



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

### **AGENDA**

Council Chambers

Monday, November 22, 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          November 8, 2021 Regular Council Meeting Minutes          Page 1

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

**8. Public Hearing:**

**9. Staff Reports:**

SR1	Fund Transfer – Protective Services Equipment 2020	Page 6
SR2	Fund Transfer – Protective Services Equipment 2021	Page 8
SR3	Plow Truck Tender	Page 10
SR4	Local Government Infrastructure Planning Grant Schedule - 2022	Page 12
SR5	SonicWall Router & Wireless Access Points	Page 25
SR6	Community Hall – Terms of Reference	Page 29
SR7	CAO Monthly Report – November 2021	Page 31
SR8	Corporate Monthly Report - November 2021	Page 32
SR9	Public Works Monthly Report – November 2021	Page 34
SR10	Protective Services Monthly Report – November 2021	Page 36
SR11	Special Projects Monthly Report – November 2021	Page 37
SR12	Recreation Services & Special Events Monthly Report	Page 38

**10. Committee Meeting Reports:**

**11. Bylaws**

**12. Correspondence:**

C1	Ministry of Municipal Affairs – Meetings October 2021	Page 40
C2	Pickleball Group – Update and Request for Funding	Page 46
C3	North Central Local Government Management Association – Membership Fee Structure	Page 55
C4	North Peace Rural Roads Task Force	Page 56

**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	Page 63
-------	--------------------------	---------

**18. Adjournment**



**REGULAR COUNCIL MEETING**  
**District Office – Council Chambers**  
**6:00 P.M.**  
**November 8, 2021**

Present: Acting Mayor Pat Markin  
Councillor Mattias Gibbs  
Councillor Kelly Miller  
Councillor Leigh Summer

Absent: Mayor Dave Heiberg (*with notice*)  
Councillor Valerie Paice (*with notice*)  
Councillor Travous Quibell (*with notice*)

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

**1. CALL TO ORDER**

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

**2. DELEGATIONS**

**3. NOTICE OF NEW BUSINESS**

Mayor's Additions:

Councillor's Additions: CR1 Signs Update (Councillor Miller)  
NB1 Remembrance Day (Councillor Gibbs)

Acting CAO Additions:

**4. ADOPTION OF AGENDA BY CONSENSUS**

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. ADOPTION OF MINUTES**

**M1 REGULAR COUNCIL MINUTES – OCTOBER 25, 2021**

**RESOLUTION NO. 140/21**

**M/S Councillors Summer / Miller**

**THAT the minutes of the October 25, 2021 Regular Council Meeting be adopted as presented.**

**CARRIED**

**M2 SPECIAL COUNCIL MINUTES – OCTOBER 28, 2021**

**RESOLUTION NO. 141/21**

**M/S Councillors Summer / Miller**

**THAT the minutes of the October 28, 2021 Special Council Meeting be adopted as amended to reflect the correct date of October 28, 2021.**

**CARRIED**

**M1**

**7. BUSINESS ARISING FROM THE MINUTES**

**8. PUBLIC HEARING**

**9. STAFF REPORTS**

**SR1 CHRISTMAS PARTY 2021 - ALTERNATIVES**

**MAIN MOTION**

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

*THAT Council approve the following in lieu of the annual Christmas party: that a cheque in the amount of \$60.00 be issued to each staff member currently employed by the District and for the Mayor and each Council member.*

**AMENDMENT TO THE MAIN MOTION**

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

*THAT Council approve the following in lieu of the annual Christmas party: that a cheque in the amount of \$60.00 be issued to each staff member currently employed by the District.*

**MAIN MOTION AS AMENDED**

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

**RESOLUTION NO. 142/21**

**M/S Councillors Gibbs / Miller**

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

*THAT Council approve the following in lieu of the annual Christmas Party: that a cheque in the amount of \$60.00 be issued to each staff member currently employed by the District.*

**CARRIED**

**SR2 CHRISTMAS / NEW YEAR'S EVE – OFFICE HOURS**

**RESOLUTION NO. 143/21**

**M/S Councillors Gibbs / Summer**

*THAT Council authorize the District of Hudson's Hope Office and Public Works to close at noon on Friday, December 24, 2021 and Friday, December 31, 2021.*

**CARRIED**

**SR3 COUNCIL CALENDAR / MEETING SCHEDULE 2022**

**RESOLUTION NO. 144/21**

**M/S Councillors Miller / Gibbs**

**THAT Council adopt the schedule for Regular Council Meetings to be held during 2022.**

**CARRIED**

**SR4 ACTING MAYOR SCHEDULE 2022**

**RESOLUTION NO. 145/21**

**M/S Councillors Miller / Gibbs**

**THAT Council approve the proposed Acting Mayor Schedule for 2022.**

**CARRIED**

**SR5 MUNICIPAL ASSET MANAGEMENT POLICY**

**RESOLUTION NO. 146/21**

**M/S Councillors Miller / Gibbs**

**THAT Council approve the District of Hudson's Hope Asset Management Policy and Strategy for submission to the Ministry of Municipal Affairs and Housing and to the Federation of Canadian Municipalities.**

**CARRIED**

**10. COMMITTEE MEETING REPORTS**

**CR1 COMMUNITY HALL COMMITTEE**

**RESOLUTION NO. 147/21**

**M/S Councillors Gibbs / Miller**

**THAT Council approve releasing the funds that are in reserve for a new Community Hall for the purpose of engaging a consultant to prepare a conceptual design.**

**CARRIED**

**CR2 SIGN COMMITTEE - UPDATE**

Councillor Miller provided an overview of a Powerpoint presentation that showed the condition of 3 existing signs located at the Peace View Pullout, the Peace Foothills and the Alaska Highway location. The Committee is working with a designer to develop a draft for a new replacement sign.

**11. BYLAWS**

**12. CORRESPONDENCE**

**C1 BCG ENGINEERING REPORT – SHORELINE PROTECTION BERM – SLOUGHING**

Received for information.

**C2 ADOPTION AWARENESS MONTH – NOVEMBER 2021**

The Acting Mayor proclaimed the month of November as Adoption Awareness Month.

**C3 HIGH ON ICE MAYOR'S CARVING CHALLENGE**

Received for Information.

**C4 BILL C-26 CIRCULAR**

Received for Information.

**C5 MINISTRY OF MUNICIPAL AFFAIRS – CLEAN ROAD MAP**

Received for Information.

**C6 VETERANS NEWS - ADVERTISING**

Received for Information.

**C7 NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION –  
BOARD HIGHLIGHTS – OCTOBER 2021**

Received for Information.

**C8 NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION –  
GEOSCIENCE BC - BOARD UPDATE**

Received for Information.

**C9 NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION &  
NON- NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION  
EVENTS – NOVEMBER 2021**

Received for Information.

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

**14. OLD BUSINESS**

**15. NEW BUSINESS**

**NB1 REMEMBRANCE DAY CEREMONY 2021**

Councillor Gibbs queried Staff as to why the Remembrance Day Ceremony is by invitation only and not open to the public this year; the Director, Public Works advised that the decision was based on a review of both the Public Health Orders and Northern Health Orders re COVID and in consultation with the Mayor and the Director, Protective Services.

***Direction to Staff***

The Director, Public Works to confirm COVID protocols compliance with Northern Health and to also check with the City of Fort St. John regarding their plans for the Remembrance Day Ceremony.

**16. PUBLIC INQUIRIES**

**17. NOTICE OF CLOSED MEETING**

**RESOLUTION NO. 148/21**

**M/S Councillors Summer / Gibbs**

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

- **Community Charter Section 97 (1) (b):**

(b) all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public: **Closed Meeting Minutes – October 25, 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
    - Library Building – Lease Agreement & Rodent Control
- CARRIED**

## 18. RISE AND REPORT

## 19. ADJOURNMENT

*Acting Mayor Markin declared the meeting adjourned at 6:59 pm.*

### DIARY

#### **Conventions/Conferences/Holidays**

*Commercial Water Rate Increase-annual budget  
Consideration*

***Diarized***

***08/04/19***

Certified Correct:

---

Pat Markin, Acting Mayor

---

Jeanette McDougall, Corporate Officer

# REQUEST FOR DECISION

RFD#:	2021TA02	Date:	November 16, 2021
Meeting#:	CM112221	Originator:	Tonia Alexander
RFD TITLE:	Protective Service Capital Reserves – Fund Transfer 2020		

## RECOMMENDATION / RESOLUTION:

***THAT Council approve the transfer of \$126,100 from the Tax Sale Properties Reserve Account to Capital - Protective Services Equipment Reserve Account due to this amount having been misallocated in the 2020 Budget.***

## BACKGROUND:

Council passed the following resolution during the May 11, 2020, Council Meeting:

**RESOLUTION NO. 096/20**

**M/S Councillors Summer / Miller**

*That the District of Hudson's Hope Bylaw No. 917, 2020 – A Bylaw to Adopt a Financial Plan for 2020 – 2024 be adopted as of May 11, 2020.*

**CARRIED**

The amount of \$126,100 was included in the 2020 Annual Financial Plan, however a recent review revealed that this amount was allocated to the Tax Sale Properties Reserve Account instead of the Capital - Protective Services Equipment Account, hence the request for Council approval to correct this error by transferring the \$126,100 from the Tax Sale Properties Reserve Account into the Capital - Protective Services Equipment Reserves Account.

**NOTE:** The 2021 Budget is not impacted by this transfer as the total budget has not changed and there are no tax implications.

## DISCUSSION:

The amount of \$126,100 has been annually allocated to the Capital - Protective Services Equipment Account based on a review of the last 10 years; the purpose of this Reserve fund is to help ensure that funds are accumulated to help pay for the replacement of fire vehicles / equipment that are costly, eg the replacement of fire engines can range from \$550,000.00 - \$1,400,000.00.


The 2020 Financial Statements have been audited and therefore the adjustment will need to be made by way of a transfer in 2021.



**FINANCIAL CONSIDERATIONS:**

There are no financial implications regarding this transfer as the total budget for 2021 remains the same.

Prepared by:

 J. McDougall

Tonia Alexander, Deputy Treasurer &  
Jeanette McDougall, Corporate Officer

Approved by:



Brad Milton, Acting CAO

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>2021TA01</b>	<b>Date:</b>	<b>November 22, 2021</b>
<b>Meeting#:</b>	<b>CM112221</b>	<b>Originator:</b>	<b>Tonia Alexander</b>
<b>RFD TITLE:</b>	<b>Capital - Protective Services Equipment Reserves – Fund Transfer</b>		

### RECOMMENDATION:

***THAT** Council approve the transfer of \$126,100 from the General Surplus Account to the Capital - Protective Services Equipment Reserve Account due to this item having been misallocated in the 2021 Budget.*

### BACKGROUND:

Council passed the following resolution during the Council Meeting held May 10, 2021:

**RESOLUTION NO. 056/21**

**M/S Councillors Miller / Markin**

*THAT the District of Hudson's Hope Bylaw No. 920, 2021 Annual Financial Plan 2021-2025 be adopted as of May 10, 2021.*

**CARRIED**

The amount of \$126,100 was included in the 2021 Annual Financial Plan, however a recent review revealed that this amount was allocated to the General Surplus Account instead of the Capital - Protective Services Equipment Account, hence the request for Council approval to correct this error by transferring the \$126,100 from the General Surplus Account into the Capital - Protective Services Equipment Reserves Account.

**NOTE:** The 2021 Budget is not impacted by this transfer as the total budget has not changed and there are no tax implications.

### DISCUSSION:

The amount of \$126,100 has been allocated to the Capital - Protective Services Equipment Account from the General Surplus Account annually based on a review of the last 10 years; this ensures that funds are accumulated to help ensure the timely replacement of critical fire fighting vehicles as they reach end of their lifecycle, which is approximately 20 years. This equipment is very costly, eg. the replacement of fire engines can range from \$550,000.00 – \$1,400,000.00.


The Capital - Protective Services Equipment Reserves Account also allows the Hudson's Hope Fire Rescue to remain in line with the National Fire Protection Association Standards and the Fire Underwriters Survey insurance standards.

**FINANCIAL CONSIDERATIONS:**

There are no financial implications regarding this transfer as the total budget for 2021 remains the same.

✓  
Prepared by:

*J. McDougall*

  
Tonia Alexander, Deputy Treasurer &  
Jeanette McDougall, Corporate Officer

Approved by:



Brad Milton, Acting CAO

# REQUEST FOR DECISION

<b>RFD#:</b> 2021NOV22-2	<b>Date:</b> November 17, 2021
<b>Meeting#:</b> CM112221	<b>Originator:</b> Ruhul Amin
<b>RFD TITLE: Plow Truck 2021 – Tender Evaluation and Award</b>	

## RECOMMENDATION / RESOLUTION:

**THAT** Council approve the re-tendering for the purchase of a new Plow Truck.

## BACKGROUND:

The tender for a New Plow Truck was posted on the MERX, BC BID and District website on October 7, 2021 with a closing date October 29, 2021. One (1) addendums was issued in response to the enquire by the proponent. Only one (1) bid was received within the closing date.

There is an approved budget of \$260,000 available in 2021 for the purchase of a new Plow truck. As per the Purchasing Policy, Council will consider all tenders where the value exceeds \$75,000 and approve the award by resolution.

## DISCUSSION:

Bid was received from the following proponent for the purchase of a new Plow Truck. A summary of submission is provided below:

Company	Cost	Truck Type	Truck Supplier Location
Diamond International Trucks Ltd. 17020-118 <sup>th</sup> Avenue Edmonton AB T5S 1S4.	\$277,066.21	2022/2023 International HV607	Edmonton

The submitted bid, met the minimum requirements of the tender.

Careful analysis was performed on the bid to determine the best value for the District in terms of replacement of an existing unit. The assessment included capacity/capability, as well as cabin features. The submitted price is significantly higher than the price that we received for the previous purchase with same specifications.

The bidder stated that the price is valid for all factory orders placed prior to December 31, 2021 and orders placed may be cancelled, or pushed into 2023 production resulting a change in the pricing structure based upon commodity surcharges at time of manufacture. If built in year 2022, production would be closer to fall/winter resulting in delivery of completed unit most likely in early 2023. If tentatively scheduled for 2023 year production, then completed unit would be closer to summer 2023 delivery.

The following are some of the factors that staff considered for their recommendations:

1. The bid exceeded the budget amount of \$260,000.00.
2. The vendor is located in Edmonton, which is not convenient for services.
3. The proposed delivery timeline is not meeting the District expectation.
4. There is a risk of price increase.
5. The proposed Trade-in value \$15,000.00 for the replacement unit is significantly lower than the estimated price \$30,000.00

**ALTERNATIVES:**

1. Council can authorize the purchase of a new single axle dump body plow truck from Diamond International Trucks Ltd. the only bidder, at a cost of \$277,066.21 plus GST including extended warranty without the trade-in. Administration will initiate selling the existing plow truck unit #02 (2008) once new truck is received from the supplier.
2. Council can select not to purchase a new plow truck at this time and run operation with the old one.

**FINANCIAL CONSIDERATIONS:**

A budget of \$260,000 was allocated for this plow truck. The recommended bid from Diamond International Trucks Ltd. comes in at \$277,066.21 plus GST including extended warranty. The submitted bid exceeded the approved budget by \$17,066.21.

Prepared by:



Ruhul Amin, Director of Public Works

Approved by:



Mokles Rahman, CAO

## REQUEST FOR DECISION

<b>RFD#:</b> 2021NOV22-1	<b>Date:</b> November 17, 2021
<b>Meeting#:</b> CM112221	<b>Originator:</b> Ruhul Amin
<b>RFD TITLE:</b> Local Government Infrastructure Planning Grant Program	

### RECOMMENDATION:

***THAT** Council approve the application for the BC Local Government Infrastructure Planning Grant Program for the maximum amount of \$10,000 (100% of approved costs up to \$5,000, then 50% matching to a maximum of \$5,000) in support of the continuing development of the District's Asset Management Program- Infrastructure Condition Assessment.*

### BACKGROUND:

Asset Management is identified on the current Strategic Plan. 2019 was the start of the program with Public Works collecting a large amount of information on our assets. We plan to continue this work in 2022 and are looking to apply for a grant to assist in the development of our Asset Management Program- Infrastructure Condition Assessment.

### DISCUSSION:

Staff were recently made aware of a Local Government Infrastructure Planning Grant Program being offered through the provincial government. Amongst others, Asset Management Plans-Infrastructure Condition Assessment are one of the eligible projects under this program. The total estimated cost for this project is \$20,000 and a significant portion of this cost to cover the salary of a casual/temporary staff in Summer 2022. The grant application deadline is December 15, 2021.

A Council Resolution is required for submitting the application.

### FINANCIAL:

The province will provide a maximum grant amount of \$10,000 for approved projects. The District would be responsible for \$10,000, which works out to a 1/2 Provincial and 1/2 District split.

<u>Approved Eligible Project Costs</u>	<u>Provincial Grant</u>
First \$5,000 of costs or less	100% of approved costs
For the rest of the amount	50% of approved costs to a maximum of \$5,000

The \$10,000 amount would be included in the 2022 budget.

**SR4**

**Attachments:**

- *Local Government Infrastructure Planning Grant Program Guide*

- *Local Government Infrastructure Planning Grant Program Guide*



Report submitted by:

Ruhul Amin, Director Public Works

# Local Government Infrastructure Planning Grant Program

## PROGRAM GUIDE

Ministry of Municipal Affairs

Local Government Infrastructure and  
Finance Branch

March 2021





## Table of Contents

<b>1 Table of Contents .....</b>	<b>i</b>
1.1. Purpose .....	1
1.2. Amount of Grant .....	1
<b>2 Eligibility .....</b>	<b>2</b>
2.1. Project Selection .....	2
2.2. Eligible Applicants .....	2
2.3. Eligible Projects .....	2
2.4. Ineligible Projects .....	3
2.5. Eligible Costs .....	3
2.6. Ineligible Costs .....	4
<b>3 Application Process .....</b>	<b>5</b>
3.1. Application Guidelines .....	5
3.1.1. Required Materials: .....	5
3.1.2. Freedom of Information and Protection of Privacy Act .....	5
3.2. How to Apply .....	5
3.3. Application Deadline .....	6
<b>4 Approval and Payment of Grants .....</b>	<b>7</b>
4.1. Announcements .....	7
4.2. Terms and Conditions .....	7
4.3. Claim Period and Expiry of Grant .....	7
4.4. Transfers between Projects and Scope Changes .....	7
4.5. Grant Payment .....	7
<b>5 Contact Information .....</b>	<b>9</b>
Mailing Address .....	9
Location Address .....	9

## 1. Program Overview

---

### 1.1. Purpose

The Infrastructure Planning Grant Program (Program) assists local governments in developing well planned community infrastructure that will improve public health and safety, encourage resilient communities, protect the natural environment while strengthening local and regional economies

### 1.2. Amount of Grant

The Province of B.C. will provide a maximum grant amount of \$10,000 for each approved project. Each approved grant amount is arrived at through the funding formula illustrated below:

Approved Eligible Project Costs		Provincial Grant
First \$5,000 of costs or less	➡	100% of approved costs
Next \$10,000 or less	➡	50% of approved costs

One hundred percent of the first \$5,000 in approved eligible project costs will be paid. Those approved eligible costs over the first \$5,000, will be calculated at 50% funding and paid up to a maximum total grant amount of \$10,000. The following example shows how the formula works:

Total Incurred Approved Eligible Costs = \$8,000		
<b>Formula:</b>		
Approved Eligible Project Costs		Provincial Grant
100% of the first \$5,000 of costs	➡	\$5,000
50% of the remaining \$3,000	➡	\$1,500
<hr/>		
<b>Total Provincial Funding (Grant Amount) = \$6,500</b>		

## 2 Eligibility

---

### 2.1. Project Selection

Project selection criteria are focused on the principles of sustainability and resilience. Those applications that will lead to a capital project and effectively demonstrate long-term planning that supports ecological delivery, climate change adaptation, and community wellness will have the greatest opportunity in being considered for approval. The Program supports a range of community infrastructure that meets one or more of the following objectives:

- increases access to and/or the quality of municipal services, such as drinking, sewers, stormwater, waste disposal;
- improves public health and safety;
- dissolves an existing improvement district;
- provides environmental protection and enhancement;
- supports asset management;
- includes sustainable planning, design, and management;
- includes energy efficiency and greenhouse gas emission reductions;
- fosters climate resiliency planning;
- increases efficient use of infrastructure and other resources;
- applies conservation and demand-side management approaches;
- integrates ecological services and natural assets to manage climate change;
- integrates resource recovery<sup>1</sup> (creation/capture of gas, heat recovery, reclamation and reuse of treated wastewater effluents, rainwater as a resource);
- optimizes levels of service through sustainable service delivery; and,
- fosters partnership and collaboration with First Nations, organizations, and/or local governments.

### 2.2. Eligible Applicants

An eligible applicant is a local government (municipality or regional district). Local governments can submit applications on behalf of improvement districts, or other small water system operators and must include the letter of request from that organization.

### 2.3. Eligible Projects

Eligible projects are those that promote sustainable infrastructure including, and not limited to:

- natural asset management plans;
- renewable energy plans;
- integrated stormwater management plans;
- water master plans;
- watershed management plans;
- liquid waste management plans;
- climate adaptation plans;

---

<sup>1</sup> For more information about resource recovery visit <https://closingtheloop.ca>

- infrastructure condition assessments;
- integrating asset management data into capital planning;
- rainwater recharge studies;
- urban forest assessments;
- local flooding assessments;
- storm surcharge/surcharging studies;
- green roof feasibility studies;
- swales/raingarden planning;
- ecological accounting studies;
- daylighting feasibility studies;
- economic evaluations of universal water metering;
- demand management strategies;
- water audits and development of water demand management strategies;
- water budget calculations/studies;
- fish passage assessments;
- community centre technology feasibility studies; and,
- demand studies for services.

## 2.4. Ineligible Projects

Applications will be deemed ineligible if the project:

- has already begun prior to the submission of the application;
- is for a privately-owned development;
- is considered routine maintenance or repair;
- main objective is modelling, or GIS based (Note: if a project that includes a modelling component has a long-term planning goal that surpasses the modelling piece, the project may be considered eligible); and,
- deliverable is water main/pipe testing.

## 2.5. Eligible Costs

Eligible costs are those direct costs properly and reasonably incurred in relation to the proposed project.

Eligible costs include:

- consultant fees (e.g. travel costs, engineer assessment of phasing of project);
- local government staff time (for projects using in-house resources); and,
- in-kind contributions.

For projects that involve in-kind contributions or are to be directly carried out by local government staff:

- a detailed cost estimate must be attached to the online application in the Local Government information System LGIS); and,
- cost estimates must identify the charge-out rate for each participant, including:
  - fair market value costs;
  - time commitment for each task; and,
  - an outline of each participant's role (e.g. project manager, coordinator) and their qualifications pertaining to the project.

Eligible costs are net of any contributions from other grant programs. Approved funding will be calculated once all other grant contributions have been deducted from the total cost of the project.

## **2.6. Ineligible Costs**

Ineligible costs include:

- administrative overhead charges (e.g. office salaries, wages and commissions, office supplies, administration travel and entertainment, food);
- local government staff time for general administration of a project (e.g. reviewing consultant's report)
- capital project cost (e.g. construction costs, purchase of land or buildings or equipment used in the production of goods or in the rendering of services);
- routine maintenance and repair costs;
- GST (as of February 2004, municipalities receive a 100% federal government rebate on GST paid);
- costs incurred prior to the date of the application; and,
- local government staff time or consultant fees for completing grant applications.

## 3 Application Process

---

### 3.1. Application Guidelines

#### 3.1.1. Required Materials:

- completed Application Supplementary Form;
- council or board resolution supporting the project;
- public health / regulatory agency order if applicable;
- letter of request, if applicable. (See section 2.2 for details); and,
- completed Application Supplementary Form.

#### **Full and Accurate Information**

Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry of Municipal Affairs and any applicable supporting information has also been submitted. If a question in the Application Supplementary Form is not applicable to the project, provide a brief explanation of why it is not applicable.

#### 3.1.2. Freedom of Information and Protection of Privacy Act

Applicant information collected during the application process is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being collected is for the purpose of administering the Program and will be used for the purpose of evaluating eligibility under the Program. Any questions about the collection, use or disclosure of this information can be directed to Ministry staff (refer to Section 5. Contact Information).

### 3.2. How to Apply

Applications for the infrastructure planning grant funding must be completed and submitted online using the [Local Government Information System \(LGIS\)](#).

A Business BCeID credential and password are required to access the LGIS online application system. After receiving your Business BCeID credentials, you must request access to the online application system in LGIS (these processes can take up to three weeks).

After gaining access to the LGIS system, please visit the [LGIS Learning Centre](#) for step-by-step instructions to completing the application forms. Please review [Accessing the Online Application \(PDF\)](#) on the [website](#) for further details.

Once you have obtained access to LGIS, follow these steps:

- **Step 1.** Log in LGIS.
- **Step 2.** Complete the LGIS online application and ensure you have attached the Application Supplementary Form and required materials.
- **Step 3.** Submit your application. Changes cannot be made once an application is submitted.

Once an application is submitted, the application status can be viewed online using LGIS.

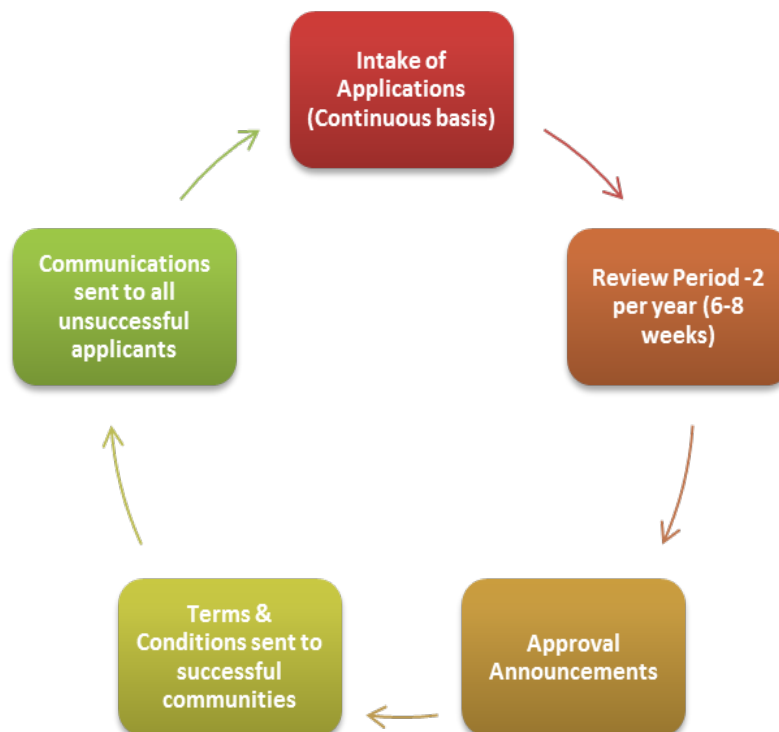
### 3.3. Application Deadline

Applications are received on a continuous basis throughout the year. Ministry staff generally complete two rounds of assessments each year – one in the Spring and the second in the Fall.

Grant applications that are **not successful in the first round of assessment** will be considered for a subsequent evaluation in the next round of approvals. **Applications that are not successful within two rounds of approvals are withdrawn** from further assessment. Applicants are notified after first and second rounds of assessment. Applicants would have the opportunity to request Ministry's feedback and update their application before the application is considered for the second round of review.

The application submission date becomes your eligible cost date and you can begin your project; however, funding is not guaranteed. If the application is successful in a subsequent round of review, any eligible costs incurred after submission date will be reimbursed through an approved grant.

The following diagram illustrates the general intake and approval process for all applications:



## 4 Approval and Payment of Grants

---

### 4.1. Announcements

Successful applicants will receive written notification of approved funding. Grant announcements are usually made within three months following a posted deadline.

Unsuccessful applicants will receive email notification of their status, as per **Section 3.4.** of this Guide.

### 4.2. Terms and Conditions

Successful applicants will receive the Terms and Conditions associated with their approved grant. This acts as a contract that confirms all parties' understanding of the project, the maximum grant amount to which the applicant is entitled and the grant's expiry date. Certain conditions may be attached to successful contracts in order to ensure that sustainability goals are met.

It is the responsibility of the successful applicant to sign the Terms and Conditions and send it back to the Ministry at [infra@gov.bc.ca](mailto:infra@gov.bc.ca). Signed Terms and Conditions are required before payment can be made.

### 4.3. Claim Period and Expiry of Grant

The claim period is approximately two years from the announcement date. Requests for an extension of this claim period will only be considered where there are unforeseen or extenuating circumstances. Such requests must be received before the expiry date of the grant. Extensions are granted in one-year increments. Grants are only eligible for two extensions.

### 4.4. Transfers between Projects and Scope Changes

Grants are project-specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by the initial application, a consultant's proposal or a detailed work program, may be considered only with the prior agreement of the Ministry. Any substitute project must produce similar results to that for which the original grant was approved.

The Ministry must be notified of any changes to the project description prior to completion of the project, which could then be eligible for a formal scope change process for approval of proposed changes.

### 4.5. Grant Payment

The total amount of the grant payable will not exceed either the amount noted in the approval letter or the approved percentage of the actual cost, whichever is less. To request payment, the grant recipient must be submitted online using LGIS: <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS>



- **Step 1:** Complete the online Claim using LGIS. The Program allows for one claim to be submitted at the completion of the project, when no further expenses will occur. (See Section 4.5.2. of this Guide for details on the Claim Form).
- **Step 2:** Attach all invoices and Final Report under the “Attachment” tab for all eligible expenses. The invoices should include details of all times and charges, or, a schedule detailing the cost (time and charges) for in-house resources used to prepare the report. The Final Report is the final product that has resulted from the awarded grant. If the attachment is larger than 15Mb please contact the Ministry to discuss how to submit the Final Report.
- **Step 3:** Submit the Claim. Note: No changes can be made once a Claim is submitted. Status of a claim post-submission can be viewed online using LGIS.

**\*Note:** For projects that did not generate invoices (e.g. used in-house resources or in-kind contributions), the Claim must be accompanied by a schedule detailing the costs (time and charges) for the project. Should the schedule show unreasonable or ineligible costs, grant claims may be denied or reduced.

The Ministry may publish, release, or otherwise disseminate information related to the plan or study, including the Final Report. Should the Final Report be different than shown in contract description and deliverables, the proponent shall be held responsible and grant funding may be withdrawn. See Section 4.4. of this Guide for information about changes to project scope.

Final Reports prepared by a registered engineer and/or geoscientist, must be sealed or stamped with a signature and date clearly showing the report author and responsible professional.

The following is an example of how the financial section of the claim form is calculated. The example uses a total project cost of \$24,242.50 and no financial contributions from others:

<b>Total Amount of Grant Approved:</b>	<b>A</b>	<b>\$10,000</b>
<b>Total Eligible Costs Incurred to Date:</b>		<b>\$24,242.50</b>
Less Contributions or Grants from Others:		\$0
Total Eligible Costs Incurred:		\$24,242.50
100% of first \$5,000: <b>B</b>		\$5,000
50% of next \$10,000: <b>C</b>		\$5,000
Grant calculation ( <b>B</b> plus <b>C</b> ): <b>D</b>		\$10,000
Claim <b>A</b> or <b>D</b> , whichever is less:		<b>\$10,000</b>

Refer to **Section 1** of this Guide for further explanation on the breakdown of costs and the formula used by the Ministry to determine the grant amount per community.

## 5 Contact Information

---

Ministry staff are available to discuss potential applications.

### **Mailing Address**

Ministry of Municipal Affairs  
Local Government Infrastructure and Finance Branch  
PO Box 9838 Stn Prov Govt  
Victoria BC V8W 9T1

### **Location Address**

4th Floor - 800 Johnson Street, Victoria, BC

Phone: 250 387-4060

Email: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca)

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

# REQUEST FOR DECISION

RFD#: 2021-JM	Date: November 22, 2021
Meeting#: CM112021	Originator: Jeanette McDougall
RFD TITLE: SonicWall Router & Wireless Access Points	

## RECOMMENDATION:

*THAT Council approve the purchase of a SonicWall TZ370 Network Security / Firewall, rack mount and Wireless Access Points (3) in the amount of \$3,500.00 using funds from the Capital – Computer Equipment fund.*

## BACKGROUND:

Council passed the following resolution during the Council Meeting held May 10, 2021:

### **RESOLUTION NO. 056/21**

**M/S Councillors Miller / Markin**

*THAT the District of Hudson's Hope Bylaw No. 920, 2021 Annual Financial Plan 2021-2025 be adopted as of May 10, 2021.*

**CARRIED**

Council approved \$15,000 for replacing 10 computers in the 2021 Capital Budget; it was subsequently determined that the replacement of some desktop computers could be delayed for another year, which has left approximately \$8,000 remaining in the account so sufficient to cover the approximate cost of \$3,500.00 to replace the SonicWall Router and Wireless Access Points.

## DISCUSSION:

The current SonicWall Router is approximately 5.5 years old and the Wireless Access Points (4) are approximately 7 years old, with one Wireless Access Point no longer functional. IT Partners will be installing a new server at the District in approximately 6 weeks and can install the SonicWall Router and Wireless Access Points at the same time, which will save IT Partners' travel costs.

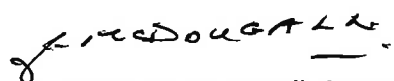
## FINANCIAL CONSIDERATIONS:

There are no financial implications regarding this transfer as the total budget for 2021 remains the same.

## ATTACHMENTS:

- IT Partners Quotation for a SonicWall Router & Wireless Access Point Replacement

Prepared by:



Jeanette McDougall, Corporate Officer

Approved by:



Ruhul Amin, Acting CAO

**SR5**



We have prepared a quote for you

**Networking Upgrade Quote**





Quote # 005387  
Version 1

Prepared for:

**District of Hudson's Hope**

Jeanette McDougall  
jeanette@hudsonshope.ca

## Hardware

Description		Price	Qty	Ext. Price
R4W02A	Aruba Instant On AP22 802.11ax 1.66 Gbit/s Wireless Access Point	\$208.08	3	\$624.24
				
U-POE-AF	Ubiquiti PoE Injector	\$24.99	3	\$74.97
				
Shipping	Shipping Cost	\$54.74	1	\$54.74
02-SSC-6823	3 Year SonicWall TZ370 Network Security/Firewall Appliance	\$2,064.38	1	\$2,064.38
				
02-SSC-3113	SonicWall Rack Mount for Firewall	\$216.86	1	\$216.86
				
Subtotal:				<b>\$3,035.19</b>

## Networking Upgrade Quote



**Prepared by:**

**IT Partners**

Kim Thibert  
(403) 274-7848 ext 2  
admin@itpartners.ca

**Prepared for:**

**District of Hudson's Hope**

Box 330  
9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0  
Jeanette McDougall  
(250) 783-9901  
jeanette@hudsonshope.ca

**Quote Information:**

**Quote #: 005387**

Version: 1

Delivery Date: 11/16/2021

Expiration Date: 11/30/2021

### Quote Summary

Description	Amount
Hardware	\$3,035.19

Subtotal: **\$3,035.19**

Estimated GST: **\$151.76**

Total: **\$3,186.95**

All product requires 100% payment up front prior to ordering.

### District of Hudson's Hope

Signature: \_\_\_\_\_

Name: Jeanette McDougall

Date: \_\_\_\_\_

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 22, 2021  
**SUBJECT:** COMMUNITY HALL COMMITTEE – TERMS OF REFERENCE

---

### RECOMMENDATION:

**THAT** Council approve the Terms of Reference for the Community Hall Committee as per the attached.

### BACKGROUND

Council passed the following resolution during the Council Meeting held November 8, 2021:

**RESOLUTION NO. 147/21**

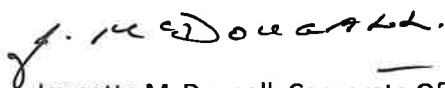
**M/S Councillors Gibbs / Miller**

**THAT** Council approve releasing the funds that are in reserve for a new Community Hall for the purpose of engaging a consultant to prepare a conceptual design.

**CARRIED**

In addition to approving the release of funds from the Community Hall Reserve Account, a Council resolution is also required to approve the Term of Reference for the Community Hall Committee.

Prepared by:



Jeanette McDougall, Corporate Officer

Approved by:



Ruhul Amin, Acting CAO

**SR6**

## **COMMUNITY HALL COMMITTEE**

### **Terms of Reference**

**November 22, 2021**

---

The Community Hall Committee shall work with staff to develop a budget and recommendations for hiring a consultant to lead the design process for a new Community Hall Facility and bring these recommendations to Council for approval.

The Community Hall Committee shall engage with the current lessees of the Community Hall, namely the Hudson's Hope Lion's Club and the Hudson's Hope Community Club, prospective future lessees and stakeholders such as the Hudson's Hope Public Library as well as community members as the Committee may deem necessary. The purpose of this engagement process shall be to inform the development of an architectural design for a new Community Hall Facility.

The Community Hall Committee shall work with staff to investigate funding opportunities such as Grant Programs with the Provincial and Federal Government or the Northern Development Initiative Trust, as well as financing opportunities such as the Municipal Finance Authority and report these and other options to Council for consideration in future strategic planning.

The Community Hall Committee shall use the architectural design as the basis for the development of a complete Request for Proposal package.



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** CAO Update

**DATE:** November 19, 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 October 20, 2021 to November 19, 2021:

- Water Treatment Plant (WTP) upgrade:
  - a. BC Hydro approved automated back wash, but the contractor is not willing to perform any work until their outstanding invoices are paid. Their invoices are in dispute.
  - b. BC Hydro did not approve the CIP cleaning as they think that CIP cleaning is an operational issue and that the District is responsible for operational items. The District disagreed with that.
  - c. EPSCAN installed an H<sub>2</sub>S monitor at the exhaust, collected some data with difficulties, L & M is reviewing the data and will submit a report to share with the residents. The monitor shows H<sub>2</sub>S concentration in the range of 0.5 to 2ppm whereas alarm level is 10ppm.
  - d. L & M and it's subconsultant are reviewing the reports on i) Autopsy of membrane and ii) Source Water Quality report by BC Hydro's consultant (Associated Engineering).
- Working on Operating and Capital budget 2022.
- Preparation for Strategic Planning Workshop scheduled for November 20, 2021 for Council and key staff.

### HR

- In the process of interviewing Public Works Manager candidates.
- Working on the Recreation and Special Events Coordinator position; its current and future states.

### Upcoming Activities:

- Management of Water Treatment Plant (WTP) issues with the consultant, contractor, and BC Hydro.
- 2022 Budget preparation.

Prepared by:



---

Mokles Rahman, CAO

**SR7**

# THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 22, 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
- Budget meetings with the Deputy Treasurer regarding the following: ICBC, Visitor Centre, Swimming Pool (Staffing), Custodian, Insurance, Telephones & Computers.
- ICBC Clerk & Office Clerks – reviewed job descriptions & brought current; no material changes
- Public Service Announcements – RFP in progress
- Council Chambers Sound System – In progress
- Server Replacement – quote obtained & order placed; delivery expected in 4-6 weeks
- Commissioner for Taking Affidavits / Oaths – ongoing
- LOVE Hudson's Hope, November 26, 2021 – Selfie-photo contest that shows people buying at local businesses and there will be several prizes for the winners.

## COUNCIL MEETINGS

- Agenda Preparations & Minutes – November 8, 2021
  - Regular Council Meeting
  - In Camera Council Meeting
- Agenda Preparation – November 22, 2021
  - Regular Council Meeting
  - In Camera Council Meeting
- Strategic Planning – November 20, 2021
  - Meeting arrangements (booking the Community Hall, ordered refreshments / lunch; coordinated setup with Public Works)

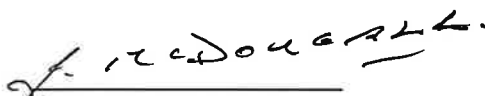
**SR8**

## LAND ADMINISTRATION

- Various property matters, including building permits, subdivision applications and inquiries related to development variance permits.
- Bylaw 913, 2020 – Road Closure DL148 – final closing documents received.
- Request from Borden, Ladner, Gervais (Counsel for BC Hydro) re comfort letters (in progress).
- Request from Borden, Ladner, Gervais (Counsel for BC Hydro re Site C related land transactions) re current survey by BC Hydro for a boundary adjustment for a lot that contains a municipal road; researched *Community Charter* to verify District ownership prior to District signing (in progress).
- Lucas Subdivision – signed documents with Real Estate Agent to reflect new pricing for the District-owned lots.

## CONFERENCES / EDUCATION / TRAINING

- **LGMA Freedom of Information & Records Management Committee**
  - Freedom of Information – Sub-Committee – Ongoing
- **Planning**
  - A. Martin & J. McDougall - BCIT Planning Course – on-going
- **ICBC Training**
  - M. Heiberg – training resumed in September; it was paused for the summer season for the following reasons: the ICBC Clerk, who provides the training, was on several weeks of vacation; M. Heiberg on occasional vacation, provided vacation coverage for Office Clerks & provided Senior Lifeguard coverage as needed.

  
\_\_\_\_\_  
Jeanette McDougall,  
Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update

**DATE:** November 22, 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 October 25 to November 22, 2021.

### A. OPERATIONS:

- Asphalt Repairs 2021: Completed on November 5, 2021.
- Arena: Started on October 4<sup>th</sup>, 2021. We had experienced some electro-mechanical issues associated with PLC panels. PW staff worked with electrical contractor to fix the problem. Arena was closed for two days October 12 and 13 for this problem and since then it is running smoothly.
- District Office Exterior refurbishment Project: Painting and Soffit works are completed. Waiting for the concrete contractor to complete the concrete repairs, may be next year.
- Sanitary Sewer flushing: Started October 12<sup>th</sup> and completed on November 5.
- Dinosaur Lake Road tree mulching: Completed on November 5.
- Grader Operators Training: trained two PW staff for grader operations. This training increased our capacity significantly for roads grading and winter maintenance.

### 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. Beryl Prairie Water Well Piping and Residential Water Stand upgrades: Completed on November 1<sup>st</sup> week.
4. Storm Culverts at Beryl Prairie: Completed on October 22<sup>nd</sup>, 2021.
5. Storm Culverts on Carter Street: Completed on October 8<sup>th</sup>.
6. Arena Door and Water Heater: Awarded the contracts and will be completed early next year.
7. Plow Truck 2021: Received only one bid, waiting on RFD today for next steps.
8. Safety Wall in the District Office: Hired Urban Systems for design works.

**SR9**

9. ATV Campground: Completed (Phase-1) on October 8<sup>th</sup>, 2021, on schedule and within the budget.

**C. OPERATING PROJECTS:**

1. Valve Exercising: Started on Friday, July 16<sup>th</sup> and on going now.
2. Garbage Bins: Purchased 11 garbage bins with larger wheels.
3. Concrete surround Columbarium at cemetery: Completed.
4. Arena and Curling Rink Building Envelop Assessments: Hired BC Building Science Engineering. Expecting the reports by end of this month.
5. Library Building: ORKIN started the Pest control services on November 16<sup>th</sup>. Energetic Plumbing will be submitting their quote for Heating improvements by November 26. Coordinating with Library Director for all projects.

**E. UPCOMING ACTIVITIES:**

- Tennis court net replacement: Received nets and posts, will be installed early spring next year.
- Christmas Lights: Lights up 7pm at Beattie Park on Sunday December 5, 2021.

Prepared and submitted by:



---

Ruhul Amin, Director of Public Works and Engineering

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Update

**DATE:** November 22, 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.

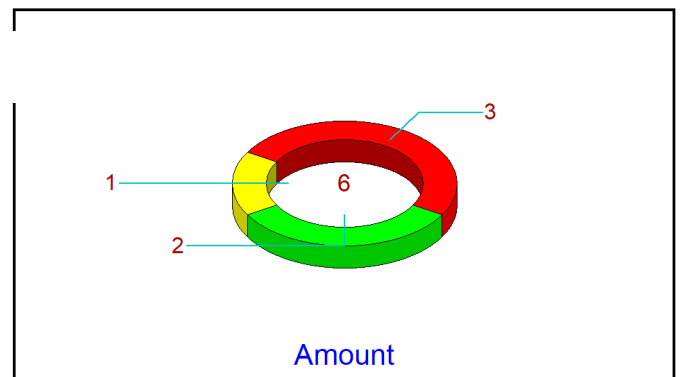
- From October 20, 2021 – November 17, 2021, HHFR received 6 calls for service. 3 – Alarms Ringing, 2 – Motor Vehicle Accidents, 1 - First Responder (medical)
- The 4 winners of the Fire Prevention Week coloring contest were all smiles during their ride to school in Engine 1. The students were excited to have the lights and sirens on when they arrived at School.
- HHFR conducted safety patrols of the downtown during Halloween night. It was great to see all the amazing costumes. It was also noticed that all trick or treaters were practicing road safety while out enjoying the evening.
- HHFR was unable to hold the annual fireworks show due to the COVID-19 restrictions set by Northern Health.
- HHFR has 7 members working on pre course material for our First Responders Course. The course is scheduled for the first 2 weekends of December.
- Chief Milton and Principal Beam conducted interviews with 11 students who applied for the 2021 Junior Firefighter Program. 4 of the 11 students were selected, Chief Milton and Principal Beam would like to thank all the students who applied, this year's applicants had phenomenal interviews.
- There have been 2 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



ALARMS - 3



FIRST RESP D - 1

**SR10**



BESCUE - ROAD - 2

## THE DISTRICT OF HUDSON'S HOPE

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

---

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

- Submitted amended Notice of Work application on November 14, 2021, on the District of Hudson's Hope Gravel Pit License of Occupation extension – awaiting a response.
- Banners received. Issue with safety and low hanging bottom bracket. Asked Public Works to install on District owned poles (i.e., District office parking lot).
- Working with Saulteau First Nations on a joint sign (previously reviewed and approved by Council) for the ATV Campground. Signed has been ordered.
- Had discussions with the CAO regarding Recreation and Special Events Coordinator position. Acted as a sounding board for the CAO.

### Upcoming

- Assist with CAO as necessary.



---

Chris Cvik

**SR11**

## THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Public Works Department Update Re. Recreation and Special Events

DATE: November 22, 2021

FROM: Ruhul Amin

---

Below, please find highlights of some of the activities either done or underway in the Recreation and Special Events Department during the period of October 13 to November 22, 2021.

### A. SPECIAL EVENTS:

#### 1. **Frightful Frolics** – October 29, 2021

- Free Skate
- Kids Camp (2hrs)- No PoV required. Attendees- 33
- Public / Open event (2hrs) - PoV required. Attendees- 42

#### **Contracted Groups:**

- HH 2022 Grads- Set up, kids camp, station monitors - \$300
- Arena Concession (Maurine Graham) - Hotdogs and Hot chocolate - \$415
- Dee Sorsdahl – Cookies and icing - \$40

**Volunteer Groups:** HH RCMP, HH Fire Safety, HH Figure Skating Club.

Total Frightful Frolics attendees – 75  
TOTAL EVENT COST: \$1,850

#### 2. **Poppy Campaign** - October 25 - November 11, 2021

#### 3. **Remembrance Day Ceremony** – November 11, 2021

- Ceremony Held at the District Office Cenotaph.
- Attendees - 85
- Cost - none

#### 4. **Veteran's Day Dinner** - November 11, 2021

- RSEC and RCMP delivered baskets of catered meals and wine to local Veterans.

TOTAL EVENT COST: \$700

### B. RECREATION:

- Youth and Adult skating lessons - Volunteer led.
- Men's, Women's, and Youth Rec Hockey in progress.

**SR12**



**C. PROJECTS:**

1. Covid-19 navigation, policy, procedures, and continuous updates.
2. Trails and trail brochure and map update and assessment.
3. Online registration and QR Code system

**D. GRANTS**

1. Heritage Canada- submitted November 9, 2021
2. New Horizons for Seniors - In progress
3. Winter Carnival Sponsors - In progress

**E. UPCOMING ACTIVITIES:**

- December 5, 2021: Santa Parade - Flow through event in cooperation with Emergency Services.
- December 5, 2021: Christmas Light up / Community Christmas Decorating Contest.
- Winter Carnival.

Prepared by:

---

Kristina Coombs

Approved by:



Ruhul Amin



November 16, 2021

Ref: 268752

Mayors and Regional District Chairs of British Columbia

Attendees of October 2021 Regional Meetings with Minister Josie Osborne and UBCM President Laurey-Anne Roodenburg

Dear Mayors and Chairs,

Thank you for taking the time to join Minister Josie Osborne and UBCM President Laurey-Anne Roodenburg for the October 2021 regional meetings. Hearing from UBCM directly on some of its key interests and issues was very much appreciated. As Minister Osborne and President Roodenburg said during the call, these meetings continue to be a great opportunity to hear from you about the key issues and opportunities you are working on in your communities now and in 2022 (in addition to COVID-19).

I first wish to acknowledge the many people and communities in B.C. currently facing emergencies due to severe weather and flooding. I know that in many places you and your residents are under intense stress, facing evacuation orders and alerts and doing everything possible to stay safe. Please know that our thoughts and support are with you, along with our deep gratitude for the courage, tireless work and dedication to community demonstrated by you and your staff in this emergency situation.

There were a number of themes that came up during the meetings, including guidance regarding the implementation of vaccine mandates for local governments, local government finance review, rising infrastructure costs, and protection of old growth forests. This email provides links and resources to some of the topics raised.

## COVID-19 Update

### Federal COVID-19 proof of vaccination for travel

The Government of Canada has created a [federal COVID-19 proof of vaccination](#) document for travel within Canada and internationally. As of October 30, 2021, the federal government requires all travellers 12 years and 4 months of age and older to be fully vaccinated and show proof of vaccination to use federally regulated methods of travel. Note that BC Ferries does not require proof of vaccination.

**C1**

People who live in BC have 3 options to get Canada's COVID-19 proof of vaccination for travel:

- Access online through Health Gateway ([gov.bc.ca/covidtravel](https://gov.bc.ca/covidtravel))
- Request by phone ([1-833-838-2323](tel:1-833-838-2323), translators are available)
- Visit most Service BC offices (Vancouver, Burnaby and Surrey locations don't offer printed copies)

The federal government has indicated that it will allow British Columbians to use the BC Vaccine Card to travel within the country until November 30, while the national proof of vaccination is implemented.

More information is available at [gov.bc.ca/covidtravel](https://gov.bc.ca/covidtravel).

### **PHO Order on gatherings and events**

On October 25, an updated [PHO order on gatherings and events](#) was released. Under the updated order, there are no capacity restrictions for indoor or outdoor personal gatherings (unless specified in specific regional health orders).

There is no capacity limit for indoor organized gatherings, including sporting events, concerts, live theatres, movie theatres, dance and symphony events, art events, weddings, funeral receptions outside of funeral homes, and other gatherings such as parties. [Proof of vaccination](#) is required for organized gatherings for more than 50 people. The requirement that individuals must remain seated in pubs and restaurants has been removed in order to allow for more freedom of movement. Note that some organized gatherings have some capacity restrictions and seats must be provided at some events with more than 50 people.

Other public health restrictions remain in place, including [indoor mask requirements](#). Capacity limits also remain in effect where regional orders are in place, including Fraser East and part of Northern and Interior Health regions. More information on provincial and regional restrictions can be found [here](#).

Local governments are not required to obtain proof of vaccination from individuals attending meetings or engaging in essential local government business – including at council/board meetings and public hearings. This means that individuals are not required to show a vaccine card to attend these essential functions. However, local governments must continue to follow their communicable disease plans and applicable provisions of Provincial and Local Orders on Gatherings and Events to ensure health and safety in respect of meetings. In addition, the proof of vaccination requirements for many [non-essential indoor recreational activities](#) remain in place.

While capacity limits no longer apply to council/board meetings or public hearings, local governments may choose to place limits on specific spaces based on their own communicable disease plans. Local governments that place capacity limits on meeting spaces must continue to ensure they are meeting legislated open meeting requirements.

The new legislative framework providing local governments with the authority to authorize electronic regular and committee meetings in their procedure bylaws came into force on September 29. The electronic meetings framework requires local governments to provide a place for the public to attend to hear or watch meetings held electronically to support the principles of accessibility and transparency.

Local governments who want to continue to meet electronically must go through the process of amending their procedure bylaw. The ministry has produced [guidance](#) to assist local governments to understand the new rules and process for amending procedure bylaws.

Note that electronic public hearings are not the same as electronic meetings. Procedures for public hearings are not required in a local government procedure bylaw; however, those local governments that have included public hearing procedures in their procedure bylaw are encouraged to review and update it as necessary to accommodate the new authorities.

Keep watching [BC's Response to COVID-19](#) website for updates, and please encourage your residents to do the same. We will continue to work with you, so that you have the support and information you need to move forward based on the Provincial Health Officer and Medical Health Officer's most recent Orders.

### **Vaccine mandates for local government elected officials and staff**

There is no public health order requiring proof of vaccination for employees outside of health care settings. Local governments may choose to adopt their own corporate vaccination policies for local government employees and elected officials, taking into consideration the labour and legal contexts within which they operate, including workplace safety, privacy law and employment law.

Several B.C. local governments have implemented policies for staff requiring proof of vaccination by a specific date as a condition of employment (e.g., Victoria, Kamloops, Vancouver, and the Capital Regional District). Other local governments have put in place policies recommending vaccination and in a few cases the vaccination policies implemented by council also apply to locally elected officials (e.g., Penticton). Some councils have "self-declared" that all members are vaccinated (e.g., Victoria, Saanich) where a vaccination mandate policy only applies to employees.

We welcome these employers' leadership, and I would encourage you to connect with your colleagues in communities that have implemented vaccination policies to learn more about the approach they have taken and advice they have received.

### **2021 UBCM Convention**

Minister Osborne would like to thank the UBCM team for putting on another excellent convention this year. Key topics identified at Convention included the Financial Resiliency Report, responsible conduct, and modernizing forest practices -- which are all of interest to both the province and local governments.

Premier Horgan announced at Convention that the Province will work with UBCM to establish an MOU to review the local government finance system in BC and he has asked Minister Osborne and Minister of Finance, Selina Robinson, to direct respective ministry staff to undertake this work. Work on the MOU is underway, and we will keep you updated in the process.

### Infrastructure Funding

The governments of Canada and B.C. are committing up to \$270 million towards the third and final intake of the Environmental Quality (EQ) Program, under the Investing in Canada Infrastructure Program (ICIP), which was announced on October 8. Program information can be found [here](#). The third intake of the EQ Program is now open, and the **application deadline is January 26<sup>th</sup>, 2022, 4:00 pm PST**.

The Environmental Quality Program is focused on infrastructure that will support quality and management improvements for drinking water, wastewater, and stormwater. It will also support projects that remediate contaminated sites and divert solid waste from landfill. Applicants are encouraged to consider projects that add value around environmental protection, resource recovery and reuse, climate change adaptation and mitigation and energy efficiency, generation, and recovery. A water conservation plan is a requirement for any drinking water and wastewater projects.

Please email [infra@gov.bc.ca](mailto:infra@gov.bc.ca) to get connected to a program team member who can respond to your questions.

### Municipal Affairs Statutes Amendment Act (No. 2), 2021 – Bill 26

The Municipal Affairs Statutes Amendment Act (No. 2), 2021, [Bill 26](#), was introduced by Minister Osborne in the B.C. Legislature on October 26, 2021 and passed 3<sup>rd</sup> reading on November 3, 2021. Upon receiving Royal Assent in the coming weeks, the bill will officially come into effect. Bill 26 proposes amendments to various pieces of provincial legislation including the *Community Charter* and the *Local Government Act* among other Acts. Progress of Bill 26 in the B.C. Legislature can be tracked [here](#).

The amendments address a variety of topics including new tools to help local governments support housing supply by streamlining their development approval processes, modernized public notice requirements, the requirement for councils and boards to consider codes of conduct, and community specific amendments including allowing the dissolution of the Jumbo Glacier Mountain Resort Municipality.

Together, the changes in this bill will have meaningful impact by providing authorities that support efficient and effective local government operations. These amendments address issues not contemplated by existing legislation, and they will enable local governments to respond to circumstances in their community and provide new tools to increase the efficiency and timelines of housing development, allowing for more homes to be built, faster.

I sent a more detailed communication regarding Bill 26 to you on October 26, 2021 and a circular with further technical details on the amendments to local government Chief Administrative Officers and Corporate Officers on October 29, 2021.

If you have any questions regarding the proposed amendments to public notice provisions or the new requirement to consider a code of conduct, please contact our Governance and Structure Branch. You

can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or [LGGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

If you have any questions about the proposed changes to public hearings and delegation of development variance permits, please contact our Planning and Land Use Management Branch. You can reach the Planning and Land Use Management Branch by phone or email at: 250 387- 3394 or [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca).

### **Forestry Announcement**

On November 2, the Province [announced](#) its intention to work in partnership with First Nations to defer the harvest of ancient, rare and priority large stands of old growth within 2.6 million hectares of BC's most at risk old-growth forests.

These logging deferrals are a temporary measure – recommended by 2020's Old Growth Strategic Review – to prevent irreversible biodiversity loss while the Province, First Nations, and other partners, including local governments, develop a new approach to sustainable forest management that prioritizes ecosystem health and community prosperity throughout British Columbia.

At the same time, the Province is listening to communities, understanding their concerns, and working for them to find the best, feasible, long-term solutions. On November 8, the Minister of Forests, Lands, Natural Resource Operations and Rural Development held regional calls with local governments in forestry regions to share details of the announcement, listen to community concerns and answer questions about the deferral process.

The Province is bringing together strategically co-ordinated and comprehensive support to offset job and economic impacts that may follow the new harvest restrictions and has committed to working in collaboration with First Nations, local governments, and industry to provide people and communities affected by the upcoming temporary old-growth deferrals with a comprehensive suite of supports.

Programs include for example:

- An employment program aimed at creating short-term employment opportunities for workers
- Skills training and educational opportunities to support workers for new careers
- Supporting forestry workers 55 and older interested in bridging to retirement
- A community rapid response team that will provide in-community support and will co-ordinate with ministries and organizations to ensure supports are in place for individuals and communities
- Supports for job creation in rural British Columbia through value-added forestry and other manufacturing
- Supports for infrastructure and economic development projects that promote diversification and resilience in communities

Ministry of Forests, Lands, Natural Resource Operations and Rural Development staff will reach out to communities once specific deferrals are identified to find the best feasible solutions as the Province recognizes that local governments are important partners in sustainable forest management and will benefit from secure, innovative forestry for generations to come.

The next regional meetings with Municipal Affairs will be in December and Minister Rankin will join Minister Osborne to talk about Indigenous relationships and reconciliation. Minister Osborne's office will be in touch about the December date, time, and meeting information. If you are unable to attend the minister's meeting, please feel free to send an alternate elected official or staff member to attend on your behalf.

Sincerely,

A handwritten signature in dark ink, appearing to read 'T. Faganello', with a stylized, flowing script.

Tara Faganello  
Assistant Deputy Minister

pc: Chief Administrative Officers  
Laurey-Anne Roodenburg, President, UBCM  
Gary MacIsaac, Executive Director, UBCM  
Nancy Taylor, Executive Director, LGMA  
Todd Pugh, Executive Director, CivicInfo BC

November 17, 2021

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

Attn: Jeanette MacDougall

**Re: Submission for the November 22, 2021 Council Meeting**

Dear Mayor and Council,

Late last Summer, Council had provided us with a budget of up to \$4,000 to complete the upgrade to both Tennis courts to include area for playing Pickleball.

The work has been completed and we wanted to provide a summary of our successful refurbishing of the courts and the cost. The total cost of the project was \$2,842.04. Please see the enclosed Summary of Costs and invoice copies.

We feel quite satisfied with the results, and we hope that the District feels the same. The court surface is so much better and is also much safer to play on. Utilizing volunteer labour, we were able to stay well within the allotted budget of \$4,000 for materials and equipment, leaving a surplus of \$1,157.96.

We took all the left-over materials and equipment to the District Works Shop, so the District could make use of the same. We have one pail of Picklepave in reserve, which we can use if any touch-ups are required to the court surfaces in the coming years.

Based on the foregoing, we would like to make a request for purchasing mesh windscreens, which will make the courts able to be played on in the event of windy weather, which is the norm for our area. Having researched this, we can accomplish this with a budget to a maximum of \$1,500. This will cover the costs of the windscreens, and the zip-ties to attach them to the chain link fence. The Pickleball Club would put them up in the Spring, and take them down in the Fall, and we would only ask for the District to store them during the Winter.

We still have the funds from BC Hydro remaining in the amount of \$1,000 which the District is holding for us, so we would only require an additional \$500 maximum from the District. We would take the responsibility for the purchasing of the windscreens and zip-ties, and would only ask for reimbursement for the purchase - it would not require any efforts or time of District staff.

The courts would then not require any further improvements, and we feel they would then look very presentable and welcoming to players of all ages. We hope that the new net posts and nets that the District ordered some time ago will be installed when received - that work can be accomplished without any damage to our refurbishing work on the court surfaces.

**C2**



On behalf of the Pickleball Club, we would like to give the District Council, and staff a big THANK YOU for the funding and cooperation that they gave us for the successful completion of the court refurbishing, and we hope that our additional request is met with the same positive encouragement, support and cooperation.

The club has now moved our playing inside, and are utilizing the HHSS gym, and the Pearkes Centre if the school is not available.

If there are any questions or concerns, please contact Bob @ 250.783.3006 or by email to [rbach60@gmail.com](mailto:rbach60@gmail.com).

Respectfully - Bob  
Robert Bach

# **HUDSON'S HOPE PICKLEBALL COURTS** **Cost Summary**

The total cost of the project was \$2,842.04, with the breakdown as follows:

September 2, 2021	Home Hardware FSJ Crack Filler, Pot Hole Patch, Trays & Liners, Rollers, Squeegee, Masking Tape	\$ 276.16
September 2, 2021	Rona FSJ 2 Handles for Squeegees \$15.21	\$ 15.21
September 2, 2021	Rona FSJ 12 Cans of Striping Paint	\$ 118.84
September 4, 2021	Home Hardware FSJ 20 Pails of Blacktop Filler/Sealer, Squeegee, 2 Rollers with Handles	\$ 667.94
September 7, 2021	Tomko Sports Systems Inc. 5 Pails of Picklepave & Shipping to Hudson's Hope	\$1,615.99
September 9, 2021	Home Hardware FSJ 4 Pails of Blacktop Filler/Sealer	<u>\$ 147.80</u>
<b>TOTAL COST TO DOHH:</b>		<u><b>\$2,842.04</b></u>



# HOME HARDWARE BUILDING CENTRE

Division of 321124 B.C. Ltd.

9820 - 108<sup>th</sup> Street

Fort St. John, B.C. V1J 0A7

Telephone (250) 787-0371

Fax (250) 787-7036 / Accounting Fax (250) 787-0304

hhaccounting@hhsj.com  
DISHUD-00 BC5319-00 1

SOLD TO  
DISTRICT OF HUDSON'S HOPE  
BOX 330  
HUDSON'S HOPE BC V0C 1V0

SHIP TO  
NO AP

PH. (250) 783-9901

\*\*\* INVOICE \*\*\*

Date	Loc	Invoice No.
09/02/21	01	AT7323
Time	Customer P.O.	Sales ID
15:59	BOB/5140	CHE
Loaded by:	Checked by:	Delivered by:

Stockkeeping			Item Number	Description	Quantities	Price	U/M	Amount	T L a o x c
Ordered	Shipped	U/M							
				*****G***** ON SHELF @ CONTRACTOR'S *****					
4		EA	2060534	PATCH, ASPHLT CRACK SPEED FILL 3.4L	4	18.990EA		75.96	T 1
4		EA	1656112	TRAY, ROLLER PLST 3L 240MM	4	8.490EA		33.96	T 1
2		EA	1656007	LINER, PAINT TRAY JUMBO 3 PK	2	8.490EA		16.98	T 1
1		EA	4562795	SQUG, FLR L/HND 54036STR36	1	39.990EA		39.99	T 1
3		PK	1670920	TAPE, PNTR MSKNG GREEN 48 MMX55M 3PK	3	13.470PK		40.41	T 1
				SOMEONE TO BE INTO PICK UP					
1		PK	1655611	REFILLS, ROLLER 240MM 1CM M MCR 10PK	1	24.990PK		24.99	T 1
1		EA	2060489	PATCH, POT HOLE 6431 20KG	1	14.370EA		14.37	T 1
				CHARGE		276.26			
Home Hardware WE'VE GOT YOUR LUMBER.						Sub Total		246.66	
GST R106140163						GST / HST		12.33	
						PST		17.27	
						TOTAL		276.26	

GST / HST Registration No. R106140163

TERMS: NET 30 DAYS. PAST DUE ACCOUNTS  
SUBJECT TO A SERVICE CHARGE OF 1.5% PER  
MONTH (19.56% PER ANNUM).

RETURNED GOODS MUST BE ACCOMPANIED BY  
THE ORIGINAL INVOICE AND MAY BE SUBJECT  
TO A RESTOCKING CHARGE.

X \_\_\_\_\_  
Regular Council Meeting November 22, 2021

THANK-YOU FOR SHOPPING

AT "Home"  
Page 49 of 63

CUSTOMER COPY



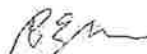
RONA FORT ST-JOHN  
11611 ALASKA ROAD, S1, SS2,C18  
FORT ST-JOHN  
CANADA V1J 4M7  
Tel : 250-785-8849 Fax : 250-785-2252

S  
o DISTRICT OF HUDSONS HOPE  
l 9904 DUDLEY DRIVE  
d HUDSONS HOPE  
VOC 1V0  
t  
o Tel : 250-783-9901 Fax: 250-783-5741

\* \* \* \* I N V O I C E 058159 \* \* \* \*

Client #	Customer P.O. #	SalesPer	Ord date	Ship date	Date
DISHUD	5124	BSB	09-02-21 16:51		09-02-2021
Prov tax #		Terms		Order #	Invoice #
		NET 30 nm		150316	058159-1

Product #	Description	Qty	U/M	Unit price	Dis.	Amount
DLX	ITEMS BELOW DO NOT LOAD	1	EA	0.000		0.00
1106034	BROOMSTICK TAPERED WOOD 54	1	EA	6.790		6.79
1106034	BROOMSTICK TAPERED WOOD 54	1	EA	6.790		6.79
	Charged to account			15.21		

Signature 

----- Subtotal -----	----- Discount -----	----- GST -----	----- PST -----	----- Total -----
13.58	0.0 % 0.00	5% 0.68	7% 0.95	15.21

Page 1 of 1 PST # 1002-4977 GST # 829916147  
Administration charges: 2.0% per month or 26.8% per year on all past due account.



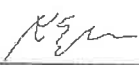
RONA FORT ST-JOHN  
11611 ALASKA ROAD, S1, SS2,C18  
FORT ST-JOHN  
CANADA V1J 4M7  
Tel : 250-785-8849 Fax : 250-785-2252

S  
o DISTRICT OF HUDSONS HOPE  
l 9904 DUDLEY DRIVE  
d HUDSONS HOPE  
VOC 1V0  
t  
o Tel : 250-783-9901 Fax: 250-783-5741

\* \* \* \* I N V O I C E 058158 \* \* \* \*

Client #	Customer P.O. #	SalesPer	Ord date	Ship date	Date
DISHUD	5124	BSB	09-02-21 16:48		09-02-2021
Prov tax #		Terms		Order #	Invoice #
		NET 30 nm		150314	058158-1

Product #	Description	Qty	U/M	Unit price	Dis.	Amount
DLX	ITEMS BELOW DO NOT LOAD	1	EA	0.000		0.00
03305104	STRIPING PAINT INVERTED YW510G	12	EA	8.492		101.90
E20	ECO FEES .35	12	EA	0.350		4.20
	Charged to account			118.84		

Signature 

----- Subtotal -----	----- Discount -----	----- GST -----	----- PST -----	----- Total -----
106.10	0.0 % 0.00	5% 5.31	7% 7.43	118.84

Page 1 of 1 PST # 1002-4977 GST # 829916147  
Administration charges: 2.0% per month or 26.8% per year on all past due account.



building centre

# HOME HARDWARE BUILDING CENTRE

Division of 321124 B.C. Ltd.

9820 - 108<sup>th</sup> Street

Fort St. John, B.C. V1J 0A7

Telephone (250) 787-0371

Fax (250) 787-7036 / Accounting Fax (250) 787-0304

hhaccounting@hhfsj.com

DISHUD-00 BC5294-00 1

NO AP

BOB 1-250-783-3006

PH. (250) 783-9901

\*\*\* INVOICE \*\*\*

S  
O  
L  
D  
  
T  
O

DISTRICT OF HUDSON'S HOPE  
BOX 330  
HUDSON'S HOPE BC V0C 1V0

S  
H  
I  
P  
  
T  
O

Date	Loc	Invoice No.
09/04/21	01	AT7547
Time	Customer P.O.	Sales ID
16:46	5140/BOB	CHE
Loaded by:	Checked by:	Delivered by:

Stockkeeping			Item Number	Description	Quantities	Price	U/M	Amount	T	L	a	o	c
Ordered	Shipped	U/M											
				***** IN BAY 6 *****									
20		EA	2060757	FILLER/SEALER, BLACKTOP M	20	26.370EA		527.40	T	1			
1		EA	4562796	AXX500 17L SQUG, FLR +HND 54536 CRV36	1	39.990EA		39.99	T	1			
2		EA	2060069	ROLLER, DRIVEWAY FABRC W/ HNDL 240MM	2	14.490EA		28.98	T	1			
				CHARGE		667.94							
Home Hardware WE'VE GOT YOUR LUMBER.						Sub Total		596.37					
GST R106140163						GST / HST		29.82					
						PST		41.75					
						TOTAL		667.94					

TERMS: NET 30 DAYS. PAST DUE ACCOUNTS  
SUBJECT TO A SERVICE CHARGE OF 1.5% PER  
MONTH (19.56% PER ANNUM).

RETURNED GOODS MUST BE ACCOMPANIED BY  
THE ORIGINAL INVOICE AND MAY BE SUBJECT  
TO A RESTOCKING CHARGE.

X

RECEIVED IN GOOD ORDER BY  
Regular Council Meeting November 22, 2021

GST / HST Registration No. R106140163

THANK-YOU FOR SHOPPING

AT "Home"

Page 52 of 63

CUSTOMER COPY

**Tomko Sports Systems Inc.**165 - 6660 Graybar Road  
Richmond, B.C. V6W 1H9**INVOICE**Invoice No.: 17479  
Date: 09/07/2021  
Ship Date:  
Page: 1  
Re: Order No. 9168**Sold to:**District of Hudsons Hope  
PO Box 330  
Hudsons Hope, B.C. V0C 1V0**Ship to:**District of Hudsons Hope  
Public Works Yard  
Box 330  
Hudson's Hope, BC V0C1V0  
PO# 5139  
Attn: Robert Bach**Business No.:**

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
CP-FORT5-S	5-Gal	6	Fortified Plexipave (5 US Gal) - Standard Colors	GP	193.60	1,161.60
FR-GEN	Each	1	Shipping	G	300.00	300.00
			Subtotal:			1,461.60
			G - GST @ 5%			73.08
			GP - GST @ 5% & PST @ 7%			81.31
			GST			
			PST			
Tomko Sports Systems Inc. GST: #R126065648 Tomko Sports Systems Inc. PST: ##1007-5286						
Shipped By: Tracking Number:					Total Amount	1,615.99
Comment: Past due accounts subject to 18% yearly finance charge					Amount Paid	0.00
Sold By:					Amount Owning	1,615.99



# HOME HARDWARE BUILDING CENTRE

Division of 321124 B.C. Ltd.

9820 - 108<sup>th</sup> Street

Fort St. John, B.C. V1J 0A7

Telephone (250) 787-0371

Fax (250) 787-7036 / Accounting Fax (250) 787-0304

hhaccounting@hhsj.com  
DISHUD-00 BC7007-00 1

S  
O  
L  
D  
  
T  
O

DISTRICT OF HUDSON'S HOPE  
BOX 330  
HUDSON'S HOPE BC V0C 1V0

S  
H  
I  
P  
  
T  
O

NO AP

PH. (250) 783-9901

\*\*\* INVOICE \*\*\*

Date	Loc	Invoice No.
09/09/21	01	AT7915
Time	Customer P.O.	Sales ID
8:18	5140/BOB	CHE
Loaded by:	Checked by:	Delivered by:

Stockkeeping			Item Number	Description	Quantities	Price	U/M	Amount	T a x c
Ordered	Shipped	U/M							
4		EA	2060757	***** BEHIND CONTRACTOR COUNTER ***** FILLER/SEALER, BLACKTOP M AXX500 17L  KELLY WILL PICK UP  CHARGE	4	32.990EA  147.80		131.96	T 1
Home Hardware WE'VE GOT YOUR LUMBER.						Sub Total GST / HST PST  TOTAL →		131.96 6.60 9.24  147.80	

GST R106140163

GST / HST Registration No. R106140163

TERMS: NET 30 DAYS. PAST DUE ACCOUNTS  
SUBJECT TO A SERVICE CHARGE OF 1.5% PER  
MONTH (19.56% PER ANNUM).

RETURNED GOODS MUST BE ACCOMPANIED BY  
THE ORIGINAL INVOICE AND MAY BE SUBJECT  
TO A RESTOCKING CHARGE.

X \_\_\_\_\_  
RECEIVED IN GOOD ORDER BY  
Regular Council Meeting November 22, 2021

THANK YOU FOR SHOPPING  
AT "Home"

Page 54 of 63  
CUSTOMER COPY



**From:** NCLGA Admin <[admin@nclga.ca](mailto:admin@nclga.ca)>

**Date:** November 12, 2021 at 3:32:03 PM MST

**To:** Dave Heiberg <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>, Travous Quibell <[travous@hudsonshope.ca](mailto:travous@hudsonshope.ca)>, Kelly Miller <[kelly@hudsonshope.ca](mailto:kelly@hudsonshope.ca)>, Patricia Markin <[patricia@hudsonshope.ca](mailto:patricia@hudsonshope.ca)>, Leigh Summer <[leigh@hudsonshope.ca](mailto:leigh@hudsonshope.ca)>, Mattias Gibbs <[mattias@hudsonshope.ca](mailto:mattias@hudsonshope.ca)>, Valerie Paice <[valerie@hudsonshope.ca](mailto:valerie@hudsonshope.ca)>

**Cc:** Mokles Rahman <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>

**Subject:** NOTICE - Upcoming Voting on Proposed New NCLGA Membership Fee Structure

Dear Mayor Heiberg & Council,

Based on requests to review the NCLGA membership fee structure for equity and fairness, the North Central Local Government Association completed an assessment of the fee structure and evaluated the impacts of multiple adjustment scenarios on members. In mid-March 2021, correspondence was sent to Mayor Heiberg to advise of the recommended change to the fee structure and invite member comments on the proposed amendment (see attached letter). As a result of the consultation, the NCLGA Board of Directors has decided to invite locally elected officials of NCLGA member communities to officially vote on the proposed change in membership fee structure, which could commence in 2022.

Voting will take place in Simply Voting, the online voting platform used at NCLGA's 2020 and 2021 AGMs. Voting will be open from November 17 - 30. Simply Voting will email each locally elected official the voting website address as well as an individual elector ID and password shortly before voting opens on November 17 at 9:00 am Pacific time.

Voters will vote on the following proposed change to NCLGA's membership fee structure:

Current Fee Structure:

Annual membership fee = Base rate + 50% of population assessment value + 50% of regional hospital district assessment value

Note: The base rate is \$500 regardless of the individual member community population.

Proposed New Fee Structure:

Annual membership fee = Base rate + 60% of population assessment value + 40% of regional hospital district assessment value

Note: The base rate is \$500 for member communities with populations under 1,500 or \$750 for those with populations greater than 1,500.

Do you support the proposed change to NCLGA's membership fee structure commencing in 2022?

In Favour

Opposed

If you have any questions regarding the voting process or new fee structure, please contact me.

Kind Regards,

**Susan Chalmers**

Executive Coordinator

North Central Local Government Association

T: 778-871-2711

E: [admin@nclga.ca](mailto:admin@nclga.ca)

**C3**



## Coalition Meeting #4 - Minutes

October 1, 2021

9:00 am (Fort St. John time) via Zoom

Present:

Karen Goodings - PRRD Area 'B'  
Rob Fraser – District of Taylor  
Dave Heiberg – District of Hudson's Hope

Jackie Kjos – JK Solutions Ltd Consultant  
Bruce MacKay – B. MacKay Consulting

### AGENDA

#### 1. Call to Order

Director Goodings called the meeting to order at 9:00 am

#### 2. Additional agenda items

Director Goodings called for additional agenda items. There were none.

*Mayor Heiberg made the motion "to accept the agenda as presented".*

*2nd Mayor Fraser. CARRIED*

#### 3. Minutes of previous meeting

Director Goodings Asked for errors or omissions from the July 30, 2021 meeting minutes. Mayor Fraser noted that the Coalition Mayors should be listed as Mayors, not Directors.

*Mayor Heiberg made the motion "to accept the minutes as corrected".*

*2nd Mayor Fraser. CARRIED*

#### 4. Old Business

Director Goodings asked for business arising from the minutes

- a. Coalition Charter and Terms of Reference – updated version was provided with the agenda package. No concerns
- b. Jackie advised that the logo package had been received and paid for.

#### 5. Consultant Report

- a. Road Stabilization on Beatton Airport

Bruce provided an update on his work to date on the business case for surface treating the new gravel on the Beatton Airport Road. His initial findings indicate that a 2-inch lift of pavement and associated upkeep would not be significantly more expensive than

**C4**

maintaining the road in a gravel state for the next 16 years, except if not surface treated, the gravel would be gone at the end of that period.

Considering the scarcity of gravel in the region and lack of gravel on that road since reconstruction under the OGI programs, it is unlikely the gravel would be replaced. Bruce will share the executive summary with the Coalition as soon as it is complete and will present it to the RRTF at the meeting on October 14, 2021

b. RRTF Meeting

Jackie provided a DRAFT meeting agenda and budget for discussion. The Coalition recommended adding a ProComm telephone system for those that wanted to call in.

c. MOTI Meeting with Director Gunn

The Coalition discussed format and agreed to the following concepts:

- Prefer a round-table style meeting vs all presentation
- Need to introduce the NPRR & RRTF background
- Need to recognize work completed by MoTI
- Develop specific "ask" after RRTF meeting

d. NPRR Report

Jackie advised that she will reformat the NPRR report so that the majority of the existing report is moved to Appendices so that the report can be continually updated with current priorities without a re-write of the report. She will incorporate the decision from the RRTF meeting on Friday and have it printed on Monday for the MoTI meeting.

## 6. Budget/Workplan Approvals

The Coalition reviewed the revised expenditure and budget reports and Jackie outlined the outstanding items from the workplan that would be completed by the end of October.

## 7. New Business

a. Geohazard Identification

Just prior to the meeting Jackie had shared some information about Geohazard identification done by the Columbia Shuswap Regional District and Landslide Mapping done by OGC. There was discussion as to whether this type of information may help with identification and mitigation measures for the many slides along North Peace roads. Jackie was directed to get more information, and if time allowed introduce the topic at the RRTF meeting. If there isn't time to discuss there, another Coalition may be held on October 15<sup>th</sup> between the RRTF and MoTI meeting to review if there is value in presenting the concept to the Regional Director.

Note: Mayor Fraser excused himself from the meeting at 9:30 am (PST)

Director Goodings adjourned the meeting at 10:00 am (PST)



## Coalition Meeting #5 - Minutes

October 28, 2021

4:00 pm (Fort St. John time) via Zoom

Present:

Karen Goodings - PRRD Area 'B'

Jackie Kjos – JK Solutions Ltd Consultant

Rob Fraser – District of Taylor

Dave Heiberg – District of Hudson's Hope

### AGENDA

#### 1. Call to Order

Director Goodings called the meeting to order at 3:59 pm

#### 2. Additional agenda items

Director Goodings called for additional agenda items. There were none.

*Mayor Fraser made the motion "to accept the agenda as presented".*

*2nd Mayor Heiberg. CARRIED*

#### 3. Minutes of previous meeting

Director Goodings Asked for errors or omissions from the October 1, 2021 meeting minutes. There were none.

*Mayor Fraser made the motion "to accept the minutes as presented".*

*2nd Mayor Heiberg. CARRIED*

#### 4. Old Business

Director Goodings asked for business arising from the minutes. There was none.

#### 5. Consultant Report

- a. Follow-up from meetings in Fort St. John (RRTF & MOTI).

The Coalition felt that both meetings were productive.

- b. Next Steps

Jackie advised that she doesn't have a clear picture of the Coalition's direction for the next few months. The Coalition discussed options and authorized +/- 20 hours on further evaluation of gravel depletion. The Coalition discussed the recently released

report reviewing the BC Oil and Gas royalty structure and provided cautious direction to develop an outlined approach for a NPRR submission. Once the outline is prepared, a follow-up meeting will be scheduled when the BC Government discussion paper is released (scheduled for "early November"). Jackie to update the budget to include a government tour in the spring, but at this time, the Coalition is not convinced that it will be best utilization of funding.

#### **6. Budget/Workplan Approvals**

The budget and workplan approvals were unchanged from the previous meeting.

#### **7. New Business**

There was no new business

Director Goodings adjourned the meeting at 4:35 pm (PST)



NORTH PEACE RURAL ROADS

# North Peace Rural Roads Stakeholder Newsletter

Volume 4 issue 1

November 2021

## What Happens when the Gravel is Gone?

The Rural Roads Task Force (RRTF) has been raising concern about gravel depletion in the North Peace since they formed in 1997.

The eventual flooding behind Site 'C' will inundate one of the Ministry of Transportation and Infrastructure's (MoTI) traditional sources for road graveling and paving asphalt. The best (only?) source of quality gravel for the North Peace is along the Peace River and once the reservoir fills, any remaining gravel along the river bed between the dam and Hudson's Hope will be gone forever.

MoTI is actively trying to salvage all possible gravel before the pondage is created, which we applaud. Over the winter of 2020/21 they extracted, crushed and hauled a large quantity (pictured) north of Buick. This summer the gravel from this pile was placed on

the Beaton Airport road north of Buick. This crush, haul and place was undoubtedly a lot of money. But what happens the next time it needs gravel? The road was reconstructed around



2001 and this is the first significant gravel in the last 20 years. Where will the gravel come from 20 years from now? The Coalition and Consultants

met with the Regional Director and District Manager of MoTI in October and presented a business case to consider paving this road to protect the huge investment of the gravel haul.

Without pavement, in the coming years this gravel will get contaminated with dirt as vehicles enter from side roads, get graded into the ditch, break down from heavy loads and blow away or get thrown off the road during normal use.

There are currently 1,645 km. of gravel roads in the North Peace of which the RRTF is recommending 401 be hard surfaced over the next 20 years. Once the Peace River gravel is depleted, gravel hauls will be much longer and expensive. How will MoTI be able to maintain a large gravel road network without gravel?

## New Coalition Picks up the Reins

The NPRR initiative was started in 1997 and resurrected in 2017 by the North Peace Economic Development Commission. After they wound down, the Peace River Regional District continued the work through 2020. At that time, it was determined that the PRRD could no longer continue in the capacity of project manager/sponsor.

The District of Taylor stepped up and developed a Memorandum of Understanding with the District of Hudson's Hope and PRRD Area 'B'.

After establishing the MOU, the new Coalition funding partners advertised for consulting services and selected JK Solutions Ltd. to continue with the

project. The Rural Roads Task Force was expanded late last year and now includes: Art Jarvis, Bob Fedderly, Curtis Rogers, Cheryl Montgomery, Dave Heiberg, Doug MacDonald, Doug Summer, Ernest Wiebe, Jeleana Cawley, Jim Little, Jim Schilling, Karen Goodings, Lloyd Hayden, Rob Fraser and Susan Krebs.



DISTRICT OF HUDSON'S HOPE



DISTRICT OF TAYLOR



AREA 'B'



### The North Peace Rural Road 'Grid'

The RRTF identified the grid shown on the map in 1997 and it has undergone few changes. The intent always was to hard surface roads to 100% legal axle loading in a north/south and east/west grid along with roads that were the only public access into large geographic areas. Many of these roads are the starting point for forest and petroleum roads.

The top priorities have remained the same since the NPRR initiative restarted in 2018, but they are reviewed and updated annually to reflect current activities.

This grid would provide a smooth and dust free travelling surface for residents and workers while providing a strong enough surface to support the type and volume of industry traffic unique to this part of the Province.

#### Overall Priorities

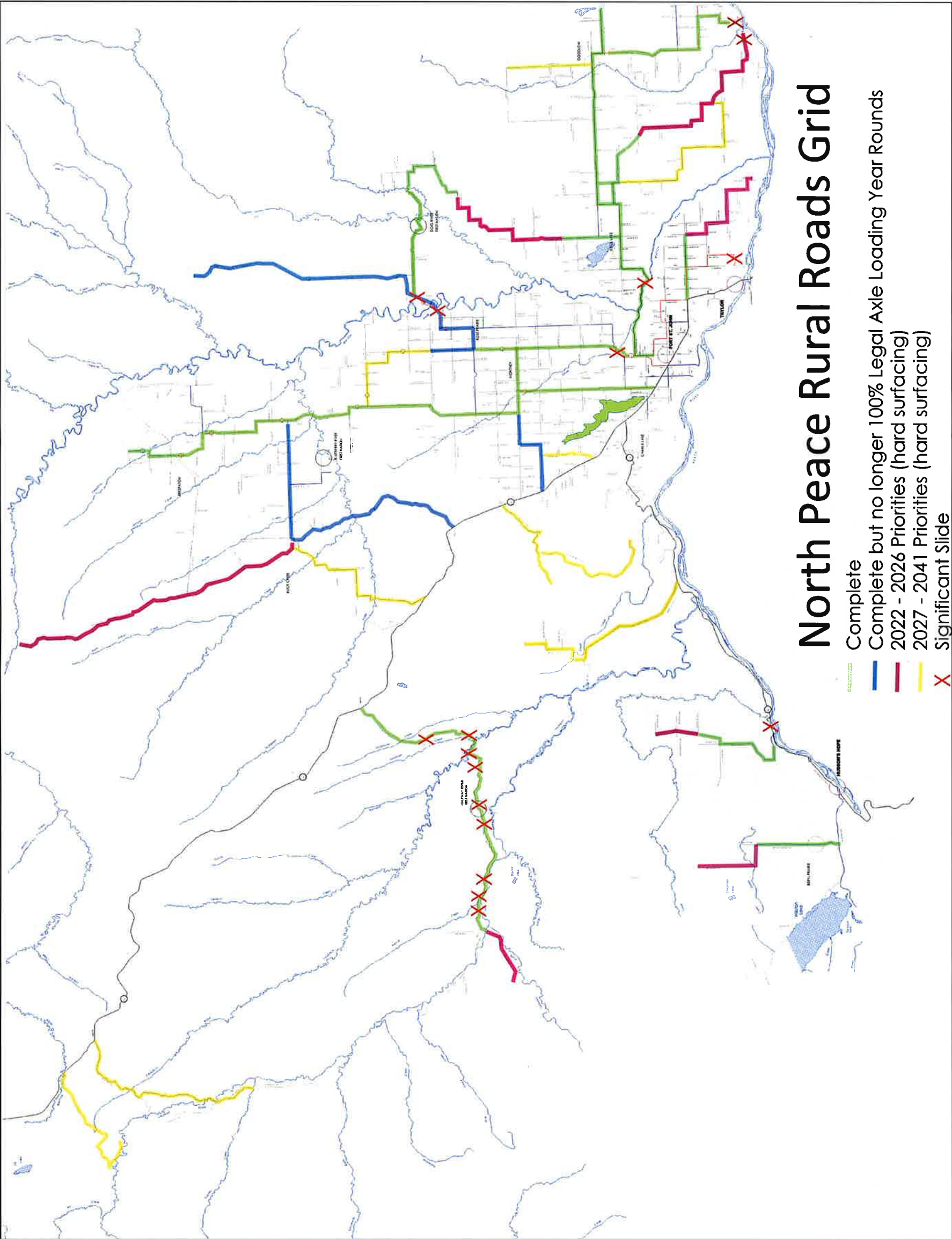
1. Leverage Site 'C' gravel extraction opportunities.
2. Retain 100% legal axle loading year-round (e.g. Upper Halfway, Prespatou, Beaton Park) -
3. Regain 100% legal axle loading year round (e.g. Milligan, Beaton Airport, Montney Highway, Buick)
4. Brushing and Ditching \*
5. Gravel\*
6. Slide Remediation\*\*
7. Attain 100% legal axle loading year-round (e.g. first time hard surfacing)

\* Maintenance issues that are outside the scope of the NPRR initiative, but continue to be elevated and communicated as a North Peace priority

\*\* Slide remediation is very important to the initiative but hard to build a business case for. NPRR continues to raise the slide issues with MoTI.

#### Top Hard Surfacing Priorities (Nov 2021)

- |                    |                  |
|--------------------|------------------|
| 1. Beaton Airport. | 4. Beryl Prairie |
| 2. Baldonnel       | 5. Graham        |
| 3. Golata Creek    | 6. Farrel Creek  |





# NPRR

NORTH PEACE RURAL ROADS

*a local government coalition of:*

District of Hudson's Hope  
District of Taylor  
Peace River Regional District Area 'B'

roads@jksolutions.ca  
(250) 262-5510



## MoTI North Peace Update

The 2021 construction season saw a considerable bump in North Peace investment, for which we are grateful. Here is a highlight from MoTI on projects completed this year:

- Beatton River Airport Road – several base repairs, gravelling and base stabilization of 80 lane km
- Farrell Creek Road – significant drainage improvements completed and reconstruction of 2-lane is underway at slide site 3
- location (completion early Nov 2021). The photo above shows some of the ditch work and new drainage pipe
- Hwy 97 & Swanson Lumber Road Intersection - construction of signalization intersection – substantially complete (completion early Nov 2021)
- Good Bridge Replacement - 42-metre 2-lane clear span structure installed on Cecil Lake Road
- Sideroad Resurfacing – 5 lane km
- on Montney Road and 271 Road
- Beryl Prairie Road – 1.5 km of base repair
- Wonowon – 6 lane km of gravelling and 1 lane km of ditching and drainage improvements on sections of Wonowon Rd, Wonowon Ext and Wonowon Sub
- Gravelling and Dust Control – 80 lane km
- Cracksealing – 45 km

## Dawson Road Maintenance - North Peace Update

DRM's update provides some further context to the 2021 summer program as there is overlap with the MoTI accomplishments. They also added five new plow trucks, two new graders, three new pick ups to their North Peace fleet this year.

Crack Sealing – 17,738.5 litres

### PATCHING

Overlay – 2170.03 tonne

Overlay Handpatch – 4.75 tonne

Replacement Patch – 845.24 tonne

Replacement Patch – 120.001 tonne

### CALCIUM

Dust Control – Program 1,013,355 litres

Currently Reported – 728,178 litres

Base Stabilization – Program – 2,508,054 litres

Currently Reported 1,989,774 litres\*

\*DRM is working to get reporting caught up.

### BRUSHING

Machine – 856.914 shoulder kms

Hand Cutting – 581 metre<sup>2</sup>

Brushing/ Danger Tree – 715 each

### CULVERTS

29 installed in various areas

### DITCHING

0 to 30 – 200 linear metres

Widening/Deepening – 501 linear metres

Side Cast – 124,087 linear metres

### MOWING

Cut Vegetation – 9,851 shoulder km.



Like us on Facebook @<https://www.facebook.com/NorthPeaceRuralRoads>





## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 22, 2021  
**SUBJECT:** NOTICE OF CLOSED SESSION

---

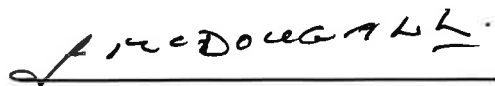
### RECOMMENDATION:

*"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 – November 8, 2021*
- **Community Charter Section 90 (1) (c):**
  - (k) *Labour relations or other employee relations*
    - *Recreation Services and Special Events Coordinator Position*

### 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

ICSR1