



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

### **AGENDA**

Council Chambers

Monday, November 8, 2021

**1. Call to Order:**

**2. Delegations:**

**3. Notice of New Business:**

Mayor's List:

Councillors Additions:

CAO's Additions:

**4. Adoption of Agenda by Consensus:**

**5. Declaration of Conflict of Interest:**

**6. Adoption of Minutes:**

M1	October 25, 2021 Regular Council Meeting Minutes	Page 1
M2	October 28, 2021 Special Council Meeting Minutes	Page 6

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

**8. Public Hearing:**

**9. Staff Reports:**

SR1	Christmas Party / Alternatives - 2021	Page 8
SR2	Christmas – New Year's 2021 – Office Closure	Page 14
SR3	Council Meeting Calendar – 2022	Page 15
SR4	Acting Mayor Schedule - 2022	Page 18
SR5	Asset Management Policy	Page 20

**10. Committee Meeting Reports:**

CR1	Community Hall Committee	Page 42
-----	--------------------------	---------

**11. Bylaws**

**12. Correspondence:**

C1	BCG Engineering Report – Shoreline Protection Berm - Sloughing	Page 43
C2	Adoption Awareness Month – November	Page 59

C3	High on Ice Mayor's Carving Challenge	Page 60
C4	Bill C-26 Circular	Page 62
C5	Ministry of Municipal Affairs - Clean BC Road Map	Page 70
C6	Veterans News - Advertising	Page 72
C7	NCLGA – Board Highlights – October 2021	Page 73
C8	NCLGA - Geoscience BC – Board Update	Page 75
C9	NCLGA & Non-NCLGA Evets – November 2021	Page 97

**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 117
-------	--------------------------	----------

**18. Adjournment**



**REGULAR COUNCIL MEETING**  
**District Office – Council Chambers**  
**6:00 P.M.**  
**October 25, 2021**

Present: Mayor Dave Heiberg  
Councillor Pat Markin  
Councillor Kelly Miller  
Councillor Valerie Paice  
Councillor Travous Quibell  
Councillor Leigh Summer

Absent: Councillor Mattias Gibbs (*with notice*)

Staff: Acting Chief Administrative Officer, Ruhul Amin  
Corporate Officer, Jeanette McDougall  
Director, Protective Services, Brad Milton

**1. CALL TO ORDER**

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

**2. DELEGATIONS**

**3. NOTICE OF NEW BUSINESS**

Mayor's Additions: CR2 Community Engagement Committee  
CR3 Rural Roads Task Force  
CR4 Broadband Internet & Mobility Committee  
CR5 Chiefs and Mayors Meeting  
CR6 Electoral Boundaries Commission

Councillor's Additions: CR1 Hudson's Hope Historical Society (Councillor Miller)

Acting CAO Additions: OB1 Water Treatment Plant - Update

**4. ADOPTION OF AGENDA BY CONSENSUS**

**5. DECLARATION OF CONFLICT OF INTEREST**

**s**

**6. ADOPTION OF MINUTES**

**M1 REGULAR COUNCIL MINUTES**

**RESOLUTION NO. 101/21**

**M/S Councillors Markin / Paice**

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

**CARRIED**

**7. BUSINESS ARISING FROM THE MINUTES**

**8. PUBLIC HEARING**

**9. STAFF REPORTS**

**SR1 POOL – 2021 YEAR END REPORT**

Received for Information.

The Mayor requested that the following items be brought forward to the Strategic Planning session being held November 13, 2021: reservation system and Pool fees.

**SR2 CHIEF ADMINISTRATIVE OFFICER MONTHLY REPORT – OCTOBER 2021**

Received for Information.

**SR3 PUBLIC WORKS MONTHLY REPORT – OCTOBER 2021**

Received for Information.

**SR4 PROTECTIVE SERVICES MONTHLY REPORT – OCTOBER 2021**

Received for Information.

**SR5 SPECIAL PROJECTS MONTHLY REPORT – OCTOBER 2021**

Received for Information.

**SR6 RECREATION & SPECIAL EVENTS COORDINATOR MONTHLY REPORT – OCTOBER 2021**

Received for Information.

**10. COMMITTEE MEETING REPORTS**

**11. BYLAWS**

**12. CORRESPONDENCE**

**C1 NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION – 2022 ANNUAL GENERAL MEETING & CONVENTION**

Received for information.

**C2 INVESTING IN CANADA INFRASTRUCTURE PROGRAM: GREEN INFRASTRUCTURE – ENVIRONMENTAL QUALITY PROGRAM**

Received for information.

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

**CR1 HUDSON'S HOPE HISTORICAL SOCIETY**

Councillor Miller provided an update as follows: the Society recently lost their Curator and has now received several good applications for this position.



**CR2 COMMUNITY ENGAGEMENT COMMITTEE**

The Mayor advised that this Committee is comprised of himself, Councillor Miller, the Chief Administrative Officer, and Darren Thompson, BC Hydro. The purpose of this Committee is to discuss Operational issues, however the agenda has been dominated by issues pertaining to Site C activities over the last few years. The Mayor noted that BC Hydro did not advise that their contact, Nancy Pepper, Community and Social Mitigation Manager, Site C had left the position and was replaced with Alex Grey, Senior Environmental Coordinator Site C Clean Energy Project. Key community issues that were discussed included the following: residents concerns regarding the Water Treatment Plant, eg hydrogen sulfide; operational issues; issues pertaining to the berm / road realignment, including dust, noise, debris, sloughing behind the Library and the shadow population impact on rental housing. Councillor Miller added that air quality monitoring pertaining to the town site, specifically the Health Centre, was also discussed.

**CR3 RURAL ROADS TASK FORCE**

The Mayor advised that a dinner meeting was recently held in Fort St. John and was comprised of members from the municipalities of Hudson's Hope, Taylor and PRRD Area B, with industry sector representatives from the Oil & Gas sector, forestry, agriculture and trucking. A discussion took place regarding setting priorities for 2022, A follow-up meeting was held in Fort St. John with the Ministry of Transportation and Infrastructure. The new Regional Manager, Darrell Gunn, was introduced to the Rural Roads Task Force members which shared their strategic objectives for 2022. The meeting was very positive.

**CR4 BROADBAND INTERNET & MOBILITY COMMITTEE**

The Mayor advised that this Committee, which is comprised of all the Peace River Regional District Directors; met on October 20, 2021 and noted that the following was covered:

- Concurrence Policy for Telecommunication Facilities on Private Land, noting that Industry Canada regulates towers on private land;
- Engagement Opportunities;
- Service Function Establishment; and
- the PRRD Connectivity Strategy Adoption and Workplan.

**CR5 FIRST NATIONS CHIEFS & MAYORS MEETING**

The Mayor advised that Chiefs and Mayors from the Peace Region met with the key objective of developing trust and respect. Topics discussed included Truth & Reconciliation and the recent decision regarding the Blueberry River First Nation's treaty rights.

**CR6 ELECTORAL BOUNDARIES COMMISSION**

The Mayor advised that after every two general elections, the provincial Electoral Boundaries Commission appoints a three-person, independent, non-partisan commission with the purpose of proposing changes to electoral areas to ensure that each MLA represents a similar number of people. This Commission will be in effect after the General Municipal Election in October 2022, and there is a concern in the Peace River Region that there will be an attempt to amalgamate both the North Peace and South Peace Regions as the NDP government has removed the protection clause. Council feedback may be sought on any recommendations put forward by the Electoral Boundaries Commission.

#### 14. OLD BUSINESS

##### OB1 WATER TREATMENT PLANT - UPDATE

The Acting CAO provided the following update:

- The reports from Industria on the membrane autopsy and the BC Hydro / Associated Engineering report on the water analysis have been provided to L&M Engineering for review.
- An H2S monitor was installed last week and reporting will be on a weekly basis, ie every Friday.

#### 15. NEW BUSINESS

#### 16. PUBLIC INQUIRIES

- There is a complaint about dust on Clark Avenue; the Mayor asked for complaints to be directed to the Mayor's Office.
- A question was asked regarding connecting to the municipal water line; the Mayor referred to Staff.
- There was a question regarding an update on the firewood donation issue; the Acting CAO advised that hauling mulching from Dinosaur Lake was not included in the contract.

#### 17. NOTICE OF CLOSED MEETING

##### **RESOLUTION NO. 102/21**

**M/S Councillors Quibell / Summer**

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

- **Community Charter Section 97 (1) (b):**
  - (b) all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public: Closed Meeting Minutes – October 12, 2021
- **Community Charter Section 90 (1) (k):**
  - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public
    - Lucas Subdivision

**CARRIED**

#### 18. RISE AND REPORT

##### **RESOLUTION NO. 103/21**

**M/S Councillors Summer / Miller**

**THAT the following resolution be released into the Open Meeting of October 25 2021:**

##### **RESOLUTION NO. IC039/21**

**M/S Councillors Quibell / Summer**

**THAT Council approve an option for the sale of the District-owned Lucas Subdivision properties at a) a 25% discount from the current sale prices; and b) a 25% discount from the current sale prices with a 20 year amortization option with the District's interest to be registered on the Certificate of Title for each sold property.**

**CARRIED**

**CARRIED**

## 19. ADJOURNMENT

*Mayor Heiberg declared the meeting adjourned at 7:15 pm.*

### DIARY

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

*Commercial Water Rate Increase-annual budget  
Consideration*

***Diarized***

*08/04/19*

Certified Correct:

---

Dave Heiberg, Mayor

---

Jeanette McDougall, Corporate Officer



## **SPECIAL COUNCIL MEETING**

**October 25, 2021**

**6:00 P.M.**

**Community Hall  
10315 Kylo Street, Hudson's Hope, BC**

**Present:** Mayor Dave Heiberg  
Councillor Pat Markin  
Councillor Kelly Miller  
Councillor Travous Quibell

**Absent:** Councillor Mattias Gibbs (*without notice*)  
Councillor Valerie Paice (*without notice*)  
Councillor Leigh Summer (*without notice*)

**Staff:** Acting Chief Administrative Officer, Ruhul Amin  
Corporate Officer, Jeanette McDougall

**Public Library:** Amber Norton, Director  
Lorna Winnicky, Chair  
Tashana Winnicky, Board Member

### **1. CALL TO ORDER**

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

### **2. ADOPTION OF AGENDA BY CONSENSUS**

### **3. DECLARATION OF CONFLICT OF INTEREST**

### **4. STAFF REPORTS**

#### **SR1 LIBRARY BUILDING ENVELOPE**

Amber Norton, Director, Hudson's Hope Public Library, presented on the Library Building Envelope and noted that there are three broad areas of concern for the Library: safety, public comfort and Staff efficiency.

- The Mayor advised as follows:
  - That the Building Assessment Report would be brought forward to the Strategic Planning session being held in November 2021 and that there are certain items earmarked for review.
  - That the District has a number of facilities that need attention, hence there are competing interests.
  - That the District has been setting aside reserve funds over the last few years to support planning and a building design for a new Community Hall.

- That the District recently struck a Committee to develop a vision / design for a new Community Hall and that this Committee is comprised of Councillor Quibell, Chair, Councillor Gibbs, Vice-Chair and Councillor Markin and the Mayor. A Terms of Reference for the Committee is being developed which will give the Committee a clear mandate and will also outline the process for public involvement.
- L. Winnicky agreed that this Committee is a great idea, but feels some Library Building issues are urgent;
- A. Norton stated that discussions regarding the possibility of a new Community Hall Committee are delaying the District from addressing urgent Library Building concerns.
- The Mayor stated that the District does take the Library Building issues seriously, eg the roof needs replacing, this is a safety issue and will be discussed during the District's Strategic Planning session.
- Councillor Quibell noted the fact that monies have been allocated to a Community Hall reserve account over the past few years prove that the District's intent is serious, not just speculation.
- T. Winnicky referenced communication issues between the Library and the District and the Mayor advised that there is a need to communicate through the right channels and that communication needs to be improved.
- Councillor Miller noted that there have been a number of renovations done to the Library Building over the past 10 years.
- A. Norton advised that the District Staff are aware of the concerns, eg safety issues.
- T. Winnicky requested a timeline estimate for having the roof replaced and wants to be advised of the relevant decisions that the District makes.
- Councillor Markin, who is the District's Library liaison, stated that she was happy that a meeting has now taken place with several members of the District Council as this is "open" communication.

## 5. ADJOURNMENT

*Mayor Heiberg declared the meeting adjourned at 7:17 pm.*

Certified Correct:

---

Dave Heiberg, Mayor

---

Jeanette McDougall, Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 8, 2021  
**SUBJECT:** CHRISTMAS PARTY 2021 - ALTERNATIVES

---

### RECOMMENDATIONS

***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;*

***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.*

### PURPOSE

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

### BACKGROUND

Traditionally an annual Christmas Party is held for District employees, however a Christmas Party was not held in 2020 due to the COVID-19 health-related risks and this year is similar in that there are Public Health Office and Northern Health restrictions with respect to large gatherings, which includes requirements to social distance and wear masks.

The District's Appreciation and Recognition Policy specifies that the following categories of employees as well as Mayor and Council are to be included: exempt and non-exempt employees, contractors, temporary positions of Pool Supervisor, Visitor Centre Supervisor, Campground Attendants and Groundskeepers; and retired Staff who are drawing on the Municipal Pension Plan, and the Mayor and Council who have served during the current year, who are normally invited to attend to show their appreciation to Staff.

### INFORMATION

The following resolution was passed on November 23, 2020 to issue \$60.00 per employee in lieu of a Christmas Party; the rationale for this is that cash is considered a taxable benefit for employees, and once source deductions are made, the net amount would be fairly close to \$50.00, although varies depending on the employees salary.

**RESOLUTION NO. 202/20****M/S Councillors Paice / Miller**

*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**

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

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

Costs for the Christmas cheque that was issued to employees in 2020 are as follows:

<b>Xmas 2020</b>	
\$60.00 x 22 Employees	\$1,320.00

Costs would be as follows if Council approves issuing a Christmas cheque in the amount of \$60.00 per employee and / or per Mayor and Council

<b>Xmas 2021</b>	
\$60.00 x 22 Employees	\$1,320.00
\$60.00 x 7 (Mayor & 6 Councillors)	\$420.00
<b>Total:</b>	<b>\$1,740.00</b>

*Note: if Council elects to receive the \$60.00, then this will be reported on the District's 2021 Statement of Financial Information under remuneration.*

**ALTERNATIVE RECOMMENDATIONS**

- *That each Staff member, retiree and Council be given a gift, eg Christmas basket, valued at \$50.00; cost would be approximately \$2,000 (40 x \$50.00). If the value of gift is, for example, \$35.00, then the cost would be approximately \$1,400 (40 x \$35.00).*
- *That Council not approve issuing a Christmas cheque in the amount of \$60.00 to employees and / or Mayor and Council and consider a different amount.*
- *That Council not approve issuing a Christmas cheque to employees and / or Mayor and Council and that Council consider other alternatives for employee recognition for 2021 in lieu of holding a Christmas Party.*


## ATTACHMENTS

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

**Prepared by:**

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

**Approved by:**

  
\_\_\_\_\_  
Mokles Rahman, CAO



## Jeanette McDougall

---

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

Hi Jeanette,

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

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

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

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

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

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

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

### Summary:

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

I hope this helps,

Thanks,

Ben

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

Senior Manager, KPMG Enterprise

KPMG LLP

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



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

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

## **APPRECIATION & RECOGNITION POLICY**

**Council Resolution No. 163/16**

**Effective Date: October 24, 2016**

Section: Administration

### **Purpose:**

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

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

### **Definitions:**

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

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

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

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

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

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

#### *Eligible Christmas card Recipients:*

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



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

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

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

**Procedures or Guiding Principles:**

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

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 8, 2021  
**SUBJECT:** Christmas / New Year's Eve – Office Hours

---

### RECOMMENDATION:

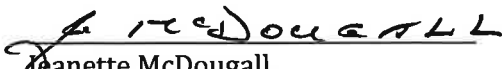
*"THAT Council authorize the District of Hudson's Hope Office and Public Works to close at noon on Friday, December 24, 2021 and Friday, December 31, 2021."*

### BACKGROUND:

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

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

### PREPARED BY:

  
Jeanette McDougall,  
Corporate Officer

### APPROVED BY:



---

Mokles Rahman, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 8, 2021  
**SUBJECT:** Council Calendar / Meeting Schedule 2022

---

### RECOMMENDATION:

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

### BACKGROUND:

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

#### s. 12 Notice of Council Meetings

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

The proposed schedule for 2022 factors in Statutory Holidays, the annual UBCM Convention (September 12 - 16, 2022, Whistler), the North Central Local Government Association (May 4 - 6, 2022, Fort St. John). Also, providing that public notice is given in accordance with s. 94 of the *Community Charter*, Council has the discretion to add, delete, or change any of the meeting dates at any time, including whether to hold meetings during the summer months of July and August (traditionally one meeting has been held during each of the summer months).

*Note: a General Municipal Election will be held on October 15, 2022 and s. 124(2)(g) of the Community Charter requires that a Council Meeting be held within the first 10 days of November following a general local election. In the case of Hudson's Hope, October 24, 2022 is a regularly scheduled Council Meeting, which falls within the 10-day timeline and therefore there is not a need to held a Special Council meeting for this purpose unless Council decides otherwise.*

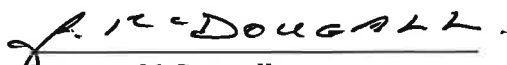
### APPROVED BY:



---

Mokles Rahman, CAO

### PREPARED BY:



---

Jeanette McDougall,  
Corporate Officer

# Council Meetings 2022

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

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

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

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

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

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

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

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

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

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

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

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

Council Meetings

Stat Holidays

NCLGA

UBCM





## 2022 REGULAR COUNCIL MEETING SCHEDULE

The schedule for the District of Hudson's Hope Regular Council Meetings for 2022 are as follows and will be held in the Council Chambers at 6:00 pm, District Office, 9904 Dudley Drive, Hudson's Hope, unless otherwise advertised.

January 10	June 27
January 24	July 11
February 14	July 25
February 28	August 8
March 14	August 22
March 28	September 6 (Tuesday)
April 11	October 11
April 25	October 24
May 9	November 14
May 24 (Tuesday)	November 28
June 13	December 12

*Please note that the Public is welcome to attend Regular and Special Council meetings, and in accordance with the current COVID-19 PHO Orders for social distancing, there is a limit of 2 members of the Public that can be accommodated in Council Chambers; if more members of the Public would like to attend, then the venue may change to the Community Hall. Please advise the Corporate Officer by 12:00 pm (noon) on the Wednesday preceding the Council Meeting if you plan to attend, and please note that masks must be worn at all times.*

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

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 8, 2021  
**SUBJECT:** Acting Mayor Schedule 2022

---

### RECOMMENDATION:

*"THAT Council approve the proposed Acting Mayor Schedule to r 2022."*

### BACKGROUND:

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

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

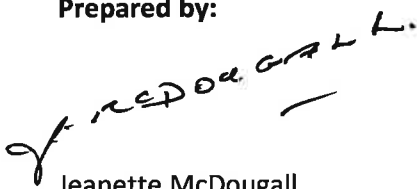
District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 Part 2, Section 8 provides for the designation of a Councillor as the member responsible for acting in place of the Mayor.

*Note: The general municipal election is being held Saturday, October 15, 2021 and a new Council is expected to be sworn in during the Council Meeting scheduled for October 24, 2022, after which the Acting Mayor Schedule will be revised to reflect the remainder of 2022.*

### ATTACHMENT:

- *Proposed 2022 Acting Mayor Schedule*

Prepared by:



Jeanette McDougall,  
Corporate Officer

Approved by:



Mokles Rahman, CAO



## Acting Mayor Schedule 2022

January	Councillor Gibbs
February	Councillor Miller
March	Councillor Quibell
April	Councillor Summer
May	Councillor Markin
June	Councillor Miller
July	Councillor Gibbs
August	Councillor Paice
September	Councillor Quibell
October	Councillor Paice
November	<i>To be determined after the Election</i>
December	<i>To be determined after the Election</i>

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2021-11	<b>Date:</b> November 3, 2021
<b>Meeting#:</b> CM031121	<b>Originator:</b> Ruhul Amin
<b>RFD TITLE:</b> District of Hudson's Hope - Municipal Asset Management Policy	

### RECOMMENDATION:

***THAT** Council approves the "District of Hudson's Hope - Asset Management Policy", submitted by MuniSight.*

### 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. The initial target was to complete data collection by 2021 and complete the Asset management Plan. Following works are completed in last three years:

1. Draft Asset Management Plan.
2. Asset Management Policy Report.
3. Asset Data Collection.

### DISCUSSION:

The District has received approval for two grants for this multi-year project. From the Province of British Columbia, under the infrastructure planning grant program, a grant in the amount of \$10,000.00 out of \$15,000.00 project spending and from the Municipal Asset Management Program (MAMP, FCM) a grant in the amount of up to \$50,000 out of \$60,000.00 project spending.

As part of the final report for the MAMP grant, it is required to submit the evidence that the Asset Management Policy and Asset Management Strategy have been presented to and adopted by Council.

MuniSight has submitted the "District of Hudson's Hope - Asset Management Policy" early this year. This report is outlined the asset management policy and asset management strategy for the District and would be suffice for the grant reporting.

A Council Resolution is required for submitting the final grant report.

### FINANCIAL:


The District will be reimbursed in the amount of up to \$60,000.00 for all eligible expenditure related to Asset Management Plan such as data collections (summer staff), consultant etc.

**Attachments:**

1. District of Hudson's Hope – Asset Management Policy, submitted by MuniSight
2. Grant Approval Letter from BC Infrastructure Planning Grant
3. Grant Approval Letter from MAMP

Report Approved by:

  
Mokles Rahman, CAO

 Zuhul Amin, Acting CAO



April 22, 2020

Ref: 252630

His Worship Mayor David Heiberg  
and Members of Council  
District of Hudson's Hope  
PO Box 330  
Hudson's Hope BC V0C 1V0

Dear Mayor Heiberg and Councillors:

On behalf of the Province of British Columbia, I am pleased to advise you that your application under the Local Government Grants Act for an infrastructure planning grant has been approved for the following project:

<b>Grant Description</b>	<b>Amount</b>
Asset Management Framework	\$10,000

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Municipal Affairs and Housing staff as soon as possible. This agreement must be signed and returned to the ministry, indicating your acceptance of the terms and conditions.

The Province welcomes the opportunity to support planning in the District of Hudson's Hope. We believe that early and ongoing planning is the best way to ensure that the environmental, social and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the Province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

Congratulations on your successful application and my best wishes with your infrastructure study.

Sincerely,

Selina Robinson  
Minister

---

Ministry of Municipal Affairs  
and Housing

Office of the Minister

Mailing Address:  
PO Box 9056 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-2283  
Fax: 250 387-4312

Location:  
Room 310  
Parliament Buildings  
Victoria BC V8V 1X4

<http://www.gov.bc.ca/mah>



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**President  
Président**

Bill Karsten  
Councillor  
Halifax Regional  
Municipality, NS

**First Vice-President  
Premier vice-président**

Garth Frizzell  
Councillor  
City of Prince George, BC

**Second Vice-President  
Deuxième vice-présidente**

Joanne Vanderheyden  
Mayor  
Municipality of  
Strathroy-Caradoc, ON

**Third Vice-President  
Troisième vice-président**

Darren Hill  
Councillor  
City of Saskatoon, SK

**Past President  
Présidente sortant**

Vicki-May Hamm  
Maireesse  
Ville de Magog, QC

**Chief Executive Officer  
Cheffe de la direction**

Carole Saab  
Ottawa, ON

10, rue Rideau Street,  
Ottawa, Ontario

**Mailing address/  
adresse postale**

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

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

www.fcm.ca

October 23, 2020

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

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

Dear Mayor Heiberg and Members of Council:

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

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

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

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

Sincerely,

Aymone Agossou  
Manager, Funding

cc: Chris Cvik, Chief Administrative Officer





## District of Hudson's Hope - Asset Management Policy

---



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

**Version** 1.0  
**Date** January 25, 2021



## POLICY STATEMENT

Asset management procedures aim to develop a sustainable process of maintaining and operating infrastructure assets throughout the municipality. These goals are achieved through the continuous cooperation of all departments and the council. This Asset Management Policy outlines the key asset management (AM) principles to be implemented across the District of Hudson's Hope.

## INTENT

The purpose of the Asset Management Policy is to outline asset management practices specifically curated to meet the needs of the Hudson's Hope community. These practices will encourage dependable service delivery, long-term economic sustainability, and centralized data management into a consolidated resource to be utilized by the municipality.

This policy will:

- a) Define over-arching principles to guide asset management initiatives while considering current and future generation's needs.
- b) Outline principles that enable the District of Hudson's Hope to manage infrastructure assets in a way that is cost-effective and sustainable.
- c) Demonstrate principles that allow for Environmental and Fiscal stewardship, concerning asset management.

## SCOPE

District of Hudson's Hope is accountable to manage assets for the use of their ratepayers. These assets include roads, bridges, culverts, parks, water, sewer, buildings, and all vertical infrastructure owned by the District. All of which require operation, maintenance, disposal, and renewal over their life cycles. Infrastructure assets must be accounted for in a centralized database to ensure proper growth and economic decision-making as the municipality invests in new assets. This Asset Management Policy applies to all assets owned and operated by the District, as well as assets owned by the District and operated by others.

## ROLE OF ASSET MANAGEMENT POLICY

Asset management is an integrated approach involving various business units, departments, and functions across a municipality. The role of the Asset Management Policy is to define the fundamental principles that the municipality is trying to achieve with the adoption of asset management. Along with the Asset Management Policy, other key Asset Management components are the Asset Management Strategy and the Asset Management Plan. The distinction and relationship between these documents are listed below:

- Asset Management Policy – defines the principles of Asset Management
- Asset Management Strategy – defines how the municipality plans to achieve the Asset Management Policy
- Asset Management Plans – defines the specific operational actions required to achieve the overall Asset Management Strategy



## PRINCIPLES

---

### SERVICE DELIVERY TO CUSTOMERS AND INFORMATION MANAGEMENT

- a) The District of Hudson's Hope will develop and maintain asset inventories for all infrastructure assets.
- b) The District of Hudson's Hope will deliver defined levels of service by efficiently managing all infrastructure assets.
- c) The District of Hudson's Hope will demonstrate transparency with performance and defined levels of service to the community.
- d) The District of Hudson's Hope will define levels of service based on the quality of life, long-term financial stability, and strategic goals of the community.
- e) The municipality will monitor and periodically review the defined levels of service and update accordingly.
- f) Hudson's Hope will ensure levels of service are compliant with Councils' strategic objectives and all relevant legislative, statutory, and regulatory requirements.

---

### HOLISTIC AND INTEGRATED DECISION MAKING

- a) The District of Hudson's Hope will connect and integrate appropriate business units, departments, and functions in the asset management decision-making process to build strong working relationships and get maximum value from infrastructure investments.
  - i) These departments and functions include planning, engineering, operations and maintenance, finance, and other strategic and long-term community planning and budgetary functions.

---

### FISCAL RESPONSIBILITY

- a) The District of Hudson's Hope will implement maintenance strategies that consider sustaining the defined levels of service and maximize asset value
- b) Hudson's Hope will develop processes to ensure investment needs are addressed efficiently and effectively.
- c) The District of Hudson's Hope will consider investment needs, funding requirements, and revenue projections to develop financial longevity.
- d) The District of Hudson's Hope infrastructure investment will consider the financial impacts on current and future generations and promote social and inter-generational equity throughout the asset management decision-making process.
- e) The decision to build, renew and/or replace an infrastructure asset will aim to minimize the long-term cost of asset ownership while considering the strategic risks of the community.
- f) The District of Hudson's Hope will comply with all the regulatory and statutory financial tracking and reporting requirements.

---

### SUSTAINABILITY AND ENVIRONMENTAL ADAPTABILITY

- a) Infrastructure investments will consider current and future generation's needs by incorporating strategic risk into decision making.
- b) The District of Hudson's Hope will develop business strategies considering risk and the comprehensive costs of delivering defined levels of service when investing in infrastructure assets.





- c) Asset management decision making will incorporate a triple bottom line approach, considering the socio-cultural, environmental, and economic outcomes.
- d) The District of Hudson's Hope will consider how increased frequency and severity of climatic events may directly affect the delivery of levels of service. Where appropriate, the municipality will adopt a proactive approach to mitigating the potential impacts of climate change.

---

#### CONTINUOUS IMPROVEMENT

- a) The District of Hudson's Hope will continually pursue the growth of the asset management processes with a focus on incorporating innovative tools, techniques, and solutions.
- b) The District of Hudson's Hope will assess progress with the municipality's asset management program and provide support, education, and training to staff to further develop asset management processes.
- c) Hudson's Hope will promote the long-term efficiency and effectiveness in service delivery and asset management decision making throughout all relevant departments and functions of the municipality.
- d) Hudson's Hope will monitor and periodically review asset management processes to measure their applicability and effectiveness in achieving the strategic objectives. Necessary changes will be made when applicable.

---

#### RESPONSIBILITIES

---

##### CHIEF ADMINISTRATION OFFICER

- a) Establishes an asset management steering committee
- b) Ensures and oversees corporate adoption of asset management policy, processes, and strategies
- c) Appoints team of cross-functional members from relevant departments to the asset management steering committee.
- d) Reviews all asset management information before presentation to Council

---

##### COUNCIL

- a) Approve Asset Management Policy
- b) Understands and reinforces community values in asset management decision making
- c) Inform municipal priorities as related to asset management
- d) Approve the funding and resources to implement the AM Policy and other relevant requirements
- e) Support strategies and plans that are developed to implement the Asset Management Policy
- f) Supports Asset Management process by approving funding through long-term financial plans
- g) Authorizes the CAO to form a corporate asset management steering committee to implement asset management processes throughout the organization

---

##### ASSET MANAGEMENT STEERING COMMITTEE

- a) Provides a platform of discourse for the asset management policy, strategy, and plan(s) throughout the development of the asset management process



- b) Leads to the integration and collaboration of different business areas to achieve effective and efficient service delivery
- c) Oversees the development of asset management tools and practices and reviews their application across the organization
- d) Encourages learning, information sharing, and co-education opportunities across the municipality

---

#### DEPARTMENT MANAGERS

- a) Encourages the adoption of the Asset Management Policy principles within their respective departments
- b) Allocate appropriate resources to implement the Asset Management Policy, Strategy, and Plan(s)
- c) Liaise with the asset management steering committee

---

#### CORPORATE FINANCE

- a) Provides financial direction and support to the departments and asset management steering committee
- b) Provide feedback and support to the departments and asset management steering committee
- c) Develops the necessary financial plans and records relevant to regulatory requirements, statutory requirements, and the asset management policy

#### DEFINITIONS

**Asset Management:** the process of making decisions about the use and care of the infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities and makes the best use of resources.

**Asset:** A physical object that is a significant economic resource and provides the delivery of a program or service.

**Asset Register:** A list of all the municipality's assets including details such as condition, location, and level of service.

**Level of Service:** a measure of the quality, quantity, and/or reliability of service from the perspective of residents, businesses, and customers in the community.

**Risk:** events or occurrences that will have undesired impacts on services

**Asset Risk:** events where an asset fails to perform as it was designed/needed to

**Strategic Risk:** events or occurrences that impact the ability to achieve strategic and service objectives

**Life-cycle:** the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset

**Long-term cost (Life-cycle cost):** the financial and human resources required throughout the life cycle of the asset

**Long-term financial plan:** a plan that documents the process of aligning financial capacity with long-term service objectives.



## District of Hudson's Hope - Asset Management Strategy

---



**Version** 1.0  
**Date** January 25, 2021



## CONTENTS

Intent and Scope.....	3
Intent .....	3
Scope .....	4
Definitions .....	4
Decision-Making Approach .....	5
Current Approach .....	5
Target Approach .....	5
District of Hudson's Hope – Strategic alignment.....	5
Hudson's Hope Strategic Plan.....	6
Asset Management Policy Principles.....	6
Service Delivery to customers and Information Management .....	6
Sustainability and Environmental Adaptability .....	6
Holistic and Integrated Decision Making.....	7
Fiscal Responsibility .....	7
Continuous Improvement .....	7
Asset Management Objectives and Performance Targets.....	7
Key Asset Management Improvement Initiatives.....	8
Operational Efficiency: .....	9
Sustainable Service Delivery and Information Management: .....	9
Long-term Financial Planning:.....	9
Transparent Decision-Making: .....	10
Knowledge Sharing and Capacity Building:.....	10
Climate Change Considerations and Risk Management: .....	11
Asset Management Roles and Responsibilities .....	12
How to monitor and improve asset management.....	12
References .....	13



## INTENT AND SCOPE

### INTENT

The intent of this Asset Management (AM) Strategy is to develop strategic objectives for the District of Hudson's Hope which guide asset management decision-making. These asset management strategic objectives will be determined by utilizing the overall strategic objectives of the municipality, relevant community states, and key principles from the AM Policy. The initiatives will lay out the path forward for asset management of the medium to long term. Figure 1 represents the relationship, i.e. "line of sight", between a community vision, mission, and values to the operational activities outlined in the Asset Management Plan(s). The "line of sight" refers to the idea that through the implementation of the Asset Management Policy, Strategy, and Plan an approver or stakeholder can see how each action item relates to the mission and values of a community. Understanding the relationship between the needs of the community and the purpose/deliverables of asset management documents is critical for organizational integration and community and council buy-in.

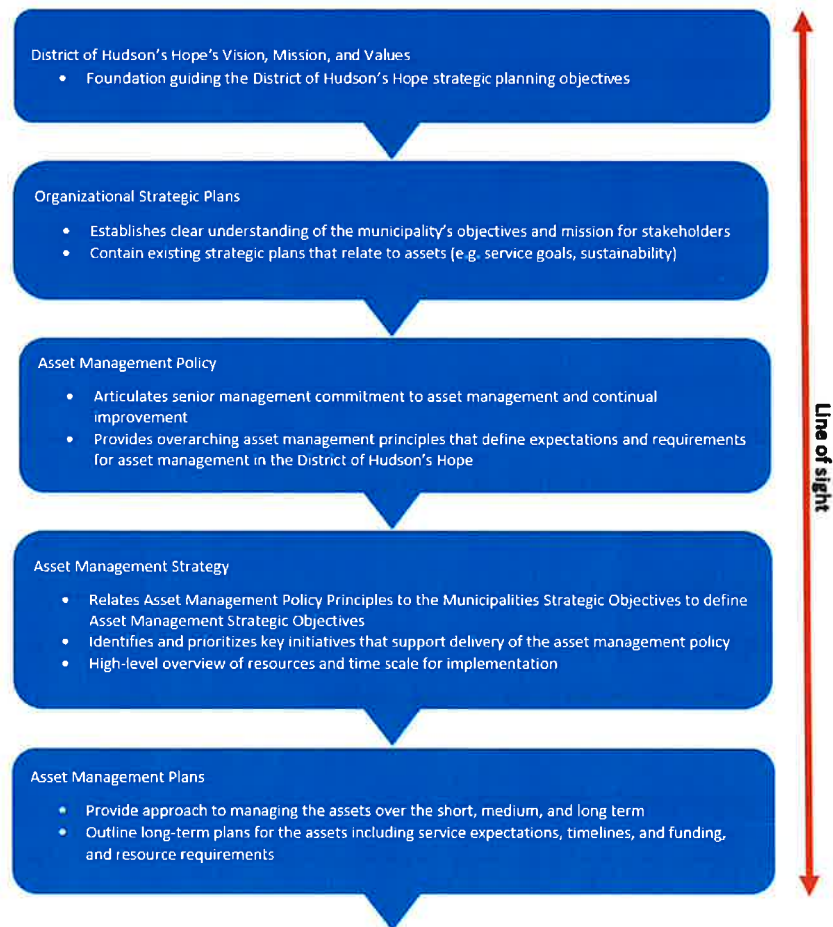


Figure 1 Asset Management Line of Sight, based on FCM recommendations (Federation of Canadian Municipalities, 2018)



The **Asset Management Policy** provides overarching principles that will be used to guide decision-making processes to deliver services to the community. It signifies Council and senior management's commitment to the development and continuous improvement of asset management practices. Through the principles laid out in the policy, the framework for funding and financing asset acquisitions, operations, maintenance, renewal, and disposal can be implemented through the Asset Management Strategy and Asset Management Plan(s).

The **Asset Management Strategy** builds off the Asset Management Policy and the communities' strategic goals and objectives to identify strategies to improve asset management practices and achieve overarching asset management objectives. It provides an overview of the current decision-making processes, assets, and funding sources for a municipality.

This document will provide strategic objectives and relevant initiatives to achieve the overarching objectives of the municipality and is guided by the Asset Management Policy principles.

## SCOPE

The District of Hudson's Hope manages a variety of assets for the delivery of services to its ratepayers. Infrastructure assets require acquisition, maintenance, renewal, and disposal over their life cycles. This Asset Management Strategy applies to all assets owned by the municipality. Including assets that are owned by the municipality and managed or co-managed by others.

## DEFINITIONS

**Asset:** a physical component of a system that has value, enables services to be provided, and has an economic life of greater than 12 months.

**Asset Management:** the process of making decisions about the use and care of assets to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

**Asset Replacement Forecast:** an overview of all assets with their attributes, replacement costs, and timing of the replacement based on their theoretical useful life.

**GIS:** Geographic Information System designed to capture, store, manipulate, analyze, manage, and present all types of spatial data.

**Level of Service:** the defined standard for the provision of a particular service. The levels are defined with consideration of quality, quantity, reliability, responsiveness, environmental acceptability, regulatory requirements, and life-cycle costs.

**Life-cycle cost:** the cost of designing, building, operating, maintaining, and disposing of an asset to deliver the defined level of service.

**Long-term Capital Plan:** a multi-year plan that identifies the capital infrastructure projects and their cost to address the current and future service objectives.

**Long-term Financial Plan:** a plan that documents the process of aligning financial capacity with long-term service objectives.



**Long-term Operation Plan:** a multi-year plan that identifies the cost of operating and maintaining assets to address the current and future service objectives.

**Maintenance Management:** an administrative, financial, and technical framework for assessing and planning maintenance operations on a scheduled basis.

**Risk:** events or occurrences that negatively impact the ability to deliver the defined levels of service.

## DECISION-MAKING APPROACH

### CURRENT APPROACH

The District of Hudson's Hope is in the early stages of applying asset management practices to transition from a reactive to a pro-active approach. The District would like to establish new processes to carry out maintenance and other services in a more sustainable and efficient matter. There is currently no formal system of organizing maintenance records as they are in a mix of paper and electronic copies, WebMap will be produced for the District to track assets and records in the future. Levels of service are not yet established for infrastructure assets and the community does not have high expectations. Although some assets are in poor condition there are ongoing projects such as upgrading the sanitary sewer system. The District has started a planning document (District of Hudson's Hope Strategic Objectives, 2019-2022) and will be revisiting it in the future. The District currently has asset management as a priority moving forward with strategic direction from the council to develop a realistic strategy.

### TARGET APPROACH

The District of Hudson's Hope targeted approach to asset management decision making will incorporate the following principles:

- Integrate appropriate business units, functions, and departments for multi-disciplinary input and buy-in
- Transparency and accountability with defined levels of service and asset service performance
- Consider changing demographics and economic climates by incorporating strategic risks assessments
- Triple bottom line approach of socio-cultural, environmental, and economic - outcomes
- Consider long-term financial sustainability through understanding full life-cycle costs

The District of Hudson's Hope will use the AM Strategy and AM Plan(s) to prioritize asset maintenance/renewal strategies, understand full life-cycle costs, and more accurately forecast asset renewals over the long term. Incorporating the asset management decision-making process into financial planning will enable Hudson's Hope to more accurately predict financial requirements over the long-term. Capital plans and budgeting processes will utilize the AM Plan(s) to ensure long-term financial stability and service delivery to stakeholders.

## DISTRICT OF HUDSON'S HOPE – STRATEGIC ALIGNMENT

This document was developed utilizing the District of Hudson's Hope 2018 Strategic Plan (District of Hudson's Hope Strategic Objectives, 2019-2022), District of Hudson's Hope Asset Management Policy, and recommendations from the Federation of Canadian Municipalities (Federation of Canadian Municipalities, 2018).





## DISTRICT OF HUDSON'S HOPE STRATEGIC PLAN

At the end of 2018, the District of Hudson's Hope laid out Strategic Objectives for 2019 to 2022 (District of Hudson's Hope Strategic Objectives, 2019-2022). The document determines initiatives to be completed by the council over their term in office considering budget and resources. Hudson's Hope's strategic objectives support the importance of developing standardized and robust asset management processes. These objectives, in the order listed in the document, as follows:

1. Provide quality infrastructure services in a sustainable manner.
2. Provide quality recreational and cultural opportunities in an affordable manner.
3. Encourage economic growth and development in the area.

These objectives are directly supported through asset management initiatives. This requires developing and maintaining infrastructure within the District, effectively communicating with stakeholders, and engaging in effective long-term planning. Asset management accomplishes these tasks through developing infrastructure asset registers, understanding asset conditions, full life cycle costs, strategic risks, and defined levels of service.

## ASSET MANAGEMENT POLICY PRINCIPLES

The District of Hudson's Hope AM Policy outlines over-arching principles for asset management and defines the roles and responsibilities for implementation. These principles are broken down into five categories, which are listed below.

---

### SERVICE DELIVERY TO CUSTOMERS AND INFORMATION MANAGEMENT

- a) The District of Hudson's Hope shall define levels of service to meet the needs of the community and relevant regulatory requirements. These levels of service shall take into consideration the quality of life, minimizing long-term costs, and balancing risks and opportunities.
- b) Hudson's Hope shall deliver defined levels of service to its stakeholders by managing infrastructure assets efficiently and effectively.
- c) The District of Hudson's Hope shall be transparent with the defined levels of service and service performances of their infrastructure assets and through this will be accountable to the community.
- d) The District shall ensure levels of service are compliant with community needs and councils' strategic objectives and relevant regulatory requirements. The municipality shall also monitor and periodically review the defined levels of service.
- e) District of Hudson's Hope shall comply with all relevant legislative, statutory, and regulatory requirements.
- f) The District shall develop and maintain asset inventories for all infrastructure assets

---

### SUSTAINABILITY AND ENVIRONMENTAL ADAPTABILITY

- a) Hudson's Hope shall develop business cases that consider the risks and long-term costs in delivering defined levels of service for infrastructure investments.
- b) District of Hudson's Hope infrastructure investments shall consider current and future service needs by incorporating strategic risk into the asset management decision making process.
- c) Decision making shall incorporate a triple bottom line approach, considering the socio-cultural, environmental, and economic outcomes.





- d) The District of Hudson's Hope shall consider potential climate change effects, and how the increased frequency and intensity of climatic events may directly affect the delivery of appropriate levels of service. The Municipality shall, where appropriate, adopt a proactive approach to reduce the potential impacts of climate change.

---

#### HOLISTIC AND INTEGRATED DECISION MAKING

- a) The District of Hudson's Hope shall use the asset management decision-making process to build strong working relationships and receive maximum value from infrastructure investments by coordinating business units, departments, and municipal functions effectively.
  - i) These departments and functions include planning, engineering, operations and maintenance, finance, and other strategic and long-term community planning and budgetary functions.

---

#### FISCAL RESPONSIBILITY

- a) The District of Hudson's Hope will consider investment needs, funding requirements, and revenue projections to develop and maintain a long-term financial plan which will be focused on long-term financial sustainability.
- b) The District's infrastructure investment shall promote social and inter-generational equity and consider the financial impact on current and future generations.
- c) The District of Hudson's Hope shall implement processes to ensure investment needs are addressed efficiently and effectively.
- d) The decision to build, renew and/or replace an asset shall balance risks and meeting the defined levels of service while minimizing the long-term cost of asset ownership.
- e) The District of Hudson's Hope shall implement efficient maintenance strategies that are designed to sustain defined levels of service and mitigate asset risk while maximizing asset value.
- f) The District of Hudson's Hope shall comply with all the regulatory and statutory financial tracking and reporting requirements.

---

#### CONTINUOUS IMPROVEMENT

- a) District of Hudson's Hope shall monitor and periodically re-assess the asset management processes and measure their applicability and effectiveness in achieving the municipality's strategic objectives. Throughout this review, changes shall be made where applicable.
- b) District of Hudson's Hope shall seek continuous improvement of the asset management processes with a focus on incorporating innovative tools, techniques, and solutions to promote the long-term efficiency and effectiveness in service delivery and asset management decision making.
- c) The District of Hudson's Hope shall assess the asset management competencies required to implement the asset management processes and provide the necessary education, training, and support to relevant staff members.

#### ASSET MANAGEMENT OBJECTIVES AND PERFORMANCE TARGETS

This section intends to outline the Asset Management Strategic Objectives for the District of Hudson's Hope. Strategic Objectives were developed using recommendations from the Federation of Canadian Municipalities (Federation of Canadian Municipalities, 2018), District of Hudson's Hope AM Policy, and District of Hudson's Hope's 2018 Strategic Plan.



Asset management initiatives shall be measured periodically using performance targets. These performance targets may include:

- Ability to predict realistic projections of costs beyond the current 10-year capital plan
- The degree to which information from the asset management plan is incorporated into District of Hudson's Hope's long-term financial planning process
- Many levels of service infractions per annum, broken down by service type (road network, water network, etc.)
- Effectiveness and applicability of strategic objectives in meeting community values/needs
- Achieving an asset renewal funding ratio of 1.0

Performance targets will be added and/or adjusted in subsequent iterations of this AM Strategy.

#### KEY ASSET MANAGEMENT IMPROVEMENT INITIATIVES

Key asset management improvement initiatives are described below, separated into the relevant asset management strategic objective. These initiatives are undertaken to improve asset management decision making systems and processes in the District of Hudson's Hope.



---

**OPERATIONAL EFFICIENCY:**

- Develop Operation and Maintenance (O&M) Management Procedures for all services based on the determined levels of service
  - Option: Refer to “Getting Started – Toolkit User Guide” (Municipal Affairs Alberta, 2015)
- Track, monitor, and document O&M activities
  - Develop a system to track, monitor, and document activities

---

**SUSTAINABLE SERVICE DELIVERY AND INFORMATION MANAGEMENT:**

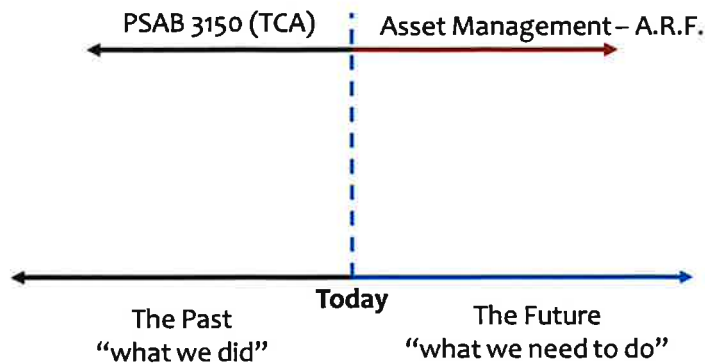
- Determine Levels of Service for all services
  - Define and document Levels of Service
    - Consider current needs and trends in service delivery to prepare for future
    - Option: Refer to “Getting Started – Toolkit User Guide” (Municipal Affairs Alberta, 2015) and the Federal Municipalities of Canada (FCM) “Asset Management Readiness Scale”
    - Review and update annually
  - Engage the community periodically to understand service needs

---

**LONG-TERM FINANCIAL PLANNING:**

- Prepare Asset Replacement Forecast (A.R.F.)
  - Based on age, condition, current replacement value and year installed or renewed
  - Option: Refer to “Getting Started – Toolkit User Guide” (Municipal Affairs Alberta, 2015)
- Meet PSAB 3150 requirements for depreciating assets. The District of Hudson's Hope will have the following categories, thresholds, and estimated useful life.
  - Tangible Capital Assets will be depreciated over their estimated useful life using the straight-line method
- Prepare a Long-term Financial Plan based on Levels of Service, Risk, and A.R.F.
  - 5-year capital plan
  - 3-year operation plan
  - Update annually
- Prepare the annual budget based on the Long-term Financial Plan
  - Assess service needs based on determining levels of service
  - Determine required operational and capital needs based on the service needs
  - Document trade-offs between risks, service, and long-term costs for each decision
- **Notes:**

PSAB 3150 uses the historical cost of the asset and depreciates it over its useful life. The Asset Replacement Forecast uses the current replacement value of the asset and projects the year for replacing it based on the installed year and its useful life. It gives an overall picture of the current value of the municipality's infrastructure. Or in other words, how much would it cost Hudson's Hope in today's dollars to replace the municipality's entire infrastructure asset network. The following graphic is a visual depiction of the difference between PSAB 3150 and the A.R.F:



- The A.R.F can help with understanding where the highest value assets are and the associated age of the asset. This combined with an understanding of the District's service needs and risks can guide decisions in infrastructure investment.

---

#### TRANSPARENT DECISION-MAKING:

- Develop Communication Plan
  - Consider all stakeholders and multiple tools to share the information with.
  - Include the cost of implementing the Communication Plan in your annual budget
  - Consider an ongoing campaign of Educating, Engaging, and Communicating with the public. An educated public could provide better input and feedback for operations and decisions.
- Include operational, financial, and risk updates as part of the regular reporting to Council and Community (as opposed to only reporting when there is an issue):
  - Communicate the trade-offs between levels of service, risk, and costs with your community

---

#### KNOWLEDGE SHARING AND CAPACITY BUILDING:

- Form an Interdisciplinary Asset Management team
  - Strive for representation from all departments
- Prepare and maintain an Asset Inventory
  - Incorporate GIS into asset planning
  - Maintain and update GIS according to your Data and Information Management Plan
- Prepare Data and Information Management Plan
  - Refer to "Getting Started – Toolkit User Guide" (Municipal Affairs Alberta, 2015) and FCM – Asset Management Readiness Scale (Federation of Canadian Municipalities, 2018)
  - Comply with financial reporting and documentation requirements of PSAB
- Cohort learning and regional collaboration
  - Stay connected with asset management organizations such as Infrastructure Asset Management Alberta (IAMA), Rural Municipalities of Alberta (RMA), Canadian Network of Asset Managers (CNAM), and Federation of Canadian Municipalities (FCM)
  - Share knowledge with other local governments
- Succession Planning
  - Consider this in your strategic risk mitigation
  - Provide asset management training for staff



---

**CLIMATE CHANGE CONSIDERATIONS AND RISK MANAGEMENT:**

- Prepare Risk Management and Mitigation Plan for all services
  - Consider climate change adaptation and mitigation in your risk management plan
  - Consider Asset Risks and Strategic Risks
  - Engage Council and the community to determine the acceptable level of risk tolerance
  - Review and update annually



## ASSET MANAGEMENT ROLES AND RESPONSIBILITIES

The AM Policy for Hudson's Hope outlined the relevant roles and responsibilities for the Chief Administration Office (CAO), Council, Asset Management Steering Committee, Department Managers, and Finance Lead. The CAO is tasked with setting a high-level vision (with Council's objectives in perspective) and ensure that all relevant roles are achieving set deadlines. Due to Hudson's Hope's smaller population and staff, some members may play multiple roles within the governance structure. Knowing this, it is important to set realistic deadlines and expectations for staff. For more information on the roles and responsibilities for the key asset, management personnel refers to the District of Hudson's Hope's approved Asset Management Policy.

## HOW TO MONITOR AND IMPROVE ASSET MANAGEMENT

Asset management is a continuous process and as such the strategic objectives, initiatives, and performance targets will have to be re-visited as priorities within the municipality change. To continuously improve it is necessary for the municipality to review the Asset Management Strategy and adjust where appropriate. The Asset Management Strategy and its outcomes will be evaluated by the council every 3 years. Evaluations will review performance indicators to assess the effectiveness of the Asset Management Strategy. If required, a roadmap will be developed to prioritize and resource short-term, mid-term, and long-term asset management initiatives. Revisions to this document will be made and tracked by the council.



## REFERENCES

(2019-2022). *District of Hudson's Hope Strategic Objectives*. District of Hudson's Hope.

Federation of Canadian Municipalities. (2018). *How to develop an asset management policy, strategy and governance framework*. Retrieved from Federation of Canadian Municipalities (FCM): [www.fcm.ca](http://www.fcm.ca)

Federation of Canadian Municipalities. (2018). *Tool: Asset management readiness scale*. Retrieved from Federation of Canadian Municipalities (FCM): [www.fcm.ca](http://www.fcm.ca)

Municipal Affairs Alberta. (2015, 01 01). *Getting started : toolkit user guide. Quick start tools and templates for building an asset management program*. Retrieved from Alberta Government Publications: <https://open.alberta.ca/publications/getting-started-toolkit-user-guide-for-building-an-asset-management-program#detailed>

**From:** [Travous Quibell](#)  
**To:** [Jeanette McDougall](#)  
**Subject:** FW: Community Hall Mandate  
**Date:** November 3, 2021 10:14:14 AM

---

Motion to add to agenda for Monday's Council meeting.

The Community Hall Committee shall work with staff to develop a budget and recommendations for the hiring of 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 RFP package.

Travous.



October 27, 2021

Mayor Heiberg and Members of Council  
District of Hudson's Hope  
Box 33, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0

Dear Mayor Heiberg and Members of Council,

Attached is a memo prepared by BC Hydro's consultants, BGC Engineering, regarding the slough observations near Hudson's Hope shoreline protection berm.

This memo was prepared by BCG Engineering solely for the purposes described in the memo. We are providing this memo to the District of Hudson's Hope for information purposes only. BC Hydro accepts no liability for the contents of the memo or any use you may make of it. BC Hydro continues to emphasize that the District of Hudson's Hope should retain its own professional engineer to review slope conditions as it relates to the District's interests.

Please let us know if you would like to meet and review the contents of the memo, or if you have any questions.

Sincerely,

Matt Drown  
Construction Manager, Off Dam Site

---

## Project Memorandum

---

<b>To:</b>	<b>BC Hydro</b>	<b>Doc. No.:</b>	<b>SC21-55</b>
<b>Attention:</b>	<b>Matt Drown, Andrew Watson</b>	<b>cc:</b>	
<b>From:</b>	<b>Andrew Mitchell</b>	<b>Date:</b>	<b>October 20, 2021</b>
<b>Subject:</b>	<b>Landslide Observations near Hudson's Hope Shoreline Protection Berm</b>		
<b>Project No.:</b>	<b>0521019-02</b>		

---

### 1.0 INTRODUCTION

An approximately 2.6 km long shoreline protection berm is being constructed in Hudson's Hope, BC, as part of the Site C Clean Energy Project. Work on the Hudson's Hope Shoreline Protection Berm (HHSPB) is ongoing. A landslide upslope of the berm deposited material on the berm construction area on September 24, 2021. The Hudson's Hope Public Library is directly upslope of the landslide area. At the request of BC Hydro, BGC Engineering Inc. (BGC) carried out a visual assessment of the landslide and slope above the landslide area.

The scope of BGC's assessment is to:

- Make a qualitative determination if the landslide hazard to the library is materially different than it was prior to the landslide.
- Recommend a monitoring program to support our assessment and to detect potential change in stability near the upper part of the slope, if warranted.

The purpose of this assessment is to provide BC Hydro with information and recommendations relevant to their shoreline monitoring commitments as part of the Site C project. This assessment does not provide recommendations for modifications to the work plan for berm construction, or for any modifications to the berm design.

This work was authorized by Andrew Watson of BC Hydro and was carried out under PS#4130006245 and the terms of the Master Services Agreement Contract No. 616931 between BGC and BC Hydro, dated May 1, 2017. The latest contract extension was signed on May 20, 2020 and is valid through April 30, 2023.

### 2.0 BACKGROUND INFORMATION

#### 2.1. HHSPB Design Criteria

The slopes in the HHSPB construction area have been identified as having several shallow landslides with varying degrees of activity along the shoreline (BGC, September 19, 2012). The geotechnical design of the HHSPB focused on deep-seated failures and has the objective of maintaining the stability of the slopes above the berm in their existing condition following the creation of the reservoir (KWL, April 2020).

## **2.2. Airborne Lidar Scanning Data**

As part of the reservoir-wide shoreline monitoring program, airborne lidar scanning (ALS) data have been collected in 2006, 2015, and 2019. These data provide a bare-earth model of the ground surface and comparison between the ground models (change detection analysis) that can be used to identify areas of past landslide activity (BGC, August 6, 2020). Two areas of past landslide activity were identified in the immediate vicinity of the September 24, 2021 landslide, shown on Figure 1. One of these events occurred between the 2015 and 2019 ALS data collections, indicated on Figure 2; the other likely occurred prior to 2006.

## **3.0 FIELD OBSERVATIONS**

The Peace River flows southwest to northeast at this location; west is used for the downstream side and east is used for the upstream side in the descriptions that follow.

### **3.1. September 28, 2021**

A site visit was carried out by Megan van Veen, Colleen Fish, and Andrew Funk of BGC along with Caleb Scott of Thurber Engineering and Gord Stark of BC Hydro on September 28, 2021. They accessed the landslide area from the west side of the berm.

The landslide area identified in the 2015 to 2019 change detection analysis was visible from the berm, shown in Photo 1.

Seepage and fines deposition from the September 24, 2021 landslide area were noted (Photo 2). A tufa deposit was observed on the west side of the landslide area, indicating this was a location where groundwater was discharging prior to the landslide (Photo 3). The landslide appears to have been translational, with a headscarp and lateral scarps approximately 1 to 2 m tall. Riprap had been placed in the slide body, and water was discharging from below the slide headscarp (Photo 4).

The slope crest behind the library was also observed during this visit. No signs of slope distress were observed at the slope crest.

### **3.2. September 30, 2021**

A follow up site visit was conducted by Andrew Mitchell and Megan van Veen of BGC on September 30, 2021. They were accompanied by Cantex-Okanagan Construction Ltd. (Cantex) safety personnel (contractor) to view the slide from the berm, approaching from the east side. The overall condition of the slide was similar to the September 28, 2021 site visit completed by BGC personnel, with the slide debris still in place on the berm, and riprap in place along the landslide path (Photo 5). No fresh debris was observed on the riprap, indicating there has not been any significant headward retrogression since the riprap was placed. Continued groundwater discharge was noted approximately 2 m below the crown of the landslide (Photo 6).

The slope behind the library was observed. There were no obvious signs of slope deformation at the crest, such as cracks or depressions. The fence that runs along the slope crest was also

straight and undamaged (Photo 7). The landslide was below the western edge of the library (following the fall line of the slope), and the seniors center is entirely to the west of the landslide. A view of the slope below the library is shown in Photo 8. The minimum distance from the library to the fence was measured at 4.75 m, and there is approximately 1 m between the fence and the crest of the steep slope. An overgrown scarp was observed (Photo 9) corresponding to the headscarp observed in the ALS data (Figure 1).

#### **4.0 LANDSLIDE RESPONSE AND REMEDIATION PLAN**

A field review of the landslide was completed by Thurber Engineering Ltd. (Thurber) on September 28, 2021 (Thurber, September 30, 2021). Thurber's review report stated that prior to the landslide the contractor had completed topsoil stripping to the limit of construction and had placed berm material up to elevation 457 m (approximately 7 m below the design crest elevation). The contractor was not working in the area at the time of landslide. The Thurber assessment indicated the slide was likely caused by a groundwater spring in the area, potentially triggered by an overturning tree exposing the groundwater spring (Thurber, September 30, 2021).

A work plan for landslide remediation was prepared by Cantex (undated). The plan details a four-step process:

1. Remove danger trees and scale loose rocks from the scarp area.
2. Field fit 600 mm HDPE half culverts to divert water from the top of the scarp to the side of the landslide area.
3. Excavate the landslide debris from the berm, working in 3 m panels, immediately replacing excavated material with granular filter material, placed in 0.5 m lifts and bucket compacted.
4. Remove temporary riprap ramp and place granular filter material in the slide area. The riprap in the upper part of the slope where seepage is discharging will remain in place.

#### **5.0 QUALITATIVE HAZARD ASSESSMENT AND MONITORING**

The morphology of the current landslide appears consistent with previous landslides in the immediate vicinity, with relatively shallow translational movement. It is likely that the current slide will be confined to the steep slope below the slope crest. If the landslide were to cause retrogression of the slope crest, the maximum retrogression would be on the order of the depth of the landslide, approximately 2 m. This implies the short-term hazard for the library is low, although there is some potential for the fence to be damaged if the landslide retrogresses to the top of the slope. If the nature of the landslide movement changes over time, for instance transitioning to a deeper-seated, rotational failure that could result in more retrogression, the hazard assessment would need to be updated. A monitoring program is recommended to address the possibility of crest retrogression or a change in landslide mechanism.

A visual monitoring program is recommended for BC Hydro during the remainder of the HHSPB construction focused on the performance of the slopes above the berm. This program will involve making regular observations of the slope following any remedial work. The key features to be observed from the berm are the formation or widening of cracks above the headscarp, or

detachment of new blocks of material indicating headward or lateral expansion of the landslide area. Any changes to seepage in the area should also be noted. Observations of the slope condition should be made and documented on a weekly basis. Inspections of the slope crest should be undertaken if deformation is observed on the lower slope. Features to observe at the slope crest are the formation of cracks, ground subsidence, and tilting or deformation of the fence. If slope deformation is observed the inspection frequency should be reassessed. These inspections should be carried out by onsite BC Hydro personnel or their delegates.

Following the completion of the HHSPB, the slopes above the berm will be monitored as part of the reservoir-wide shoreline monitoring program carried out by BGC for BC Hydro. At this time, the planned shoreline monitoring program for the slopes above the HHSPB consists of ALS change detection analysis, completed every other year until at least five years following reservoir impoundment, and helicopter and/or ground inspections once annually until at least five years following reservoir impoundment. Results of these analysis will be communicated to BC Hydro if there is evidence of slope deformation at the slope crest, if movements are progressing upslope, or if the berm function has been impacted by upslope landslide activity. It is expected the next round of ALS change detection analysis will be submitted in draft to BC Hydro in Spring 2022 using data that are being collected during Fall 2021.

BC Hydro might also consider adding this section of the river shoreline to the list of sites where terrestrial lidar scanning and change detection analysis is completed on a twice-annual basis.

## 6.0 CLOSURE

BGC Engineering Inc. (BGC) prepared this document for the account of BC Hydro. The material in it reflects the judgment of BGC staff in light of the information available to BGC at the time of document preparation. Any use which a third party makes of this document or any reliance on decisions to be based on it is the responsibility of such third parties. BGC accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this document.

As a mutual protection to our client, the public, and ourselves all documents and drawings are submitted for the confidential information of our client for a specific project. Authorization for any use and/or publication of this document or any data, statements, conclusions or abstracts from or regarding our documents and drawings, through any form of print or electronic media, including without limitation, posting or reproduction of same on any website, is reserved pending BGC's written approval. A record copy of this document is on file at BGC. That copy takes precedence over any other copy or reproduction of this document.

Yours sincerely,

**BGC ENGINEERING INC.**

per:



Andrew Mitchell, M.A.Sc., P.Eng.  
Senior Geotechnical Engineer

Reviewed by:

Michael Porter, M.Eng., P.Eng.  
Director, Principal Geological Engineer

MVV/MJP/md/syt

Attachment(s): Figures  
Photographs

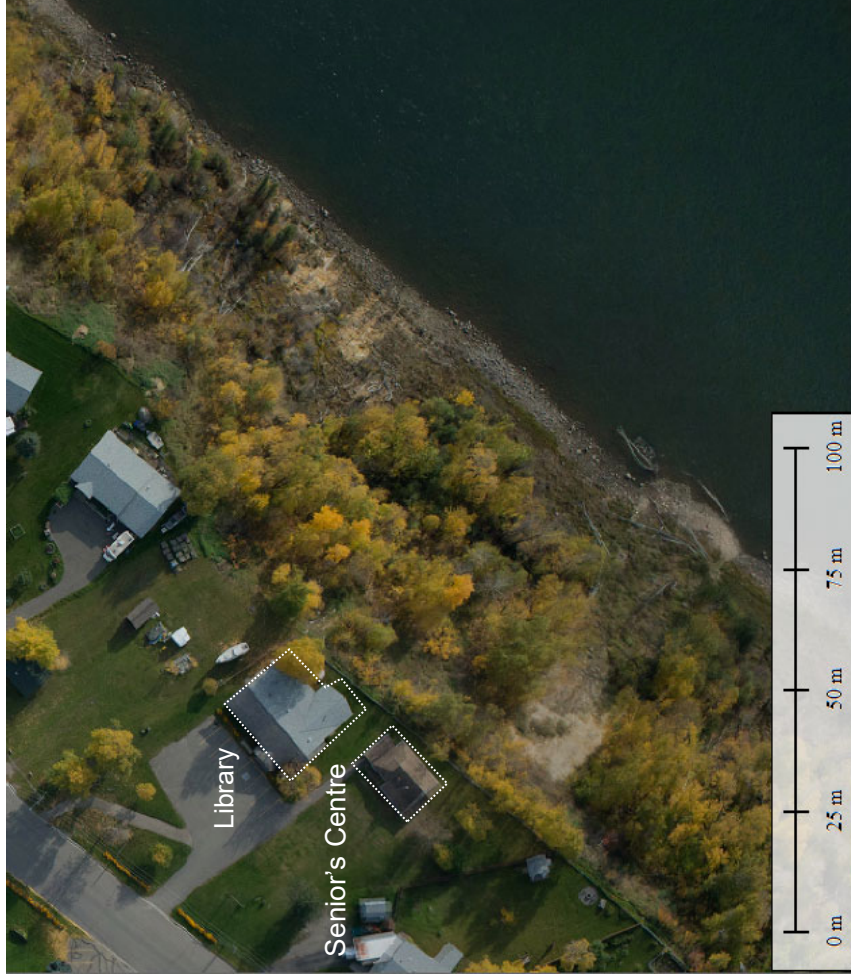
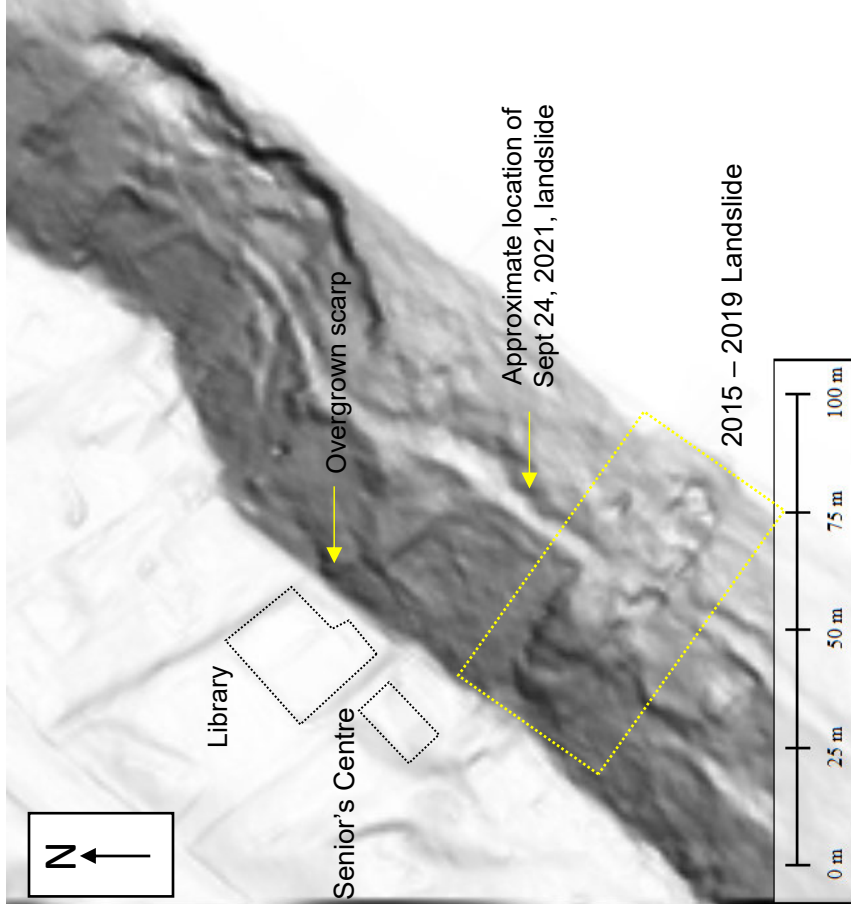
## REFERENCES

- BGC Engineering Inc. (2012, September 19). *Hudson's Hope 2011 Conceptual Shoreline Protection Design* [Final Draft Report]. Prepared for BC Hydro.
- BGC Engineering Inc. (2020, August 6). *Site C Reservoir 2019 Airborne Lidar Scanning Change Detection* [Final Report]. Prepared for BC Hydro.
- Cantex-Okanagan Construction Ltd. (2021, undated). *Slide remediation work plan*.
- Kerr Wood Leidal (KWL). (2020, April). *Hudson's Hope Shoreline Protection Berm Project, Design Criteria Document for Detailed Design, 100% Design – Final* [Report]. Prepared for BC Hydro.
- Thurber Engineering Ltd. (2021, September 30). *Hudson's Hope Shoreline Protection Berm* [Field Review Report]. Prepared for KWL.

## FIGURES

HHSPB upslope landslide observations





2019 Bare-earth lidar hillshade

2019 ortho photo (same extents as lidar hillshade)

FIGURE TITLE:

### 2019 BARE-EARTH LIDAR AND ORTHO IMAGERY

REPORT TITLE: SITE C CLEAN ENERGY PROJECT  
LANDSLIDE OBSERVATIONS NEAR HUDSON'S  
HOPE SHORELINE PROTECTION BERM

PREPARED BY:  
AM

- NOTES:
1. 2019 LIDAR DATA AND ORTHO IMAGERY COLLECTED BY TERRA REMOTE SENSING INC. DATA PROVIDED TO BGC BY BC HYDRO.
  2. LOCATION OF LIBRARY AND SENIOR'S CENTRE APPROXIMATE BASED ON TOPOGRAPHY DATA.
  3. THIS FIGURE IS INTENDED AS A VISUAL REPRESENTATION AND IS NOT PROVIDED TO MATCH A STANDARD ENGINEERING SCALE.

CHECKED BY:  
MJP

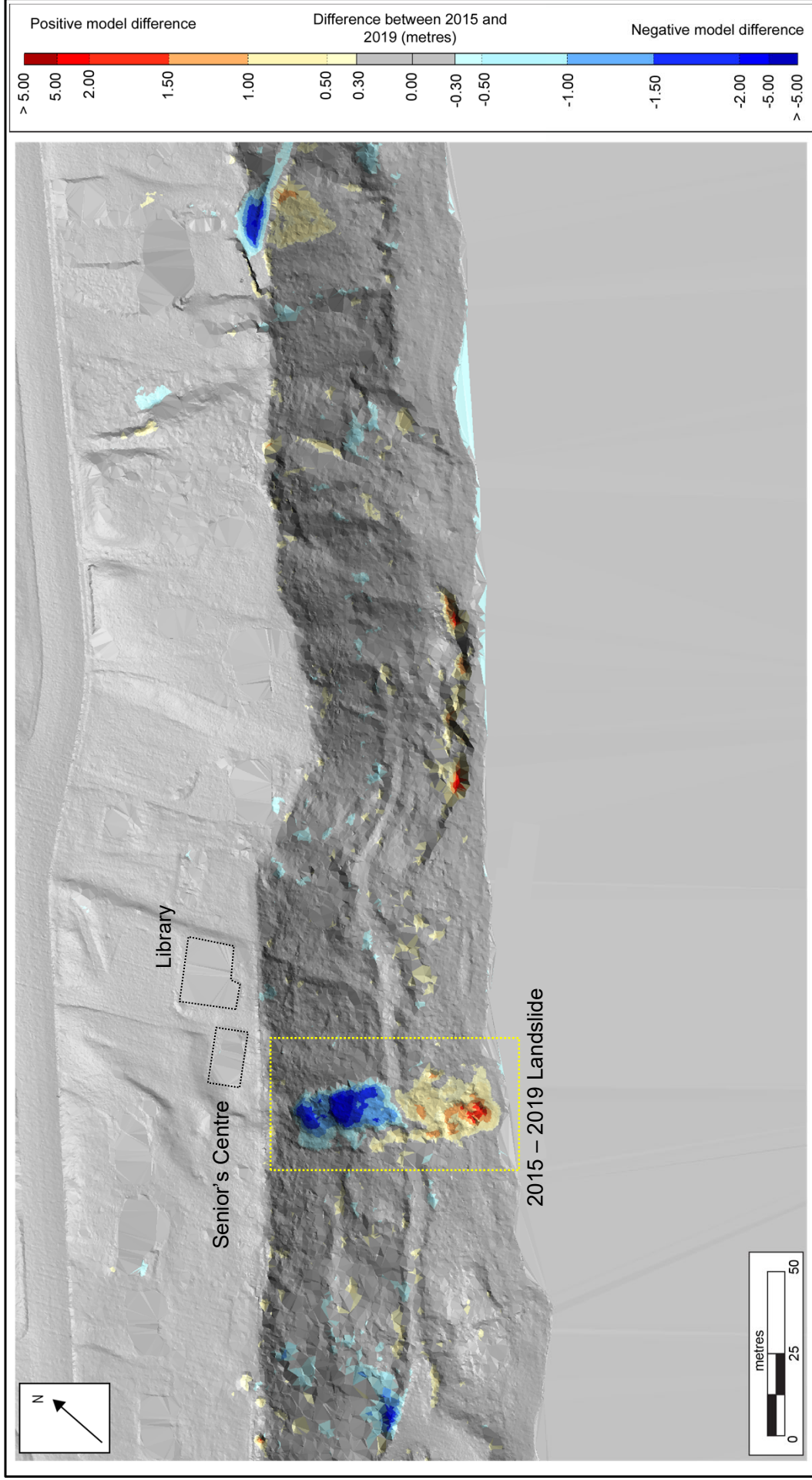
CLIENT:  
**BC Hydro**  
Power smart

APPROVED BY:  
AM

SCALE:  
AS SHOWN

PROJECT NO:  
0521019-02

FIGURE NO:  
1



<p>FIGURE TITLE:</p> <p><b>2015 VS. 2019 AIRBORNE LIDAR SCANNING CHANGE DETECTION RESULTS</b></p>		<p>PREPARED BY:</p> <p>MWV</p>	<p>REPORT TITLE:</p> <p>SITE C CLEAN ENERGY PROJECT LANDSLIDE OBSERVATIONS NEAR HUDSON'S HOPE SHORELINE PROTECTION BERM</p>
<p>NOTES:</p> <p>1. 2015 LIDAR DATA COLLECTED BY AIRBORNE IMAGING AND 2019 LIDAR DATA COLLECTED BY TERRA REMOTE SENSING INC. DATA PROVIDED TO BGC BY BC HYDRO.</p> <p>2. CHANGE DETECTION RESULTS PROJECTED ONTO 2019 LIDAR SURFACE AND PRESENTED WITH A LIMIT OF DETECTION FROM -0.30 TO +0.30 M.</p> <p>3. LOCATION OF LIBRARY AND SENIOR'S CENTRE APPROXIMATE BASED ON TOPOGRAPHY DATA.</p> <p>4. THIS FIGURE IS INTENDED AS A VISUAL REPRESENTATION AND IS NOT PROVIDED TO MATCH A STANDARD ENGINEERING SCALE.</p>		<p>CHECKED BY:</p> <p>MJP</p>	<p>CLIENT:</p> <p><b>BC Hydro</b> Power smart</p>
		<p>APPROVED BY:</p> <p>AM</p>	<p>SCALE:</p> <p>AS SHOWN</p>
		<p>PROJECT NO:</p> <p>0521019-02</p>	<p>FIGURE NO:</p> <p>2</p>

## PHOTOGRAPHS

HHSPB upslope landslide observations

**BGC ENGINEERING INC.**

Council Agenda - November 8, 2021

Page 53 of 117





**Photo 1. Landslide that occurred between 2015 and 2019 (see Figures 1 and 2), photo taken September 28, 2021.**



**Photo 2. Seepage and fines deposition on berm surface west of the September 24, 2021 landslide, photo taken September 28, 2021.**





**Photo 3. West side of the September 24, 2021 landslide. Tufa deposit (lighter area) in the middle of the photo.**



**Photo 4. Riprap in landslide area and seepage from below the headscarp, photo taken September 30, 2021.**





**Photo 5. Overview of the landslide from the east side, photo taken September 30, 2021.**



**Photo 6. Headscarp with groundwater seepage discharge, photo taken September 30, 2021.**

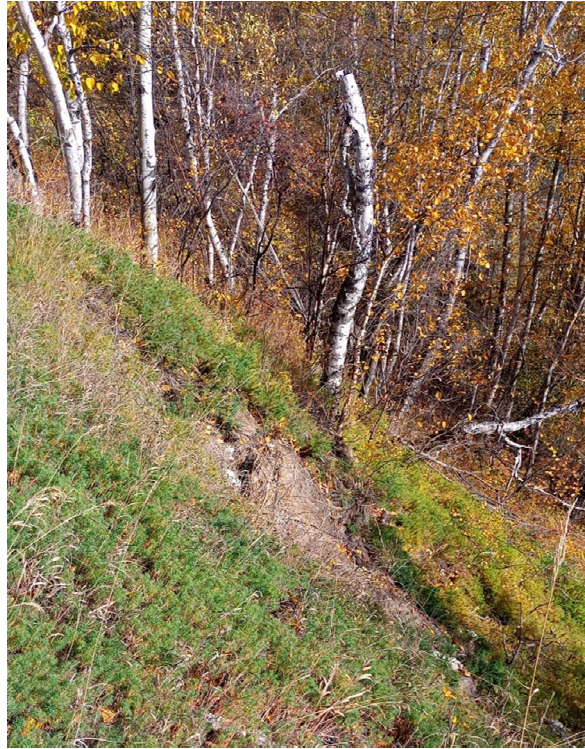




**Photo 7. Area between the library and the crest of slope, upslope of the landslide area. Photo taken facing east, photo taken September 30, 2021.**



**Photo 8. View of the landslide area from above, taken from the east side of the library property, photo taken September 30, 2021.**



**Photo 9. Old headscarp below the east side of the library, photo taken September 30, 2021.**



**From:** "MCF Info MCF:EX" <[MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca)>

**Date:** October 29, 2021 at 4:44:02 PM MDT

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

**Subject:** Letter from Cory Heavener and Renaa Bacy, Office of the Provincial Director of Child Welfare

**VIA E-MAIL**

Ref: 264010

His Worship Mayor Dave Heiberg and Council  
District of Hudson's Hope  
E-mail: [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)

Dear Mayor Heiberg and Council:

As the Provincial Director of Child Welfare and Provincial Director of Adoption and Permanency, we are honoured to proclaim November as Adoption Awareness Month. This month is about raising awareness for adoption in British Columbia and celebrating the families who have welcomed children and youth as permanent members of their family.

Every child deserves the love and support of a nurturing family. November is about celebrating the adoptive families that have made a difference in the lives of children by providing care, guidance, and a sense of belonging. Adoptive families are committed to ensuring stability and sharing their love, whether that is in their role as parent, sibling, or extended family member.

November is also about recognizing that there are children who are still waiting for permanent homes. There continues to be a need for more adoptive families in British Columbia to offer their support to help children grow and develop into their full potential.

There are many online resources, information, and support services that can help families who are considering adoption. [Adopt BC Kids](#) is an online portal that allows British Columbians wishing to adopt children and youth from foster care to complete an adoption application. [The Adoptive Families Association of British Columbia](#) provides information and support services for families who wish to adopt now or in the future. We encourage you to share these resources with your community members who are interested in learning more about adoption or who are ready to open their hearts and homes.


Please join us in celebrating November as Adoption Awareness Month to recognize all the individuals who have grown their family and their hearts through adoption, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive families in your community.

Sincerely,

Cory Heavener  
Assistant Deputy Minister and  
Provincial Director of Child Welfare

Renaa Bacy  
Provincial Director of Adoption

*Sent on behalf of the Office of the Provincial Director of Child Welfare by:*

 **Client Relations Branch**  
Executive Operations  
Ministry of Children and Family Development

**From:** [Marissa Jordan](#)  
**Cc:** [Eryn Griffith](#); [Ellen Frisch](#)  
**Subject:** RE: High on Ice Mayor's Carving Challenge - Save the Dates  
**Date:** November 2, 2021 10:48:30 AM  
**Attachments:** [image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)

---

Correction to my previous e-mail: The Mayor's Carving Challenge will take place **Saturday, February 19.**

Thank you!

**Marissa Jordan**

*Recreation Programmer*

Direct 250 794 3262

Mobile 250 263 7984

Pomeroy Sport Centre | 9324 96 Street | Fort St. John, BC | V1J 6J8



---

**From:** Marissa Jordan  
**Sent:** Tuesday, November 2, 2021 10:40 AM  
**Cc:** Eryn Griffith <EGriffith@fortstjohn.ca>; Ellen Frisch <EFrisch@fortstjohn.ca>  
**Subject:** High on Ice Mayor's Carving Challenge - Save the Dates

Good morning,

The annual High on Ice Winter Festival will be taking place in Fort St. John from February 17-21, 2022. At this point, we are optimistic the event will go forward in its traditional fashion.

To provide some advanced notice, we are sending out this "Save the Date" for the annual **Mayors Ice Carving Challenge**. At this event, delegates from communities around the Peace Region are invited to enter a team to compete for the coveted trophy (against Mayor Lori Ackerman and team Fort St. John). This event is judged by a professional ice carver and the trophy will go to the team that can reflect the "Spirits from Within" theme most appropriately. At-a-glance details are as follows:

***Mayor's Ice Carving Challenge***

***Date: Saturday, February 18***

*Time: 9:00am - 4:00pm*

*Location: Centennial Park, Fort St. John*

*Additional Information:*

- Warm layers of clothing and personal protective equipment are required
- Each team will be provided with 4 blocks of
- Some tools will be provided but teams are encouraged to bring their own (power for tools is available)
- Some instruction (from a professional ice carver) will be available
- Lunch and a warm space will be available

I will be sending out an official invite closer to the festival and will request an RSVP at that time; however, you can address questions to me at any time leading up to the festival.

Please feel free to forward this e-mail to the necessary staff and delegates in your organization.

Thank you!

**Marissa Jordan**

*Recreation Programmer*

Direct 250 794 3262

Mobile 250 263 7984

Pomeroy Sport Centre | 9324 96 Street | Fort St. John, BC | V1J 6J8



**CONFIDENTIALITY DISCLAIMER:** This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf, your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is unauthorized and may be illegal. Thank you.

[WARNING: This message is from an external source]



---

October 29, 2021

To: All local government chief administrative officers and corporate officers

Re: [Bill 26](#)

As you may be aware, on October 26, 2021 [Bill 26](#) was introduced in the Legislature. The Bill proposes amendments to various sections in the *Community Charter*, *Local Government Act*, *Islands Trust Act*, *Vancouver Charter*, *Municipal Replotting Act*, *Powell River Incorporation Act*, *Cultus Lake Park Act*, *University Endowment Land Act*, and the *Municipalities Enabling and Validating Act (No.4)*.

The purpose of this circular is to provide an overview of some of the more significant changes in the Bill, including changes to public notice requirements, public hearing requirements, and a new requirement to consider a code of conduct.

If passed, some of the proposed changes will come into effect immediately (public hearings), while others (public notice and codes of conduct) will not come into force until a regulation is passed, likely in early 2022. For more information about the other proposed changes in the Bill please view the [Information Bulletin](#).

We encourage local governments to begin thinking about how they might incorporate the proposed changes into local government business.

## Public Notice

Proposed changes to section 94 of the *Community Charter* would add an option for local governments to adopt a bylaw to provide for alternative means of publication. This change recognizes that local governments are in the best position to determine how to notify and engage community members and provide greater flexibility for them to reach a wider audience.

Where the existing rules are working well for communities there will be no need to change – they can continue to use newspapers for notice. This method of publication will remain the default.

Local governments that want to create their own public notice scheme will need to adopt a public notice bylaw. Prior to adopting a bylaw, local governments must first consider principles of effective public notice which will be defined through regulation which include considerations like accessibility, suitability and reliability.

These changes will be brought into force by regulation in 2022. Once the legislation is in force and the principles of effective public notice have been considered, councils and boards will be able to choose two or more ways (e.g., local government website and newspaper) to meet their statutory public notice obligations.

Additional guidance material will be provided to local governments when the changes are brought into force. There are also several consequential amendments – including changes to regional district and Islands Trust public notice requirements that are summarized in Attachment 2.

### **Code of Conduct**

The legislation would establish a new requirement for all local governments to publicly consider the development of a code of conduct. The change seeks to create a regular process for elected officials to engage in conversations about shared expectations for conduct as they carry out their responsibilities and govern together. This is a next step in ongoing work that the province, the Union of BC Municipalities and the Local Government Management Association have committed to doing together, and the approach was supported by a special resolution endorsed at the Union of BC Municipalities Convention in September 2021.

Within six months of a general local election all municipal councils and regional district boards will have to consider, at an open meeting, whether to establish a new code of conduct or revise an existing one. Principles to guide these discussions will be established by regulation.

If a local government decides not to establish or revise a code of conduct, they will need to make their reasons for this decision publicly available upon request. They will also have to reconsider their decision before January 1 of the year of the next general local election.

These changes will not take effect until a regulation to bring them into force is passed – likely in spring 2022. Additional guidance material will be provided when the changes are brought into force.

### **Public Hearings**

The proposed changes to section 464 of the *Local Government Act* remove the default requirement for local governments to hold public hearings for zoning bylaw amendments that are consistent with the official community plan (OCP). Instead, approval of such zoning bylaws would proceed by default without public hearings, thereby removing the need for local governments to go through the process of waiving these hearings (as currently is required).

In order to maintain transparency in such cases, the amendments will require that a local government provide public notice of the zoning bylaw before the bylaw is considered at first reading by a municipal council or regional district board.

Under the proposed changes, local governments will still have the option to hold a public hearing on a zoning bylaw that is consistent with the OCP, if they so choose.

These proposed amendments are some of the first changes stemming from the [Development Approvals Process Review](#) (DAPR), which aims to improve the efficiency and effectiveness of development approvals to increase housing supply. For more information about these changes see the [News Release](#).

### **Delegation of Authority for Development Variance Permits**

Proposed changes to sections 489 and 499 of the *Local Government Act* would enable local governments to delegate development variance permit (DVP) decisions to staff, if the proposed variance is minor and pertains to matters specified in legislation, including:

- zoning bylaws respecting siting, size and dimensions of buildings, structures and permitted uses;
- off-street parking and loading space requirements;
- regulation of signs; and
- screening and landscaping to mask or separate uses or to preserve, protect, restore and enhance natural environment.

These legislative changes respond to feedback received during the DAPR consultations that many technical DVP decisions made by local government councils and boards could be reasonably considered by staff. These changes are designed to support increased efficiency of decision making in development approval processes. The enabling nature of this amendment provides local governments with autonomy in deciding whether to delegate DVP decisions to staff.

Local governments that delegate the power to issue a DVP to staff will be required to include in their delegation bylaw:

- a. Criteria for determining whether a proposed variance is minor
- b. Guidelines that the delegate must consider in deciding whether to issue a DVP

These requirements provide local governments with flexibility in determining what constitutes a minor variance and guiding a delegate that is exercising the power to issue a DVP. This approach helps retain council and board oversight of delegated decisions and establishes a fair application process for all applicants. The proposed legislative changes maintain consistency with the approach the *Local Government Act* takes for other delegated land use permits by providing that an applicant who is subject to a decision of the delegate is entitled to have the local government reconsider the matter. However, delegates that exercise the power to issue a DVP will not be required to provide notice under section 499 of the *Local Government Act*.

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).

Sincerely,

A handwritten signature in black ink, appearing to read 'T Faganello', with a large, stylized flourish at the end.

Tara Faganello  
Assistant Deputy Minister and Inspector of Municipalities  
Local Government Division, Ministry of Municipal Affairs

## **Attachment 1: FAQs**

### ***Public Notice***

#### **Are local governments required to adopt a public notice bylaw?**

No. Under the new local choice framework, local governments may choose to adopt a public notice bylaw *or* if they don't adopt a bylaw, the default notice provisions in section 94.1 of the *Community Charter* apply – these are the same publishing requirements that applied to public notice before amendments were made.

#### **If a local government adopts a public notice bylaw, can one of the means be publishing in the local newspaper?**

Yes. In some communities, local newspapers are still a regularly published resource. In those communities, local governments may choose to continue to use the default public notice requirements *or* choose to adopt a public notice bylaw that includes newspaper publication as one of the two required means of providing notice.

#### **When can local governments start thinking about adopting a public notice bylaw?**

It is anticipated that the amendments to the legislation will not come into force until sometime in 2022. Before deciding on the means of public notice to be included in a bylaw, the local government must consider the principles of effective public notice. These will be outlined in a regulation and are likely to include considerations such as: are the means easy to access; can information be easily retrieved in the future; is the source well-established and reliable.

#### **Will guidance material be available for the new public notice options?**

Yes. Detailed guidance material will be made available to inform local governments of the changes and the public notice options available. Ministry staff will be engaging with local government staff in the development of these materials, which will be available in early 2022 when the amendments are anticipated to be brought into force.

### ***Code of Conduct***

#### **Are local governments required to adopt a code of conduct?**

There is no requirement for municipal councils or regional districts to adopt a code of conduct, but they must publicly consider and decide whether or not to adopt one or review an existing one. If they choose not to create or review a code of conduct, they must be prepared to make available their reasons for this decision.

#### **What do local governments need to consider before deciding whether to establish or review**



### **a code of conduct?**

Municipal councils and regional district boards must consider the prescribed principles of codes of conduct and any other prescribed matters before making their decision. The prescribed principles will be outlined in a regulation and it is anticipated they will be similar to the [foundational principles of responsible conduct](#). Further information and guidance on consideration for codes of conduct will be made available when the new sections come into force.

### **When would the consideration of a code of conduct need to occur?**

The first-time local governments would be required to consider and make a decision about adopting a code of conduct or reviewing an existing one, would be within six months of its first council meeting following the 2022 general local election. If a local government decides to adopt or review a code of conduct, they would not be required to reconsider their code of conduct again until after the next general local election.

However, if a local government decides not to adopt or review a code of conduct, they will be required to revisit this decision sometime before January 1 of the year of the next general local election.

### ***Public Hearings***

#### **Would the public still have the opportunity to provide input on a rezoning where a public hearing is not required?**

Under the proposed amendments, local governments will, by default, proceed without a public hearing process when the rezoning (zoning bylaw amendment) is consistent with the OCP. There would already have been a public hearing for the OCP itself during the course of its approval. However, to further maintain transparency, local governments will be required to provide notice to affected property owners that the zoning bylaw is proceeding to first reading.

While the proposed amendments do not require the local government to provide an opportunity for the public to be heard or to consider written submissions in such cases, as with other proposed bylaws, members of the public are always able to contact their council on any matter through, for example, writing a letter or attending a council meeting. These avenues will remain. When local governments make rezoning decisions without public hearings, they also have the option to undertake other kinds of early public engagement, such as information sessions early in the rezoning application processing stage.

#### **If a local government does *opt in* to holding a public hearing when it is not required, what are the procedural requirements that it will need to undertake?**

If a local government chooses to hold a public hearing on a rezoning for which a hearing is not

required, it will follow the normal public hearing procedures under existing section 465 of the *Local Government Act*, including providing advance public notice that a hearing will take place. Open meeting rules under local government legislation require these types of matters to be considered at meetings open to the public.

**Will guidance material be available for the new public hearing amendment?**

Yes. Guidance material will be developed on local government processes and notice in situations where public hearings are not required.

***Delegation of Authority for Development Variance Permits***

**Will guidance material be available on the delegation of authority for DVPs?**

Yes. Guidance material will be provided after the changes are brought into force.

## **Attachment 2 – Consequential Amendments Related to Public Notice Changes**

### *Local Government Act*

- All references to publication in a newspaper (except s.659(5)) have been removed from the *Local Government Act* and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means that all public notices must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.
- Notice for regional district special meetings has changed to twenty-four hours notice (unless waived by unanimous vote). The notice must be posted at the regular meeting place and the public notice posting places and sent to each Director. There is no longer a requirement to mail notice to Directors five days before.
- Before a regional district procedure bylaw can be amended, repealed, or substituted, notice must now be provided in accordance with section 94 of the *Community Charter*. There is no longer a requirement to mail notice to Directors five days before.

### *Community Charter*

- Reference to publication in a newspaper in section 208(3) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

### *Municipal Replotting Act*

- Notice of a replotting scheme must now be published in accordance with all of section 94 of the *Community Charter*, not just 94(1)(b).

### *Islands Trust Act*

- Trust Council and Local Trust Committees must now include public notice posting places in their procedure bylaws.
- Reference to publication in a newspaper in section 49.6(2) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

### *Vancouver Charter*

- Notices under Part 1 [Electors & Elections] & Part 2 [Assent Voting] must now be published in accordance with section 3 [requirements for public notice] of the *Vancouver Charter*.



October 29, 2021

Ref: 268537

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am pleased to announce that the Province of British Columbia recently launched the CleanBC Roadmap to 2030. Building on actions in our 2018 CleanBC plan, the Roadmap to 2030 is a stronger, more ambitious climate plan to reach our 2030 emissions reductions targets and build a strong, low-carbon economy.

The Roadmap to 2030 includes actions across eight pathways including: low-carbon energy; transportation; buildings; communities; industry; agriculture, aquaculture and fisheries; forest bioeconomy; and negative emissions technologies. Highlights of the Roadmap include:

- New requirements to make all new buildings net-zero emissions by 2030
- A nation leading adoption of zero-emission vehicles with 90 percent ZEVs by 2030 and 100 percent by 2035
- An accelerated shift towards active transportation and public transit
- A commitment to increase the price on carbon pollution to meet or exceed the federal benchmark, with supports for people and businesses
- Requirements for new industry projects to have enforceable plans to reach net-zero emissions by 2050
- Stronger regulations that will nearly eliminate industrial methane emissions by 2035
- Increased clean fuel and energy efficiency requirements
- A Clean Transportation Action Plan will support emission reductions by focusing on efficiency-first transportation options

Local governments across B.C. have consistently shown leadership and commitment to taking action on climate change. Continuing the partnership between local governments and the province is key to achieving our shared goals. The Roadmap to 2030 highlights the prominent role that communities have in reaching those goals and commits to establishing a new program in 2022 to support local government climate actions through flexible, predictable funding.

.../2

The expanded climate actions in the Roadmap to 2030 will accelerate our transition to a net-zero future and ensure we meet B.C.'s legislated greenhouse gas target of 40 percent below 2007 levels by 2030. To learn more and to read the CleanBC Roadmap to 2030, please visit: [www.cleanbc.gov.bc.ca](http://www.cleanbc.gov.bc.ca) and read the [news release](#).

I would also like to share with you the [2021 Climate Change Accountability Report](#). The report includes detailed information on CleanBC progress over the 2020-2021 period to reduce carbon pollution, prepare for climate impacts and create low-carbon economic opportunities for people across B.C. It also includes emissions data for the 2019 reporting year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Josie', followed by a long horizontal flourish.

Josie Osborne  
Minister

pc: Chief Administrative Officers

**From:** [dave@adnetagency.ca](mailto:dave@adnetagency.ca)  
**To:** Jeanette McDougall  
**Subject:** Proposal for Veterans News 2022  
**Date:** November 1, 2021 10:34:08 AM

Hi Jeanette,

Thank you for the time to review the information and proposal with regards to placing and advertisement the Veterans News. Please take a moment and review our website and read over the information and proposal. Below is our rate information for your review.

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

Introductory offer includes:

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

Cost:

2022 New Years Print Edition  
Full Page Sponsorship -\$1295.00  
1/2 Page sponsorship -\$895.00  
1/4 Page Sponsorship -\$695.00  
Bus.Box Sponsorship -\$495.00

The Print version of The Veterans News will be distributed to Legions in your area.

Thank you

October 22-23, 2021 (Virtual Board Meeting)

## NCLGA Committee Updates

### *Finance Committee:*

The committee and NCLGA Board decided to proceed with member voting on the proposed new membership fee structure for 2022. In November, locally elected officials of NCLGA member communities will be invited to vote on the new fee structure via an online platform. Further information will be provided soon.

### *Governance Committee:*

The committee and Board endorsed remuneration for time spent attending NCLGA committee meetings that are held outside of quarterly board meetings. Presently, board members are not compensated for their participation in monthly meetings of the Executive Committee, Health Care Committee and AGM & Convention Organizing Committee. The decision to offer remuneration for all NCLGA board and committee meetings will recognize board members' full contribution to the organization.

### *Planning & Priorities Committee:*

Committee members discussed a variety of BC Hydro service issues in their communities. The committee supported the development of a lobbying plan to address some ongoing concerns. A committee meeting will be scheduled shortly to help identify priorities plus potential lobbying strategies.

An RFP to engage a consultant in the development of NCLGA's 2023-2026 Strategic Plan has just been released and is available on the [NCLGA website](https://www.nclga.ca). The goal is to hire a consultant in December with planning to begin in early 2022.

### *Resolutions Committee:*

The Board approved the 2022 Resolution Writing and Submission Guidelines and general resolutions process. The deadline for 2022 submissions is **March 4**. The 2022 resolution submission guidelines are now available on the [NCLGA website](https://www.nclga.ca).

The committee also discussed the creation of an advocacy framework that would outline steps in the annual advocacy process for each resolution. The framework would guide advocacy with senior government officials.

## Roundtable Updates from Board Members

Board members provided updates on recent activities in their local governments and any concerns from their communities. Some examples of current concerns include delays in receiving COVID-19 test results and low vaccination rates in some areas, doctor and nurse shortages,

housing shortages, social issues in downtown areas in some cities, the electoral boundary review, and cyber security.

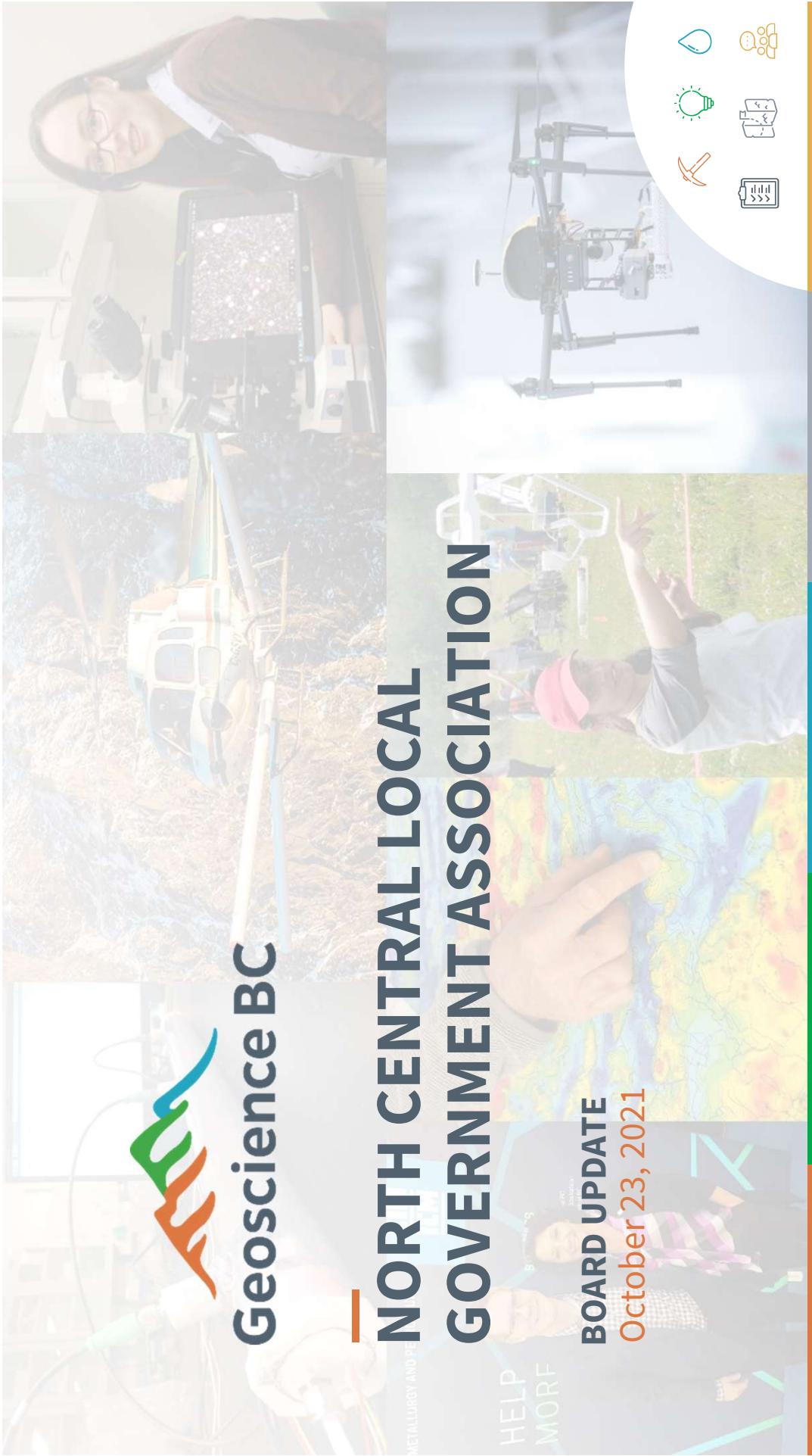
### **Geoscience BC Presentation**

Richard Truman from Geoscience BC updated NCLGA board members on minerals, energy and water research projects at the organization. His presentation accompanies this report.

If you have any questions regarding the content of this Board Highlights Report, please contact:

Susan Chalmers  
Executive Coordinator, NCLGA  
[admin@nclga.ca](mailto:admin@nclga.ca)





Geoscience BC

# NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

BOARD UPDATE  
October 23, 2021



## WHY ARE WE HERE?

- Introduce Geoscience BC; thank you for past support
- Update on Minerals, Energy and Water research projects
- Geoscience BC financial update

# ABOUT GEOSCIENCE BC



Minerals



Energy



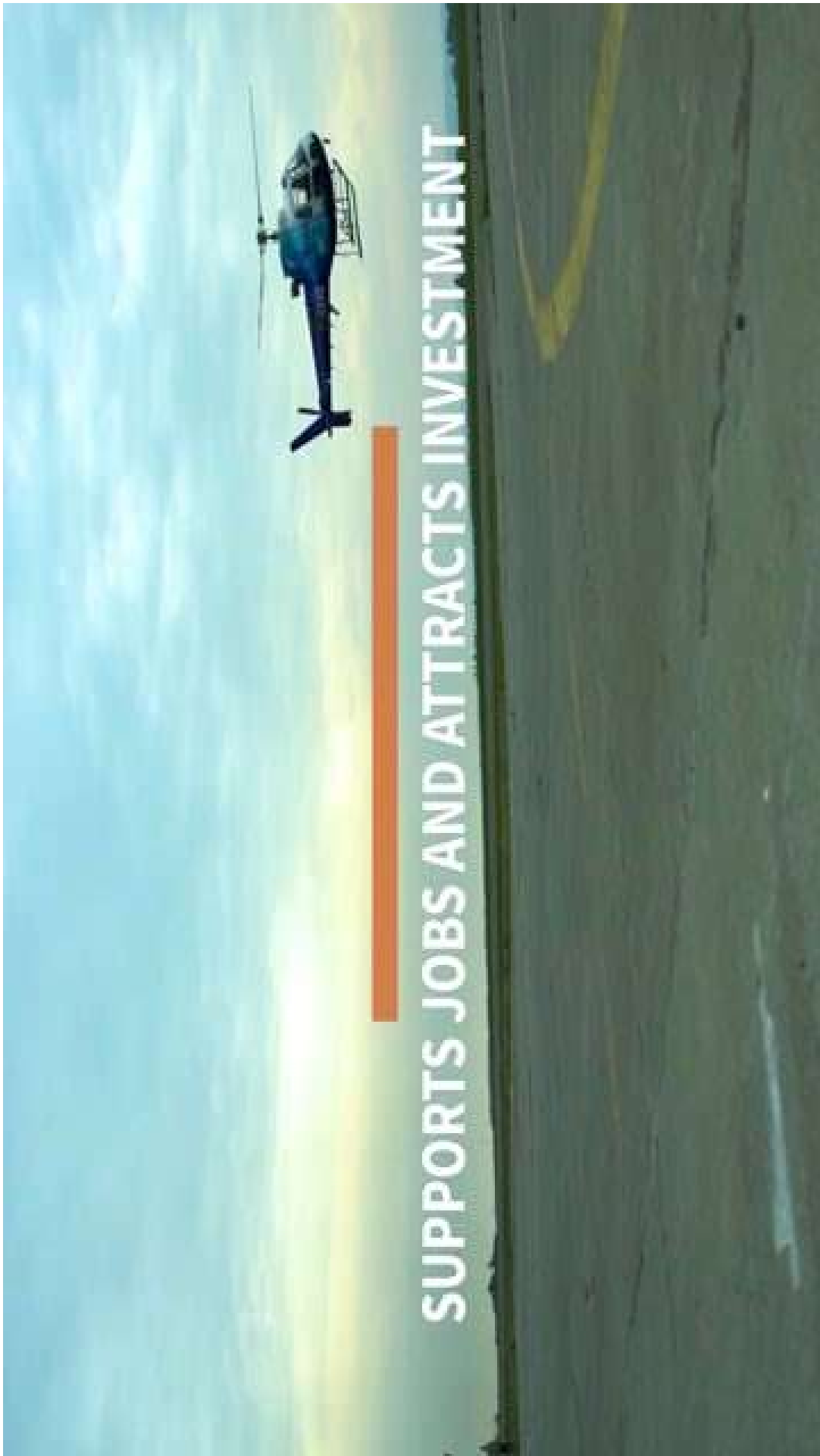
Water

- Not-for-profit society
- Independent, relevant, public earth science research & data
  - Reducing & capturing emissions
  - Supporting cleaner energy development
  - Catalyzing critical minerals development
- Effective & efficient consortium facilitation, project engagement & management
  - 80%\* of funding supports project research & management
  - 20% of funding supports strong governance, community engagement & public research access
- Part of a successful coordinated approach to public geoscience
  - Key objective: add value to & augment British Columbia Geological Survey & Geological Survey of Canada.

<https://vimeo.com/505393040>



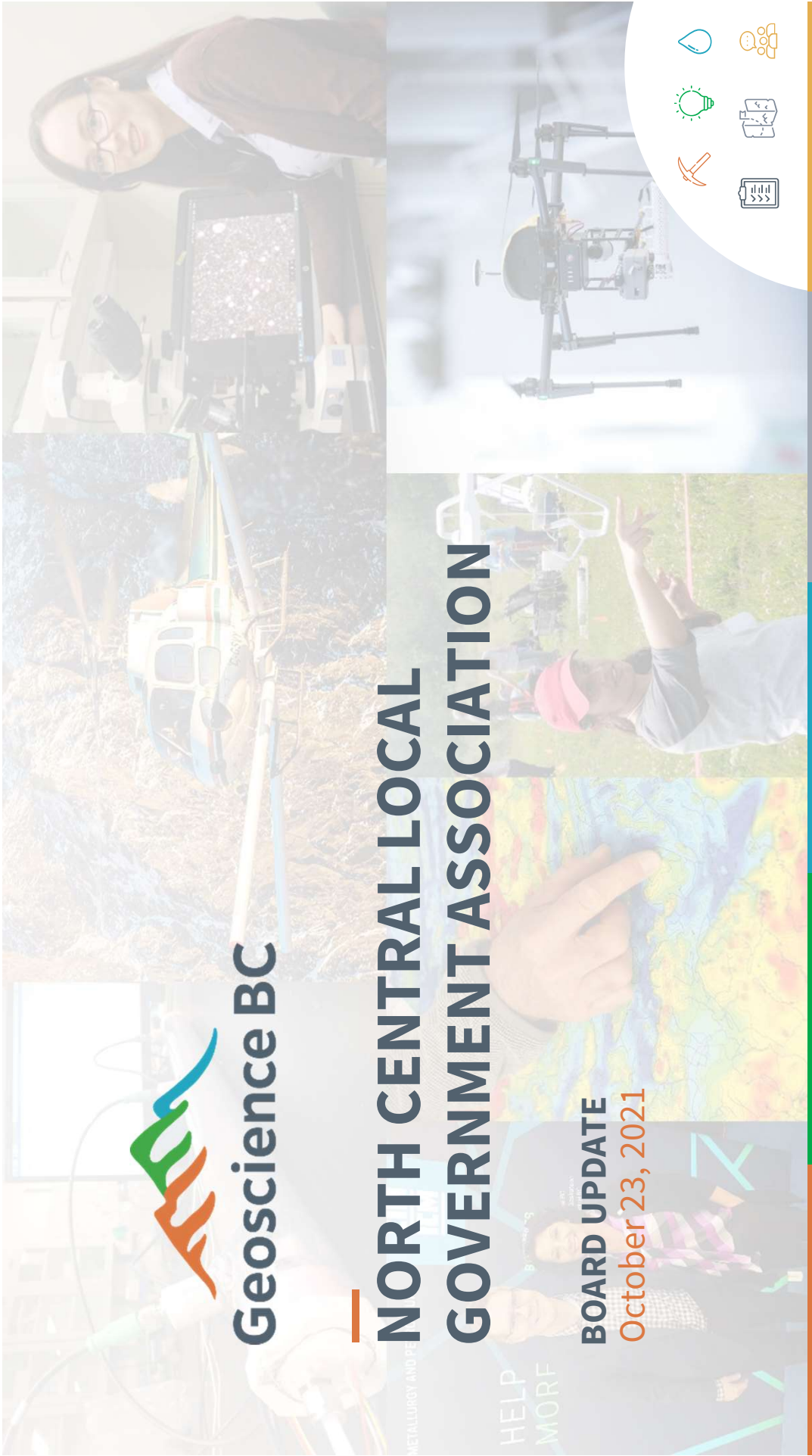
**Note:** all statistics and financial information in this document are to March 31<sup>st</sup>, 2021. \* Average since 2005.





---

## **UPDATE ON MINERALS, ENERGY AND WATER RESEARCH PROJECTS CURRENT & RECENT PROJECTS**



Geoscience BC

# NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

**BOARD UPDATE**  
October 23, 2021



## WHY ARE WE HERE?

- Introduce Geoscience BC; thank you for past support
- Update on Minerals, Energy and Water research projects
- Geoscience BC financial update



# ABOUT GEOSCIENCE BC



Minerals



Energy



Water

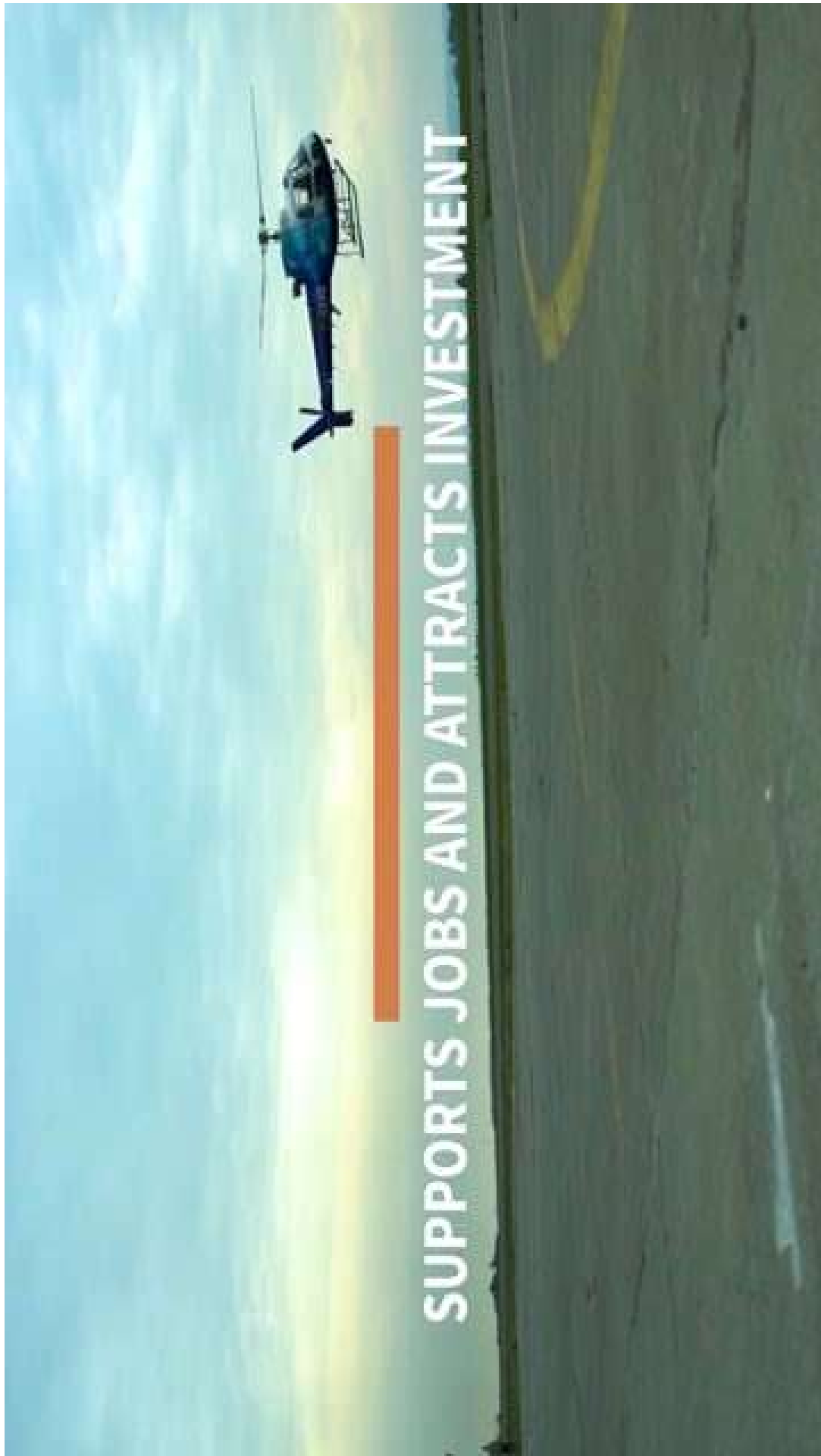
- Not-for-profit society
- Independent, relevant, public earth science research & data
  - Reducing & capturing emissions
  - Supporting cleaner energy development
  - Catalyzing critical minerals development
- Effective & efficient consortium facilitation, project engagement & management
  - 80%\* of funding supports project research & management
  - 20% of funding supports strong governance, community engagement & public research access
- Part of a successful coordinated approach to public geoscience
  - Key objective: add value to & augment British Columbia Geological Survey & Geological Survey of Canada.

<https://vimeo.com/505393040>



**Note:** all statistics and financial information in this document are to March 31<sup>st</sup>, 2021. \* Average since 2005.







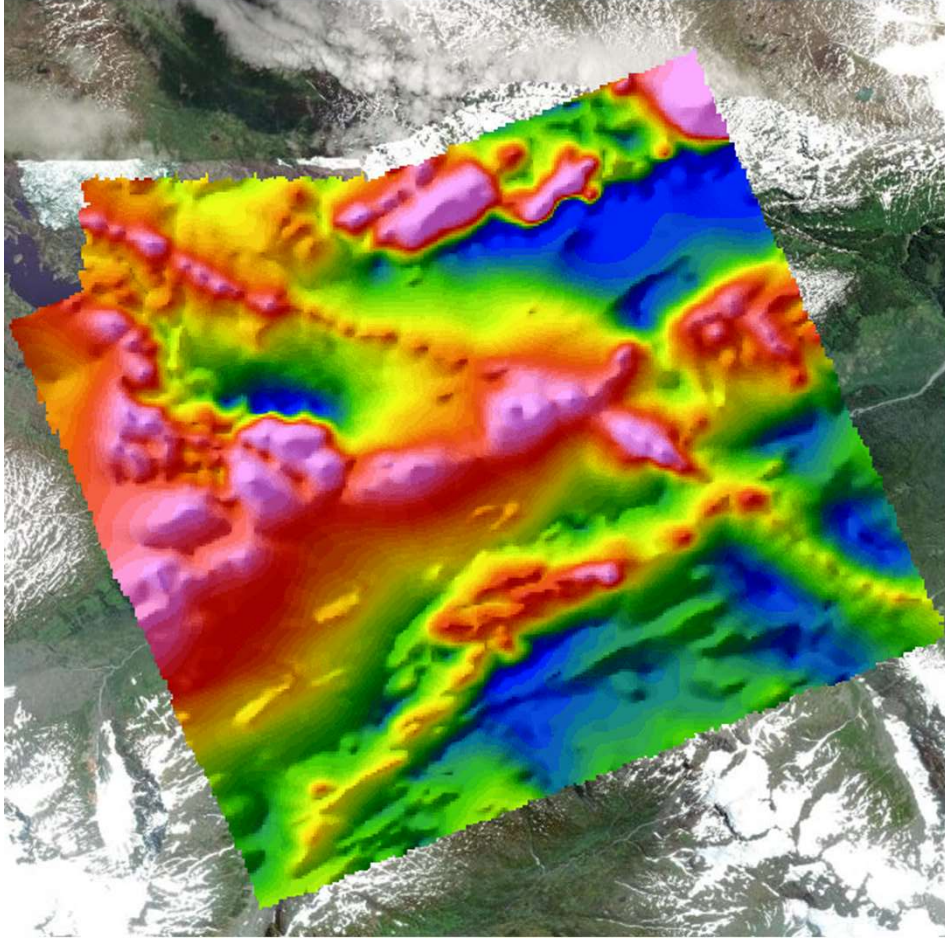
---

## **UPDATE ON MINERALS, ENERGY AND WATER RESEARCH PROJECTS CURRENT & RECENT PROJECTS**

## **MINERALS EXAMPLE**

### **Golden Triangle Geophysics Data Compilation Project**

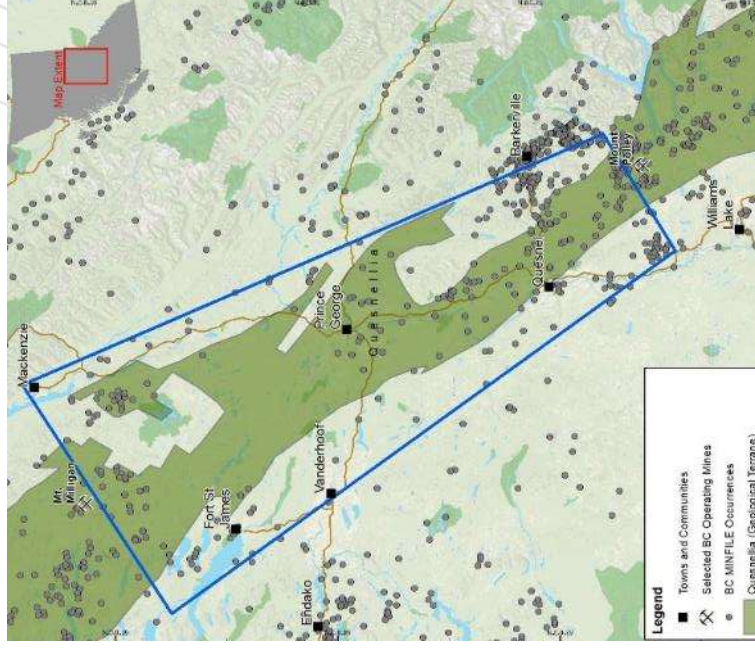
- Compilation of previously private data covering 1,329 km<sup>2</sup> of northwest BC.
- Input from Indigenous communities.
- Data shared with economic development teams.
- Used to inform mineral exploration investment and land use decisions.



# IDENTIFYING NEW NATURAL RESOURCE OPPORTUNITIES

## Minerals: Central Interior Copper-Gold Research program

- Major mineral research program – new earth science data to better understand mineral potential between Mt. Milligan and Gibraltar mines in North Central Region.
- 2 current projects: Surficial Exploration Project; Identification of New Porphyry Potential Under Cover in Central BC.
- Open house 2019 and [online update July 2021](#). Communities, government and Indigenous groups kept up to date on field work.
- First results expected January 2022 – AME Roundup conference.



# ADVANCING SCIENCE & INNOVATIVE TECHNOLOGIES

## Reducing Emissions and Driving Investment: Carbon Mineralization Potential Assessment for BC

- Certain types of rocks have high potential to react with atmospheric CO<sub>2</sub>, form carbonate minerals, and reduce amount of the greenhouse gas (GHG) in the atmosphere.
- Mining companies may be able to capture CO<sub>2</sub> in their waste materials if mining ultramafic rocks.
- Evaluate potential to capture CO<sub>2</sub> from other sectors.
- Broad collaboration, partnerships and leveraging of technical equipment, financial and human resources.
- Initial report: [November 2020](#). Final report & data expected early 2022 (possibly Natural Resources Forum).



BRITISH COLUMBIA UNIVERSITY OF MINERAL DEPOSITS

MINERAL DEPOSIT RESEARCH UNIT



Natural Resources  
Canada

Ressources naturelles  
Canada

Canada



UNIVERSITY OF  
ALBERTA

INRS  
UNIVERSITÉ DE RECHERCHE



TRENT  
UNIVERSITY



GIGAMETALS  
CORPORATION



DE BEERS GROUP



FPX Nickel Corp.

TSX:VFPX



# FACILITATING RESPONSIBLE NATURAL RESOURCE DEVELOPMENT

## Energy (Oil & Gas): Induced Seismicity Research

- BC Seismic Research Consortium (BC OGC, BC OGRIS, NRCan).
- Addressing concerns raised by industry, communities, Indigenous groups.
- Expanded monitoring network.
- Better understanding of factors that can lead to earthquakes.
- Guiding regulator; industry best practice.
- Series of programs publishing reports and data October 2021 to March 2022.



# ENABLING CLEAN ENERGY

## Energy (Geothermal): Clarke Lake Demonstration Project Development

- Engineering Pre-Feasibility of a Pilot Geothermal Power/Direct Use Facility at Clarke Lake, Northeast Region.
- Study assessed two sites; outlined geothermal energy and heat plant options.
- Research used by Fort Nelson First Nation's Tu Deh-Kah Geothermal plant. Drilling started 2021!

### Chief Sharleen Gale, Fort Nelson First Nation

"We are grateful for this unique opportunity to pursue clean, renewable energy that can provide us with food security, energy independence and diverse economic opportunities."



# UNDERSTANDING WATER

## Pilot Collaborative Water Monitoring Program, Northeast BC

- Long-term hydrometric/groundwater/climatological monitoring at four sites; groundwater-surface water datasets in key watersheds.
- Provincial government, BC Oil & Gas Commission, Shell, Matrix Solutions Inc., Treaty 8 Nations.
  - Includes *Traditional Knowledge and Scientific Data Education, Comparison and Collaboration in Northeast BC Surface Water Use.*
- **February 23, 2021:** program announcement.
- **March 4, 2021:** Fort St John Chamber round table meeting.
- **March 2023:** Projects due to complete.

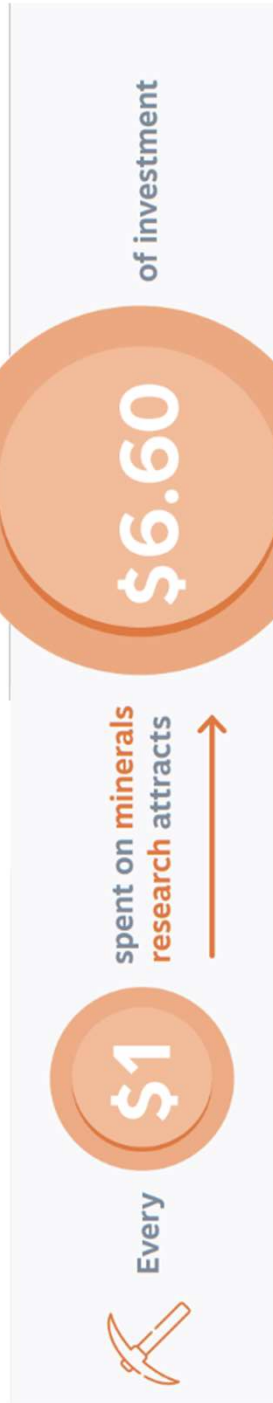




---

## GEOSCIENCE BC FINANCIAL UPDATE

# RETURN ON INVESTMENT



 Our **geothermal** research informed decisions leading to **>\$40 million** investment at Fort Nelson First Nation

 Geoscience BC **water research** resulted in industry investing **>\$50 million** in water treatment facilities



## PAST & FUTURE FUNDING

- \$5 million one-year bridge funding from EMLI 2019.
- Consistent recommendations from Select Standing Committee on Finance and Government Services to fund Geoscience BC.
- Through NCLGA, support resolution at UBCM (2018).
- BC Chamber of Commerce supportive resolutions (2015, 2018, 2021).
- Funding Opportunities Task Force set up to review funding options.
  - e.g. federal funding options, membership, industry levies, charity, research sponsorship.

# 2022 PRE-BUDGET CONSULTATION RECOMMENDATIONS

**Federal:** Submitted August.

**Provincial:** Presentation (August) Submission (September).

To ‘build back better’ in a smart, sustainable way that creates jobs and achieves net-zero emission targets, Geoscience BC recommends that Budget 2022 supports collaborative public earth science by:

1. Providing core program funding of \$5 million per year to Geoscience BC for five years (a total of \$25 million).
2. Expanding the federal government’s relationship with Geoscience BC to increase earth science research partnerships across Western Canada.

This will enable Minerals and Energy & Water research. Proposed themes include:

Identifying Critical  
Minerals and Metals

Advancing Carbon Capture  
Utilization and Storage (CCUS)

Catalyzing Clean  
Energy

## WHAT NEXT?

- Demonstrating support from all interest groups and rights holders highlighting value of Geoscience BC.
  - Including community and Indigenous engagement, value of independent peer-reviewed and public science.
- How?
  - Letters and quotes.
  - Op eds and social media.
  - Meetings with provincial and federal government politicians and staff.



Richard Truman, Director, External Relations

[truman@geosciencebc.com](mailto:truman@geosciencebc.com)

778-929-1662



@Geoscience BC | [geosciencebc.com](http://geosciencebc.com)



October 26, 2021

Dear NCLGA members,

The North Central Local Government Association is pleased to forward information about some NCLGA and non-NCLGA events in November that may be of interest to you. The attached documents provide information about the following external events:

- Engagement sessions on Modernizing Forest Policy on November 3, 5 and 8 – Hosted by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Ready or Not: Metro Migration to Smaller Communities Workshop on November 25 – Hosted by UNBC and UBC

NCLGA also wishes to remind members about its Asset Management Webinar on November 5 from 12 - 1 pm. The webinar will raise awareness about asset management as a decision-making and communication tool, and will focus on the following topics:

- Strategic priority setting
- Budgeting and long term financial planning
- Levels of service and cost recovery targets
- Organizational capacity and alignment
- Implementation and execution
- Community engagement

Following her presentation, Christina Benty will lead a discussion with participants to learn about your experiences with asset management. To attend this webinar, register [here](#).

Kind Regards,

**Susan Chalmers**

Executive Coordinator

North Central Local Government Association

**O:** 250-564-6585

**C:** 778-871-2711

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

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

## Engagement Sessions on Modernizing BC Forest Policy

Local government input is being sought as the Ministry of Forests, Lands, Natural Resource Operations and Rural Development works to design and implement policy change to Modernize the Forest Sector. The Ministry, in partnership with UBCM, is hosting several regionally focused, virtual engagement sessions for local governments in November. The fall sessions mark the second phase of engagement on Modernizing Forest Policy and will focus on the following topics:

1. Minimization of slash burning
2. Reintegration of prescribed and cultural fire into wildfire management
3. Area-based tenure pricing
4. Enhanced compliance and enforcement
5. A revised BCTS 3-sale max policy
6. A program for value-added wood manufacturers

These sessions have been designed for mayors and councillors, regional district chairs and electoral area directors, and senior level local government staff.

The links to register for the regional sessions for NCLGA local governments are as follows:

1. Northeast Regional Session (Wednesday, November 3<sup>rd</sup> from 10am-12pm) - <https://us02web.zoom.us/j/6hqwzHNa02tjmx0fhJqAvzNrs1P>
2. Omineca Regional Session (Friday November 5<sup>th</sup> from 9-11am) - [https://us02web.zoom.us/j/tZEvC-ChqD0oH9fIKg6iM\\_BLXtcOAQaEiCfN](https://us02web.zoom.us/j/tZEvC-ChqD0oH9fIKg6iM_BLXtcOAQaEiCfN)
3. Skeena Regional Session (Monday, Nov 8<sup>th</sup> from 9-11am) - [https://us02web.zoom.us/j/tZApf-GoqTopGNyF0i4uOX2IEvH\\_Gnry1NyE](https://us02web.zoom.us/j/tZApf-GoqTopGNyF0i4uOX2IEvH_Gnry1NyE)

Attached for reference is the policy backgrounder that was sent to all local governments on Oct 19<sup>th</sup>/20<sup>th</sup> to support the fall engagement sessions. It provides detailed information on the policy topics listed above.

For more information on Modernizing Forest Policy, a summary slide deck of the policy intentions and goal the Province has set out can be found here - [MODERNIZING FOREST POLICY IN BRITISH COLUMBIA \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/speical/modernizing-forest-policy/modernizing-forest-policy-intentions-and-goals.pdf), and the Intentions Paper can be found [here](#).

## Ready or Not: Metro Migration to Smaller Communities Workshop



**Register Now!**

**Join the CDI and HRC for a panel presentation and facilitated discussions about current and future housing issues in non-metropolitan B.C.**

From 2011-2016, the population of non-metropolitan BC grew by 4.6%. It is anticipated that the 2021 Census will show that this growth has continued and may have accelerated. At the same time, non-metropolitan BC is facing a number of critical housing challenges: housing stock that is old, not energy efficient, and in need of major repair; rental affordability issues that are close to being on par with Metro Vancouver; and a lack of housing diversity and options. Housing issues are making it hard to attract and retain workers and business investment to non-metropolitan BC communities, which is having a negative impact on social and economic momentum. This is detrimental to the well-being of the whole province.

### **Event Details:**

- Date: Thursday, November 25, 2021
- Time: 9:00 – 11:30 a.m. (PST)
- Location: Zoom (link will be emailed to registrants)

**Register Now!**

**Featured Speakers:**

- Host: Dr. Penny Gurstein, UBC
- Marleen Morris, UNBC
- Mayor Owen Torgerson, [Village of Valemount](#)
- Peter Bourke, [Columbia Valley Chamber of Commerce](#)
- Frank Quinn, [A&T Project Developments Inc](#)

**Host Organizations:**

- [Community Development Institute \(CDI\), University of Northern British Columbia](#)
- [Housing Research Collaborative \(HRC\) at University of British Columbia, School of Community and Regional Planning](#)

## Modernizing Forest Policy: Policy Backgrounders & Engagement Options for Fall 2021

This information package is to support local government engagement on Modernizing Forest Policy. It intends to inform you of ongoing forest policy work, outline engagement options, and provide background information to support such engagement.

This follows the invitation you should have received on October 13, 2021 for a virtual engagement session, specific for your region, hosted by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (the Ministry) and UBCM.

Policy engagement is occurring in a phased approach to align the policy design and implementation work over the next few years (see Figure 1 below).

### Modernizing Forest Policy

On June 2, 2021, the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development sent a letter to local government leaders introducing government's intentions for [Modernizing Forest Policy in British Columbia \('Intentions Paper'\)](#). These 20 policy intentions were developed based on extensive consultation and engagement on forest policy changes over the last few years.

The upcoming engagement sessions are the second of three phases of engagement. The first phase happened over the summer. A recap of the summer engagement will be provided in our upcoming sessions, and an overview of the phase one topics from the summer are available [here](#).

**Figure 1:** Modernizing Forest Policy Engagement Topics and Timing

Engagement Timeline and Topics			
	Spring / Summer June to August 2021	Fall Sept to Dec 2021	Winter Jan to March 2022
Policy Intentions*	<ul style="list-style-type: none"><li>• Create future tenure opportunities (IP1)</li><li>• Provide clarity on compensation (IP2)</li><li>• Create flexibility when forest licenses need to be reduced (IP3)</li><li>• Revise tenure disposition considerations (IP4)</li><li>• Enhance revenue oversight for log export (IP5)</li><li>• Continue to improve the Forest and Range Practices Act (FRPA) (IP8)</li><li>• Advance apportionment (IP10)</li><li>• Improve accountability in tenure management (IP12)</li><li>• Increase discretion in authorizing activities (IP13)</li><li>• Support silviculture management and innovation investments (IP14)</li><li>• Modernize tenure replaceability conditions (IP15)</li><li>• Initiate a higher value product and innovation sector-ministry working group (IP16a)</li></ul>	<ul style="list-style-type: none"><li>• Evolve BC Timber Sales (BCTS) policy for max sales restrictions (IP6)</li><li>• Re-integrate prescribes and cultural fire into forest management (IP9)</li><li>• Initiate process to minimize slash burning (IP16b)</li><li>• Develop a timber sales program focused on value added manufacturers (IP16c)</li><li>• Revise area-based tenure-specific pricing policy (IP18)</li><li>• Strengthen compliance and enforcement (IP19)</li></ul>	<ul style="list-style-type: none"><li>• Review the cut control process (IP11)</li><li>• Improve accountability in tenure management (IP12)</li><li>• Promote the use of wood and mass timber (IP17)</li></ul>

\*Numbering is as per the Modernizing Forest Policy Intentions Paper

This Fall's focus is on six policy topics (see table below). A detailed policy backgrounder for each of these topics is provided in Appendix 1.

Fall Policy Topic <sup>1</sup>	Intention
<b>Minimizing slash burning</b>	The Ministry intends to advance a process to minimize the burning of slash piles created after timber harvesting, to reduce emissions and make available this fibre for manufacturing. <i>Based on what we have heard from communities, this topic is important to communities, such as how slash burning impacts community airsheds.</i>
<b>Re-integrating prescribed and cultural fire into land management</b>	The Ministry intends to work with Indigenous partners and stakeholders to re-integrate prescribed and cultural fire as a core part of our forest management toolkit. This policy change will contribute to meaningful reductions in wildfire risk and effective provincial-level climate adaptation. <i>Based on what we have heard from communities, the use of fire as a tool to manage risk and ecosystem health is important.</i>
<b>Harmonizing area-based tenure pricing</b>	Currently there is a disparity between stumpage rates applied to Woodlot Licences, Community Forest Agreements, and First Nation Woodland Licences. The Ministry intends to take steps toward harmonizing rate structures while being consistent with the market-based pricing system and recognizing economies of scale for smaller forest tenures. <i>Based on what we have heard from communities who hold forest tenure, this topic is important to you.</i>
<b>Strengthening compliance and enforcement (in forestry)</b>	Compliance and enforcement are important elements of the forest management framework. The Ministry intends to examine policy changes, around penalties, and other measures, that will strengthen compliance and enforcement and deter undesirable behaviour or poor practices. <i>Based on what we have heard from communities, compliance and enforcement is a significant topic of interest.</i>
<b>Revising BC Timber Sales' 3-sale maximum policy</b>	BC Timber Sales (BCTS) sells Crown timber through competitive auction. Currently a business can hold no more than three timber sale licences at any time, to support a competitive marketplace. The Ministry intends to examine a new approach to allow for more sale opportunities at smaller volumes. <i>Based on what we have heard from communities, this topic is not likely of interest, as it focuses more on manufacturers and log purchasers, but we are pleased to discuss it with you if there is interest.</i>
<b>Creating a fibre access program for value-added wood manufacturers</b>	The Ministry intends to modify part of its BCTS program to improve fibre access for value-added manufacturers, as fibre access is an important investment factor. <i>Based on what we have heard from communities, this will be a topic of interest if there are value-added manufacturers in your communities, or prospective future investments.</i>

<sup>1</sup> Forest policy topic heading may be shortened from topic headings found in Appendix 1

### **Options for Engaging on Modernizing Forest Policy This Fall**

The Ministry is seeking your insight and input on these policy changes. There are two avenues for you to engage:

1. Via a regionally focussed virtual engagement session for your region, or
2. By providing written feedback on the Fall policy topics via our [on-line engagement portal](#). The portal will remain open until December 10<sup>th</sup>, 2021.

Thank you in advance for your consideration and feedback on this phase of Modernizing Forest Policy. If you have specific questions or concerns related to this Fall's engagement opportunities, please feel free to contact us via [forest.policy@gov.bc.ca](mailto:forest.policy@gov.bc.ca).

## Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information

### Fall 2021 Policy Intention Background Information

A. Initiating a process to minimize slash pile burning - Intentions Paper topic #16b .....	4
B. Re-introducing prescribed and cultural fire as a land and forest management tool – Intentions Paper topic #9.....	6
C. Revising area-based tenure-specific pricing policy - Intentions Paper topic #18.....	9
D. Strengthening compliance and enforcement in forestry - Intentions Paper topic #19 .....	11
E. Evolving BC Timber Sales (BCTS) policy for maximum sales restrictions – Intentions Paper topic #6 .....	13
F. Developing a timber sales program for value added manufacturers – Intentions Paper topic #16c .....	15



## Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information

### A. Initiating a process to minimize slash pile burning - Intentions Paper topic #16b

#### Background on policy

Slash pile burning is used widely by forest sector licensees to meet hazard abatement obligations under the *Wildfire Act*. Open burning is currently regulated under the *Wildfire Act* and the *Open Burning Smoke Control Regulation*. Slash pile burning releases greenhouse gases and impacts air quality. By advancing a process to minimize the burning of slash piles created after timber harvesting without relaxing hazard abatement obligations, residual fibre will be available for manufacturing and the reduced greenhouse gas emission will benefit our climate as part of CleanBC.

#### What we have heard regarding this topic

- It was estimated that, conservatively, over the last ten years an average of approximately 5.5 million tonnes of carbon dioxide equivalent was released annually from slash pile burning, accounting for about 8% of the emissions in B.C., excluding that from wildfires.
- Some of the fibre from slash piles can be used to make forest products.
- As new markets are developed there may be more economic opportunities available for utilizing residual fibre from timber harvesting.
- There are localized concerns from the public about slash pile burning, fibre utilization and air quality.

#### Intentions and future state

- Intention established by the Province in the Intentions Paper: Increasing fibre access for value-added domestic manufacturers: In support of our vision to diversify manufacturing and increase value, we intend to:
  - ...
  - Advance a process to minimize the burning of slash piles created after timber harvesting, so this fibre is available for manufacturing, and that reduced emissions benefit our climate as part of CleanBC.
  - ...
- Our future state should:
  - Shift to an environment where either slash is not created or it is used in a different manner to reduce slash pile burning, which could include:
    - Reduce the creation of residual fibre from harvesting activities by exercising forest management best practices.
    - Increase the use of residual fibre created from timber harvesting to reduce the need for slash pile burning and diversify manufacturing.
  - Include tools other than slash pile burning to meet hazard abatement obligations.
  - Provide options or exemptions for limited slash pile burning under special circumstances.
  - Incorporate the cost of carbon emissions as part of the economic consideration of slash pile burning.

## Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information

### Principles and Considerations

Key principles and considerations important for policy changes regarding minimizing slash burning:

#### PRINCIPLES

- Fire hazard abatement obligations under the *Wildfire Act* and obligations under the *Open Burning Smoke Control Regulation* must be met.
- Leaving avoidable waste is not acceptable in B.C.
- Sound stewardship practices are used to reduce creation of timber harvesting residue and to minimize slash pile burning. For example, leave trees standing if they are not going to be utilized.

#### CONSIDERATIONS

- Prescribed and cultural burning are separate topics from slash pile burning.
- A phasing out period and targets for implementation, or limited allowable burning, are needed for the forest sector to adjust their practices.
- Ongoing monitoring is needed to track progress and to ensure this transition does not result in increased wildfire risk on the land base.
- Social, economic, and environmental implications of minimizing slash pile burning need to be considered.
- New local value-added processing and manufacturing facilities are needed to process the residual fibre.

## Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information

### B. Re-introducing prescribed and cultural fire as a land and forest management tool – Intentions Paper topic #9

#### Background on policy

Wildfires are one of the most significant climate-related threat to British Columbians, and this threat is growing<sup>1</sup>. Climate resilience will require preparedness and risk-reduction strategies at the community and landscape levels. Expanding the use of well-planned, safe prescribed and cultural fire into forest management has a central role in protecting communities and ensuring the future of B.C.'s forest resources against the impacts of climate change.

The Province has committed to expanding the use of cultural and prescribed fire through its Intentions Paper to Modernize Forest Policy, draft *Declaration Act* Action Plan, and draft Climate Preparedness and Adaptation Strategy. The Province intends to take a partnership-based approach with Indigenous peoples, and with forest licencees, local governments and other stakeholders, to implement these commitments.

#### What we have heard regarding this topic

- In the 1990's, approximately 100,000 to 150,000 hectares of prescribed burning took place in B.C. every year. Broadcast burning was a common forestry practice, and at that time a major component of overall forest management practices after timber harvesting. Since 2010, approximately 5,000 to 10,000 hectares of prescribed burning has taken place annually.
- Over 75% of those surveyed during the development of *Addressing the New Normal: 21<sup>st</sup> Century Disaster Management in British Columbia* (the 2018 "Abbott Chapman Report") supported the expanded use of cultural and prescribed fire as a strategy to mitigate the risk of catastrophic wildfires and support ecosystem health. Traditional burning practices was the top consideration for Indigenous respondents.
- The Abbott Chapman Report made several specific recommendations about prescribed and cultural fire, including integrating traditional Indigenous knowledge and contemporary burning practices, exploring options to expand liability protection for responsible burners, reviewing smoke management policies, and re-building capacity.
- To date, the Province has heard that many forest licencees have strong relationships with Indigenous Nations that could support the expanded use cultural and prescribed fire in their planning and operations, and they understand the value of prescribed fire as a forest management tool to support multiple objectives.
- The Province has heard that some forest licencees view liability concerns, smoke management requirements, and cost as obstacles to re-integrating prescribed fire into their operations.

#### Intentions and future state

- Intention established by the Province in the Intentions Paper: Forests are a conservation resource and an economic resource, as well as a source of wildfire fuel. Climate change creates the conditions for more frequent and intense wildfires, including mega-wildfires like those triggering widespread evacuations. Wildfires have disrupted local economies and led to an

---

<sup>1</sup> [Preliminary strategic climate risk assessment - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/preliminary-strategic-climate-risk-assessment)

## Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information

unplanned loss of habitat, including old-growth forests. Fire is a natural process and important for ecosystem health and habitat value. The Ministry will work in cooperation, coordination and collaboration with Indigenous partners and stakeholders to re-integrate prescribed and cultural fire as a core part of our forest management toolkit.

- Our future state should:
  - Integrate a range of strategies for wildfire resilience, including cultural and prescribed fire, as a core part of the toolkit that forestry professionals use in everyday forest management planning and operations in B.C.
  - Apply cultural and prescribed fire at a scale that contributes to meaningful reductions in wildfire risk and effective climate adaptation at the provincial level.
  - Bring together Indigenous partners, provincial agencies, forest licencees, local governments and other stakeholders to leverage their respective knowledge and capacity through collaborative processes.
  - Expand the cohort of skilled professionals and cultural fire practitioners from across Indigenous governments and organizations, government agencies, forest licencees, and other partners, who actively share knowledge and offer mentorship opportunities to build further capacity.
  - Build public understanding of the benefits of cultural and prescribed fire and maintain support for responsible burning.

### **Principles and Considerations**

Key principles and considerations for expanding the use of cultural and prescribed fire.

#### PRINCIPLES

- Health and safety are paramount. This includes the safety of cultural and prescribed fire practitioners, communities, and the public at large.
- Many Indigenous Nations have used fire as a stewardship practices since time immemorial. Re-introducing cultural and prescribed fire on the land base is a key opportunity to incorporate Indigenous knowledge and advance land-based reconciliation with Indigenous Nations.
- Climate adaptation and community resilience are everyone's business. Expanding the use of cultural and prescribed fire in B.C. requires an all-of-society, partnership-based approach.

#### CONSIDERATIONS

- Cultural and prescribed fire is a strategic forest management tool as well as a site-level silviculture<sup>2</sup> practice. A landscape-level lens guides the use of cultural and prescribed fire in locations and configurations that reduce landscape-level risks to communities, critical infrastructure, natural resource and cultural values and the timber resource.
- Like other wildfire risk reduction strategies, cultural and prescribed fire is not simply an incremental cost to current operations. It is an insurance policy on the future of our forest resources and the benefits that these resources provide to many, including Indigenous Nations, communities, and the forest sector.

---

<sup>2</sup> Broadly defined as the growing and caring of trees and forests

## **Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information**

- As climate change drives increasingly severe wildfire seasons, there is no “fireless/smokeless” future scenario for B.C. Fire has always been and will always be present in B.C. ecosystems; the question is what kind of fire occurs the land base. The risks and benefits of expanding the use of cultural and prescribed fire must be compared against the anticipated impacts of the future fire regime under climate change and in the context of current forest fuel conditions on the land base.

## Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information

### C. Revising area-based tenure-specific pricing policy - Intentions Paper topic #18

#### Background on policy

- Community Forest Agreements (CFA) and Woodlot Licences (WL) are two forms of smaller area-based tenures.
- Smaller area-based tenures have less flexibility around harvesting and are negatively impacted by the economies of scale. Tabular stumpage rates recognize these additional costs, providing a discount relative to full stumpage for CFAs and WL.
- Tabular rates also support alternative approaches to the traditional industrial forest model that include encouraging broader societal goals like unique environmental management approaches and greater incorporation of and benefits to local communities.
- However, over time these tabular rates have led to inequities and other challenges in the system, including:
  - Discriminatory pricing: Holders of First Nation Woodland Licences (FNWL) have sought the tabular approach available under CFAs and WLs. It has been government policy to not expand the tabular rate program to FNWL, creating a system that is seen as discriminatory to Indigenous Nations.
  - Inadequate disincentive: Due to tabular rates, penalties for exceeding annual harvest (set at three times the rate of stumpage) do not provide an effective deterrent for overharvesting.
- The size of tenures held under these tenures include:
  - Community Forest Agreements with an AAC of 860 m<sup>3</sup>/yr to 194,000 m<sup>3</sup>/yr
  - Woodlot Licences with an AAC of 29 m<sup>3</sup>/yr to 18,000 m<sup>3</sup>/yr
  - First Nation Woodland Licences, AAC of 5,000 m<sup>3</sup>/yr to 100,000 m<sup>3</sup>/yr

#### What we have heard regarding this topic

- Existing pricing structure is a disincentive to holding a FNWL relative to a CFA or WL
- All three of these area-based tenures (FNWL, CFAs and WL) have increased costs due to reduced economies of scale
- There are greater social objectives associated with these tenures
- Current CFA and WL holders, and communities who benefit from these tenures, support the existing policy
- Any change should be phased in

#### Intentions and future state

- Intention established by the Province in the Intentions Paper: Currently there is a disparity between stumpage rates applied to Woodlot Licences, Community Forest Agreements, and First nation Woodland Licences issued to Indigenous communities.
- Our future state should:
  - Harmonize rate structures
  - Maintain integrity of the Market Pricing System (MPS)
  - Recognize economies of scale for these smaller tenures

## **Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information**

### **Principles and Considerations**

Key principles and considerations important for pricing policy changes for area-based forest tenures:

#### **PRINCIPLES**

- Address disparity between FNWL and CFAs/WL
- Recognize economies of scale
- Pricing model should be as cost effective to implement
- Maintain integrity of the Market Pricing System (MPS)
- A transition period is likely required

#### **CONSIDERATIONS**

- Stumpage policy could consider a graduated or sliding scale approach, based on tenure size
- Alternative approaches to supporting economies of scale and MPS integrity could include grants or other programs
- Tenure conversion or blending, such as between CFAs and FNWLs, could be considered
- Overharvest penalties will be examined, and considered to shift to full stumpage for all tenure types going forward



## Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information

### D. Strengthening compliance and enforcement in forestry - Intentions Paper topic #19

#### Background on policy

Compliance and enforcement is a foundational element of the legislative framework for managing B.C.'s forest sector. Strong compliance and enforcement is critical to ensure public safety, protect the environment, ensure that B.C.'s forests provide social and economic benefits to all British Columbians, and maintain British Columbian's confidence in the management of their forest resources. As interests and pressures increase on the land base and become more complex, our compliance and enforcement framework must evolve to meet this changing reality.

#### What we have heard regarding this topic

- Engagement over the past few years (e.g., *Forest and Range Practices Act* Improvement Initiative) has generated comments related to the level of compliance monitoring, a perception that fines and penalties are insufficient to deter future contraventions and raised questions regarding public transparency about compliance and contraventions. All these factors are resulting in a strong interest in strengthening compliance and enforcement in the forest sector.
- The Forest Practices Board has published several reports focussing on compliance and enforcement, and concluded that "the public cannot be confident that government's C&E framework is achieving the intended result of promoting licensee compliance with legislation" ([News Release: Changes needed to compliance and enforcement program \(bcfpb.ca\)](https://www.bcfpb.ca/news-releases/changes-needed-to-compliance-and-enforcement-program)).
- Indigenous peoples have highlighted the importance of strengthening compliance programs and enforcement of natural resource legislation. The Ministry has heard from Indigenous peoples and Indigenous Nations that monitoring and enforcement are critical to implementing the *Declaration on the Rights of Indigenous Peoples Act* and advancing reconciliation and have a strong interest in collaborating on compliance and enforcement with the Province.

#### Intentions and future state

- Intention established by the Province in the Intentions Paper: The public has a right to know which licensees are fulfilling the public's trust, and which are not. When there are violations, penalties need to be sufficient that they act as a deterrent and not merely treated as the "price of doing business." We intend to reinforce our ability to address issues around poor practices and behaviour. This includes public reporting of infractions and reviewing existing fine and penalty amounts to ensure effective enforcement commensurate to the nature of the violation.
- A future state will:
  - Ensure a strong and effective compliance and enforcement framework with appropriate consequences, holding responsible parties accountable for infractions and encouraging compliance and excellent performance.
  - Provide transparency to the public about licensee performance in managing public forest resources.
  - Support reconciliation with Indigenous peoples through strong collaboration and partnership with respect to compliance and enforcement activities.

## Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information

### Principles and Considerations

Key principles and considerations important for policy changes regarding compliance and enforcement:

#### PRINCIPLES

- Support reconciliation with Indigenous Nations and Indigenous peoples and implementation of the *Declaration on the Rights of Indigenous Peoples Act*.
- Increase compliance across the forest sector with legislation and regulations.
- Improve existing forestry practices on the ground to support healthy, resilient forests and the long-term sustainability of the forest sector.
- Enhance public trust and confidence in the management of B.C.'s forests.

#### CONSIDERATIONS

- Changes to the Province's compliance and enforcement program needs to support collaboration and cooperation with Indigenous Nations.
- While legislation changes may support achieving the future state, many necessary changes can be achieved through (non-legal) policies and guidance.
- Consequences for violations must be sufficient to remove incentive and deter future offences to ensure they are not just the cost of doing business.

## **Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information**

### **E. Evolving BC Timber Sales (BCTS) policy for maximum sales restrictions – Intentions Paper topic #6**

#### **Background on policy**

- BCTS registrants bid on timber sales through a competitive auction model. Successful bidders can hold up to three timber sales at any one time. This is notionally referred to as the three-sale limit. This is long standing provincial policy.
- The three-sale limit is a pro-competitive measure which promotes increased participation in the market.
- Restricting the number of timber sales one entity can hold serves to avoid possible concentration of timber volume control by a few entities, increase the number of potential bidders in the auctions, and hence further increase auction competition.
- The competitive auction system, and the three-sale limit, function well with respect to its primary purpose (i.e., setting and establishing a competitive and market-based price for timber). However the three-sale limit doesn't sufficiently consider how smaller sector participants seeking smaller sales overall may be limited by this limit, while the market remains competitive. In essence, an entity holding three timber sale licences of 5,000 m<sup>3</sup> is treated the same as one holding three of 50,000 m<sup>3</sup>.
- This policy review is particularly relevant and important to smaller BCTS registrants and those with smaller facilities.

#### **What we have heard regarding this topic**

- The majority of BCTS Timber Sale Licences (TSLs) sizes range between 15,000 m<sup>3</sup> to 75,000 m<sup>3</sup> with an average of sale size of about 35,000 m<sup>3</sup>
- Through discussions associated with the various initiatives undertaken over the last few years (e.g., Coast Forest Sector Revitalization, Interior Forest Sector Renewal, and the Timber Sales Advisory Committee (ministry-industry committee called TSAC)), points have been raised that smaller entities such as market loggers or smaller processing facilities would appreciate smaller timber sales for purchase, and/or more flexibility in obtaining TSLs.
- However, smaller TSLs have a higher tendency to have no bids received after auctioning with the feedback being that these sales can have higher mobilization and administrative costs and can be an impediment due to the potential removal of opportunity to bid on larger sales due to the three-sale limit.

#### **Intentions and future state**

- Intention established by the Province in the Intentions Paper: BCTS sells about 10-12 million m<sup>3</sup> of Crown timber annually through competitive auction. This timber is available to businesses registered in the program. Current limitations to participating businesses limit any entity to holding no more than three timber sale licence (regardless of size) at any time. The system functions well with respect to its primary purpose (setting and establishing a competitive and market-based price for timber), but license holders are not all the same. The Province will consider an alternate approach to allow for more sale opportunities at smaller volumes to smaller or value-added manufacturers.
- Our future state should:

## **Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information**

- Increase opportunities for small market-loggers and small processing facilities in BCTS auctions.

### **Principles and Considerations**

Key principles and considerations important to shifting maximum sales policy for the sector and BCTS registrants:

#### **PRINCIPLES**

- Maintain integrity of the Market Pricing System (MPS)
- Have application across all BCTS Business Areas
- Easy to understand and administratively simple to implement
- Not be more restrictive than the current three-sale policy
- Increased opportunities for smaller volume sales

#### **CONSIDERATIONS**

- Defining a threshold
  - a volume limit/floor before the three-sale limit is applied
  - a volume maximum in addition to the three-sale limit
- Potential exemptions from the three-sale limit
  - decked sales,
  - salvage,
  - other

## Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information

### F. Developing a timber sales program for value added manufacturers – Intentions Paper topic #16c

#### Background on policy

- The Province has indicated that increasing value-added manufacturing is part of their forest sector transformation vision.
- BC Timber Sales' (BCTS) Category 2 (CAT2) program was originally established to provide access to fibre to untenured or minimally tenured (<10,000 m<sup>3</sup>) wood processing facilities. Untenured facilities refer to wood products manufacturers who don't hold a forest tenure agreement with the Province.
- Many wood processing facilities, including smaller facilities or value-added facilities, must source wood from the open market such as through BCTS competitive auctions.
- Value-added and smaller mills supported by this timber flow from BCTS provide a significant contribution to rural economies and communities, such as employment and economic activity.
- Current CAT2 timber volume is generated from the BCTS volume (apportionment) assigned to run the Category 1 (CAT1) BCTS program, which is what informs the Market Pricing System (MPS). CAT2 Timber Sale Licences (TSLs) account for about 10% or 1.1 million m<sup>3</sup> per year across B.C.
- While not quantified, volume flows between tenured and untenured mills as one mill is often not able to process all the timber from a given stand.

#### What we have heard regarding this topic

- The provision of specific fibre to untenured or minimally tenured processing facilities has been reviewed several times over the last 30 years. These reviews resulted in a couple different approaches under both the former Small Business Forest Enterprise Program (SBFEP) and current BCTS structure.
- The diversity of potential value-added products produced by CAT2 registrants has expanded to include the full range of various feedstocks including products reliant on residual fibre from primary harvest or milling to engineered forest products produced from the outputs of primary sawmilling facilities.
- Meeting the demand for diverse fibre types is constrained by the BCTS business requirement to support MPS through competitive auctions across a wide variety of stands types.
- In response to this variety, a complex network of private business arrangements between a diversity of forest sector participants has evolved over time.

#### Intentions and future state

- Intention established by the Province in the Intentions Paper: Increasing fibre access for value-added domestic manufacturers: In support of our vision to diversify manufacturing and increase value, we intend to:
  - ...
  - Develop a program for timber sales with a focus on the value-added sector.
- A future state:
  - A robust stable value-added sector that ensures that timber and fibre flow to the appropriate facility with the goal of achieving the highest value return from each of these sources.

## **Appendix 1: Fall 2021 Modernizing Forest Policy Intention Background Information**

### **Principles and Considerations**

Key principles and considerations important for policy changes regarding a fibre access program for value added manufacturers:

#### **PRINCIPLES**

The Program:

- Maintain integrity of the Market Pricing System (MPS)
- Must be transparent and open to qualified registrants
- Must be able to operate across the province depending on need
- Must not favour certain participants over others
- Must allow opportunities for new entrants
- Must not interfere with or restrict legitimate business arrangements
- Should foster the development of private business arrangement to effectively supply appropriate feedstocks (i.e., “right log to right mill”)
- Must have a robust auditing and monitoring provisions to ensure public accountability

#### **CONSIDERATIONS**

- Spectrum of value-added definitions to support a re-designed program:
  - Any untenured or minimally tenured processing facility, or
  - Processing facilities that produce a defined value-added product, or
  - Value-added program with 2 sub-components: Value-added and fibre recovery
- Potential award structure:
  - Highest Bid, or
  - Bid-proposal
- Program administration:
  - A focused sub-program within BCTS with a separate AAC apportionment, or
  - A distinct program within the Ministry’s Forest Tenures Branch or another branch (existing or net new) with a separate AAC apportionment, or
  - A separate from government established society to evaluate, allocate, and administer the value-added program AAC apportionment

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 8, 2021  
**SUBJECT:** NOTICE OF CLOSED SESSION

---

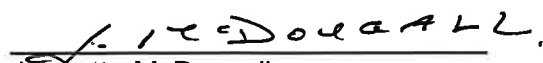
### RECOMMENDATION:

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

- **Community Charter Section 97 (1) (b):**
  - (b) *all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public*
    - *Closed Meeting Minutes – October 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*

### 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