weeks, they have completed critical infrastructure assessments on all district buildings along with 9 FireSmart Home assessments. They have also launched the Hudson's Hope FireSmart Facebook and Instagram pages.
- Emergency Response Plan for the District Gavel Pit has been Submitted to the Province for approval.
- HHFR has 1 member who successfully completed the Fire Investigation Level 1 & 2 Course.
- On September 16, 2021, HHFR was called to provide Mutual Aid to Chetwynd for a large fire at the West Fraser Mill. At 11:30 Pm 5 members of HHFR responded to Chetwynd to aid in fire control with Engine 1. HHFR provided a crew change the morning of the 17th allowing for extended assistance to the Chetwynd Fire Department.
- Chief Milton and the FireSmart Team Visited the Hudson Hope School for Fire Prevention Week. These members spoke with the kids from K- 6 about fire safety. HHFR also held a colouring contest

for all 4 classes. Chief Milton and Principal Beam drew a name from each class to win a ride to school in the fire truck. The 4 winners are very excited to be picked up for school in a fire truck.

- HHFR extended an invitation for applications to the grade 11 and 12 students for our Junior Firefighters Program. The application deadline is November 1, 2021.
- There have been 0 bylaw complaints and 0 complaint resolution this reporting period.

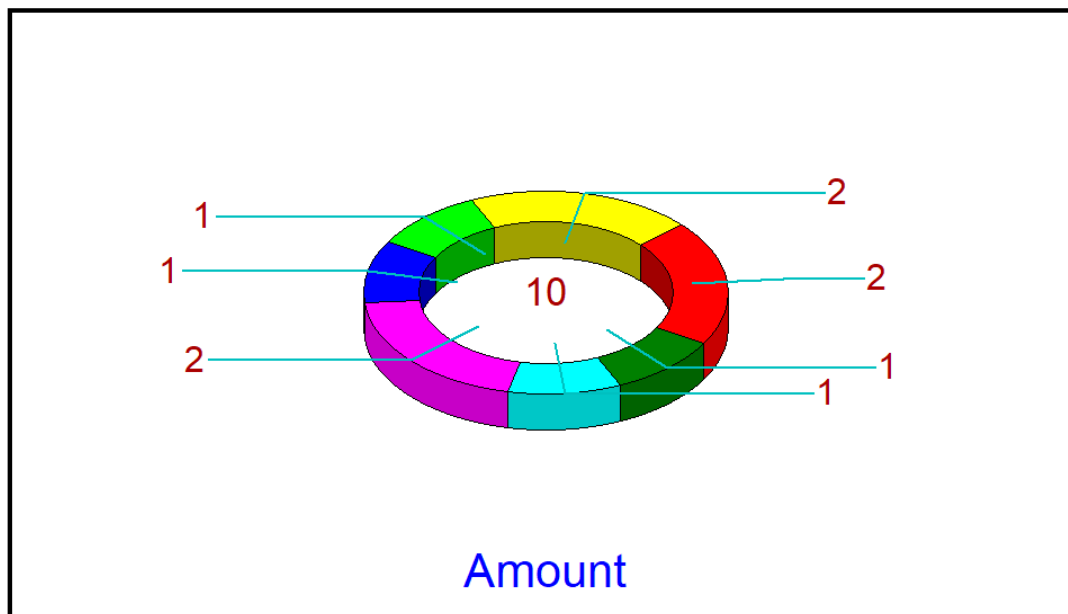
It's a great day to be a Hudson's Hope Firefighter.








Prepared by:



Brad Milton, Director of Protective Service

Totals by Type From Aug 16 21 to Oct 20 21



	False Alarm (Good Intent) - 2		First Responder - 2
	Hydro Incident - 1		Investigation (no fire) - 1
	Motor Vehicle Accident - 2		Mutual Aid - 1
	Vehicle Fire - 1		

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council
SUBJECT: Special Projects – Update Report
DATE: October 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 – currently responding to questions from the province. Preparing additional maps.
- Banners received. Issue with safety and low hanging bottom bracket. Options are still being considered.
- Working with Saulteau First Nations on a joint sign (previously reviewed and approved by Council) for the ATV Campground.

Upcoming

- Assist with CAO as necessary.



Chris Cvik

➤ **THE DISTRICT OF HUDSON'S HOPE**

- **REPORT TO:** Mayor and Council
 - **FROM:** Kristina Coombs, Recreation and Special Events Coordinator
 - **DATE:** October 2021
 - **SUBJECT:** Recreation and Special Events Department – MONTHLY UPDATE
-

➤ **PURPOSE**

- To provide Council with an update for the Recreation and Special Events of the Public Works Department during the last month.

➤ **INFORMATION - Special Events**

- **Youth game night, “Catch me if you can” – August 13, 2021.** A night game, created for teenagers. The event was a huge success with a substantial amount of positive community feedback with requests for more events like this.
Community Impact – 24 youth / 10 volunteers / 2 RCMP / 6 HH Fire
Total Cost: \$225
- **Art in the Park – Tuesdays in August.** Hosted at HH Farmers Market. was geared The District tent was set up at Beattie Park and the summer staff recreation Leader facilitated four weeks of nature-based crafts.
Community Paint by Number – A local Hudson's Hope scene outline in a paint by number stretched on canvas for community members to paint. Hosted by Councilor Pat Markin.
Total Cost: \$136
- **Pool Wacky Olympics / Rainy days – August 21, 2021.** Afternoon event hosted at the pool by both pool and recreation staff. Activities includes games and a cardboard boat building contest and marshmallow roast.
Total Cost: \$55
- **Summer Staff-** Last day of employment was September 3, 2021
- **Volunteer Appreciation Day – Sept 7, 2021 100pm** Hosted in collaboration with the Farmer's Market customer appreciation day Beer Gardens and live musicians. Both youth and adult nominees were selected and awarded by Mayor Heiberg a \$1000 charitable donation, plaque, certificate, and a bouquet of roses, by the mayor. The event was catered by Paul with Well Seasoned, and non-alcoholic drink bar was set up compliments of the DOHH. This event was a huge success, well attended with positive feedback.
 - **Community Impact:** 150 attendees.
Total Cost: \$1540

- **Fall Sign up – September 9, 2021.**
- **Arena opening – October 4, 2021.**

- **UPCOMING EVENTS**

Frightful Frolics – October 29, 2021
Remembrance Day Ceremony – November 11, 2021
Veteran's Day Dinner - November 11, 2021

- **PROJECTS**

Pool employment sustainability-In progress
Trails

- **GRANTS**

Canada Summer Jobs – \$14,364

- **NETWORKING**

- Coordinating with Emergency service crews, community clubs, organizations, and volunteers.
- Coordination with regional Recreation Coordinators and Directors.

- **PROFESSIONAL DEVELOPMENT**

- Safety Sync
- BCRPA symposium sessions and webinars

- **ADMINISTRATOR'S COMMENTS:**

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Mokles Rahman, Chief Administrative Officer

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Kristina Coombs, Recreation and Special Events Coordinator

From: [NCLGA Admin](#)
To: "NCLGA Admin"
Subject: NCLGA 2022 AGM & Convention - Save the Date Notice and Survey
Date: October 13, 2021 4:19:17 PM

Dear NCLGA members,

The North Central Local Government Association and City of Fort St. John are pleased to announce that NCLGA's 2022 AGM & Convention will be held from May 4-6, 2022 at the Pomeroy Hotel & Conference Centre in Fort St John. Please mark your calendars for our spring convention.

To assist us with planning the sessions for the 2022 AGM & Convention, we invite members to complete our survey by **Tuesday, October 26**. Please click [here](#) to access the survey. We look forward to your feedback.

If you have any questions, please contact me.

Kind Regards,

Susan Chalmers

Executive Coordinator

North Central Local Government Association

O: 250-564-6585

C: 778-871-2711

E: admin@nclga.ca

[NCLGA Website](#) | [Facebook](#) | [Twitter](#)

[WARNING: This message is from an external source]



Circular No. 21:16

October 19, 2021

To: All Chief Administrative Officers

Re: **Investing in Canada Infrastructure Program:
Green Infrastructure - Environmental Quality Program – Open for Intake**

Environmental Quality (EQ) Program

The Province of British Columbia and Government of Canada have partnered on the Investing in Canada Infrastructure Program (ICIP) to fund Green; Community, Culture and Recreation; Public Transit; and Rural and Northern Communities Infrastructure. The ICIP provides communities across British Columbia a variety of funding opportunities to build sustainable communities, to help create long term economic growth, and to support a low carbon, green economy.

On Friday, October 8, 2021, the third intake of the **Environmental Quality (EQ) Program** was announced, with a **closing date of January 26, 2022**. The Province and Canada are committing up to \$270 million to support cost-sharing of capital infrastructure projects in communities across the Province. This intake is designed for projects starting in 2023 and completing by 2026.

The EQ Program provides support for reliable water and wastewater systems that meet legislated standards or projects that result in legislative standards being met. It will also support projects that remediate contaminated sites, divert solid waste from landfill, provide treatment or management for stormwater and reduce or remediate soil & air pollutants.

Applications also demonstrating principles of sustainability through long-term community plans and asset management, as well as consideration for environmental enhancement, climate change, water conservation, resource recovery and reuse, and added value for a better planet will have the best chance of success given the oversubscription rates in past intakes.

Grant applications are assessed in the context of published program eligibility guidelines and consideration is given to projects demonstrating alignment with program criteria. This reinforces the expectation that grant funds are allocated fairly and equitably between competing projects.

Program information, including Program Guide, application instructions and links to the application are now available on the ICIP website: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program.

Infrastructure Planning Grants (IPGP)

The **Infrastructure Planning Grant Program (IPGP)** is available to assist local governments in preparing for future grant programs. The IPGP intake is open year-round with two program review deadlines. The next deadline is on **December 15, 2021**.

The IPGP provides an opportunity to obtain grant funding up to \$10,000 to help local governments plan, design and manage infrastructure. The Program can assist in the development of long-term comprehensive plans, feasibility studies and preliminary designs that will improve public health and safety, enhance environmental protection, and increase infrastructure sustainability.

Program information and a link to the application is available on the Ministry's website at:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program>.

The Ministry is pleased to provide advice on what is looked for in a successful application for any of our grant programs. Please contact the Local Government Infrastructure and Finance Branch by telephone at: 250-387-4060, or by email at: infra@gov.bc.ca.

Brian Bedford



Executive Director
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: October 25, 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 – October 12, 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 - Update*

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