



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, January 24, 2022

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	Regular Council Minutes - November 22, 2021	Page 1
M2	Special Council Minutes - January 10, 2022	Page 6
M3	Regular Council Minutes - January 10, 2022	Page 11

7. Business Arising from the Minutes:

8. Public Hearing:

10. Staff Reports:

SR1	Liquor & Cannabis Regulation Branch Referral - Portage Mountain Cannabis Application	Page 15
SR2	Plow Truck 2021 - Tender Evaluation & Award	Page 31
SR3	District Office Entrance	Page 33
SR4	Light Industrial Subdivision Final Report	Page 42
SR5	Command 1 Truck - Replacement	Page 62
SR6	Emergency Social Services Grant Application	Page 73
SR7	COVID-19 Safety Re-Activation Plan	Page 80
SR8	Infrastructure Management Plan - Roads	Page 91
SR9	CAO - Monthly Report	Page 108
SR10	Corporate - Monthly Report	Page 110
SR11	Public Works - Monthly Report	Page 113
SR12	Protective Services - Monthly Report	Page 115

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- | | | | |
|--|------|-----------------------------------|----------|
| | SR13 | Special Projects - Monthly Report | Page 116 |
|--|------|-----------------------------------|----------|
- 11. Committee Meeting Reports:**
- 12. Bylaws:**
- 13. Correspondence:**
- | | | | |
|--|----|---|----------|
| | C1 | Peace River Regional District - Economic Development Model | Page 117 |
| | C2 | Double H Saddle Club | Page 183 |
| | C3 | LifeCycle Events – Sponsorship request re Peace Valley Folk Fest 2022 | Page 184 |
| | C4 | Northern Health – Services re Patient Safety | Page 185 |
| | C5 | TC Energy - Meter Expansion – Mackie Creek | Page 187 |
| | C6 | Westcoast Connector Gas Transmission Project | Page 197 |
- 14. Reports by Mayor & Council on Meetings and Liaison Responsibilities:**
- 15. Old Business:**
- 16. New Business:**
- 17. Public Inquiries:**
- 18. In-Camera Session**
- | | | | |
|--|-------|--------------------------|----------|
| | ICSR1 | Notice to Closed Session | Page 203 |
|--|-------|--------------------------|----------|
- 19. Adjournment**



REGULAR COUNCIL MEETING
District Office – Council Chambers
6:00 P.M.
November 22, 2021

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

Absent: Councillor Mattias Gibbs (*with notice*)
Councillor Valerie Paice (*with notice*)

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

1. CALL TO ORDER

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

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions: NB2 North Peace Airport Society
NB3 BC Natural Resources Forum 2022
NB4 Blueberry River First Nations
– Treaty 8 Rights / Development Issues
Councillor's Additions: NB1 Public Sector Service - Council (Councillor Markin)
Acting CAO Additions: None

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES – NOVEMBER 8, 2021

RESOLUTION NO. 149/21

M/S Councillors Summer / Markin

THAT the minutes of the November 8, 2021 Regular Council Meeting be adopted as presented.

CARRIED

Mayor Heiberg thanked Councillor Pat Markin for doing a good job as Acting Mayor for the November 8, 2021 Council Meeting.

M1

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 PROTECTIVE SERVICES – CAPITAL RESERVES – FUND TRANSFER 2020

RESOLUTION NO. 150/21

M/S Councillors Quibell / Miller

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

CARRIED

SR2 PROTECTIVE SERVICES – CAPITAL RESERVES – FUND TRANSFER 2021

RESOLUTION NO. 151/21

M/S Councillors Markin / Quibell

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

CARRIED

SR3 PLOW TRUCK 2021 – TENDER EVALUATION AND AWARD

RESOLUTION NO. 152/21

M/S Councillors Summer / Quibell

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

CARRIED

SR4 LOCAL GOVERNMENT INFRASTRUCTURE PLANNING GRANT PROGRAM

RESOLUTION NO. 153/21

M/S Councillors Miller / Markin

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

CARRIED

SR5 SONICWALL ROUTER & WIRELESS ACCESS POINTS

RESOLUTION NO. 154/21

M/S Councillors Quibell / Miller

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

CARRIED

SR6 COMMUNITY HALL COMMITTEE – TERMS OF REFERENCE

RESOLUTION NO. 155/21

M/S Councillors Markin / Miller

THAT Council approve the Terms of Reference for the Community Hall Committee.

CARRIED

M/S Councillors Quibell / Miller

THAT Staff research the cost of purchase and installation of wireless internet access in the Community Hall.

REFERRED TO THE COMMUNITY HALL COMMITTEE

SR7 CHIEF ADMINISTRATIVE OFFICER– MONTHLY REPORT

Received for Information.

SR8 CORPORATE OFFICER – MONTHLY REPORT

Received for Information.

SR9 PUBLIC WORKS – MONTHLY REPORT

Received for Information.

SR10 PROTECTIVE SERVICES – MONTHLY REPORT

Received for Information.

SR11 SPECIAL PROJECTS – MONTHLY REPORT

Received for Information.

SR12 RECREATION SERVICES & SPECIAL EVENTS – MONTHLY REPORT

Received for Information.

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 MINISTRY OF MUNICIPAL AFFAIRS – MEETINGS OCTOBER 2021

Received for information.

C2 PICKLEBALL GROUP – UPDATE AND REQUEST FOR FUNDING

RESOLUTION NO. 156/21

M/S Councillors Miller / Summer

THAT Council approve the request by the Pickleball Group for \$500 for the purchase of mesh windscreens using funds remaining from the \$4,000 that Council had previously approved for the upgrade of the District's Tennis Courts and that the District provide storage for same.

CARRIED

**C3 NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION
- MEMBERSHIP FEE STRUCTURE**

Received for Information.

C4 NORTH PEACE RURAL ROADS TASK FORCE

The Mayor provided a brief update.

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

14. OLD BUSINESS

15. NEW BUSINESS

NB1 DISTRICT OF HUDSON'S HOPE – COUNCILLOR SERVICE

Councillor Pat Markin recognized Councillor Travous Quibell for long-term service.

NB2 NORTH PEACE AIRPORT SOCIETY

The Mayor provided a brief update, noting that the runway paving that was funded by the Airport Capital Assistance Program has been completed on time and under budget.

NB3 BLUEBERRY RIVER FIRST NATIONS MEETING – SUPREME COURT RULING RE TREATY 8 RIGHTS

The Mayor provided a brief update on the recent meeting with Murray Rankin, Minister of Indigenous Relations and Reconciliation and Bruce Ralston, Minister of Energy, Mines and Petroleum Resources.

NB4 BC NATURAL RESOURCE FORUM 2022

RESOLUTION NO. 157/21

M/S Councillors Miller / Quibell

THAT Council approve the attendance of 2 Council members to attend the BC Natural Resources Forum being held in Prince George on January 18 – 20, 2022.

CARRIED

16. PUBLIC INQUIRIES

In response to a public inquiry regarding the local ambulance situation, the Mayor advised that ambulance services do not fall under local government and also noted that some local Paramedics obtained full-time employment in Chetwynd. The Director, Protective Services suggested contacting Emergency Management BC for more information and also noted that the Fire Department only responds to severe, life-threatening situations when dispatched.

17. NOTICE OF CLOSED MEETING

RESOLUTION NO. 158/21

M/S Councillors Summer / Quibell

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

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

- (b) **all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public:**

- **Closed Meeting Minutes – November 8, 2021**

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

- (c) **labour relations or other employee relations**

- **Recreation Services and Special Events Coordinator Position**

CARRIED

18. RISE AND REPORT

RESOLUTION NO. IC047/21

M/S Councilors Markin / Miller

THAT Council approve the release the following resolution from the In Camera meeting held November 8, 2021:

RESOLUTION NO. IC044/21

M/S Councilors Gibbs / Miller

THAT Council approve the preparation of a 10-year extension as per clause 2. Term of the Hudson's Hope Public Library Lease Agreement dated March 30, 2011 that allows for a one-time ten-year renewal and provide to the Hudson's Hope Public Library Board for their consideration.

CARRIED

CARRIED

RESOLUTION NO. IC049/21

M/S Councilors Markin / Miller

THAT Council approve the release the following resolution from the In Camera meeting held November 22, 2021:

RESOLUTION NO. IC048/21

M/S Councillors Quibell / Markin

THAT Council approve redesignation of the Recreation and Special Events Coordinator (RSEC) position to an exempt Recreation Officer position who will report to the Director of Public Works, and

THAT Council direct Administration to communicate with the BC Government Employees' Union to let them know the decision.

CARRIED

CARRIED

19. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:52 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
District Office – Council Chambers
6:00 P.M.
January 10, 2022

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Pat Markin
Councillor Kelly Miller
Councillor Valerie Paice
Councillor Leigh Summer

Absent: Councillor Travous Quibell (*with notice*)

Staff: Chief Administrative Officer, Mokles Rahman
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: CR1 Regional Community Liaison Committee
CR2 North Peace Rural Roads Task Force

Councillor's Additions: None

CAO Additions: NB1 Recreation Services Update
NB2 Winter Carnival
NB3 Lift Stations – Operational Issues Update

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

Note: the Minutes of the Regular Council Meeting held November 22, 2021 will be included on the Agenda for the Council Meeting being held January 24, 2022.

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

M2

9. STAFF REPORTS

SR1 PRE-BUDGET APPROVAL – HYDRANTS AND VALVES REPLACEMENTS

RESOLUTION NO. 001/22

M/S Councillors Gibbs / Markin

THAT Council approve a pre-budget amount of \$300,000 plus GST for the Hydrants and Water Valves replacement in 2022; and

THAT the source of funds is Peace River Agreement. However, during capital budget preparation actual source of fund will be identified.

CARRIED

SR2 PRE-BUDGET APPROVAL – ATV CAMPGROUND – PHASE 2

RESOLUTION NO. 002/22

M/S Councillors Miller / Summer

THAT Council approve a pre-budget amount of \$150,000 plus GST for the ATV Campground Phase-2 for 2022; and

THAT the source of funds is the Peace River Agreement; however, during capital budget preparations the actual source of funds will be identified.

CARRIED

SR3 MEMORIAL BENCH POLICY

M/S Councillors Gibbs / Markin

THAT Council approve the District of Hudson's Hope Memorial Bench Policy
DEFEATED

RESOLUTION NO. 003/22

M/S Councillors Miller / Summer

THAT Staff review the Policy with respect to the quality and maintenance of the memorial benches and provide a report to Council with options.

CARRIED

SR4 PUBLIC SERVICE ANNOUNCEMENT POLICY

RESOLUTION NO. 004/22

M/S Councillors Gibbs / Markin

THAT Council approve the Public Service Announcements Service Policy.
CARRIED

SR5 SOUND SYSTEM – COUNCIL CHAMBERS

RESOLUTION NO. 005/22

M/S Councillors Summer / Markin

THAT Council approve awarding the contract for the installation of a sound system in Council Chambers to Sound in Town, Fort St. John in the amount of \$19,670.

CARRIED

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 BC CRISIS LINE NETWORK

Received for information.

C2 PICKLEBALL COURTS – REIMBURSEMENT REQUEST

RESOLUTION NO. 006/22

M/S Councillors Miller / Paice

THAT Council approve the request for reimbursement for wind screens for the Pickleball Courts in the amount of \$1,406.46 and that the cheque be made payable to Bob Bach.

CARRIED

C3 BC HYDRO SITE C – CONSTRUCTION NOTIFICATION

Received for Information.

C4 HUDSON'S HOPE LIBRARY – FUND-RAISER RE ELF ON THE SHELF

RESOLUTION NO. 007/22

M/S Councillors Gibbs / Markin

THAT Council approve the request from the Hudson's Hope Library for a donation for the Elf on the Shelf fund-raising program.

CARRIED

C5 NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION - INTERNSHIP PROGRAM

Received for Information.

C6 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Received for Information.

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

CR1 REGIONAL COMMUNITY LIAISON COMMITTEE

The Mayor provided an update as follows:

- Helicopter activity is creating a lot of noise in the vicinity of the Community and has generated complaints from residents; BC Hydro provided assurance that all permits were obtained; it was also noted that flight paths may be an issue.
- BC Hydro's helicopter contractor needs to share their Emergency Response Plan with relevant local organizations, eg Fire, Ambulance and RCMP; this will allow local emergency response organizations to provide support if there is an emergency event.

- Wood piles that are located near the Community are scheduled for burning in the Spring and/or Summer; it was noted that the venting index should reflect local conditions.
- The Mayor discussed some of the issues surrounding the Water Treatment Plant and noted that the District is unhappy with the current state.

CR2 NORTH PEACE RURAL ROADS TASK FORCE

The Mayor advised that the Site C reservoir will impact access to gravel and that gravel should be taken out of this area prior to flooding.

14. OLD BUSINESS

OB1 PEACE VIEW PULLOUT SIGN

RESOLUTION NO. 008/22

M/S Councillors Paice / Markin

THAT Staff remove the damaged Hudson's Hope vinyl sign (not the actual structure) at the Peace View Pullout.

CARRIED

15. NEW BUSINESS

NB1 RECREATION OFFICER – HIRING UPDATE

With input from the Council a Job Description for the Recreation Officer was prepared and the position was posted including the Job Description on the CivicInfo BC, District website, Facebook page, bulletin and notice boards. The closing date of posting was January 7, 2022 and interviews are planned for January 17, 2022.

NB2 WINTER CARNIVAL

We are naming this event as Winter Festival. We are not doing any preparatory work for winter festival now. Once the Recreation Officer will be on board, she/he will take preparation and if time permits, winter festival (or revised version of winter festival) may be organized.

NB3 OPERATIONAL CHALLENGED - KENDRICK & BEATTIE LIFT STATIONS

Operational challenges in the Lift stations: In addition to usual WTP operational challenges, our operators are facing some operational challenges during the last several days at the Beattie Lift station (pumps and furnace are not working) and Kendrick Lift station (pumps are not working). The extreme cold temperature might be one of the reasons for these occurrences.

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

18. RISE AND REPORT

19. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 6:35 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



COUNCIL MEETING
District Office – Council Chambers
6:35 P.M.
January 10, 2022

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Pat Markin
Councillor Kelly Miller
Councillor Valerie Paice
Councillor Leigh Summer

Absent: Councillor Travous Quibell (*with notice*)

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

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m. with Mayor Heiberg presiding.

A Dedication Page is included on the Agenda to recognize the extensive community service provided by Lenore Harwood who was Mayor for the District of Hudson's Hope from 1997 – 2008. The Mayor thanked Councillor Miller for the suggestion to lower the flags and thanked Brad Milton, Meghan Heiberg and Johann Dupuis for their input into the preparation of the Public Service Announcement issued for Lenore Harwood.

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions:

Councillor's Additions: CM Councillor Gibbs – Update re Community Hall Committee

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

M3

9. STAFF REPORTS

SR1 PEACE RIVER AGREEMENT – ANNUAL DEVELOPMENT PLAN

RESOLUTION NO. 009/22

M/S Councillors Summer / Paice

THAT Council approve the 2022 Annual Development Plan (ADP) under the Peace River Agreement for the District of Hudson's Hope; and

THAT Administration forward the approved 2022 Annual Development Plan to the Province.

CARRIED

SR2 PEACE RIVER AGREEMENT – ANNUAL PROGRESS REPORT

RESOLUTION NO. 010/22

M/S Councillors Summer / Miller

THAT Council approve the 2021 Annual Progress Report (APR) under the Peace River Agreement for the District of Hudson's Hope); and

THAT Administration forward the approved Annual Progress Report to the Province.

CARRIED

SR3 PRE-BUDGET APPROVAL FOR WATER RESERVOIR UPGRADE AND INSTALLATION OF CHLORINE BOOSTER

RESOLUTION NO. 011/22

M/S Councillors Gibbs / Markin

THAT Council approve a pre-budget amount of \$100,000 plus GST for the Water Reservoir Upgrade and Install Chlorine Booster; and

THAT the source of funds is the Peace River Agreement. However, during capital budget preparation the actual source of funds will be identified.

CARRIED

10. COMMITTEE MEETING REPORTS

CM1 COMMUNITY HALL COMMITTEE - UPDATE

Councillor Gibbs advised that a discussion took place with an architect located in Grande Prairie and searching for grants should start near the end of summer 2022.

11. BYLAWS

12. CORRESPONDENCE

C1 PEACE VALLEY FOLK FESTIVAL 2022 – LETTER OF SUPPORT

RESOLUTION NO. 012/22

M/S Councillors Paice / Markin

THAT Council approve the issuance of a letter of support for the Peace Valley Folk Festival 2022 for their application for the Northern Development Initiative Trust's Fabulous Festivals and Events Grants.

CARRIED

- C2 HIGH ON ICE MAYOR'S CARVING CHALLENGE - CANCELLED**
Received for information.
- C3 NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION
- MEMBERSHIP FEE STRUCTURE**
Received for Information.
- C4 MINISTRY OF MUNICIPAL AFFAIRS – WEATHER & COVID**
Received for information.
- C5 AGRICULTURAL LAND COMMISSION – DECISION RE 63130**
Received for information.
- C6 REFERRAL – PROVINCE OF BC #8016083, TREATY LAND**
Received for information.

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

14. OLD BUSINESS

15. NEW BUSINESS

16. PUBLIC INQUIRIES

The CAO and Mayor responded to public inquiries regarding the Peace River Agreement as follows:

- Parks, Recreation and Culture; funds within this category have been reallocated relative to 2021, however the overall amount is similar and therefore Recreation will not be significantly impacted; and
- Strategic Planning sessions are held every year, but does not include every potential community project.

17. NOTICE OF CLOSED MEETING

RESOLUTION NO. 013/22

M/S Councillors Miller / 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 – November 22, 2021**

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

- (c) **Labour relations or other employee relations**

- **Exempt Staff – Salary Review**

- (d) **Litigation or potential litigation affecting the community**

- **Water Treatment Plant Upgrade – Progress Reports**

- **Water Treatment Plant – Water Quality Investigation**

- **Water Treatment Plant – Mediator**

CARRIED

18. RISE AND REPORT

RESOLUTION NO. IC002/22

M/S Councillors Summer / Paice

THAT Council authorize the District to enter into an agreement with Delco Automation Inc. regarding cleaning the membranes at the Water Treatment Plant for a period of 6 months with the amount not to exceed \$49,000; and subsequently that the District issue an invoice to BC Hydro for this amount.

CARRIED

19. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:52 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

REQUEST FOR DECISION

RFD#:	JM-2022-03	Date:	January 24, 2022
Meeting#:	CM-01-24-2022	Originator:	Jeanette McDougall, Corporate Officer
RFD TITLE:	LIQUOR AND CANNABIS REGULATION BRANCH – REFERRAL RE PORTAGE MOUNTAIN CANNABIS APPLICATION		

RECOMMENDATION:

THAT Council approve the issuance of a written recommendation to the Liquor and Cannabis Regulation Branch indicating approval of the Portage Mountain Cannabis application for a non-medical cannabis retail store that will be located within the District of Hudson's Hope.

BACKGROUND:

An application for a Zoning Bylaw Amendment was received in 2021 from Portage Mountain Cannabis to request that the permitted uses for Zone C2: Service Commercial be amended to include non-medical cannabis retail stores. A Public Hearing was subsequently held on September 13, 2021, which was followed by a Regular Council Meeting where the following resolution was passed (*note: the resolution reflects that the amendment include both Zones C1: Town Centre Commercial and Zone C2: Service Commercial*):

RESOLUTION NO. 094/21

M/S Councillors Quibell / Markin

THAT Council approve the Third Reading of Bylaw No. 924, 2021 - A Bylaw to Amend Zoning Bylaw 823, 2013 to include cannabis retail stores as a permitted use in Zones C1: Town Centre Commercial and C2 Zone: Service Commercial; and

THAT Council adopt Bylaw No. 924, 2021 - A Bylaw to Amend Zoning Bylaw 823, 2013 to include cannabis retail stores as a permitted use in Zones C1: Town Centre Commercial and C2 Zone: Service Commercial.

CARRIED

DISCUSSION:

The Liquor and Cannabis Regulation Branch issued a Referral to the District of Hudson's Hope on January 7, 2022 requesting a written recommendation with respect to the application by Portage Mountain Cannabis. The Liquor and Cannabis Regulation Branch will only initiate the eligibility and suitability assessment of the Portage Mountain Cannabis application once it is in receipt of a written recommendation by the District of Hudson's Hope; if no recommendation is made, or if the recommendation is not in favour of the applicant, then a Cannabis Retail Store Licence will not be issued.

SR1

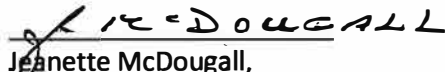
If Council does approve a written recommendation in favour of the applicant it will include the following: relevant Staff Reports and recommendations as contained in the related minutes; Public Hearing Minutes; and Zoning Amendment Bylaw No. 924, 2021.

Note: If the Cannabis Retail Store Licence is issued, then certain other District bylaws will need to be amended, eg, Business Licences, Fees and Charges.

ATTACHMENTS:

- *Letter from the Liquor and Cannabis Regulation Branch dated January 7, 2022*
- *Zoning Amendment Bylaw No 924, 2021, September 13, 2021*
- *Staff Report dated September 13, 2021 re Zoning Amendment No. 924, 2021*

Prepared by:


Jeanette McDougall,
Corporate Officer

Approved by:


Mokles Rahman, CAO

From: **Altman, Tracy LCRB:EX** <Tracy.Altman@gov.bc.ca>

Date: Fri., Jan. 7, 2022, 12:11

Subject: Referral of a Non-Medical Cannabis Retail Store Application – PORTAGE MOUNTAIN CANNABIS INC. (job 012556)

To: cao@hudsonshope.ca <cao@hudsonshope.ca>

Cc: portagemountaincannabis@gmail.com <portagemountaincannabis@gmail.com>

Good Morning,

Please find attached a letter requesting the District of Hudson's Hope consider the above-noted application and provide the Liquor & Cannabis Regulation Branch with a written recommendation with respect to the application.

Note that the eligibility and suitability assessment referenced in the attached letter will only be initiated once the District of Hudson's Hope has confirmed acceptance of this application for consideration. **Please reply to this email to confirm if the District of Hudson's Hope is accepting this application for consideration.**

Please contact me if you have any questions.

Thank you,

Tracy Altman | Senior Licensing Analyst

Liquor and Cannabis Regulation Branch

Ministry of Public Safety and Solicitor General

Ph: 778-974-4274

Help desk: 1-866-209-2111



Job # 012556

January 7, 2022

Via email: cao@hudsonshope.ca

Chris Cvik, CAO
District of Hudson's Hope

Dear: Chris Cvik

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: Portage Mountain Cannabis Inc.
Proposed Establishment Name: Portage Mountain Cannabis Inc.
Proposed Establishment Location: 9813 Fredette Avenue, Hudson's Hope, BC V0C1V0

The Applicant, Portage Mountain Cannabis Inc., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant contact is Jane Price. They can be reached at 604-619-2595 or via email at portagemountaincannabis@gmail.com.

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the [Cannabis Control and Licensing Act](#) prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting the city of Hudson's Hope to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Role of local governments and Indigenous Nations in cannabis retail licensing](#)

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a "fit and proper" assessment of the applicant and persons associated with the applicant. Once the assessment is complete, you will be notified of the LCRB's determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant's suitability.

Liquor and Cannabis
Regulation Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6R5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
www.gov.bc.ca/cannabisregulation/andlicensing



If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application, please contact me at #778-974-4274 or Tracy.Altman@gov.bc.ca.

Sincerely,

Tracy Altman
Senior Licensing Analyst

Attachment

copy: Applicant

**Liquor and Cannabis
Regulation Branch**

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
www.gov.bc.ca/cannabisregulation
alcoholcannabis.licensing.gov.bc.ca

BYLAW NO. 924, 2021

A Bylaw to amend Zoning Bylaw No. 823, 2013

WHEREAS Council for the District of Hudson's Hope has deemed it advisable to regulate the retail sales of cannabis in the District of Hudson's Hope;

AND WHEREAS, the Council deems it necessary to amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013;


NOW THEREFORE the Council for the District of Hudson's Hope, in open meeting duly assembled, hereby enacts as follows:

1. That the District of Hudson's Hope Zoning Bylaw No. 823, 2013 be amended as follows:
 - a) Section 30, Definitions, is hereby amended by adding the following:

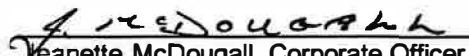
"Cannabis Retail means the retail sale of cannabis or cannabis accessories as lawfully permitted and authorized under the *Cannabis Control and Licensing Act*."
 - b) Section 13.0, C1 Zone: Town Centre Commercial and Section 14.0, C2 Zone: Service Commercial - Permitted Uses is hereby amended by adding the following:

"Cannabis Retail Store."
2. This Bylaw may be cited as "Zoning Bylaw Amendment No. 924, 2021".
3. Bylaw No. 899, 2018 is hereby repealed.

Read a first time this 26th day of July, 2021
Read a second time this 26th day of July, 2021
Public Hearing held this 13th day of September, 2021
Read a third time this 13th day of September, 2021
Adopted this 13th day of September, 2021



Dave Heiberg, Mayor



Jeanette McDougall, Corporate Officer

Certified a true copy of Bylaw No. 924, 2021
this 13th day of September, 2021.



Corporate Officer

REQUEST FOR DECISION

RFD#: JM-2021	Date: September 13, 2021
Meeting#: CM091321	Originator: Jeanette McDougall, Corporate Officer
RFD TITLE: BYLAW NO. 924, 2021 – ZONING AMENDMENT RE CANNABIS	

RECOMMENDATION:

THAT Council approve the Third Reading of Bylaw No. 924, 2021 - A Bylaw to Amend Zoning Bylaw 823, 2013 to include cannabis retail stores as a permitted use in Zones C1: Town Centre Commercial and C2 Zone: Service Commercial; and

THAT Council adopt Bylaw No. 924, 2021 - A Bylaw to Amend Zoning Bylaw 823, 2013 to include cannabis retail stores as a permitted use in Zones C1: Town Centre Commercial and C2 Zone: Service Commercial.

BACKGROUND:

The District is in receipt of an application for a Zoning Bylaw Amendment to have a cannabis retail store included as a permitted use in the District's Zone C1: Town Centre Commercial and Zone C2: Service Commercial as the District's Zoning Amendment Bylaw No. 899, 2018 expressly prohibits cannabis-related businesses across all zones within the District of Hudson's Hope.

Council approved the first two readings of Bylaw 924, 2021 Zoning Amendment re Cannabis Retail Stores during a Special Council Meeting held July 26, 2021, as follows:

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

RESOLUTION NO. 073/21

M/S Councillors Quibell / Miller

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

CARRIED

DISCUSSION:

A Public Hearing must be held after the first reading and before the third reading of a Zoning Amendment Bylaw in accordance with the *Local Government Act* Section 464; a Public Hearing for the Zoning Amendment Bylaw No. 924, 2021 was held on Monday, September 13, 2021. Section 480 of the *Local Government Act* does allow for the third reading and adoption of the Bylaw at the same meeting and supercedes Section 135(3) of the *Community Charter* that requires at least one day between third reading and adoption. A reference indicating that Bylaw No. 899 2018 would be repealed is contained within the proposed Zoning Amendment Bylaw No. 924, 2021.

The Provincial Liquor and Cannabis Regulation Branch is responsible for issuing licences for the operation of cannabis retail stores, and now requires that Local Government zoning allows cannabis retail stores as a permitted use prior to issuing a licence (note: although zoning may allow a cannabis-related business, which would support the applicant's cannabis retail licencing application, this does not guarantee that the Province will issue a licence to the applicant).

Should Council approve the third reading and adoption of Zoning Amendment Bylaw No. 924, 2021, then District Staff will forward to the Provincial Liquor and Cannabis Regulation Branch.

ALTERNATIVE RECOMMENDATIONS:

THAT Council not approve the Third Reading of Bylaw No. 924, 2021 - A Bylaw to Amend Zoning Bylaw 823, 2013 to include cannabis retail stores as a permitted use in Zones C1: Town Centre Commercial and C2 Zone: Service Commercial; or

THAT Council approve the Third Reading of Bylaw No. 924, 2021 - A Bylaw to Amend Zoning Bylaw 823, 2013 to include cannabis retail stores as a permitted use in Zones C1: Town Centre Commercial and C2 Zone: Service Commercial, but not adopt Bylaw No. 924, 2021.

ATTACHMENTS:

- ***Bylaw No. 823, 2013***
 - ***C1 Zone: Town Centre Commercial – Permitted Uses***
 - ***C2 Zone: Service Commercial - Permitted Uses***
 - ***Schedule F: Zoning Map***
 - ***Schedule C – Offenses and Penalties***
- ***Draft Bylaw No. 924, 2021***
- ***Zoning Amendment Bylaw No. 899, 2018 (prohibits Cannabis-Related Businesses)***

Prepared by:



Jeanette McDougall,
Corporate Officer

Reviewed by:



Mokles Rahman, CAO

13.0 C1 ZONE: TOWN CENTRE COMMERCIAL

The intent of the C1 zone is to permit and promote the development of a vibrant Town Centre that is characterized by a variety of mixed, commercial, residential and institutional uses.

13.1 Permitted Uses

In the C1 zone, the following uses and no other uses are permitted:

- .1 Accessory buildings and structures.
- .2 Artist studios.
- .3 Bakery.
- .4 Bingo halls.
- .5 Building and garden supplies.
- .6 Café or coffee shop.
- .7 Caretaker residence.
- .8 Cold beer and wine store.
- .9 Commercial entertainment facilities.
- .10 Farmer's markets.
- .11 Financial institutions.
- .12 Fitness centres.
- .13 Gift shops.
- .14 Government offices.
- .15 Health service offices and facilities.
- .16 Hotels.
- .17 Laundromats and dry cleaners.
- .18 Mixed use.
- .19 Neighbourhood pubs.
- .20 Newspaper offices and plants.
- .21 Office equipment sales and service.
- .22 Offices.
- .23 Off-street parking lots and facilities
- .24 Pawn shops.
- .25 Personal service establishments.
- .26 Post offices.
- .27 Public uses.

- .28 Radio and television broadcasting and production studios.
- .29 Restaurants.
- .30 Retail printing services.
- .31 Retail store.

13.2 Zone Specific Regulations

On a parcel located in an area zoned as C1, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Minimum parcel size	300 m ²
.2 Maximum building and structure height	12 m
.3 Minimum parcel width	15 m
.4 Minimum setback of buildings and structures from: <ul style="list-style-type: none"> • front parcel line • interior side parcel line • exterior side parcel line • rear parcel line 	0 m 0 m 0 m 0 m
.5 Maximum parcel coverage	100%

13.3 Other Regulations

Where a parcel is used for combined commercial and residential use, the residential use must:

- .1 be contained in the same building as the commercial use; and
- .2 have an outside entrance separate from the entrance to the commercial use.

14.0 C2 ZONE: SERVICE COMMERCIAL

The intent of the C2 zone is to permit a broad range of automobile oriented commercial uses. It is intended that commercial uses in this zone primarily provide goods and services to local residents and or the traveling public.

14.1 Permitted Uses

In the C2 zone, the following uses and no other uses are permitted:

- .1 Accessory buildings and structures.
- .2 Artist studios.
- .3 Automobile sales, service, rental and repair.
- .4 Boat, trailer, motorcycle, ATV and recreational vehicle sales, service, rental and repair.
- .5 Bus depots.
- .6 Car wash.
- .7 Caretaker residence.
- .8 Cold beer and wine stores.
- .9 Commercial entertainment facilities.
- .10 Convenience stores in conjunction with a service station.
- .11 Fitness centres.
- .12 Government offices.
- .13 Hotels and motels.
- .14 Laundromats and dry cleaners.
- .15 Licensed lounge, bar, nightclub or pub.
- .16 Nursery and greenhouse supply, including related retail outlet.
- .17 Offices.
- .18 Off-street parking lots and facilities.
- .19 Personal service establishments.
- .20 Public uses.
- .21 Restaurants.
- .22 Retail printing services.
- .23 Retail sale of building supplies, hardware, household goods and sporting goods.
- .24 Retail sale, rental and repair of small-scale machinery, farm implements, tools and small equipment such as chain saws, lawn and garden equipment, small appliances and similar equipment.
- .25 Retail stores.

- .26 Service stations.
- .27 Tire shops, including sales, service and repair.
- .28 Trade contractors.

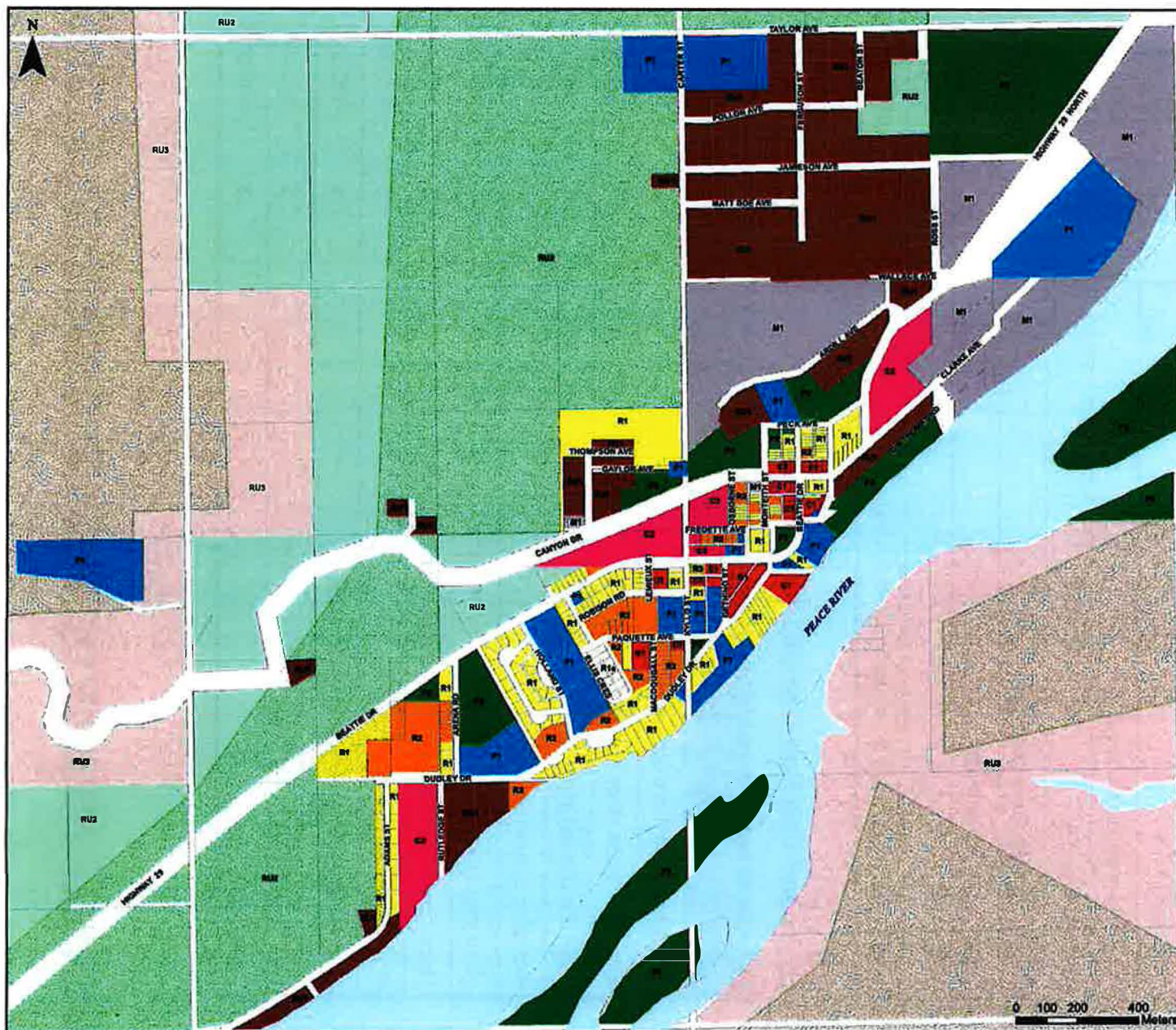
14.2 Zone Specific Regulations

On a parcel located in an area zoned as C2, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Minimum parcel size	300 m ²
.2 Maximum building and structure height	12 m
.3 Minimum parcel width	15 m
.4 Minimum setback of buildings and structures from: <ul style="list-style-type: none"> • front parcel line • interior side parcel line • exterior side parcel line • rear parcel line 	0 m 1.5 m 3 m 1.5 m (6 m when abutting an R-zone or the RU1 zone)
.5 Maximum parcel coverage	75%

14.3 Other Regulations

Outdoor storage of materials is not permitted in any front yard in the C2 zone.



Zoning Bylaw No. 828, 2013

ALR (Agricultural Land Reserve)	R1a - Low Density Residential (Ellis Crescent)
C1 - Town Centre Commercial	R2 - Multi-unit Residential
C2 - Service Commercial	R3 - Manufactured Home Park
M1 - Light Industrial (Served)	RU1 - Rural Residential
P1 - Institutional	RU2 - Rural Agriculture
P2 - Parks and Open Space	RU3 - Rural Resource
R1 - Low Density Residential	

NOTE:
For clarity purposes, the zoning designation in the areas of the approximate edge of water boundaries has been shown only up to the high water mark and may not include the full extent of the parcel extending under the water.

Zoning designations extend to the centrelines of adjacent streets

BYLAW NO.	AMENDMENTS	ADOPTION DATE
825	RU3 to RU2	10/15/2013
828	C1 to C2	10/15/2013
828	RU2 to M2	10/15/2013

SCHEDULE F

1.0 Building/Site Non-Compliance Offences

Offense	Penalty (per offense per day)
Siting Infringement	\$ 100.00
Height Infringement	\$ 100.00
Obstructing corner vision	\$ 100.00
Over height fence	\$ 100.00
Accessory building infringement	\$ 100.00
Insufficient parking	\$ 100.00
Parking not surfaced as required	\$ 100.00
Failure to provide landscaping	\$ 100.00
Yard or setback infringement	\$ 100.00
Unlawful external storage of products/materials/containers	\$ 100.00

2.0 Land Use Non-Compliance Offences

Offense	Penalty (per offense per day)
Failure to licence home occupation	\$ 100.00
Exceed minimum home occupation area	\$ 100.00
Retail of prohibited goods	\$ 100.00
Prohibited commercial vehicle	\$ 100.00
Home occupation with person other than inhabitant	\$ 100.00
Home occupation creating traffic congestion/parking problem	\$ 100.00
Home occupation creating nuisance	\$ 100.00
Home occupation involving prohibited materials	\$ 100.00
Exterior indication of home occupation infringement	\$ 100.00
Unlawful land use	\$ 100.00



BYLAW NO. 924, 2021

A Bylaw to amend Zoning Bylaw No. 823, 2013

WHEREAS Council for the District of Hudson's Hope has deemed it advisable to regulate the retail sales of cannabis in the District of Hudson's Hope;

AND WHEREAS, the Council deems it necessary to amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013;

NOW THEREFORE the Council for the District of Hudson's Hope, in open meeting duly assembled, hereby enacts as follows:

1. That the District of Hudson's Hope Zoning Bylaw No. 823, 2013 be amended as follows:

- a) Section 30, Definitions, is hereby amended by adding the following:

"Cannabis Retail means the retail sale of cannabis or cannabis accessories as lawfully permitted and authorized under the *Cannabis Control and Licensing Act*."

- b) Section 13, C2 Zone: Service Commercial, 29. Permitted Uses is hereby amended by adding the following:

"Cannabis Retail Store."

2. This Bylaw may be cited as "Zoning Bylaw Amendment No. 924, 2021".

3. Bylaw No. 899, 2018 is hereby repealed.

Read a first time this 26th day of July, 2021
Read a second time this 26th day of July, 2021

Public Hearing held this 13th day of September, 2021

Read a third time this ____ day of _____, 2021
Adopted this ____ day of _____, 2021

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer

Certified a true copy of Bylaw No. 924, 2021

this ____ day of _____, _____

Corporate Officer



**District of Hudson's Hope
Zoning Amendment Bylaw 899
A Bylaw to Amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013**

WHEREAS, it is deemed desirable to amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013;

NOW THEREFORE, the Council of the District of Hudson's Hope in open meeting assembled to enacts as follows:

1. That the District of Hudson's Hope Zoning Bylaw No. 823, 2013 is hereby amended as follows:
 - a. Amend Section 3.0 "Definitions" to add: **CANNABIS RELATED BUSINESS** means the use of land, buildings, or structures for the sale, storage, or other provision, of dried cannabis, cannabis oils, cannabis seeds, and cannabis edibles, including cannabis related accessories such as pipes, bongs, vaporizers, and other such similar accessories.
 - b. Amend Section 4.0 "General Regulations" with the addition of 4.17 "Prohibited Uses"
 - (1) Any use not expressly permitted in this bylaw is prohibited in every zone and where a particular use is expressly permitted in one zone, such use is prohibited in every zone where it is not also expressly permitted;
 - (2) The following uses are prohibited in every zone:
 - (i) Cannabis-Related Business.

This bylaw is cited as the District of Hudson's Hope Zoning Bylaw No. 823, 2013, Amendment Bylaw No. 899, 2018.

READ A FIRST TIME THIS 23rd DAY OF JULY, 2018
READ A SECOND TIME THIS 23rd DAY OF JULY, 2018
PUBLIC HEARING HELD ON THIS 13TH DAY OF AUGUST, 2018
READ A THIRD TIME THIS 13TH DAY OF AUGUST, 2018
ADOPTED THIS 13TH DAY OF AUGUST, 2018


Gwen Johansson,
Mayor


Tammy McKeown
Corporate Officer

Certified a true copy of Bylaw No. 899, 2018

this ____ day of _____ 20__.

Clerk

REQUEST FOR DECISION

RFD#: 2022RA-2	Date: December 29, 2021
Meeting#: CM012422	Originator: Ruhul Amin
RFD TITLE: Plow Truck 2021 – Tender Evaluation and Award	

RECOMMENDATION / RESOLUTION:

THAT Council approve the purchase of a new Plow Truck from the low cost bidder, Diamond International, Edmonton, at a cost of \$274,385.00 plus GST.

BACKGROUND:

In the 1st Tender call, the district received only one submission and was decided to retender on November 22nd, 2021 council meeting. The 2nd tender call for a New Plow Truck was posted on the MERX, BC BID and District website on November 24, 2021 with a closing date December 16, 2022. No addendum was issued for this tender call.

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

DISCUSSIONS:

Six (6) Bids were received in the 2nd tender call from the following proponents for the purchase of a New Plow Truck. A summary of all submissions is provided below:

Name of Companies	First Truck Centre BC, North	Diamond International	Premium Truck & Trailer	Industrial Machine Inc.	First Truck Center BC North	Gear -O- Rama
Costs	\$314,987.19	\$268,649.83	\$298,523.00	\$288,035.00	\$279,068.84	\$321,104.86
Location	Fort. St. John	Edmonton	Prince George	Acheson, AB	Fort. St. John	Dawson Creek

All bids met the minimum requirements of the tender. Diamond International Truck LTD is the lowest out of the six (6) proponents.

Please note that First Truck Center, BC submitted two bids for two different Plow assemblies. All of the proponents proposed same brand for the Under Body Plow assemble (Monashee UBP 1000) but proposed different brands for Front Plow assemblies. Our analysis found that prices are varied with the brands of the Front Plow Assembly.

Careful analysis was performed on the bids to determine the best value for the District in terms of replacement of the unit. The assessment included capacity/capability, as well as cabin features. Diamond International Truck LTD (2023 International HV507) is the lowest in price of the qualified bids, meets all of the specifications and is similar in nature to our existing plow truck.

All bids exceeded our budgeted amount of \$260,000. However, the lowest bid \$274,385.00 from Diamond International Truck LTD is close to our budget, and they are the proponent based in Edmonton.

The warranty on the proposed new plow truck, as offered by Diamond International Truck LTD is a standard 2 years/ 402,336 kms for Engine whichever occurs first, 3-years for transmission and 1-year for Chasis, and includes virtually everything at no additional cost. An additional comprehensive warranty for 48 months/ 150,000 Km is available at a cost of \$4,950.00 for Engine Coverage, Cummins Protection Plan 1 and Aftertreatment, (Truck Application Only). An extra \$785.00 need to be added with the price for the heated windshield.

Total cost of the plow truck including extended warranty: \$274,385.00 (\$268,649.83+\$785 + \$4,950.00).

ALTERNATIVES:

1. Council can select to purchase a plow truck from an alternate bidder.
2. Council can select not to purchase a new plow truck at this time and run operation with the old one.

FINANCIAL CONSIDERATIONS:

A budget of \$260,000 was allocated for this plow truck in 2021. The recommended bid from Diamond International Truck LTD. comes in at \$274,385.00 plus taxes including extended warranty. There is a short fall of \$14,385.00, which can be accommodated within the existing approved budget under the same account code 08-80-1100-5717 (machinery and equipment).

Prepared by:



Ruhul Amin, Director of Public Works

Approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2022RA-3	Date: January 18, 2022
Meeting#: CM012422	Originator: Ruhul Amin
RFD TITLE: District Office Entrance Design	

RECOMMENDATION / RESOLUTION:

1. *THAT Council approve Option2A Design for the District Office Entrance; and*
2. *THAT Council authorize the Director of Public Works and Engineering to proceed to the detail design and Request for Quotation (RFQ) for the constructions.*

BACKGROUND:

There is an approved budget of \$30,000.00 available in 2021 for the purchase to install a glass enclosure with a door to ensure security / personal safety for staff. Urban Systems and DK Architeure were engaged jointly to explore different options for enclosure and complete the detail design for the recommended option.

DK Architecture proposed four options with different orientation of entrance door and glass partitions. All options were presented to staff for their review, feedback and inputs. After a thorough review, staff recommended ununamously for the Option 2A.

DISCUSSIONS:

A glass enclosure with a door placed at the entrance to the Office (upstairs) would provide for increased security / personal safety for Staff, primarily during regular hours when the Office is open to the Public, as well as for Council, Staff and the Public when Council meetings are being held. Security for District property is also at risk as the Office is open while no Staff are present.

A glass enclosure would also serve as a significant safety measure with respect to guarding against COVID-19 infections as it has not been uncommon for members of the public to either ignore or not notice the "Stop – Staff Only" sign near the Front Counter and to enter the Office, ie the sign does not provide a sufficient physical barrier, and there are numerous visits from the public each day, eg ICBC, tax inquiries, permits issued, etc.

The Option 2A Design will provide a sense of similarity to openness at the same time will establish a control to access in side the office. This Option includes glass partion at both front desk and ICBC counter. This Option most probably will allow to keep all existing counters and cabinets as is.

ALTERNATIVES:

1. Council can select any other option.
2. Council can direct the administration to explore more options.

SR3

FINANCIAL CONSIDERATIONS:

A budget of \$30,000.00 was allocated for this project. The design work will need approximately \$4,000.00. The construction cost is unknown at this time.

Prepared by:



Ruhul Amin, Director of Public Works

Approved by:



Mokles Rahman, CAO

Attachments:

1. Floor Plan 2A
2. Floor Plan 2
3. Rendering Plan 2 and Plan 2A
4. Primary Options

BCBC SUMMARY

OCCUPANCY CLASSIFICATION: GROUP D
BUSINESS & PERSONAL SERVICES
AREA 314m² (3385ft²)
OCCUPANT LOAD 314m²/9.3m²=34 PERSONS

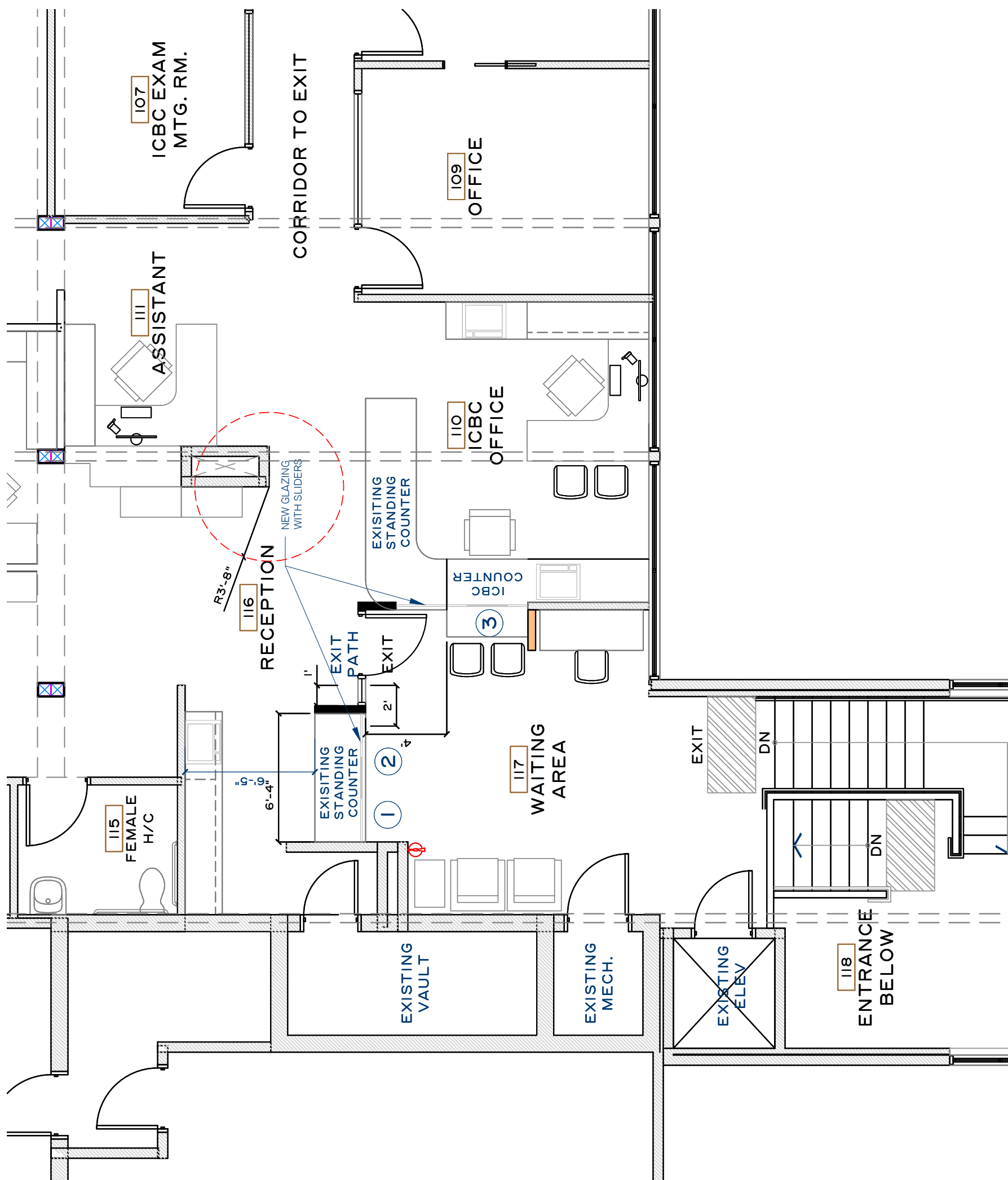
BCBC 3.4.2.1 MIN. NUMBER OF EXITS
2 EXITS REQUIRED
MAX TRAVEL DISTANCE TO ANY EXIT <40m

EXISTING WALLS:

NEW WALLS:

DEMOLITION:

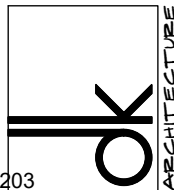
EXIT CIRCULATION:



2A PROPOSED FLOOR PLAN

OPTION 2A FLOOR PLAN

60 - 1959 MARINE DRIVE
NORTH VANCOUVER, BC
DKARCHITECTURE.CA
604 210 1278



A02

JANUARY 3, 2022
DRAFT IN PROGRESS

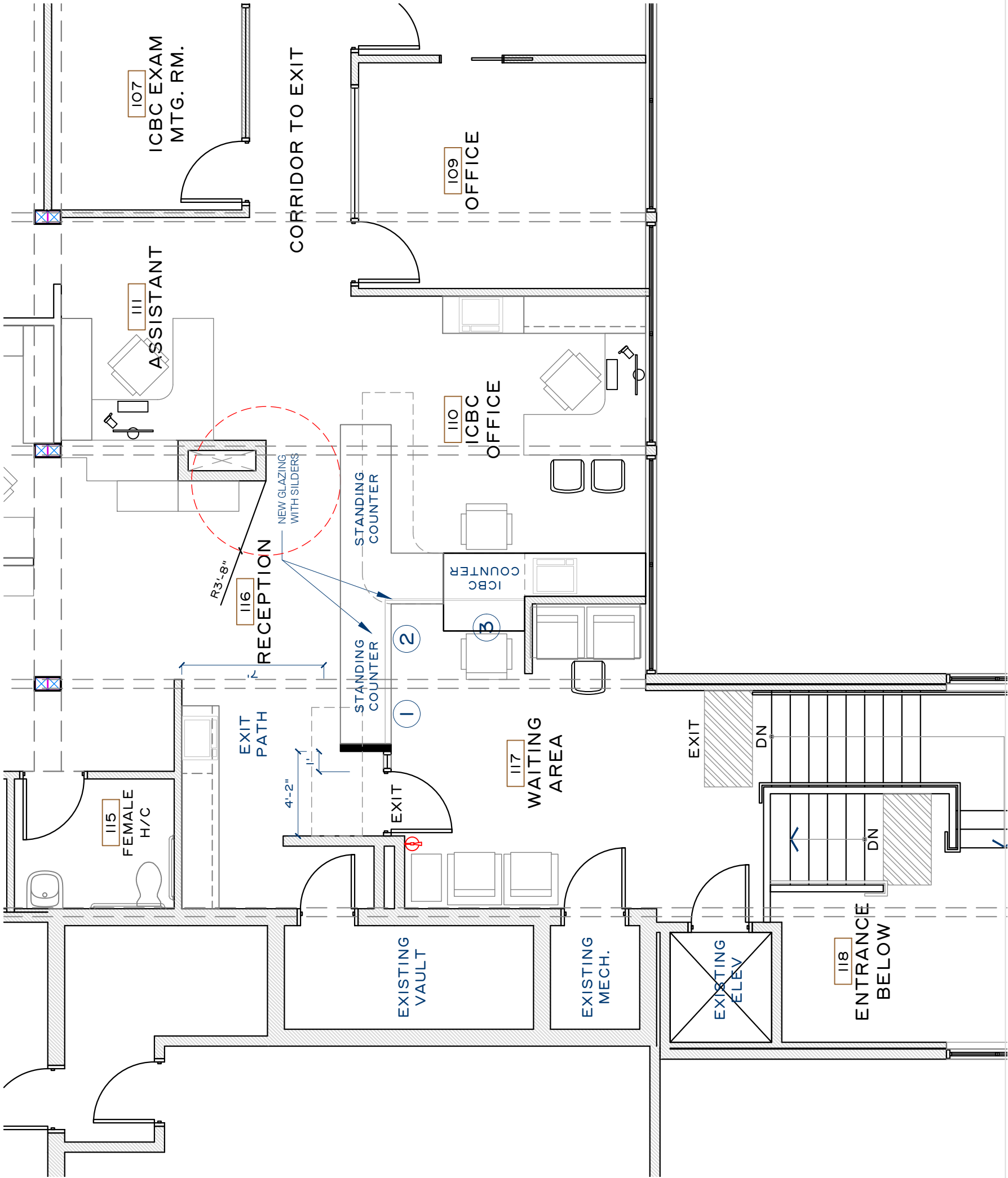


BCBC SUMMARY

OCCUPANCY CLASSIFICATION: GROUP D
BUSINESS & PERSONAL SERVICES
AREA 314m² (3385ft²)
OCCUPANT LOAD 314m²/9.3m²=34 PERSONS

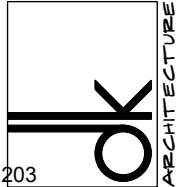
BCBC 3.4.2.1 MIN. NUMBER OF EXITS
2 EXITS REQUIRED
MAX TRAVEL DISTANCE TO ANY EXIT <40m

- EXISTING WALLS:
- NEW WALLS:
- DEMOLITION:
- EXIT CIRCULATION:



2 | PROPOSED FLOOR PLAN
3/16" = 1'-0"

60 - 1959 MARINE DRIVE
NORTH VANCOUVER, BC
DKARCHITECTURE.CA
604 210 1278



OPTION 2 FLOOR PLAN
OFFICE UPGRADES + RENOVATION
9904 DUDLEY DRIVE, HUDSON'S HOPE, BC
DISTRICT OF HUDSON'S HOPE

AOI

JANUARY 3, 2022
DRAFT IN PROGRESS



OPTION 2 VIEW OFFICE



OPTION 2A VIEW OFFICE



OPTION 2 VIEW FROM STAIRS



OPTION 2A VIEW FROM STAIRS

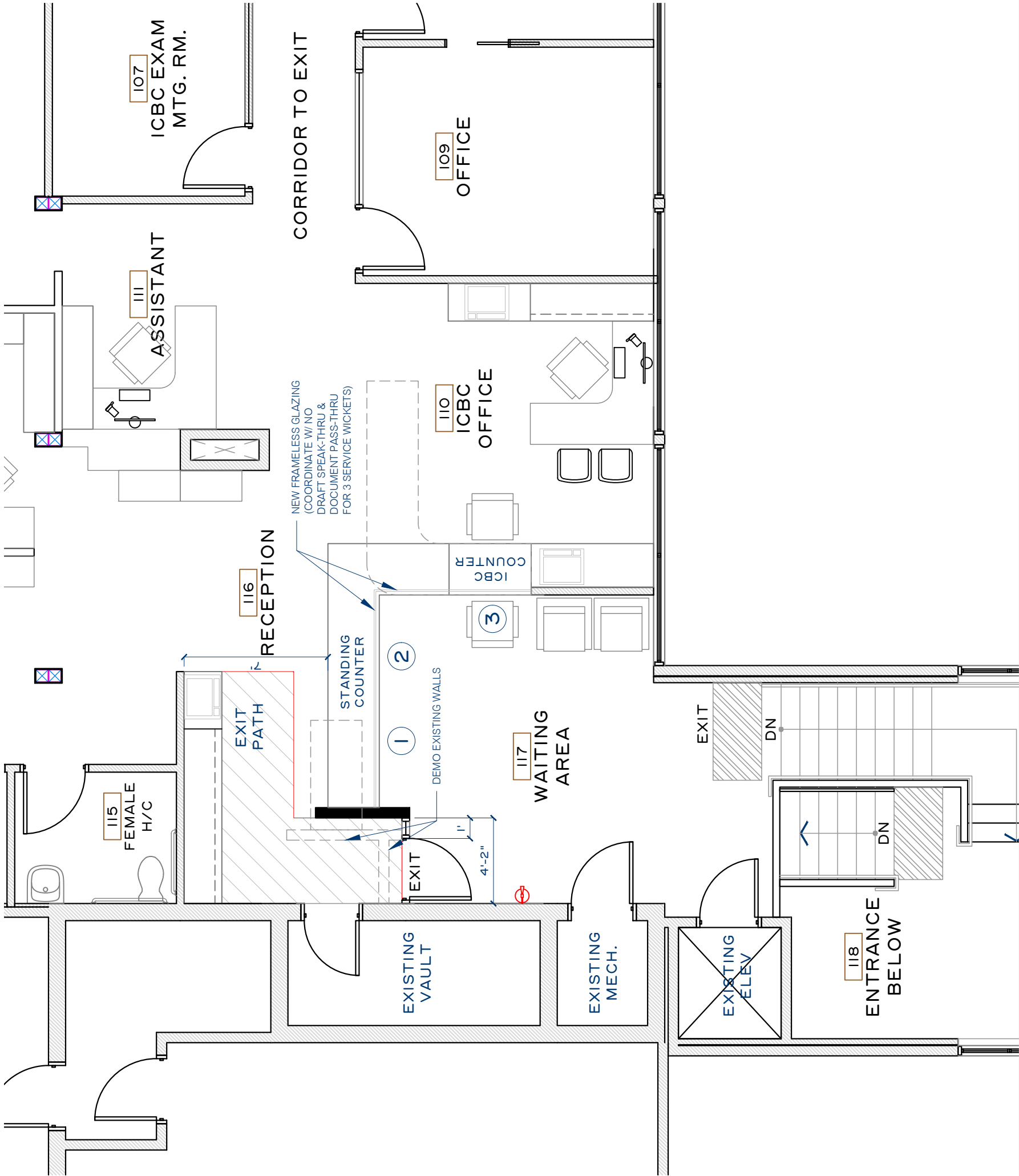


BCBC SUMMARY

OCCUPANCY CLASSIFICATION: GROUP D
BUSINESS & PERSONAL SERVICES
AREA 314m² (3385ft²)
OCCUPANT LOAD 314m² / 9.3m²=34 PERSONS

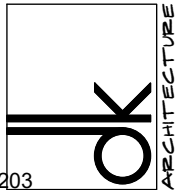
BCBC 3.4.2.1 MIN. NUMBER OF EXITS
2 EXITS REQUIRED
MAX TRAVEL DISTANCE TO ANY EXIT <40m

- EXISTING WALLS:
- NEW WALLS:
- DEMOLITION:
- EXIT CIRCULATION:



I | PROPOSED FLOOR PLAN
3/16" = 1'-0"

60 - 1959 MARINE DRIVE
NORTH VANCOUVER, BC
DKARCHITECTURE.CA
604 210 1278



OPTION A FLOOR PLAN
OFFICE UPGRADES + RENOVATION

9904 DUDLEY DRIVE, HUDSON'S HOPE, BC
DISTRICT OF HUDSON'S HOPE

AOI

OCTOBER 21, 2021
DRAFT IN PROGRESS

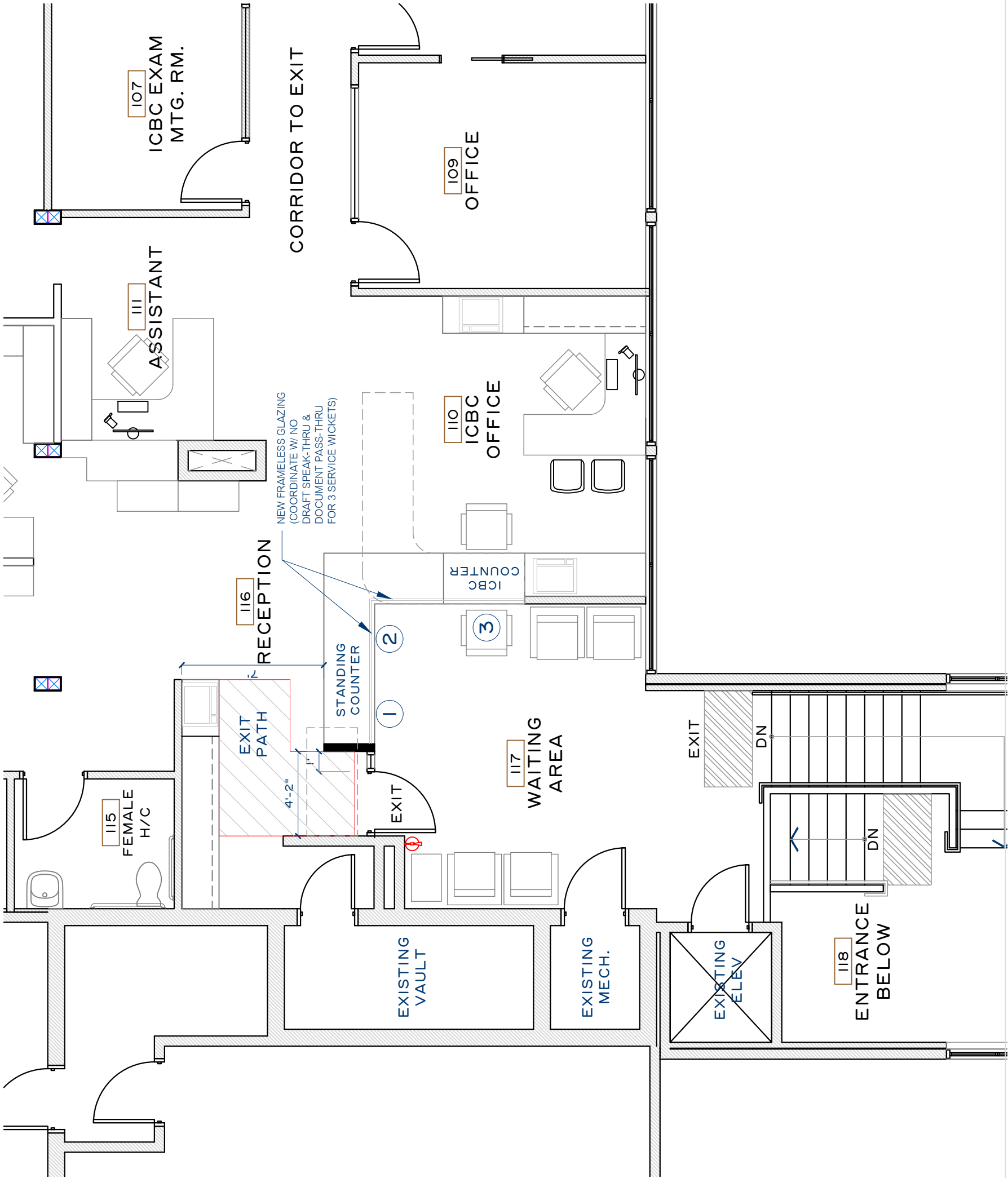


BCBC SUMMARY

OCCUPANCY CLASSIFICATION: GROUP D
BUSINESS & PERSONAL SERVICES
AREA 314m² (3385ft²)
OCCUPANT LOAD 314m²/9.3m²=34 PERSONS

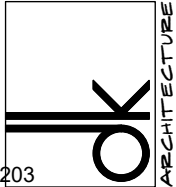
BCBC 3.4.2.1 MIN. NUMBER OF EXITS
2 EXITS REQUIRED
MAX TRAVEL DISTANCE TO ANY EXIT <40m

- EXISTING WALLS:
- NEW WALLS:
- DEMOLITION:
- EXIT CIRCULATION:



2 | PROPOSED FLOOR PLAN
3/16" = 1'-0"

60 - 1959 MARINE DRIVE
NORTH VANCOUVER, BC
DKARCHITECTURE.CA
604 210 1278



OPTION B FLOOR PLAN
OFFICE UPGRADES + RENOVATION

9904 DUDLEY DRIVE, HUDSON'S HOPE, BC
DISTRICT OF HUDSON'S HOPE

A02

OCTOBER 21, 2021
DRAFT IN PROGRESS

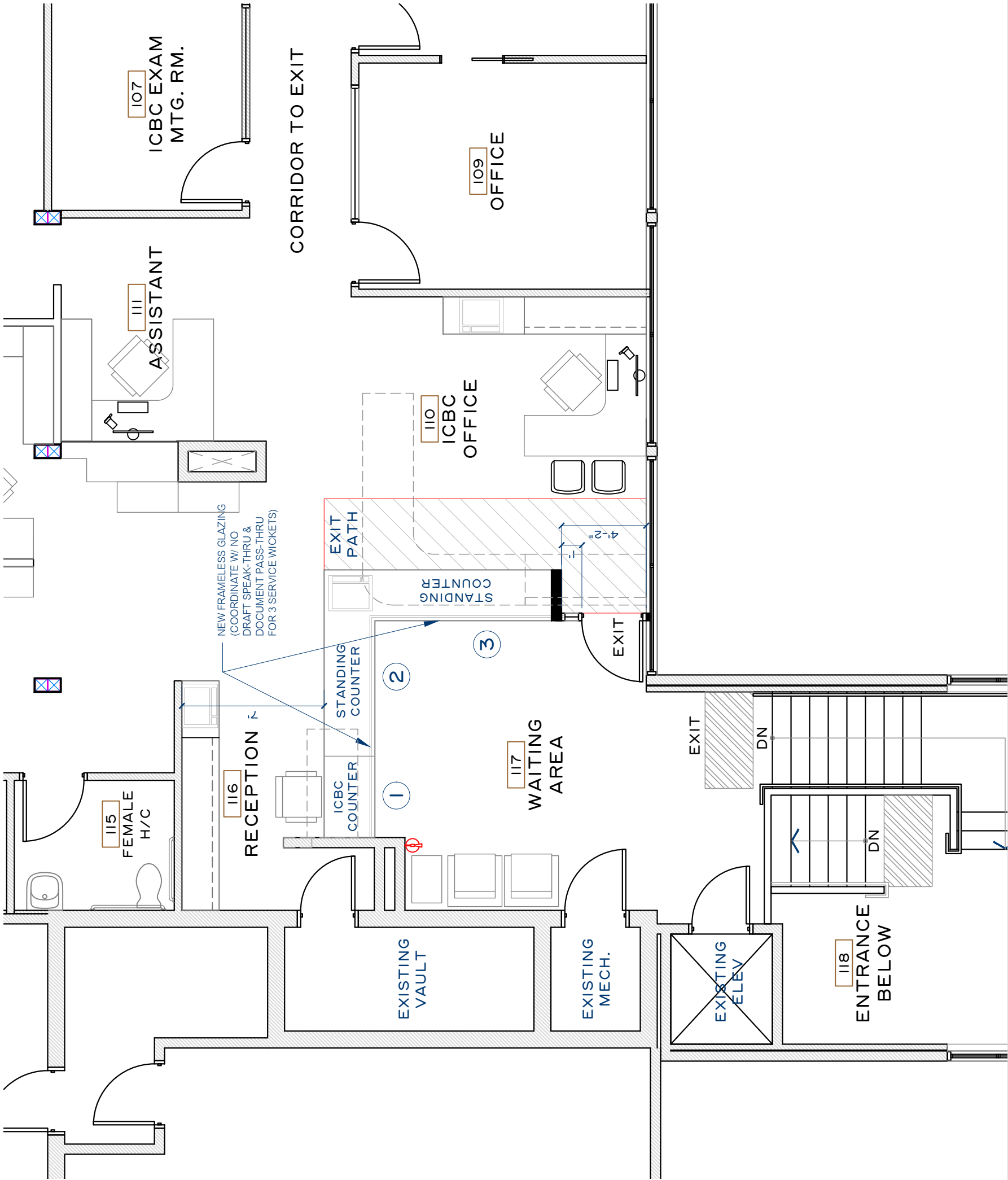


BCBC SUMMARY

OCCUPANCY CLASSIFICATION: GROUP D
BUSINESS & PERSONAL SERVICES
AREA 314m² (3385ft²)
OCCUPANT LOAD 314m²/9.3m²=34 PERSONS

BCBC 3.4.2.1 MIN. NUMBER OF EXITS
2 EXITS REQUIRED
MAX TRAVEL DISTANCE TO ANY EXIT <40m

- EXISTING WALLS:
- NEW WALLS:
- DEMOLITION:
- EXIT CIRCULATION:



3 | PROPOSED FLOOR PLAN

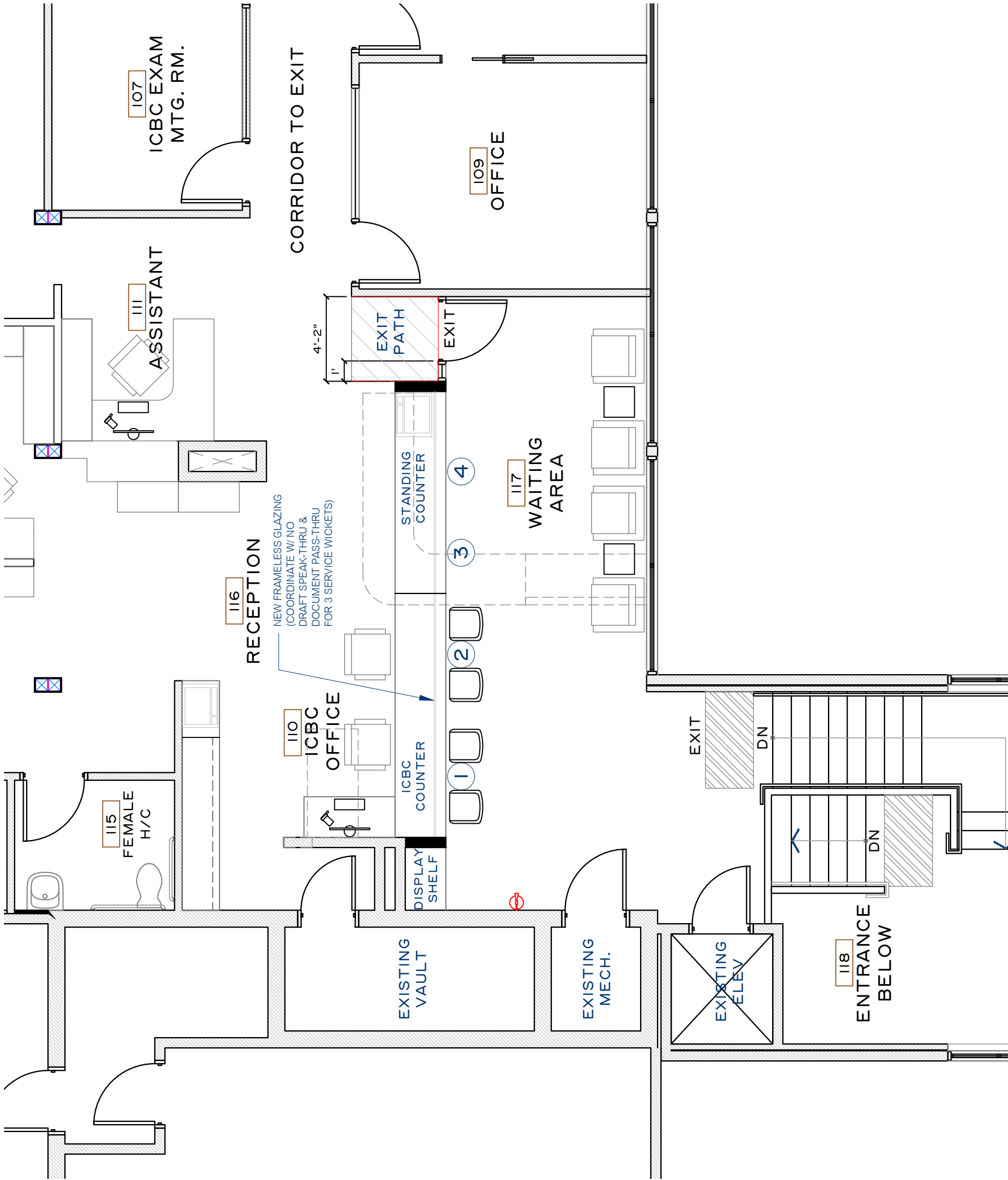


BCBC SUMMARY

OCCUPANCY CLASSIFICATION: GROUP D
BUSINESS & PERSONAL SERVICES
AREA 314m² (3385ft²)
OCCUPANT LOAD 314m²/9.3m²=34 PERSONS

BCBC 3.4.2.1 MIN. NUMBER OF EXITS
2 EXITS REQUIRED
MAX TRAVEL DISTANCE TO ANY EXIT <40m

- EXISTING WALLS:
- NEW WALLS:
- DEMOLITION:
- EXIT CIRCULATION:



4 | PROPOSED FLOOR PLAN

REQUEST FOR DECISION

RFD#: 2022-MR-03	Date: January 16, 2021
Meeting#: CM 01-24-22	Originator: Mokles Rahman
RFD TITLE: Light Industrial Subdivision – Final Report	

RECOMMENDATION:

THAT Council receive this report for information and discussion.

BACKGROUND:

On November 14, 2019, District of Hudson's Hope and Northern Development Initiative Trust (NDIT) signed an agreement for the detailed design of the Light Industrial Subdivision.

Urban Systems was retained for the detailed design of the Light Industrial Subdivision.

Final grant report of the project submitted to the NDIT.

DISCUSSION:

The detailed design for phase-1 & 2 of the 3 phase Light Industrial Subdivision has been completed. This 18-hectare Light Industrial Subdivision is located west of Highway 29, just north of the town centre. The phase 1 and 2 are in between the Public Works Shop and the Powel Road and phase-3 is to the north side of Powel Road.

The three-phase subdivision will include 11 fully serviced lots, each approximately 1 hectare in size. The lots will be serviced with water, 3 phase power, natural gas, telephone and highspeed internet. The subdivision will have two accesses: one beside lot 1 (south access) and another one from Powel Road (north access). There are 8 lots in Phase 1 & 2 with a storm pond, and 3 lots in Phase-3.

The District received conditional approval of the subdivision and detailed design from the Ministry of Transportation and Infrastructure (MOTI). The conditions are related to future access intersection improvements from the Hwy 29 to the subdivision beside Lot-1 and stormwater management of the subdivision, which will be dealt with during the construction of the subdivision.

Next Steps:

1. Preliminary approval of subdivision, which will be done by Approving Officer (in-house).
2. Final approval of the subdivision require clearing, grading and legal survey. There is no budget proposed in 2022 for this purpose.
3. Look for grant opportunities for the construction of the subdivision.
4. The District will continue working with the residents and businesses to attract investors for the Light Industrial Subdivision.

SR4

FINANCIALS:

Northern Development Initiative Trust (NDIT) will reimburse eighty-percent (80%) of eligible project costs to a maximum of \$144,000.00. The District is responsible for twenty percent (20%) which is \$36,000.

Staff submitted the Final Report of Light Industrial Subdivision to NDIT on January 14, 2022. Once reports are acceptable to NDIT, the reimbursement cheque will be issued.

ALTERNATIVES:

1. Council may consider budget for clearing, grading and legal survey for the subdivision.

ATTACHMENT:

1. Detailed Design of phase-1 & 2 of the Light Industrial Subdivision

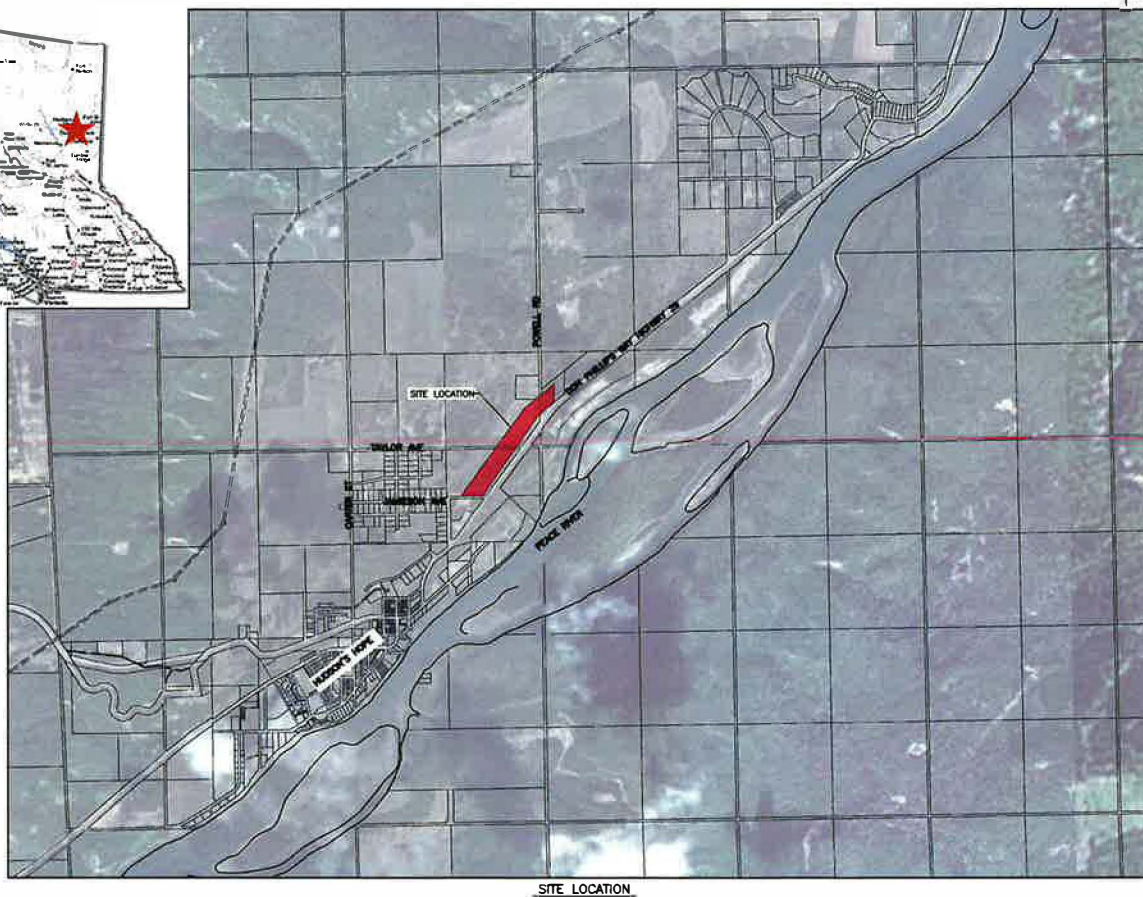
Prepared and approved by:



Mokles Rahman, CAO

Light Industrial Subdivision

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AUGUST 18, 2021
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List of Drawings

Civil

	Legend
C01	Site Plan
C02	Plan & Profile Sta. 3+000 to 3+270
C03	Plan & Profile Sta. 1+000 to 1+160
C04	Plan & Profile Sta. 1+160 to 1+460
C05	Plan & Profile Sta. 1+460 to 1+700
C06	Plan & Profile Sta. 1+540 to 1+840
C07	Plan & Profile Sta. 1+840 to 1+990
C08	Plan & Profile Sta. 2+000 to 2+120
C09	Plan & Profile Sta. 2+120 to 2+320
C10	Type 2B Driveway
C11	Details
C12	Details
C13	Details
C14	Details
C15	Details

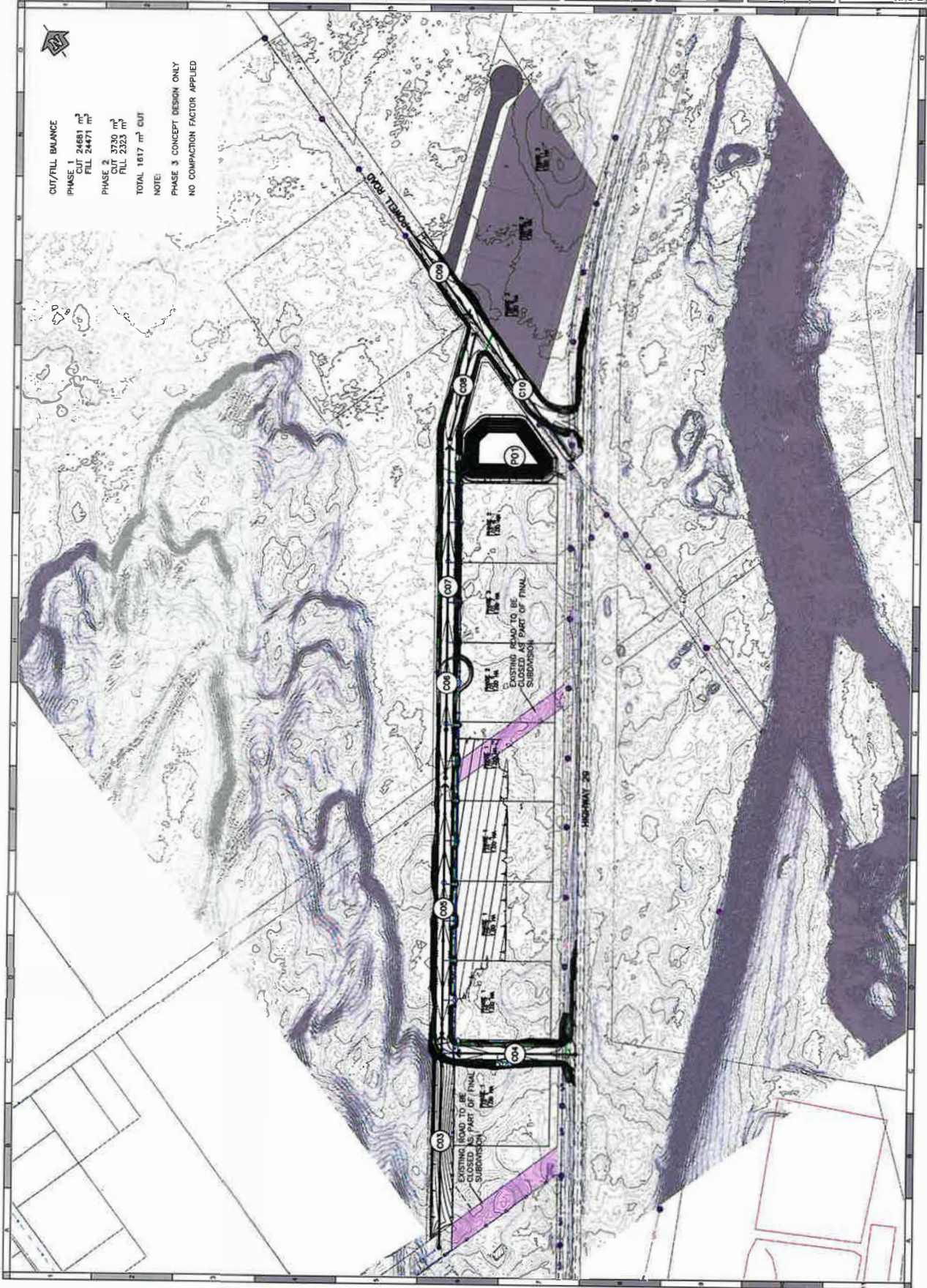
Civil Pond Drawings

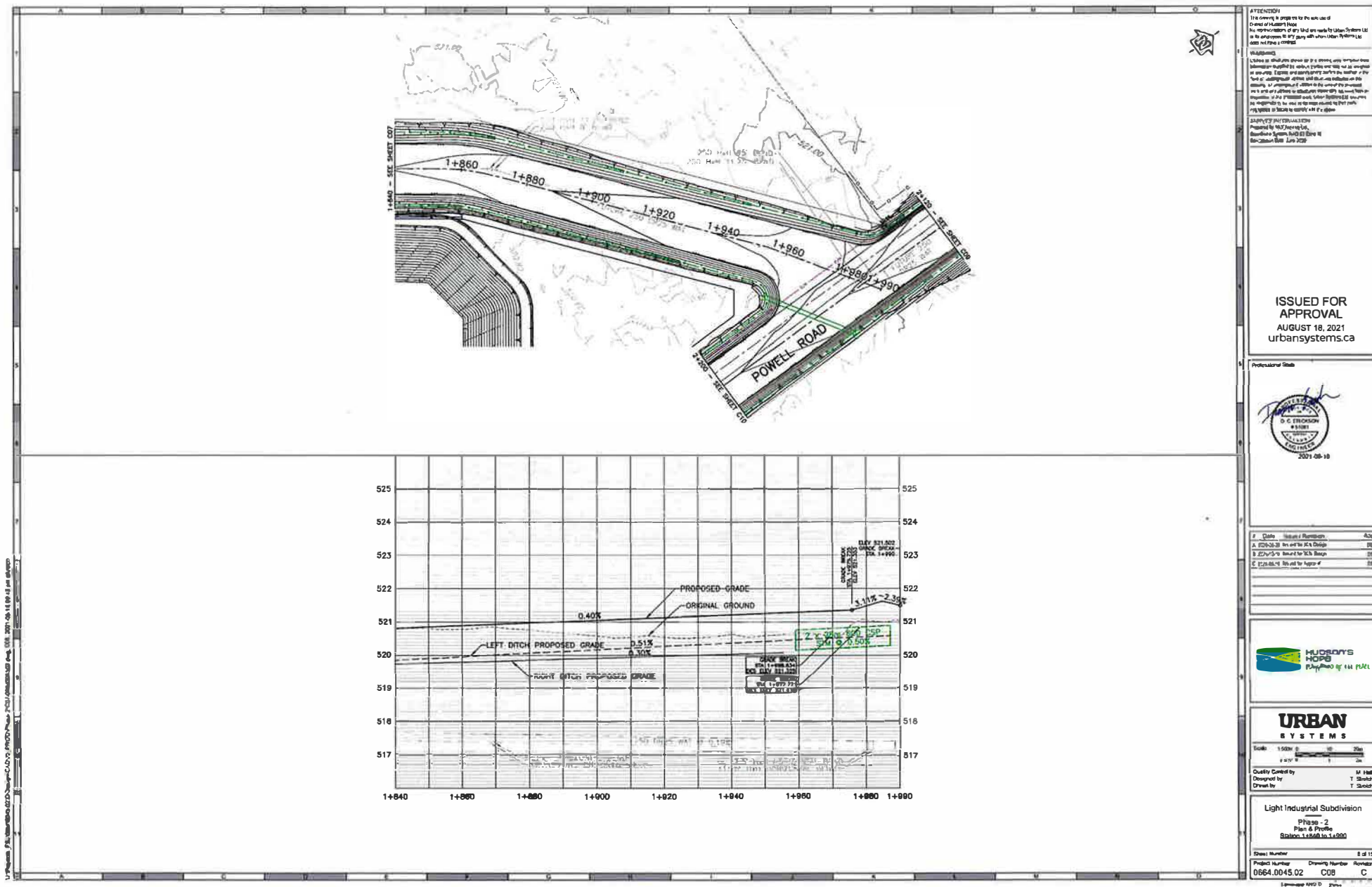
P01	Pond Layout
P02	Pond Cross Sections

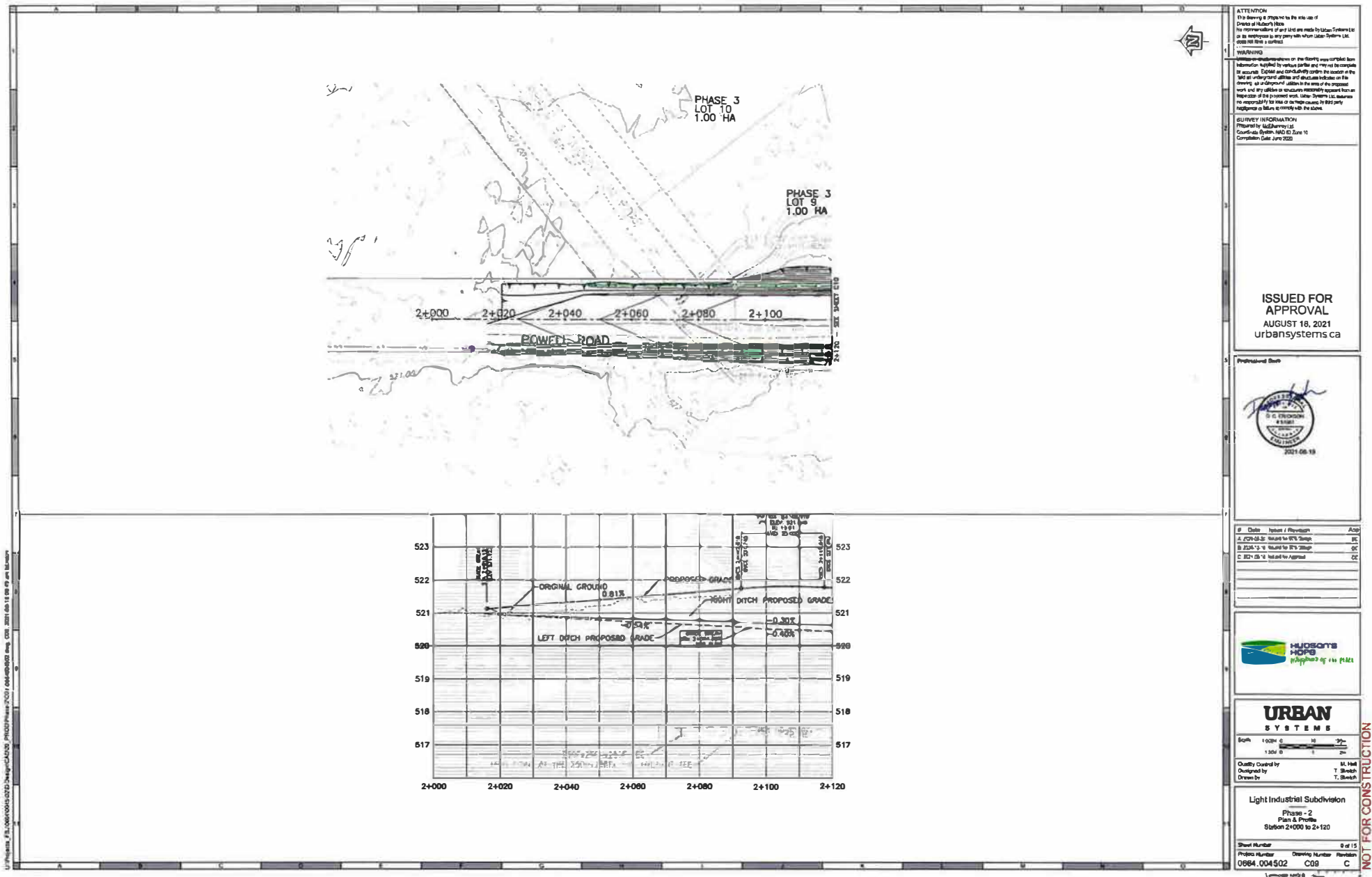
URBAN
SYSTEMS

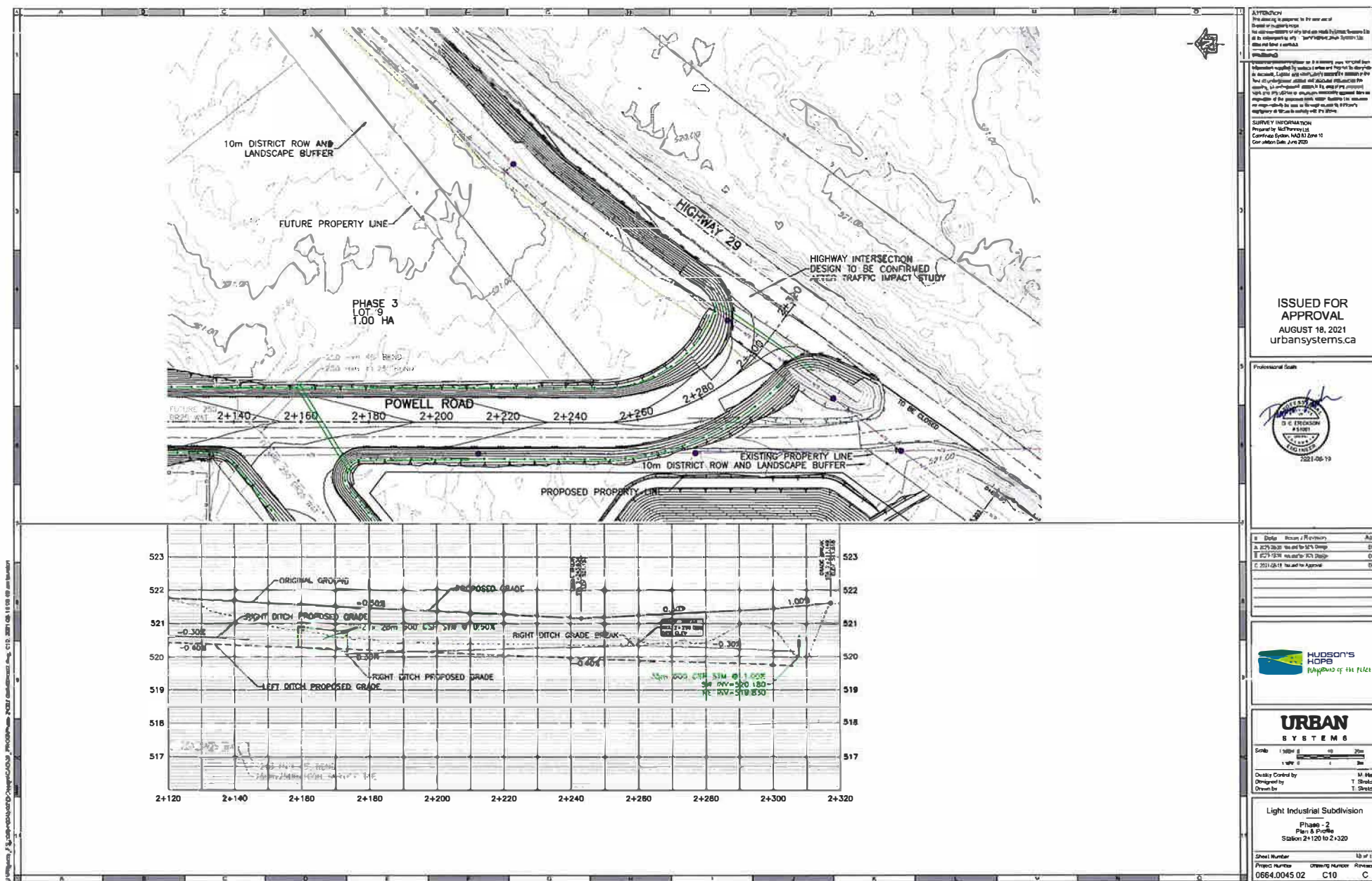
DISTRICT OF HUDSONS HOPE / LIGHT INDUSTRIAL SUBDIVISION / 0664.0045.02 / AUGUST 18, 2021

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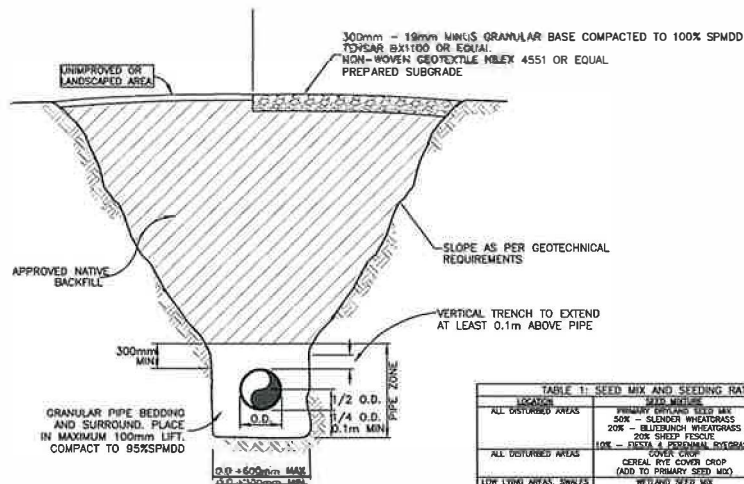






Sheet Number	12 of 12
Project Number	0684.0045.02
Drawn Number	C12
Revised	C

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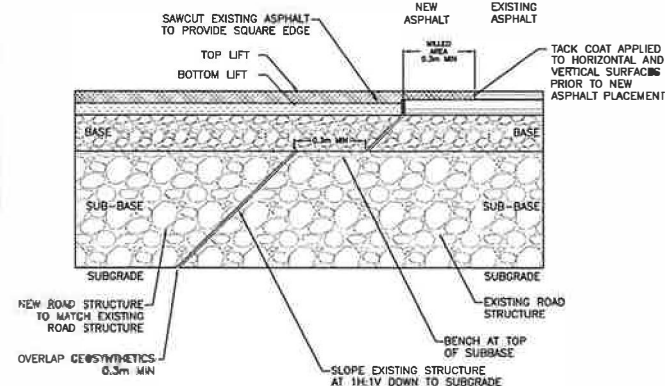


- NOTES:
1. MMCD TYPE 1 OR 2 BEDDING TO BE USED.
 2. TRENCHING TO COMPLY WITH ALL REQUIREMENTS OF WORKSAFE BC.
 3. ALL LANDSCAPED, GRASSED, OR UNIMPROVED AREAS TO BE RESTORED WITH HYDROSEED C/W 100mm TOPSOIL.

TABLE 1: SEED MIX AND SEEDING RATES		
LOCATION	SEED MIX	SEEDING RATE
ALL DISTURBED AREAS	PRIMARY DISTURBED AREAS 50% - SLIMMER WHEATGRASS 20% - BLUEGRASS WHEATGRASS 10% - SHEEP FESCUE 10% - FESCUE & PERENNIAL RYEGRASS	60kg/ha
ALL DISTURBED AREAS	COVER CROP CEREAL RYE COVER CROP (ADD TO PRIMARY SEED MIX)	23kg/ha
LOW LIVING AREAS, SPURIES AND DITCHES ONLY (TO 41.0m FROM INVENTS OF ALL LOW LIVING DETENTION AREAS ON SITE AND TO 40.5m FROM INVENTS OF SWALES AND DRAINAGE DITCHES)	WILLOW SEED MIX 40% - SLIMMER WHEATGRASS 30% FRINGED BROMEGRASS 15.5% FESCUE & PERENNIAL RYEGRASS 1.5% FOWL BROMEGRASS 7% TUFTED HARRISGRASS (ADD TO PRIMARY SEED MIX/COVER CROP)	40kg/ha

TABLE 2: HYDRAULIC SEEDING APPLICATION RATES		
SEED MIX	HYDRAULIC SEEDING RATE	HYDRAULIC SEEDING RATE
COVER CROP	25 SPECIFIED	25 SPECIFIED
FERTILIZER	PER SECTION 22.01.21 TOPSOIL AND 7500L SEEDING	PER SECTION 22.01.21 TOPSOIL AND 7500L SEEDING
1000 POLYMER BINDER - 10% ANIONIC POLYMER BINDER (PVA), BINDER-SOLUBLE AND EPA APPROVED FOR HYDROSEED APPLICATION - FLAT GROUND	8 kg/ha	31 kg/ha
- SLOPE > 3:1 SLOPES AND DITCHES	3000 kg/ha	3000 kg/ha
- SLOPE > 3:1 SLOPES AND DITCHES	3000 kg/ha	3000 kg/ha

1 TYPICAL UTILITY TRENCH & BOULEVARD RESTORATION
NOT TO SCALE



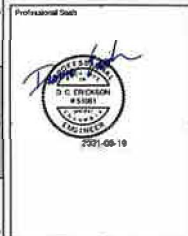
2 INTERFACE TO EXISTING PAVEMENT DETAIL
NOT TO SCALE

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DESIGNED BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]
DATE: 2021-06-10

SURVEY INFORMATION
Prepared by: [Signature]
Coordinate System: NAD 83 Zone 10
Compilation Date: June 2021

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2. Design of the Project
3. Design of the Project
4. Design of the Project
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8. Design of the Project
9. Design of the Project
10. Design of the Project



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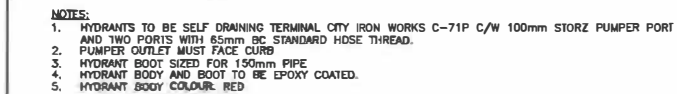
Scale: AS SHOWN

Quality Control by: M. Hill
Designed by: T. Smith
Drawn by: C. Smith

Light Industrial Subdivision
Details

Sheet Number: 13 of 14
Project Number: 6604.004.5.02
Drawing Number: C13
Revision: C

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BREAK OFF SIDE OF ROCK STOPPER

ROCK STOPPER

RISER 150mm PVC C-900 PIPE

NOTES:
1. FOR VALVES IN GRAVEL BEDS, INSTALL VALVE BODY IN GRAVEL BED

Technical drawing of a chain link gate post assembly. The drawing shows a cross-section of the post and its connection to a concrete foundation. Key components and dimensions are labeled:

- TOP RAIL SLEEVE**: The top horizontal rail.
- TERMINAL DOME CAP**: The cap on the end of the top rail.
- TENSION BAR**: The bar used to tension the chain link.
- CHAIN LINK FABRIC GAUGE**: A 51x51x9 gauge of chain link fabric.
- RAIL END**: The end of the rail.
- 2050**: Dimension for the rail end.
- BRACE BANDS (TYP)**: Bands used to brace the post.
- TENSION BANDS (TYP)**: Bands used to tension the post.
- 6 TENSION BANDS PER END POST**: Specification for end posts.
- 8 TENSION BANDS PER GATE POST**: Specification for gate posts.
- 6 TENSION BANDS PER CORNER POST**: Specification for corner posts.
- TENSION WIRE**: The wire used for tensioning.
- 20MPa CONCRETE (TYP)**: The concrete foundation.
- CORNER POST**: The post at the corner of the gate.
- MIN 276**: Minimum dimension for the concrete foundation.
- 807**: Dimension for the concrete foundation.
- 1119**: Dimension for the concrete foundation.
- 816**: Dimension for the concrete foundation.
- 2435**: Dimension for the concrete foundation.
- 100**: Dimension for the concrete foundation.

NOTES:

- NOTES:**
1. ALL UNITS ARE IN MM
 2. ALL POSTS AND PIPE SHOULD BE SCHEDULE 40 WITH GALVANIZED ZINC COATING AT 550g/m² SURFACE AREA.
 3. FOOTINGS MIN 200 GREATER DIAMETER THAN POSTS.
 4. STRAINING POSTS AT EQUAL SPACING TO 150cm MAX.

Diagram illustrating a restrained transition coupling for a 250 DR25 WAT pipe. The coupling is shown as a blue band around the pipe. Labels indicate the pipe size (250 DR25 WAT) and the coupling type (RESTRAINED TRANSITION COUPLING). A note specifies: EX 250 WAT. CONTRACTOR TO FIELD LOCATE AND CONFIRM SIZE AND MATERIAL MINIMUM OF 7 DAYS PRIOR TO 11E-IN.

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SURVEY INFORMATION
Prepared by: McGraw-Hill
Copyrighted System No. 100-100
Revised: June 2000

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Professional Goals



#	Date	Issued / Remission	App
A	2020-09-30	Issued to SC's Service	DE
B	2020-10-01	Issued to SC's Service	DE
C	2020-10-01	Issued to Appraiser	EC



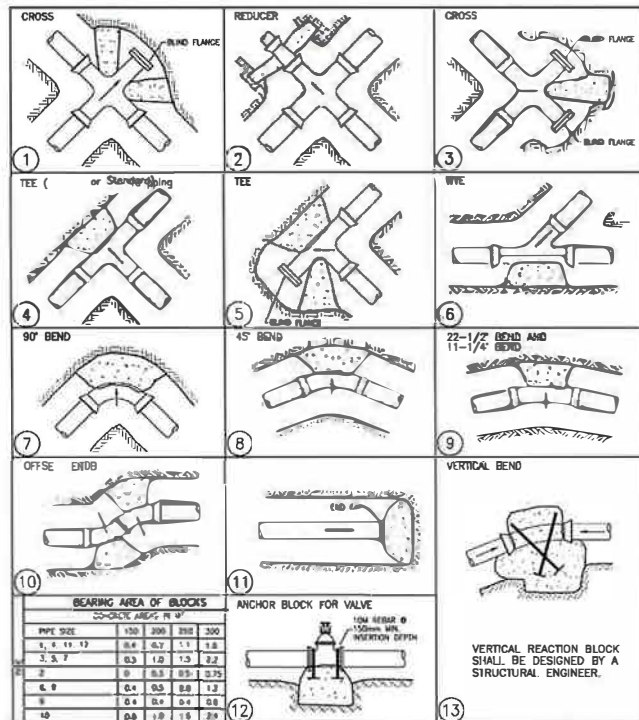
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Scale

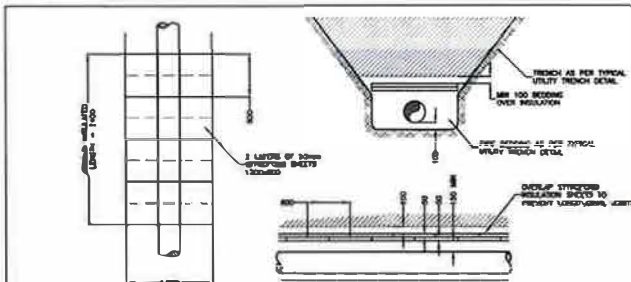
Quality Control by	M. Hall
Designed by	T. Strick
Drawn by	T. Strick

Light Industrial Subdivision
Details

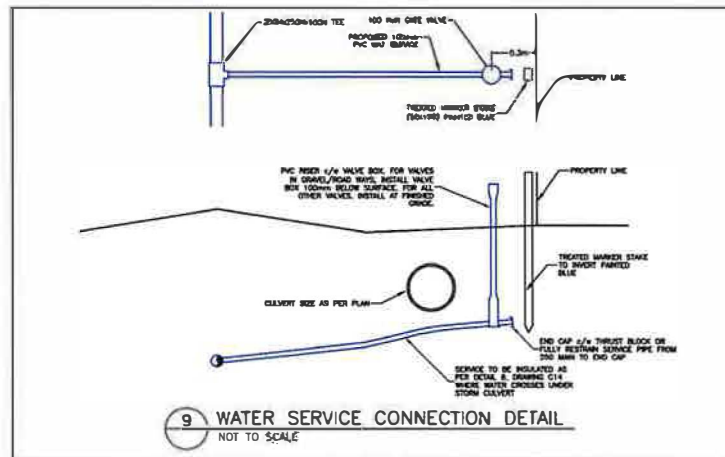
Sheet Number	14 of 17	
Page Number	Drawing Number	Revision
0004.0045.02	C14	C



7 THRUST BLOCK DETAIL
NOT TO SCALE

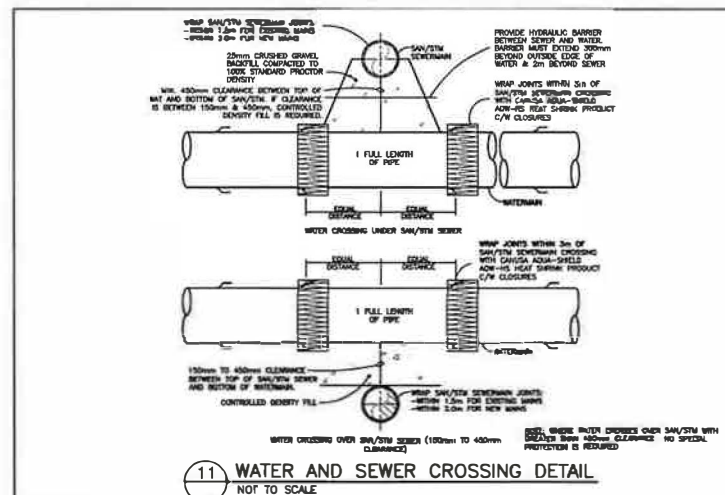


8 INSULATION DETAIL
NOT TO SCALE



MECHANICAL RESTRAINT TABLE		
TYPE OF FITTING	LE	NOT PIPE TO BE RESTRAINED
11.25' BEND	2m	
45' BEND	4m	
90' BEND	6.5m	
TEE	6.5m	
VALVE	10m	

10 MECHANICAL RESTRAINTS DETAIL
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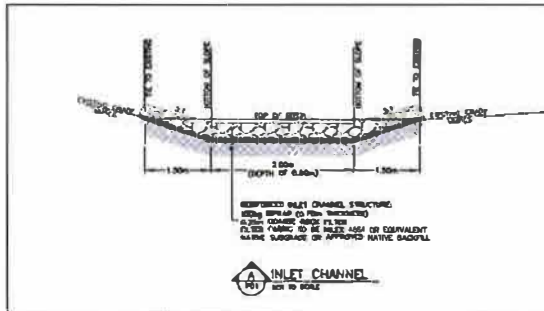
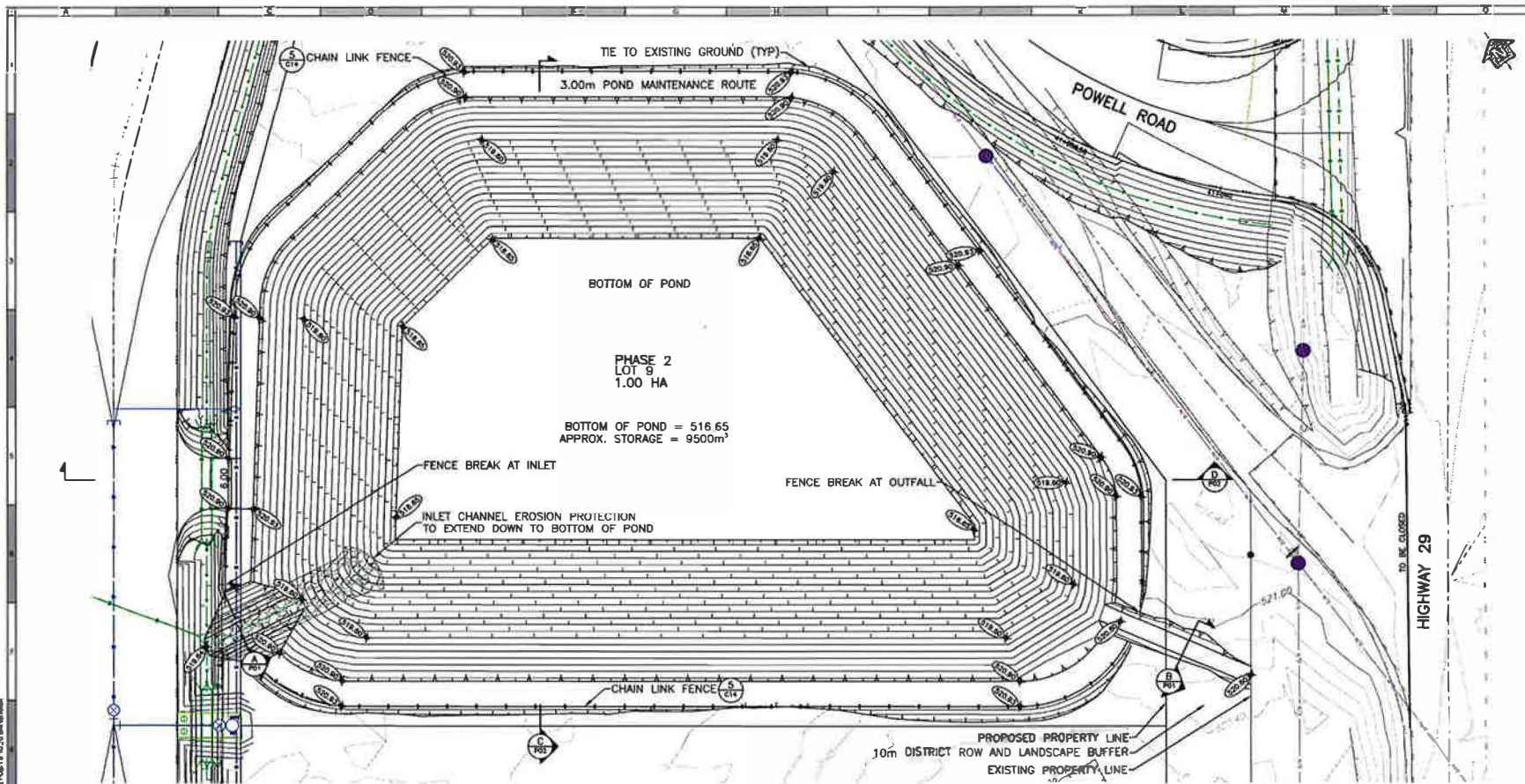
Professional Seal
D. C. FRANKLIN
P. ENG.
2021-08-19

HUDSON'S HOPE
A COMMITMENT TO THE FUTURE

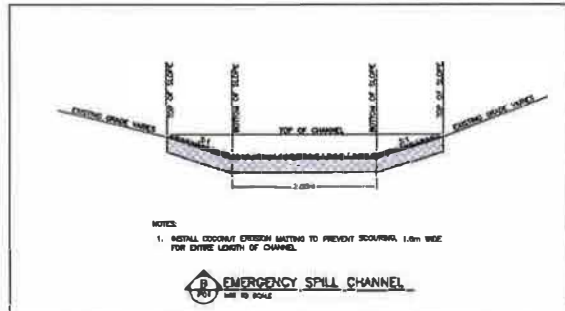
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Scale: AS SHOWN
Quality Control: BY THE USER
Designed by: 1. Sketch
Drawn by: 1. Sketch

Light Industrial Subdivision
Details

Sheet Number: 15 of 17
Project Number: 0864.0045.02
Drawing Number: C15
Revision: C



CLASS OF POND	MINIMUM SPACING (mm)	POCK GRADATION PERCENTAGE SMALLER THAN GIVEN ROCK SIZE (kg)
100	100	100
200	200	200
300	300	300
400	400	400
500	500	500
600	600	600
700	700	700
800	800	800
900	900	900
1000	1000	1000



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Professional Seal
D. C. FROST
P. ENG.
2021-08-18

Checklist

1. Design	Reviewed	Yes
2. Design	Reviewed	Yes
3. Design	Reviewed	Yes
4. Design	Reviewed	Yes
5. Design	Reviewed	Yes
6. Design	Reviewed	Yes
7. Design	Reviewed	Yes
8. Design	Reviewed	Yes
9. Design	Reviewed	Yes
10. Design	Reviewed	Yes

HUDSON'S HOPE
PLANNING BY THE PLAN

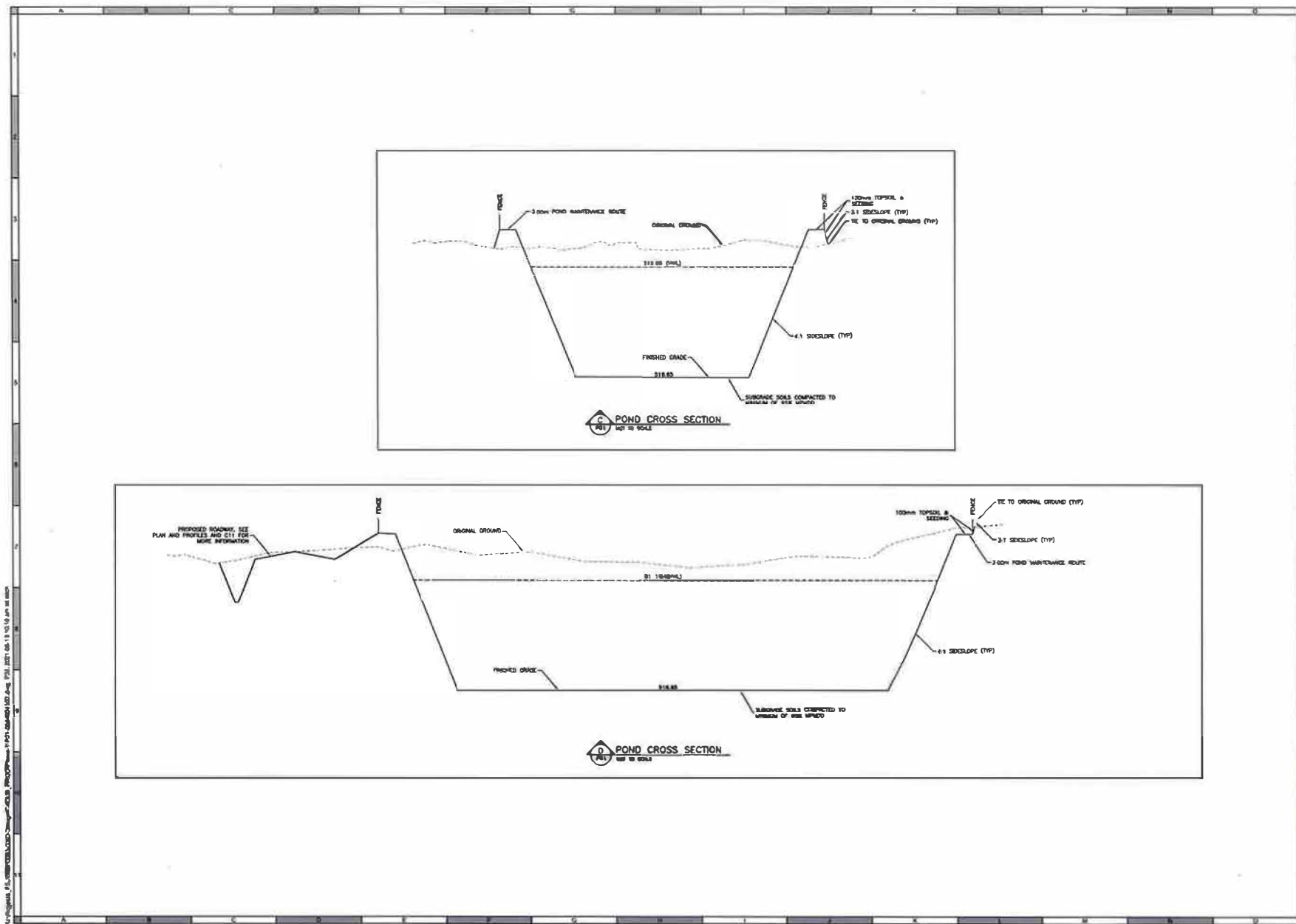
URBAN SYSTEMS

Scale: 1:200

Quality Checked By: S. Hall
Designed By: S. Hall
Drawn By: S. Hall

Light Industrial Subdivision
Phase 1
Pond Layout

Sheet Number: 18 of 11
Drawing Number: 0854.0045.02
Page: P01
C



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SURVEY INFORMATION
Prepared by: Urban Systems Ltd.
Coordinate System: NAD 83 Zone 18
Contour Interval: 0.5m

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To: C. Erickson
P. Eng.
2021-08-18

Rev	Date	By	Reason
1	2021-08-18	Urban Systems Ltd.	Initial Design

URBANSYSTEMS
Light Industrial Subdivision
Phase 1
Pond Cross Sections

Sheet Number: 17 of 17
Drawing Number: 0684.0045.02 P02 C

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REQUEST FOR DECISION

RFD#: 2022BM002	Date: January 20, 2022
Meeting#: CM012422	Originator: Brad Milton
RFD TITLE: Request for tender for Command 1 replacement.	

RECOMMENDATION / RESOLUTION:

THAT Council approve staff to seek tenders for a new Command 1 Truck.

BACKGROUND:

Hudson's Hope Fire Rescue (HHFR) intends to purchase a new Command 1 vehicle, upgrading to a 1 ton pick up truck with a skid unit, water tank and pump for wildland fire fighting. Increasing the departments towing and firefighting capabilities. During the summer there are not enough vehicles for all staff of Public Works. For Protective Services to commandeer the only 1-ton vehicle is not practical, leaving the PW department without a 1-ton vehicle and 1 vehicle short for staff. The SPU trailer is an estimated 18000 Lbs, making it too heavy to be towed by a ½ ton vehicle only capable of towing 10,500 Lbs.

DISCUSSION:

This new Command 1 would be considered a type 7 engine. It would be a multi-purpose unit used for patrol, mop up, or initial attack. With 200 Gallons of water on board this unit would be capable of extinguishing up to 1400 ft of fire line with one tank of water pumping at 50 Psi. Additionally, a skid unit on the command vehicle during a structure fire response would allow the Commander to initiate fire attack in the form of a transitional attack. The Commander would be able to attack the fire from the exterior, reducing property damage, improving occupant survivability as well as reducing risk to responders. The District of Hudson's Hope maintains a Protective Services Capital reserve Fund for the replacement of Fire Services vehicles.

Project Cost Summary:

Project cost summary is as follows:

ITEM	Cost
Truck 1 ton	\$62,974.00
Vehicle Upfitting (siren, radios, emergency lights, CAD computer)	\$32,956.00
Vehicle Decals	\$1300.00
Skid Unit (Tanks and Pump)	\$17,124.60
SUB-TOTAL	\$114,354.60 Tax not incl
PST	\$8,004.82
GST	\$5717.73
TOTAL	\$128,007.15
GRAND TOTAL WITH 10% CONTINGENCY	\$141,007.15

SR5

ALTERNATIVES:

Purchase a dedicated wildland vehicle can cost \$300,00.00 and up pending capabilities

FINANCIAL CONSIDERATIONS:

Increasing the Protective Services fleet by 1 vehicle will see a minor increase in operating costs. Some of the forecasted cost would include insurance, maintenance, and fuel. Historical data estimates an increase of \$3000.00 - \$3500.00 annual in Operating.

Prepared by:



Brad Milton, Director of Protective Services.

Approved by:



Mokles Rahman, CAO

HUDSON'S HOPE FIRE RESCUE **COMMAND 1 REPLACEMENT**

Prepared by:
Brad Milton, Director of Protective Services.

Prepared for:
Mayor and Council.



Intent:

Hudson's Hope Fire Rescue (HHFR) intends to purchase a new Command 1 vehicle, upgrading to a 1 ton pick up truck with a skid unit water tank and pump for wildland fire fighting. HHFR also intends to keep the current Command 1 vehicle. This will increase the HHFR fleet by 1 vehicle. Keeping the current Command 1 will allow the Beryl Prairie Fire Hall to have a vehicle for personnel movement and medical calls.

Financial:

The following financial break down and enclosed quotations allow for a finalized vehicle including the purchase, upfitting and 10% contingency. Upon delivery, the vehicle will be immediately capable of being placed in service.

ITEM	Cost
Truck 1 ton	\$62,974.00
Vehicle Upfitting (siren, radios, emergency lights, CAD computer)	\$32,956.00
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PST	\$8,004.82
GST	\$5717.73
TOTAL	\$128,007.15
GRAND TOTAL WITH 10% CONTINGENCY	\$141,007.15

The District of Hudson's Hope maintains a Protective Services Capital reserve Fund for the replacement of Fire Services vehicles. Currently the Protective Services Capital Reserve is at \$763,454.00. As seen in the table in Appendix A, the current and future calculated capital reserves including predicted vehicle replacement until 2031 are captured.

Increasing the Protective Services fleet by 1 vehicle will see a minor increase in operating costs. Some of the forecasted cost would include insurance, maintenance and fuel. Historical data estimates an increase of \$3000.00 - \$3500.00 annual in Operating.

As seen in appendix A, the expenditures required to maintain a fleet of firefighting vehicles that will meet the National Fire Protection Association Standards and Fire Underwriters Survey are calculated and accounted for over the next 10 years. HHFR's intent is to ensure that all fire vehicles do not exceed the industry life cycle standards.

Project Definition:

HHFR's intent is to replace the current Command 1 vehicle (Unit 61). HHFR also intends to keep the current command 1 vehicle for its fleet. During the 2021 wildfire season, HHFR was deployed to the Mt. Lemoray Fire. HHFR was asked to provide Structural Protection support for a wildfire that had reach over 2000 hectares. HHFR had 4 members quickly organized and deployed to the area providing structural protection support.

Members were required to borrow a District of Hudson's Hope Public Works Vehicle to tow the SPU Trailer. DOHH's PW Department has the most employees on staff from May – September. During the Summer of 2021 there were a total of 21 PW Staff members not including the Pool or Visitors Center staff. That's an increase of 11 employees during the summer. During the summer there are not enough vehicles for all staff of Public Works. For Protective Services to commandeer the only 1-ton vehicle is not practical, leaving the PW department without a 1-ton vehicle and 1 vehicle short for staff. The SPU trailer is an estimated 18000 Lbs, making it too heavy to be towed by a ½ ton vehicle only capable of towing 10,500 Lbs.

The current Command 1 is a 2017 Ford Expedition with 80,000 Km, an average of 20,000 km per year. The vehicle is configured as a command unit, allowing a commander to run multiple incidents at one time. The rear of the unit allows for the storage of mapping with a satellite phone, 2 base radios, 1 spare portable radio with power inverter. This unit is essential to HHFR during large or multiple events, allowing for a central command capable of running multiple responses. Limitations are the lack of water and vehicle size.

HHFR's procedures has the Director of Protective Services responding direct to all events. This includes all medical, MVC's, structure fires and wildland events. During a fire the commander is unable to begin applying water. Command must wait for the first arriving engine for water. Response times can vary, but the response time from receipt of alarm (Initial Page) to first arriving engine is an average time of 26 minutes. The average response time from receipt of alarm to on screen for command is 14 min.

A fire has the capability of doubling in size every 60 seconds. A small trash fire can grow to 1000 Sq Ft in 5 minutes. A wildland fire is affected by weather, topography, and fuel. The average wildland fire can travel up to 9 km/hr in forested areas and up to 22 Km/hour in Grasslands. A wildland grass fire on level ground traveling at 5 km/hr will increase to 10 km/hr with a slope increase of 10 degrees. A vehicle capable of water flow will allow the commander to slow the growth of fire not only in a structure, but wildland fire also. Historical data shows command arriving on scene an average of 12 minutes earlier than the engine.

The Beryl Prairie fire hall does not have a squad vehicle for general purpose duties. During a medical event, the downtown fire hall uses Squad 1, a pickup truck that is equipped with traffic control devices and all medical equipment. During a medical call in Beryl Prairie, the crews must respond with Engine 3, a 1999 International chassis commercial engine. This truck is equipped with a diesel engine, air brakes, 8 feet wide and 34 feet long. It has a turning radius of 30 ft and a total vehicle weight of 45,000 lbs. With this size of vehicle, it makes it extremely difficult navigating the long, soft, and narrow driveways in Beryl Prairie. If the department was to damage to a driveway due to vehicle size or weight, the District would be liable for the cost of repairs. If the truck were to become stuck in the soft driveway, this would leave the District short one engine. Times for a recovery vehicle can be 2-3 hours.

Keeping the current Command 1 will ensure that Beryl Prairie Fire has the capability of a duty vehicle. Members can be delayed in their response to the hall. If Engine 3 and Tender 5 responded, this will allow for a squad vehicle to be available for the members to respond to the site. Should a member bring their own vehicle to a fire call, the members insurance through ICBC may be considered void due to using a personal vehicle for something it is uninsured for.

If Beryl Prairie Hall had the current command 1 (Unit 61), this would allow the District to retain the command unit capabilities should a large event or multiple events occur. Members could bring Unit 61 to the scene for the establishment of the central command post. During a large wildland event this is ideal. HHFR command, along with BC wildfire command and our mutual aid partners can work from Unit 61, as it is outfitted to be a large command center. Members would then have access to the new Command 1 (pick up truck) that has a pump, tank, and hose onboard capable of firefighting operations. The new vehicle would be suitable as a command post for small to medium events normally encountered.

Wildland fires can be on the side of a road or miles in the bush. With our harsh northern wilderness, the operation of a large city engine is not always practical. These large heavy road engines are incapable of leaving a road or well-kept Resource Road due to their size and weight. Throughout Hudson's Hope there are forestry trails, farm fields and Hydro cuts. If a fire is at the far end of a farmer's field it may not be possible to have an engine get into that fire. Having a 1 ton pick up truck with a 200-gallon tank and pump on board capable of 4-wheel drive will allow for the functionality HHFR requires.

There are little to no risks associated with the replacement of the current Command 1. With HHFR's current plan, we intend to increase fire department capabilities, while maintaining serviceability. This will ensure residents and taxpayers can have the services they require while following the Official Community Plan Section 3.6 "Continue to provide a high level of protective services (fire and police) in the community."

The new vehicle would be purchased outright through the tendering process. This ensures that the District abides by the Hudson's Hope Purchasing Policy, thus ensuring a fair and open tendering process that will consider all reasonable offers and bids that meet our criteria.

Specifications of skid unit:

A pickup truck-based skid unit provides capabilities and advantages over a designated brush truck or type 1,2 or 3 engine. This new Command 1 would be considered a type 7 engine. It would be a multi-purpose unit used for patrol, mop up, or initial attack. With 200 Gallons of water on board this unit would be capable of extinguishing up to 1400 ft of fire line with one tank of water pumping at 50 Psi.

May 8, 2021, HHFR responded to a grass fire on Canyon Drive in the vicinity of the dump. When command arrived, it was discovered to be two separate fires approximately 100m x 100 m. One fire was located on the side of the hill on Canyon Dr, the second was located in the dump behind the metal pile. Winds that evening were from the SE, leading to the fire running up-hill and toward the woods. A second page for personnel was needed. As the first unit only had three members on board, one of whom was a new, inexperienced member. Members were able to action and extinguish the fire just as it reached the forest's edge. Crews had to prioritise and allow the fire on the Canyon Dr. side to burn while trying to extinguish fire 2 prior to it getting into the woods. Had the commander at the time had a vehicle with water onboard he could have actioned one fire while the crew of the other vehicle actioned the other. This would have led to faster extinguishment and less time spent on overhaul due to fire size.

Public Criticism:

When a Commander arrives prior to the first engine with no capabilities this can be viewed in a negative light. Public perception may be that fire response is inadequate if the first arriving unit is unable to take any suppression activities.

Event Growth:

A fire event could grow beyond the capabilities of the department. If a commander is on scene and waiting for the arrival of an engine, winds and topography could cause the fire to make a run to an area that would be unreachable for the department. This kind of exponential growth could lead to mass evacuations, property loss or even loss of life.

Penalties and Fines:

Using a vehicle that is not appropriately rated for towing can lead to fines and penalties through CVSE. These fines range from \$184.00 - \$805.00 and may include the insurance of the vehicle being void for exceeding the manufacturers recommended weights for towing.

Injury or Property loss:

Towing a trailer with a vehicle that is not appropriately rated can lead to an accident. Towing a trailer as heavy as the SPU can lead to severe injury causing a roll over due to loss of control. Towing a trailer that heavy on a steep hill could cause the tow vehicle to be pushed around or even off the road. Towing a trailer that is too heavy can also lead to sever damage to the towing vehicles transmission or engine. The SPU trailer and its contents combined are worth approximately \$100,000.00

Fire Department Safety:

From a risk management perspective, sending crews in a dedicated and properly equipped emergency response vehicle is a safer option than utilizing a stock commercial vehicle which lacks proper reflective markings and lighting. Having proper emergency lighting if located on the side of a road or in an area that arial water tankers are operating is critical to the safety of the members. A white top trailer and flat deck truck look like a normal vehicle from the air. Having vehicles with emergency lights on allow the aircraft and Bird Dog to maintain situational awareness of the crews on the ground. This prevents up to 45,000 L of water being dropped on members from an aircraft, an accident that could severely injure or kill a member.

Skid Unit Capability:

HHFR currently has Brush 1, a utility terrain vehicle that is outfitted with a 75-gallon potable tank with pump, hose reel and 38MM discharge. During trials, this unit operating at 50 Psi spraying 40 Gallons a minute, lasted a total of 1 Minute and 51 seconds. Members were able to soak a 1.5-foot-wide area for a total of 550 linear ft.

With this information we estimate that a 200-gallon skid unit in a 1-ton truck would equate to 4 minutes 53 seconds operating time with one tank of water. We would also be capable of attacking 1466 linear feet at 1.5 ft wide, or 446.8 M in length of fire line with one tank of water.

During wildfire season we would be able to get water on a fire in the area up to 12 minutes sooner, while being capable of stopping up to 1466 linear ft. of fire line. This can make the difference of a fire being 2 hectares in size vs 2400 hectares.

Additionally, a skid unit on the command vehicle during a structure fire response would allow the Commander to initiate fire attack in the form of a transitional attack. The Commander would be able to attack the fire from the exterior, reducing property damage, improving occupant survivability as well as reducing risk to responders.

Cost of Project Delay:

It is currently estimated through the dealerships that we can see a 3% compounded increase in vehicle prices per year. This is a best-case scenario, with the current COVID-19 situation and supply chain issues, this could increase exponentially with supply chain shortages. Pushing this project by 2 years could see a minimum project increase of \$7795.63.

Mutual Aid Partners:

Attached is a letter supporting the use of truck mounted skid units from a mutual aid partner.

Wildland Incident Report – Lieutenant Brandon Rouble. Appendix B

Conclusion:

In conclusion, Hudson's Hope Fire Rescue is charged with providing safety and emergency response to the residents of the District of Hudson's Hope. We have taken the first responsible step of ensuring a reserve fund is established and available for the timely replacement of critical firefighting vehicles and equipment. This vehicle purchase will ensure that residents are protected with another integral piece of firefighting equipment. This purchase will reduce water application times within the District during wildfire season, provide safety to the firefighters using the unit during deployments while reducing operating and maintenance costs on large diesel engines being used for medical response. This will also allow the Commander to hold or even extinguish a fire should there be a delay in vehicle response or if there are not enough members initially responding.

Appendix A

Item	Priority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Turn Out Gear			\$ 7,500	\$ 8,000	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 82,000
Special Protection Unit		\$ 45,000													\$ -
Special Operations Trailer		\$ 22,000													\$ -
Portable Radios			\$ 4,800												\$ -
Wireless Headset			\$ 6,500												\$ -
PP Radio Upgrade					\$ 88,000	\$ 53,000									\$ 141,000
Command 1 Replacement					\$ 120,000									\$ 130,000	\$ 250,000
Engine 3 Replacement						\$ 486,000	\$ 54,000								\$ 540,000
Engine 1 replacement								\$ 200,000				\$ 500,000	\$ 57,000		\$ 190,000
Engine 2 Replacement									\$ 125,000						\$ 540,000
Engine 1 Replacement															\$ -
Emergency Jumper															\$ -
Total		\$ 67,000	\$ 18,800	\$ 8,000	\$ 216,200	\$ 547,200	\$ 62,200	\$ 208,200	\$ 133,200	\$ 8,200	\$ 8,200	\$ 508,200	\$ 65,200	\$ 138,200	\$ 1,895,000
Reserves + new years addition =															
Capital reserves - capital expenditure =				\$ 763,454	\$ 881,554	\$ 791,454	\$ 370,354	\$ 434,254	\$ 352,154	\$ 345,054	\$ 462,954	\$ 580,854	\$ 198,754	\$ 259,654	\$ 247,554
				\$ 755,454	\$ 665,354	\$ 244,254	\$ 308,154	\$ 226,054	\$ 218,954	\$ 336,854	\$ 454,754	\$ 72,654	\$ 133,554	\$ 121,454	

Appendix B

Wildland Incident Report

On 24/08/2016 at 14:26 the Charlie Lake Fire Department (CLFD) responded to a lawn tractor fire that quickly spread to a wildland fire with exposures being threatened. Lieutenant Rouble, B was the duty officer for the day when the call came in over the radio. The duty officer responded in CLFD Squad-3; a 3500 GMC Sierra crew cab extended box. On the truck is a 225-Gal propylene water tank skid, 20HP mid-range fire pump powered by a Honda engine with can pump at 265 GPM at 50 Psi, 190 GPM at 100 Psi, 115 GPM at 150 Psi, and 45 GPM at 200 Psi. The skid unit also comes with a 3-Gal fuel tank, lighted control panel, 2.5-inch tank to pump ¼ turn ball valve, steel manifold with multiple outlets, and a 1.5-inch service line with cap and chain. From the time the call came in it took the duty officer 12 min to respond from his residence to the scene. The duty officer was faced with a wildland fire that was approximately 80 feet in circumference with a fast rate of spread. With the first due engine estimated to arrive 10 min after the duty officer arrival, time was a critical factor as the fire was advancing on neighboring homes and fields. The duty officer was able to stage and deploy the 1.5 inch preconnected line, start the pump and have an effective knockdown of the fire in approximately 3 min. This was essential to the successful outcome of the incident as the Duty Officer was able to reduce the fire's advancement on the neighboring properties. Once the first due crew arrived all that was needed was overhaul on the rest of the fire.

Brandon Rouble, Lieutenant
Charlie Lake Fire Department

REQUEST FOR DECISION

RFD#: 2022BM001	Date: January 20, 2022
Meeting#: CM012422	Originator: Brad Milton
RFD TITLE: UMBC Emergency Support Services Grant	

RECOMMENDATION:

***THAT** staff apply for grant funding for the Hudson's Hope ESS Establishment Initiative through UBCM's, CEPF 2022 Emergency Support Services Grant and*

***THAT** Council supports the project, provides overall grant management, and commits to any associated ineligible costs and cost overruns if required and approved by council.*

BACKGROUND:

During emergencies, Emergency Social Services should be provided to the residents affected. This can vary from a comfort kit for a family displaced by a structure fire to large group lodging for an entire town or city displaced by a large event. With the Hudson's Hope ESS Establishment Initiative, we will be able to expand our ability to receive and care for up to 50 people locally. This will enable us to reduce stress and anxiety for staff and residents by keeping people local. This will aid in the District being self functional reducing our need to relocate residents to larger city centers.

DISCUSSION:

Through pre-planning, the Director of Protective Services has noticed short comings in the current ESS capabilities. If successful this funding will allow for the purchase of equipment such as reception center signage, cots, comfort kits and IT items allowing for the use of the most current ESS programs, enabling us to remain functional with out regional partners. Should the District of Hudson's Hope have to conduct a partial evacuation of a subdivision or an area of town, these items and the ESS team that will also be established will have the capability to run a functional Emergency Reception Center and 50-person group lodging. In case of a large regional event the Hudson's Hope ESS team will be able to assist our regional partners with their evacuee registrations in the early and at times overwhelming initial evacuee onboarding. Currently the District of Hudson's Hope would need to send evacuees to a larger regional center for lodging and ESS onboarding.

Project Cost Summary:

Project cost summary is as follows:

ITEM	AMOUNT	COST
Cots	50	\$11,000.00
Acer Chromebook	4	\$1600.00
Printer (Wireless)	1	\$300.00
Toiletry Kits	50	\$600.00
Blankets	70	\$900.00
Pillows	50	\$650.00
Sign Kit Reception Center	1	\$1200.00

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Reception Center First Aid & Hardware	1	\$1000.00
Reception Center Kit ESS Vest & Stationary	1	\$1300.00
Storage Bins	10	\$500.00
Cot Covers	50	\$1500.00
	TOTAL	\$20,550.00
	PST	\$1438.50
	GST	\$1027.50
	GRAND TOTAL	\$23,016.00

ALTERNATIVES:

Rely on regional partners such as the District of Taylor, City of Dawson Creek, and provincial aid through EMBC or NGO's such as Red Cross.

FINANCIAL CONSIDERATIONS:

Financial considerations of this project are any costs that would be considered ineligible by UMBC, of which there are no foreseen ineligibilities.

Operational costs that are foreseen are the sanitizing or equipment used in an emergency or the replacement of expired items in the comfort kits. The replacement of expired toiletries is not expected for 2-5 years. Replacement of expired items such as mouthwash or toothpaste are estimated at \$300.00

Prepared by:



Brad Milton, Director of Protective Services.

Approved by:



Mokles Rahman, CAO

ESS Budget

ITEM	AMOUNT	COST
Cots	50	\$11,000.00
Acer Chromebook	4	\$1600.00
Printer (Wireless)	1	\$300.00
Toiletry Kits	50	\$600.00
Blankets	70	\$900.00
Pillows	50	\$650.00
Sign Kit Reception Center	1	\$1200.00
Reception Center First Aid & Hardware	1	\$1000.00
Reception Center Kit ESS Vest & Stationary	1	\$1300.00
Storage Bins	10	\$500.00
Cot Covers	50	\$1500.00
	TOTAL	\$20,550.00
	PST	\$1438.50
	GST	\$1027.50
	GRAND TOTAL	\$23,016.00

Community Emergency Preparedness Fund

Emergency Support Services

2022 Application Form

Please complete and return the application form by **January 28, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Local Government or First Nation Applicant: District of Hudson's Hope	Date of Application: Jan 20, 2022
Contact Person*: Brad Mllton	Position: Director of Protective Services
Phone: 250-783-9901 Ext 208	E-mail: brad@hudsonshope.ca

** Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).*

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the Program & Application Guide for eligibility.</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

SECTION 3: Project Information
<p>3. Project Information</p> <p style="margin-left: 40px;">A. Project Title: ESS Establishment Project</p> <p style="margin-left: 40px;">B. Proposed start and end dates. Start: Febuary 1, 2022 End: December 31 2022</p>
<p>4. Project Cost & Grant Request:</p> <p style="margin-left: 40px;">Total proposed project cost: \$23,016.00 Total proposed grant request: \$23,016.00</p>

Have you applied for or received funding for this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

NO

5. Project Summary. Provide a brief summary of your project in 150 words or less.

Establish local ESS capabilities by purchasing cots, blankets, comfort kits, signage activation kits and storage bins to enable the District of Hudson's Hope to support up to 50 residents in need of a reception center. We will also purchase 4 Acer Chromebooks to allow the reception center staff to use the ERA 2.0 program.

6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

As part of the DOHH ERP under Local Evacuation Orders. " While Lifesaving must be the primary objective, every effort will be made to help the affected or potentially affected families and businesses, to reduce the anxiety, suffering, inconvenience and fear for those being displaced. The establishment of a properly equipped ESS team locally will ensure residents can be cared for locally while reducing the anxiety and stress of leaving their home by allowingg them to stay with in district limits.

SECTION 4: Detailed Project Information

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the Program & Application Guide for eligibility.

The District of Hudson's Hope will be establishing ESS reception center group lodging kits up to 50 people. we will be purchasing:

50 Cot's, 50 Blankets 25 female toiletries kits, 25 male toiletries kits, 4 Chromebooks for staff and the ERA tool, 1 Bluetooth printer along with the necessary administration and signage activation kits.

8. Modernization of local ESS programs. How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration & Assistance (ERA) Tool be implemented?

Buy purchasing 4 Acer Chromebooks, staff will be able to implement the use of the ERA tool ensuring we are inline with the most current practices and enabaling our team to integrate with our mutual aid partners if assistance is needed.

9. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

Currently the District of Hudson's Hope 3 buildings capable of meeting the needs of a reception center. unfortunately we have no volunteers or equipment to support a local reception center or smaller group lodging. We depend on our larger neighbors such as Fort St John, Dawson Creek or even the Peace River Regional District. Currently we

could handle a level one event that would involve 1 - 2 familys. with the equipment planned for purchase, this would allow the District of Hudson's Hope to care for up to 50 residents locally.

10. Host Community Capacity. Describe how the proposed project will increase emergency response capacity as a host community?

This project will allow the District of Hudson's Hope to host up to 50 people if needed from neighbouring commuities such as Chetwynd, Moberly Lake or Charlie Lake.

11. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies and knowledge sharing with other local governments and/or First Nations (e.g. ESS volunteers/responders, training resources, cots, blankets, etc.).

Should the need arise in the Pace River Regional District, the District of Hudson's Hpe would be capable of assisting the other local area teams with a larger event. Members of the Hudson's Hope team (once established) would be able to assit our partner communitys with manning their own reception centers or even assisting with supplys like cots for an expanded center. we would also be able to provide support for registration of evacuees.

12. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together and enhance mutual aid.

N/A

13. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (e.g. tracking the number of training events and recruitments, external evaluators, etc.)

The District of Hudson's Hope will evaluate the project through training with other ESS teams in the local area, once our team is established. The District will also use the assistance of other teams to ensure we meet or exceed the needs of a reception center.

14. Progress to Date. If you received funding under prior intakes for the Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity through prior projects.

N/A

15. Additional Information. Please share any other information you think may help support your submission.

The District of Hudson's Hope has no equipment or items to allow us to establish a reception center along with the basic of ESS capabilities. We would be able to manage the basic ESS needs of a single family (a displaced family from a structure fire). If one of our 5 subdivisions were required to be fully or partially evacuated the District would rely heavily on EMBC, and our regional partners to provide lodging and equipment. The

District currently has 3 building that would be ideal for an ESS Reception center. Our intent is to Establish a team of ESS Volunteers of which we currently have interest shown from 5 community members. With the purchase of the equipment and 4 Chromebooks, this would allow us to begin recruitment and training in preparation for the upcoming wildfire season

SECTION 5: Required Attachments

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- ☒ Council or Board resolution, Band Council resolution or First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- ☒ Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- ☐ For regional projects only: Council or Board resolution, Band Council resolution or First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Brad Milton

Title: Director of Protective Services

Signature*:

A certified electronic or original signature is required.

Date: January 6, 2022

* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

REQUEST FOR DECISION

RFD#:	2022-MR-04	Date:	January 17, 2021
Meeting#:	CM 01-24-22	Originator:	Mokles Rahman
RFD TITLE:	Re-activate COVID -19 Safety Plan		

RECOMMENDATION:

1. That Council approve the updated COVID -19 Safety Plan and direct administration to re-activate the COVID -19 Safety Plan.

BACKGROUND:

On June 22, 2020 the District Council approved District of Hudson's Hope COVID -19 Returning to Safe Operation.

The District require re-activation of COVID -19 Safety Plan as per the recent Provincial Health Order.

DISCUSSION:

On January 7, 2022, the provincial health officer announced an order requiring employers to re-activate COVID-19 Safety Plans.

As per the Order the District is required to take all necessary precautions to minimize the risk of COVID-19 transmission and illness to workers and visitors coming to the workplace.

The District is not required to submit any plan to the Ministry or WorkSafeBC for approval but required by order of the provincial health officer to post COVID-19 Safety Plans at the worksite and on the website.

This Plan covers the District Office and Public Works Shop. A similar plan is being developed for the Arena which will be submitted to Council during the next Council meeting.

Note: The content of the Safety Plan is based on staff input.

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENT:

1. Re-activate COVID -19 Safety Plan

Prepared and approved by:



Mokles Rahman, CAO

SR7

District of Hudson's Hope

RE-ACTIVATION COVID SAFETY PLAN

Update: January 19, 2022

*****This document will be updated as new information becomes available*****

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COVID-19 Re-activation Plan

The District has developed a COVID-19 Re-activation Plan which identifies how the municipal services will be based on the Order from Provincial Health Officials and other regulatory bodies such as WorkSafe BC.

The Re-activation Plan is focused on 'Core' local government functions including:

- Public access
- Staff workplaces and offices
- Council meetings

Controls will focus on modifying the following areas within the District:

1. Physical distancing measures - reduce density of people
2. Engineering controls - sanitization, physical barriers and PPE (non-surgical masks and gloves)
3. Administrative controls - rules, guidelines, and procedures

Safety Protocols and Procedures

Personal Protective Equipment (PPE)

- Disposable gloves and protective masks should be used unless medical condition.

Worker Transportation

- Where possible, one person per single cab.
- In crew cabs, one driver and one other person in rear passenger seat is desirable.
- Where one person per vehicle cannot be maintained, use PPE (disposable gloves and protective masks) when travelling to/from worksite.
- Clean vehicle touch points before and after use.

Lunch and Break Times

- Where possible, stagger start times (Public Works).
- Avoid congregating in the lunch room, kitchen, office spaces and common areas to maintain physical distancing requirements.

Cleaning and Hygiene

- Follow enhanced hand hygiene protocols
- Disinfect/wipe computer, mouse and other touch points frequently (i.e., before and after each use).
- Disinfect high touch points like switches, door handles, cupboard handles regularly
- At regular intervals perform deep cleaning by janitor.

Personal Precautions

- Maintain proper physical or social distancing (2 metres or approximately 6 feet)
- Avoid using computer without maintaining 2 metres physical distance
- Practice sneezing and coughing etiquette
- Avoid touching your face
- Avoid shaking hands and hugs
- Reduce in person interactions
- Stay home if you are unwell or experiencing COVID-19 related symptoms.
- Use the BC COVID-19 symptom self-assessment tool:
<https://covid19.thrive.health/>

Symptoms

If you have 1 or more of these key symptoms, you should seek testing as soon as possible:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

If you have 2 or more of the symptoms below for more than 24 hours, and they are not related to any other pre-existing conditions, you shall seek testing. These symptoms are:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

If you have only one of these symptoms, or a symptom that is not on this list and you are able to manage the symptoms stay at home. Employees will stay home until they feel better. If you have any questions, or the symptoms do not go away contact your health care provider or call 8-1-1.

[COVID-19 testing and self-isolation | Northern Health](#)

COVID-19 – Roles and Responsibilities

Objective: Provide guidelines for all District Employees to ensure the health and safety of those working with the District Of Hudson's Hope.

Manager/ Supervisor

- Ensure workers have been trained in COVID-19 procedures.
- Communicate any changes to procedures.
- Ensure workers have the necessary supplies, tools and equipment.
- Respond to questions and resolve conflicts about unsafe work due to COVID-19.

Employees

- Only allow access to the front service counter areas.
- Workers must stay behind counter/ plexiglass area as much as possible when serving customers.
- All areas accessed by public should be cleaned and sanitized regularly.
- Touch points like credit/debit machines must be sanitized after each use.
- Bring health and safety concerns forward to your supervisor, health and safety committee representative or union shop steward.
- Follow proper physical distancing guidelines of 2 meters wherever possible.
- Do not report to work if you have any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing. Notify your supervisor, stay home, call 811 for COVID screening. See your family doctor if necessary.
- If you are at work and start to feel ill with the symptoms noted above, notify your supervisor and let them know how you will be going home to self-isolate.

Public

- Public access be strictly limited to front service counter only.
- Public must follow signs and new procedures or they will be asked to leave.
- Meeting with a member of public should be at the Downstairs Meeting Room.

Communications

- The District will post guidelines outside of all public building make everyone aware of the expectations for entering public buildings.
- Guidelines will be issued to all residents via the Public Service Announcement (PSA) system. In addition, the guidelines will be posted on the District website, shared through Facebook, and included in future issues of the Bulletin.
- Communication with employees will be face-to-face and hard-copy document will be posted on internal bulletin boards.

Appendix A - Guidelines for Public Access to District Office

Public Access - Residents

In order to reduce the exposure to employees, the following guidelines apply to the main District Office during the pandemic.

1. Public access is strictly limited to front service counter only.
2. Public must follow signs and new procedures or they will be asked to leave.
3. There is a maximum of three (3) customers in the building at any time. Note: This number is increased to four (4) if a customer is required to have another person with them to provide assistance.
4. Do not access the building if you have any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing.
5. If the maximum number of customers are in the building, please return to your vehicle and wait until someone leaves the building and then re-enter.
6. Masks are mandatory for entering building. The District will not issue PPE (gloves and non-surgical masks) to the Public who enter the building.
7. The Public will be required to sanitize their hands upon entering the District Office.
8. No public access to washroom facilities.
9. After a person leaves the counter area, please wait until called as staff will sanitize the area and equipment (credit/debit machines) after each use.

Public Access – Contractors, Consultants, and Repair Personnel

In order to reduce the exposure to employees, the following guidelines apply when Contractors and/or Repair Personnel (i.e., photocopy repair) are required to be in the main District Office during the pandemic.

1. Contractor/Consultant/Repair Personnel telephones ahead when they arrive in front of the office.
2. Staff member greets person at the entrance and reviews safety guidelines.
3. Contractor/Consultant/Repair Personnel must follow signs and new procedures or they will be asked to leave.
4. After a Contractor/Repair Personnel exits the building, staff will sanitize the work/meeting area including wiping down any equipment.
5. Masks are mandatory for entering building.

Public Access - Council Meetings

1. Council meetings are organized at the Council Chambers with limits on number of public that can attend.
2. 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.
3. If more members of the Public would like to attend, then the venue is changed to the Community Hall.
4. Interested people are required to contact the Corporate Officer by 12:00 pm (noon) on the Wednesday preceding the Council Meeting.
5. Masks are mandatory for attending the Council meetings.

Appendix B - Guidelines for Public Access to Public Works Shop

Public Access - Residents

In order to reduce the exposure to employees, the following guidelines apply to the main Public Works Office during the pandemic.

1. Public access is strictly limited to front service counter only.
2. Public must follow signs and new procedures or they will be asked to leave.
3. There is a maximum of one (1) visitor in the building at any time.
4. If the maximum number of customers are in the Public Works Office, please return to your vehicle and wait until someone leaves the building and then re-enter.
5. Do not access the building if you have any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing.
6. If the maximum number of customers are in the building, please return to your vehicle and wait until someone leaves the building and then re-enter.
7. The District will not issue PPE (gloves and non-surgical masks) to the Public who enter the building.
8. The Public will be required to sanitize their hands upon entering the Public Works Office.
9. No public access to washroom facilities.
10. After a person leaves the counter area, please wait until called as staff will sanitize the area and equipment (credit/debit machines) after each use.

Public Access – Contractors and Repair Personnel

In order to reduce the exposure to employees, the following guidelines apply when Contractors and/or Repair Personnel (i.e., photocopy repair) are required to be in the main Public Works Office during the pandemic.

1. Contractor/Repair Personnel telephones ahead when they arrive outside.
2. Staff member greets person at the main entrance and reviews safety guidelines.
3. Contractor/Repair Personnel must follow signs and new procedures or they will be asked to leave.
4. After a Contractor/Repair Personnel exits the building, staff will sanitize the work/meeting area including wiping down any equipment.

REQUEST FOR DECISION

RFD#:	2021DEC13-1	Date:	Dec 13,2021
Meeting#:	CM121321	Originator:	Ruhul Amin
RFD TITLE: Presentation on Infrastructure Management Plan-Road			

RECOMMENDATION / RESOLUTION:

THAT the presentation on "Infrastructure Management Plan-Road", be received as information and discussions.

BACKGROUND:

Most of the infrastructure owned by the District of Hudson's Hope are at the end of their life with an age range of 40 years to 60 years. Usually an asphalt road last 25-30 years with routine and periodic maintenances and then needs a major rehabilitation on it. Investing to road systems is expensive and requires significant considerations to optimize the road investment.

DISCUSSION:

The District of Hudson's Hope has 16.7Km Asphalt roads and 19.4Km of Gravel roads in its inventory. According to recent inventory and condition states, among 37 Asphalt roads, 15 roads are in Good and Satisfactory conditions whereas rest 22 roads are in the range of Fair to Very Poor conditions. Very Poor and Poor roads need some repair/maintenance works immediately and Fair roads will need maintenance in near future.

This presentation focusing to appropriate treatments for our road systems and proper time to apply those treatments. Better plan and Proactive approach can save significant capital investment for the District in future. The Proactive approach is also applicable to other infrastructure such as Water, Wastewater, Facilities, Parks etc.

Attachments:

1. Presentation: Infrastructure Management Plan-Road

Prepared by:



Ruhul Amin, Director PW



Report Approved by:

Mokles Rahman, CAO

SR8

Infrastructure Management Plan- Roads December 13, 2021



Outline of the Presentation

- ✓ Inventory
- ✓ Condition
- ✓ Treatments
- ✓ Time
- ✓ Compare: Reactive vs Proactive
- ✓ Conclusions



Road Inventory (asphalt):

Total Length of Paved Roads: 16.7 KM

Ride Ratings	PCR	Number of Roads	Length (m)	Width (m)	Area (m ²)	Replace. Costs/m2	Replacement Costs	Remaining Life
Good	85 < PCI ≤ 100	5	4,142	6.62	27,418	\$120	\$3,290,151	15-20
Satisfactory	70 < PCI ≤ 85	10	4,225	7.35	31,053	\$120	\$3,726,379	10-15
Fair	55 < PCI ≤ 70	10	2,605	7.21	18,784	\$120	\$2,254,088	5-10
Poor	40 < PCI ≤ 55	7	2,198	7.55	16,596	\$120	\$1,991,551	3-5
Very Poor	0 < PCI ≤ 40	5	3,551	6.8	24,150	\$120	\$2,897,951	0-3
			16,721		118,001		\$14,160,120	

Road Inventory (gravel):

Total Length of Gravel Roads: 19.4 KM

Ride Ratings	Number of Road	Length (m)	Width (m)	Area (m ²)
Good	11	6,708	5.85	39,241.80
Fair	6	8,807	5.97	52,577.79
Poor	6	3,828	5.90	22,585.20
Very Poor	1	56	12.00	672.00
		19,399		115,076.79

Infrastructure Management Plan- Roads December 13, 2021



Outline of the Presentation

- ✓ Inventory
- ✓ Condition
- ✓ Treatments
- ✓ Time
- ✓ Compare: Reactive vs Proactive
- ✓ Conclusions



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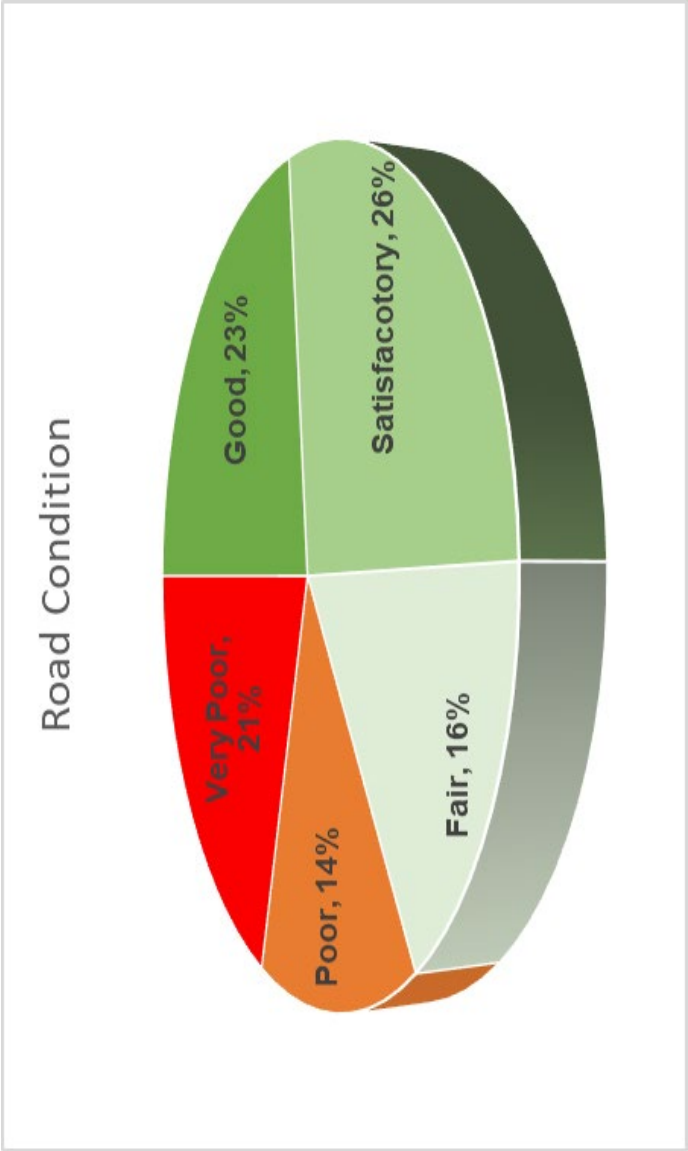
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Very Poor	1	56	12.00	672.00
		19,399		115,076.79

Condition:

Total Length of Paved Roads: 16.7 KM



Infrastructure Management Plan- Roads

December 13, 2021

Road Treatments:

- Micro Surfacing, Chip Seal, Sand Seal etc.: applicable for Roads that are in good condition. These are Pro-active Treatments.
- Thin Lift Overlay: Applicable for Roads with good concrete, and fair to good Asphalt conditions. These are Pro-active Treatments.
- Overlay: Applicable for Roads with good base and sub-base, but rough Asphalt conditions. These are Pro-active Treatments.
- Mill with Pave (Pulverizing): Applicable for Roads that need some deep repairs and have very rough Asphalt condition. These are Re-active Treatments.
- Replacement: Applicable for Roads that are failing structurally. These are Re-active Treatments.

Infrastructure Management Plan - Roads

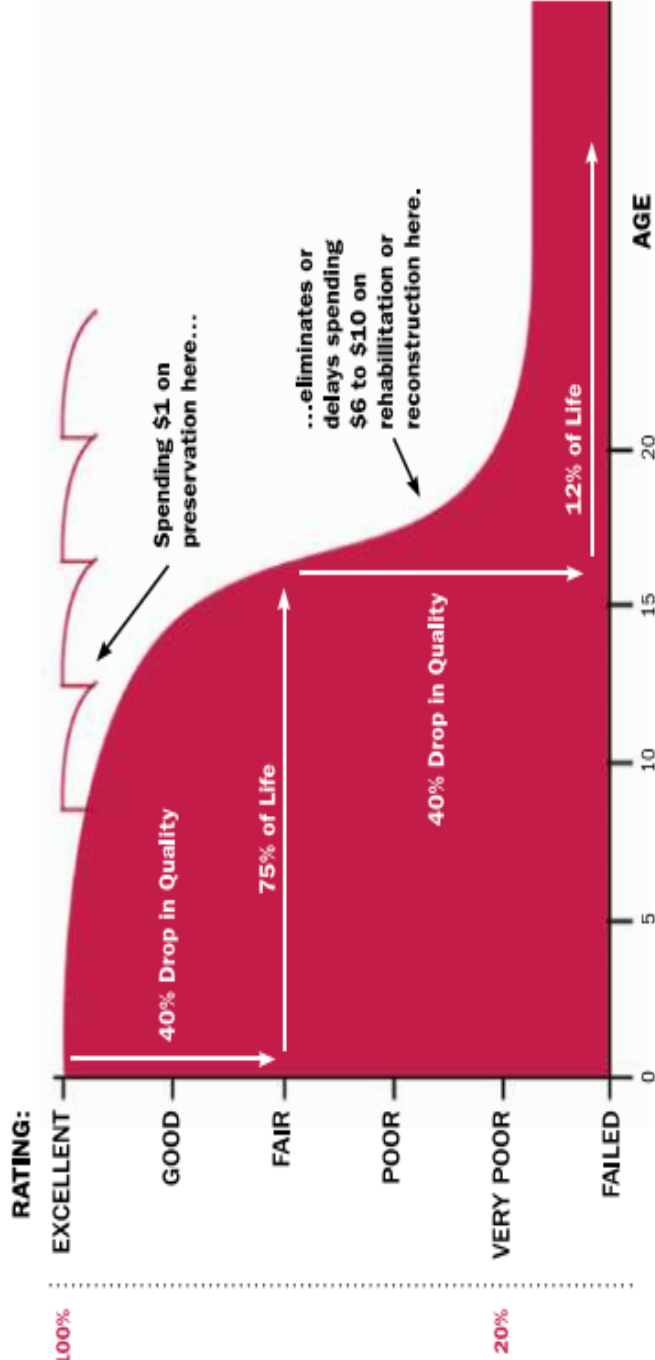
December 13, 2021

Road Treatments

	PCR	Length (m)	Width (m)	Area (m ²)	Treatment
Good (5)	85 < PCI ≤ 100	4,141.68	6.62	27,417.92	Micro Surfacing
Satisfactory (10)	70 < PCI ≤ 85	4,224.92	7.35	31,053.16	Thin Lift Overlay
Fair (10)	55 < PCI ≤ 70	2,605.28	7.21	18,784.07	Overlay/Thin Lift Overlay
Poor (7)	40 < PCI ≤ 55	2,198.18	7.55	16,596.26	Mill and Pave (Pulverizing)
Very Poor (5)	0 < PCI ≤ 40	3,551.41	6.80	24,149.59	Rehabilitation
		16,721.47		118,001.00	

Time of Treatments

Figure 2: Example of asset deterioration curve (Roads)



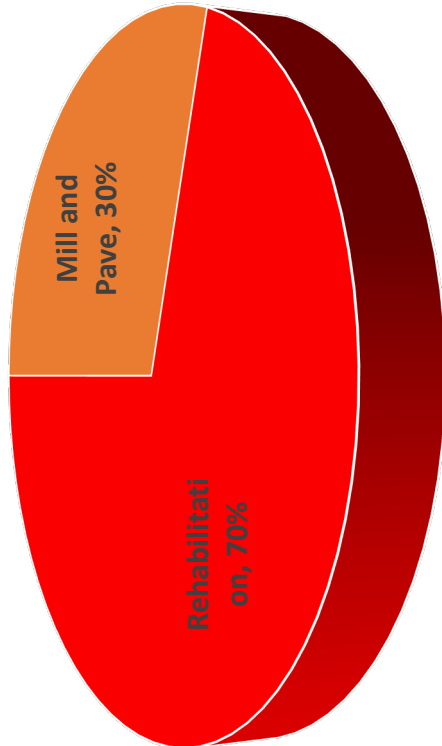
Infrastructure Management Plan- Roads
December 13, 2021

Compare: Re-active vs Pro-active

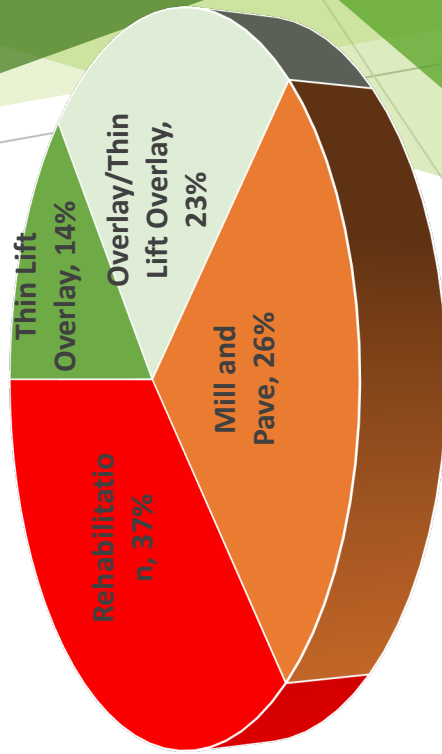
Ride Ratings	PCR	Area (m2)	Treatment	Unit Cost	Back Log	Pro-Active: Costs in 10 years	Remaining Life	Re-active: Costs in 10th years	C
Good (5)	85 < PCI ≤ 100	27,417.92	Micro Surfacing	\$10.00		\$274,179	15-20		
Satisfactory (11)	70 < PCI ≤ 85	31,053.16	Thin Lift Overlay	\$20.00		\$621,063	10-15	\$931,595	50%
Fair (10)	55 < PCI ≤ 70	18,784.07	Overlay/Thin Lift Overlay	\$40.00		\$751,363	5-10	\$1,502,725	Re-a Reha and
Poor (7)	40 < PCI ≤ 55	16,596.26	Mill and Pave	\$60.00	\$829,813	\$829,813	3-5	\$1,659,626	Re-act Pro-act +50%
Very Poor (5)	0 < PCI ≤ 40	24,149.59	Rehabilitation	\$100.00	\$1,931,967	\$1,931,967	<3	\$2,414,959	Re-act Pro-act Pave +
		16,7444.47			\$2,761,7780	\$4,408,385		\$6,508,905	

Compare: Re-active vs Pro-active

Back Log



Re-active Treatments



Conclusions:

10-Year Investment Plan

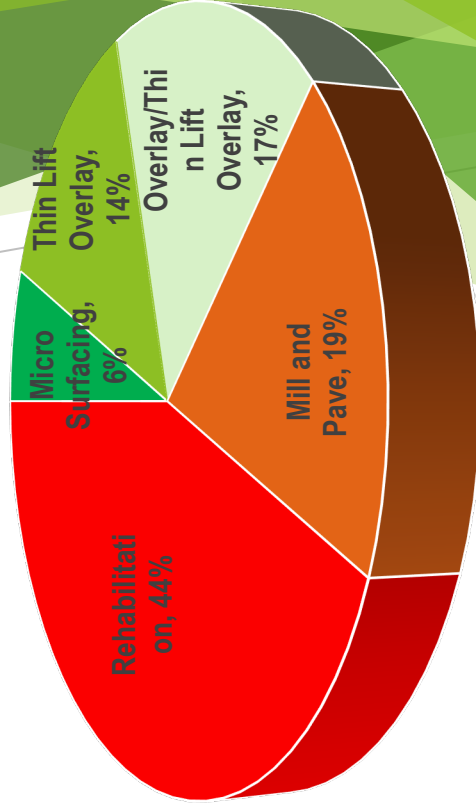
Complete Reactive Treatments (Overly, Mill and Pave/Replacement) for 12 Location ranked as Poor and Very Poor: Costs is 2.8M in 10 years and 280K every year.

Complete Proactive Treatments (Overlay, TLO, and Micro Surf.) on rest 25 Locations ranked as Fair, Satisfactory and Good: Costs is 1.6M in 10 years and 160K every year.

Need to invest 440K every year. This will allow the district to move from reactive to proactive approach in 5-7 years.

Pro-active to save 2M at the end of 10th year

Pro-active Treatments





Questions? Comments?



THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: CAO Update

DATE: January 20, 2022

FROM: Mokles Rahman, CAO

Below please find highlights of some of the major activities either done or underway in the Office of the CAO during the period of November 20, 2021 to January 19, 2022.

- A COVID re-activation plan has been developed and is being submitted to council for January 24, 2022 Council Meeting.
- Water Treatment Plant (WTP) upgrade:
 - a. While District is providing safe potable water to the residents, the District operators are facing a lot of operational challenges. To manage those challenges operators and management are spending a lot of time and over time hours during the weekends and after hours.
 - b. District had to hire a sub-contractor (the original installer of the Reverse Osmosis membranes) of the prime contractor to fix those problems. If those problems are not fixed there may be significant failure in the water supply system.
 - c. Council directed the Mayor and CAO to meet with BC Hydro to discuss about the current state of the Water Treatment Plant. Mayor and CAO met with senior staff of BC Hydro on January 19, 2022.
- The detailed design of proposed Light Industrial Subdivision is completed. Administration submitted the final report to Northern Development Initiative Trusts (NDIT) for reimbursement. The project cost is \$180,000 and NDIT will reimburse 80% of the cost.
- Library Lease Agreement and Service agreement sent to the Library Chair in November 2021. Recent follow-up with the Library director revealed that Library board is meeting last week of January to discuss these agreements.
- The Traffic bylaw has been updated by hiring a consultant. Bylaw update report will be submitted to Council in a future Council meeting.
- District prepared an Emergency Response Plan (ERP) for the Water Systems by hiring a consultant which was sent to the Northern Health.
- Housing needs implementation framework has been posted on the District Website at <https://hudsonshope.ca/latest-news/housing-needs-implementation-framework/>

SR9

HR

- Annual performance evaluations for Director of Protective Services and Corporate Officer were done, and salary reviews for both positions were done too.
- The six months probation evaluation of Director of Public Works done and he is confirmed to the position.
- Recruitment:
 - Recreation Officer – Offered the position on January 19, 2022.
 - Public Works manager - re-advertised on January 3 with a closing date of January 31, 2022.

Upcoming Activities:

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

Prepared by:



Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: January 24, 2022
SUBJECT: CORPORATE DEPARTMENT – MONTHLY UPDATE

PURPOSE

To provide Council with an update for the Corporate Department.

GENERAL

- 2022 Vacation Planning & Scheduling
 - Office Clerks, ICBC Clerk & Custodian - ongoing
- Public Service Announcements
 - RFP issued in December 2021 & January 2022 & PSA Policy approved by Council
 - No applications received
 - Service brought in-house as of January 1, 2022 with training provided to Staff and there has been no disruption in service
 - *Note:* very little Staff time has been required thus far to issue PSAs and an outsourcing solution being worked on
- Council Chambers Sound System
 - Sound System installed by Sound in Town
 - Equipment is on loan from Sound in Town, pending delivery of order (there are supply chain delays)
 - Quote being obtained from Sound in Town for recording / live streaming and will be added to the 2022 budget discussions
- Router & Wireless Access Points
 - Quote obtained & order placed in 2021
 - IT Partners on-site on early January 2022 for installation
 - Advised that on-line meeting problems experienced during the Council Meeting held January 10, 2022 due to the wireless access connection in Council Chambers being “dead”, and that a weak signal was being drawn from a wireless access point located upstairs in the Office. In addition, the technician cabled in internet access.
- Server Replacement
 - Quote obtained & order placed in 2021
 - Delivery expected early February 2022 (*note:* IT Partners advised there are supply chain delays)

SR10

- Water Treatment Plant – IP Address Issues
 - The IP address at the Water Treatment Plant changed from static to dynamic, resulting in Public Works Staff not being able to access the Aviva data, although the data flow was not interrupted. Resolved with Telus and IT Partners; note: this was very time-consuming as had to deal with 3-4 different departments at Telus using voicemail, email and text messaging. Notes are being prepared in case this issue arises again.
- 2021 Audit
 - Organizing Corporate information, eg minutes, new bylaws adopted in 2021, insurance, etc. Office staff assisting with this project.
- 2022 Insurance
 - Insurance costs continue to rise and Underwriters continue to request more information on facilities, eg concern about age of roofs at the Library and New Horizons buildings; advised Insurance Provider that a new roof planned for the Library building in 2022.
 - Appraisal to be done in 2022; normally done every 3 - 4 years and normally would have been done in 2020, however COVID-19 has delayed scheduling. Quote has been obtained and will be added to the 2022 budget discussions.
- ICBC
 - ICBC is in the process of upgrading the Driver's Licencing connections to fibre; expected to take place in March 2022 and expected significant improvement in speed.
- LOVE Hudson's Hope (NDIT Program)
 - Office Staff preparing the final report for 2021 and will be included on a Council Agenda in February 2022.
 - Receive \$1,200 on an annual basis for the LOVE program, most of the grant is applied to the Plaid Friday event; Staff are reviewing opportunities to distribute the funds among other events over the year.
- Local Government Elections 2022
 - Elections are scheduled for October 15, 2022
 - Staff to begin preparations early February and on-line training is being provided by LGMA
- Commissioner for Taking Affidavits / Oaths – ongoing

COUNCIL MEETINGS

- Agenda Preparations & Minutes – November 22, 2021
 - Regular Council Meeting
 - In Camera Council Meeting

COUNCIL MEETINGS (*continued*)

- Agenda Preparation – December 13, 2021 (*Note: meeting was cancelled*)
 - Regular Council Meeting
 - In Camera Council Meeting

- Agenda Preparation & Minutes – January 10, 2022
 - Special Council (*in lieu of the December 13, 2022 Regular Council Meeting that was cancelled*)
 - Regular Council Meeting
 - In Camera Council Meeting
 - Letter of Support issued for the Peace Valley Folk Fest 2022 application for the Fabulous Festivals and Events grant on January 11, 2022.

- Agenda Preparation – January 24, 2022
 - Regular Council Meeting
 - In Camera Council Meeting

BYLAWS

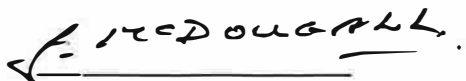
- Bylaw No. 915, 2020 Fees & Charges being reviewed
- Fee for comfort letters needs to be added

CONFERENCES / EDUCATION / TRAINING

- **LGMA Freedom of Information & Records Management Committee**
 - Freedom of Information – Sub-Committee – Ongoing

- **Emergency Social Services**
 - Scheduling for Office Staff in progress in conjunction with the Director, Protective Services

- **ICBC Training**
 - M. Heiberg – training resumed in September & currently on-going; it was paused for the summer season for the following reasons: the ICBC Clerk, who provides the training, was on several weeks of vacation; M. Heiberg on occasional vacation, provided vacation coverage for Office Clerks & provided Senior Lifeguard coverage as needed.



Jeanette McDougall,
Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Public Works Department Update

DATE: January 19, 2022

FROM: Ruhul Amin

Below please find highlights of some of the activities either done or underway in the Public Works Department during the period of November 21 to January 19, 2022.

A. OPERATIONS:

- Arena: Staff are having some challenges to implement COVID protocol.
- Sanitary Sewer flushing: Started October 12th and completed on November 5.
- Dinosaur Lake Road tree mulching: Completed on November 5.
- Grader Operators Training: trained two PW staff for grader operations. This training increased our capacity significantly for roads grading and winter maintenance.
- Library Building: The contractor (Energetic Plumbing) started carpentry work on January 19th, 2022. Expecting to complete the air conditioning work by February 2022.
- Visual Slope Monitoring: Since December 03, 2021, PW is doing weekly visual monitoring on the slope of the riverbank adjacent to Library building.
- Winter Maintenance: We have had several snowfalls with abundant snow. Crew is working well with all the snow removal. PW have been running the bobcat to clean sidewalks.
- Kendrick and Beattie Lift stations malfunctioning: Kendrick Lift station went through significant mechanical and electrical problems last week. PW staff with the help from external resources resolved the issues. It took two long days to diagnose and resolve the issues. Beattie Lift station had some electrical issues, PW staff resolved issues with internal resources. In Beattie Lift station, we had furnace trouble for a few days where the furnace needed reset. A furnace technician was brought in and servicing was completed.

B. CAPITAL PROJECTS:

1. Beryl Prairie Water Well Piping and Residential Water Stand upgrades: Completed on November 1st week.
2. Arena Door and Water Heater: Water heater installation was completed last week. Doors installation will be completed by March 2022.
3. Plow Truck 2021: Received six bids in the 2nd call, waiting on RFD today for next steps.

SR11

4. Safety Wall in the District Office: Hired Urban Systems and DK Architecture for design works. DK Architecture submitted conceptual design to district, waiting on RFD today for next steps.
5. Capital Project 2022: Planned to start work on 2022 Capital project in February 2022.

C. OPERATING PROJECTS:

1. Garbage Bins: Purchased 11 garbage bins with larger wheels.
2. Arena and Curling Rink Building Envelop Assessments: Hired BC Building Science Engineering. Expecting the reports by end of this month.

E. UPCOMING ACTIVITIES:

- Tennis court net replacement: Received nets and posts, will be installed early spring this year.

Prepared and submitted by:

A handwritten signature in black ink, appearing to read 'Ruhul Amin', is positioned below the text 'Prepared and submitted by:'. The signature is stylized with a large, sweeping initial 'R'.

Ruhul Amin, Director of Public Works and Engineering

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Update

DATE: January 17, 2021

FROM: Brad Milton, Director of Protective Services

Please find highlights of activities either done or underway in the Protective Services Departments during the last reporting period.

- From November 17, 2021 – December 31, 2021, HHFR received 10 calls for service. 1 - Vehicle Fire, 1 - Public Service, 1 – Motor Vehicle Accidents, 7 - First Responder (medical).
- From January 1, 2022 – January 17, 2022, HHFR received 3 calls for service. 3 - First Responder (medical).
- HHFR had 8 members successfully complete the First Responders Training held the first 2 weekends of December. HHFR now maintains half of all members with FR certification.
- HHFR along with our Emergency Services Partners held an impromptu lights and siren tour of the town on December 23. HHFR, RCMP and BCEHS toured the town with our lights on and rang the sirens for all the children and residents to brighten their day and kicking off the Holidays.
- HHFR members took a 2 week break from weekly training for the holiday season.
- HHFR responded to a tanker truck fire on Canyon Dr and Beryl Prairie Rd. The tanker was full of 45,000 Kg of sweet condensate. Members were able to attack the fire quickly and aggressively preventing this fire from growing. Great work all HHFR members.
- There have been 0 bylaw complaints this reporting period.

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

Prepared by:



Brad Milton, Director of Protective Service

SR12

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council
SUBJECT: Special Projects – Update Report
DATE: January 2022
FROM: Chris Cvik

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

- Participated on Recreation Officer Interviews.
- Working with Public Works on Public Works Supervisor posting.
- Prepared report on Lucas Subdivision Housing Proposal.
- Submitted NDIT Strategic Initiatives Final Report on the Light Industrial Subdivision. Submission will allow for payment of \$144,000 to the District.
- Submitted amended Notice of Work application on November 14, 2021, on the District of Hudson's Hope Gravel Pit License of Occupation extension – awaiting a response.

Upcoming

- Assist with CAO as necessary.



Chris Cvik

Jeanette McDougall

From: Tab Young <Tab.Young@prrd.bc.ca>
Sent: January 4, 2022 11:41 AM
To: Jeanette McDougall
Cc: Tyra Henderson
Subject: PRRD Economic Development Model
Attachments: 1.MDB Insight Inc. PowerPoint Presentation.pdf; 2.Primer on RD's in BC.pdf; 3. January 17, 2018, PRRD Brd Rep from Kim Frech, CFO - Re Ec Dev 2018 Plan.pdf; 4. October 17, 2018, PRRD Brd Rep from Lyle Smith, CFO - Ec Dev 2018 Plan.pdf; 5. 2019 Economic Development Function 140.pdf; 6. 2020 Economic Development Function 140.pdf; 7. August 14, 2020 PRRD Report from Tyra Henderson, CO, Re Ec Dev Function Options.pdf; Ec Dev Model - District of Hudson's Hope.pdf

Good morning Jeanette; attached is a letter and seven corresponding attachments regarding a potential Economic Development Model for the Peace River Regional District. The PRRD asks the District of Hudson's Hope to provide the attached documents to Mayor and Council to review and respond to the Regional Board with feedback on the proposed Economic Development Options by the end of January.

If you have any questions, please contact Tyra Henderson, Corporate Officer via email; Tyra.Henderson@prrd.bc.ca or via phone; 250-784-3216.

Thank you,

Tab Young, | Deputy Corporate Officer

Direct: 250-784-3207 | Cell: 250-219-6708 | tab.young@prrd.bc.ca

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Avenue, Dawson Creek, BC V1G 4H8

www.prrd.bc.ca



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C1



Peace River Regional District

Economic Development Model Considerations

Presented by: Paul Blais, Jordan Tidey, MDB Insight

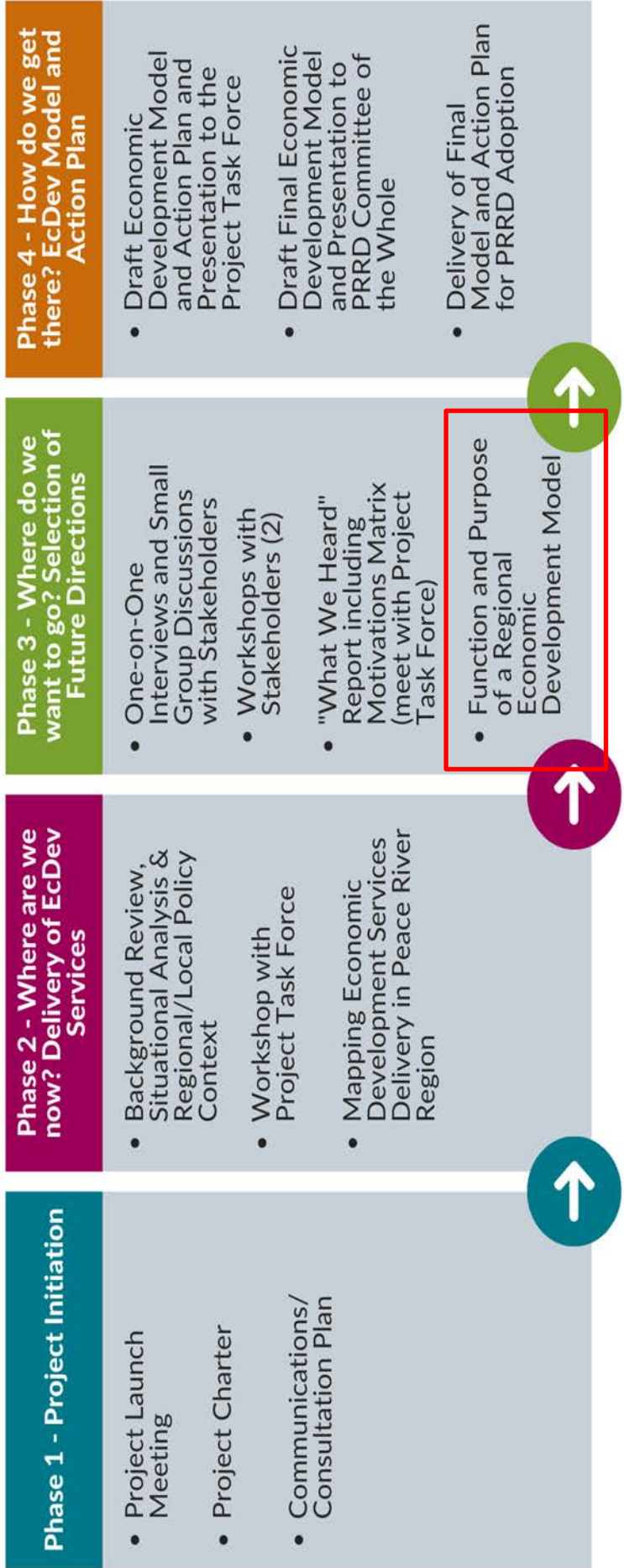
Date: October 2021



Agenda

1. Project Update
2. Function and Purpose (The What)
3. Model Options (The How)
4. Next Steps

Project Update



Function and Purpose (The What)



Vision

- The project's main deliverable is an economic model that supports sustainable growth and a strong economy.
- The model is designed to align and support the long-term plans and marketing strategies of the Board, member municipalities, electoral areas and stakeholders.
- The recommendations are based on research and engagement and focused on the Strengths, Aspirations, Opportunities, Risks and Results for the PRRD.
- Regional District Vision: Model/Project assumes collaboration.



Current Service Delivery

- Stakeholders in the region tend to think big, focus on large problems and their complex solutions (e.g. Health Care and the Health-Related Services Function).
- Most economic development services are delivered by municipal staff, with some services delivered with partners and others by third parties (e.g. Chambers of Commerce, Community Futures, Northern BC Tourism, NDIT).
- A patchwork of interconnected and overlapping services at the local, regional, provincial and federal government levels.
- Programming and services are siloed and uncoordinated. Communities, projects, money and opportunities are slipping through the cracks.



Regional Gaps

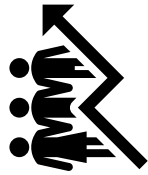
- Awareness of Economic Development Activities and Services (Confusion in Market)
- Regional Leadership in Economic Development (No Clear Direction Regionally)
- Regional Tourism Support (NDIT Love Northern BC, Northern BC Tourism)
- Regional Data Collection, Availability, Promotion (NDIT Profiles)
- Coordinated Investment Attraction (Municipal and Electoral Area)
- Business Retention and Expansion
- Lead Generation



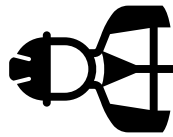
Increased
Investment
Attraction



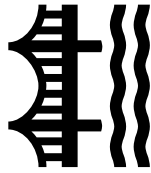
Available Data



Sustainable Growth



Workforce
Attraction and
Retention



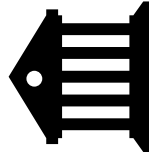
Infrastructure
Investment



Support
Community
Organizations



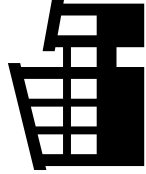
Increased
Economic
Development
Capacity



Securing Funding



Promotion of the
Region



Increasing Tax Base



Why a Regional Economic Development Model

Opportunity to address issues that impact all communities:

- Leverage Resources
- Increase Capacity
- Enhance Scope of Services
- Secure Infrastructure
- Coordination of Data and Services (Potential to Reduce Duplication)
- Access Funding
- Marketing and Promotion



Proposed Function and Purpose: Categories

- 1.** Coordination: Providing Better Access to Data and Services
- 2.** Funding: Supporting Access to Additional Funding
- 3.** Capacity: Improving the Scope of Economic Development
- 4.** Marketing and Promotion: Developing a Brand and Promoting the Region



Priorities and Service Functions

Priorities	Coordination	Funding	Capacity	Marketing and Promotion
Investment Attraction	✓	✓	✓	✓
Tourism	✓	✓	✓	✓
Funding Support to Organizations	✓	✓	✓	✓
Resident Retention and Attraction	✓	✓	✓	✓
Broadband Infrastructure	✓	✓	✓	
Healthcare	✓	✓	✓	✓
Adequate Affordable Housing	✓	✓	✓	
Transportation Infrastructure	✓	✓	✓	
First Nations Engagement	✓	✓	✓	✓
Lobbying/Advocacy	✓	✓	✓	✓



Proposed Function and Purpose

Focus Areas	Objectives
Funding	Securing Infrastructure Funding
	Securing Programming Funding
Coordination	Leadership on Broadband Development
	Single Window for Contact and Data for the Region
	Private Sector Engagement
Capacity	Asset Development and Promotion
	Business Retention and Expansion Support
Marketing and Promotion	Brand and Marketing Material Development
	Lead Generation
	Leveraging Partner Marketing Channels
	Coordination with Employers

Model (The How)



Service Delivery Options

- The PRRD's competitive position can be stronger than communities working alone.
- Tackling the challenges related to improving competitiveness are services that need to be delivered at both the local and regional level.
- The chosen service delivery model will significantly impact effectiveness of economic development activities.

Two high-level methods for delivering services were identified:

- No Economic Development Service: Current State
- Economic Development Service



No Economic Development Service: Current State

Establish New Services to Support Priorities on an Ad-Hoc Basis

Advantages

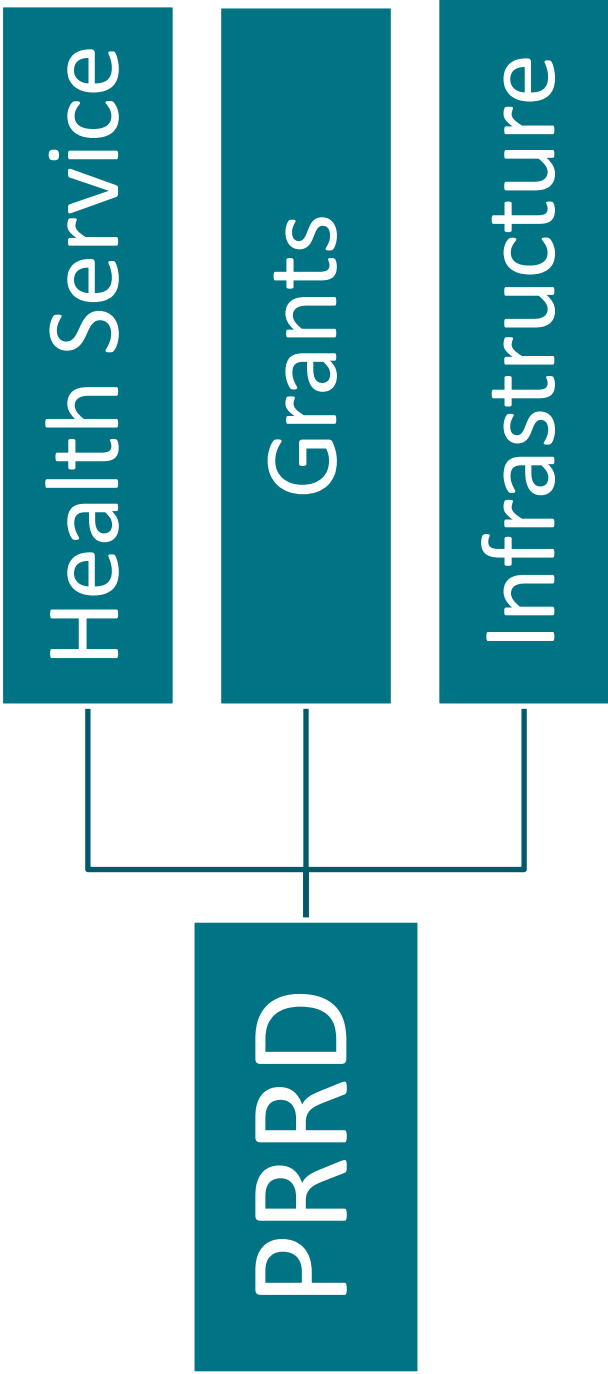
- Similar to previous model
- Supports Grants through existing or new targeted services

Disadvantages

- Slow process (referendum)
- Difficult to change once established
- Does not increase regional capacity
- Opt in out only once



No Economic Development Service: Current State





Economic Development Service

The municipalities continue to deliver economic development services with additional support at the regional district.

Some of the advantages of this type of approach to service delivery include:

- Taking advantage of synergies within municipalities and PRRD
- Identification of the projects on which communities they would like to collaborate
- The individual organizations retain significant autonomy
- The pooling of shared resources allows for more specialized service delivery



Economic Development Service

Advantages (continued)

- The creation of a staffed service that provides leadership for some or all economic development services in the region.
- Economic development programs or projects could achieve a larger scale for resource allocation and efficiency.
- A central organization could manage: Database development, BRE, Investment Attraction, Develop marketing materials, Lead Management, coordinate infrastructure grant applications/lobbying and manage the partnerships in the region.



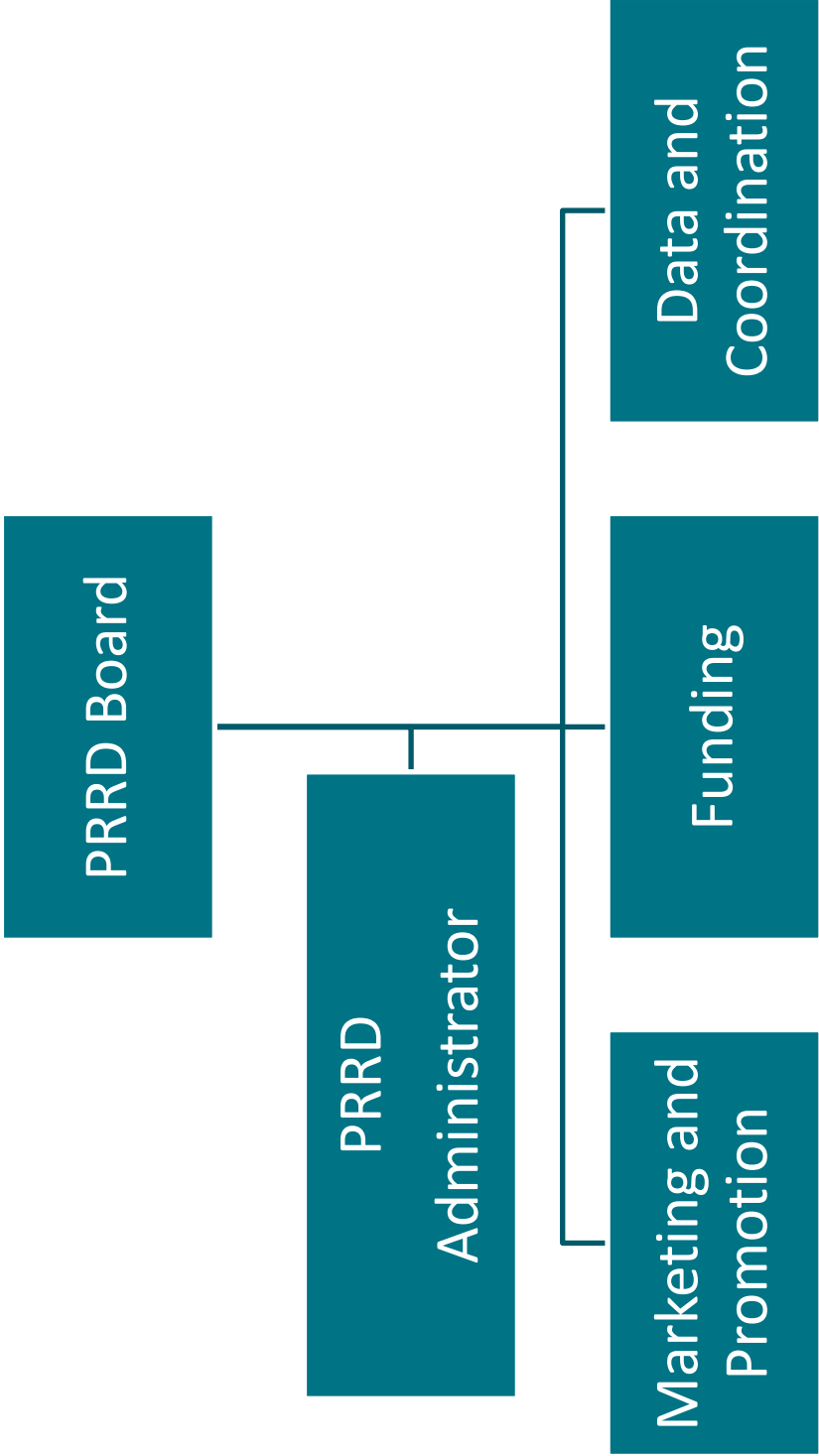
Economic Development Service

Disadvantages of this type of approach to service delivery include:

- Less political accountability to elected representatives (e.g. a Council's concerns that they cannot control activities and are not getting “their fair share”)
- Human resources/compensation policies can be different from the municipalities, causing friction and distrust
- While these services' costs can be shared equally, benefits may accrue unequally across the municipalities on a project basis.



Regional District Service

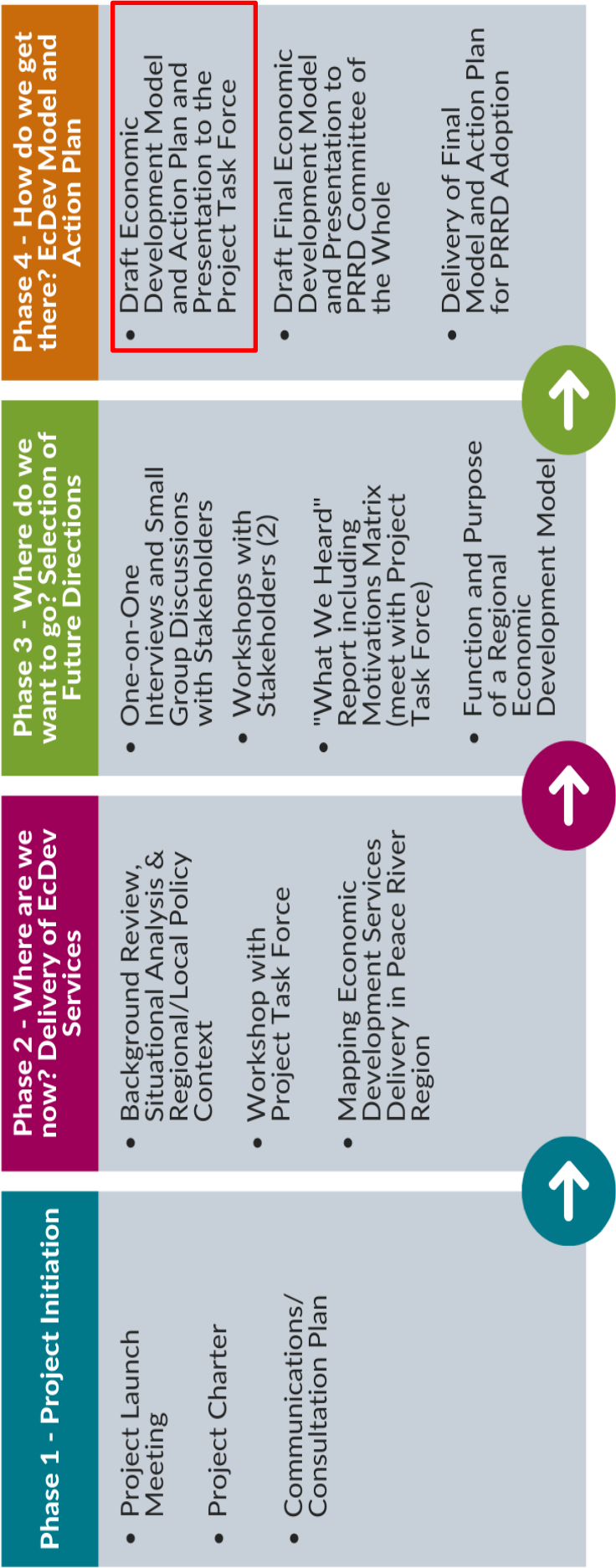




Scope

1. Support Regional Economic Development Capacity
2. Support Electoral Area Economic Development Capacity
3. Facilitate Sub-Regional Collaboration

Next Steps



THANK YOU!

Primer on Regional Districts in British Columbia



2006

A Primer on Regional Districts in British Columbia

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1.0 Introduction

This paper provides background on the development of regional districts in British Columbia. Regional districts are a unique feature of the British Columbia local government system which date back to the early 1960's.

2.0 Background

2.1 Why were they created?

In order to understand why regional districts were created, it is necessary to understand several factors concerning the nature of British Columbia in 1965.

The province (STATS) # of people, municipalities etc. economy

In 1965, the province was experiencing rapid expansion, in particular because of resource extraction. Rural areas were growing but did not have a general purpose local government. Where land use planning and regulation existed, it was done directly by the Minister of Municipal Affairs and provincial staff using the authority of the *Local Services Act*. Local services such as fire protection, street lighting and water supply were provided by independently incorporated improvement districts or by municipalities under contract to the ministry. Cost recovery of these services was managed through local service areas established under the authority of the *Local Services Act*. The absence of a general purpose rural government created serious problems in terms of rural communities having citizen access to critical services such as water and fire protection and the lack of political accountability.

During the 1960s, there was no efficient and effective means to manage issues beyond the boundaries of municipalities, in other words no means of addressing "urban fringe" issues. Specifically this meant:

- a lack of planning in rural areas adjacent to municipal boundaries;
- difficulties for rural residents in accessing basic services such as fire protection and water supply; and
- "free rider" circumstances where residents of rural areas could use municipal facilities without paying a fair share of the costs, most evident, but not limited to the case of recreational facilities and services.

As well, there was an inability to gain economies of scale in service provision except through political amalgamation of municipal units, inter-municipal contracting or creation of special purpose regional service agencies through special statute (i.e. the Greater Vancouver Water District, the Greater Vancouver Sewer and Drainage District and the Greater Victoria Water District). While these provided some means to achieve economies of scale they were not readily available, generally lacked political acceptability or lacked sufficient flexibility to deal with the wide range of issues around the province. In short, the local government system of the 60s was characterized by incipient fragmentation. There was no overall enabling statute to facilitate municipalities and rural areas joining together to achieve the benefits of regional service delivery.

In addition, there were two related issues that demanded provincial attention. First, was the problem of long-term capital borrowing for municipalities. Prior to the creation of the Municipal Finance Authority in 1971, each municipality had to undertake its own capital borrowing. This meant most municipalities were placed at a disadvantage in the market place. Those that did not have solid credit ratings consequently, did not receive good interest rates (or in some cases could not borrow funds at all) which in turn substantially raised the costs of capital projects. The Municipal Finance Authority created an opportunity for municipalities, through their regional districts, to "pool" the assets of all municipalities and using that as security, collectively approach the market place for capital borrowing producing benefits in terms of a better credit rating and lower rates. The *Municipal Finance Authority Act* took advantage of the emergence of

regional districts and mandated that all municipalities, with the exception of the City of Vancouver and special boards, had to borrow through their regional districts.

The second major issue that commanded provincial attention was the issue of hospital finance. In 1965, the local share of hospital capital costs was raised by municipalities or in rural areas by improvement districts. This created serious inequities; for example a regional hospital, serving a larger part of a region, would be financed exclusively by the taxpayers of the city within which it was located. Rural residents living just outside the city would escape any financial responsibility associated with ongoing operation of the hospital. Smaller communities with weak tax bases would have difficulties raising the local share from a weak property tax base. In other cases improvement districts which had limited access to conventional finance tools were also forced to raise the local share. This created serious inequities in terms of fair sharing of costs and equitable distribution of health care facilities. In response to this situation, the *Hospital Districts Act* was passed in 1967 which created regional hospital districts which had boundaries and membership coterminous with municipal regional districts.

2.2 What Do Regional Districts do?

Regional districts have three basic roles. First, regional districts provide regional governance and services for the region as a whole. They provide a political forum for representation of regional residents and communities and a vehicle for advancing the interests of the region as a whole.

More practically, they provide a vehicle for the delivery of typical region-wide services like economic development, water supply, sewerage disposal, and solid waste management. The regional district regional service role is one which can be misunderstood. In particular, the roles of the municipality and the region can be confused. Perhaps the best way of describing the respective roles is to say that the regional district is the wholesaler while the municipality is the retailer. The regional district's customers are the municipalities while the municipal customers are the general public. This can be illustrated with respect to water provision. The regional district manages the central reservoirs and treatment facilities and delivers the water to the gates of the municipality, which in turn, acts as the retailer distributing water to individual customers.

Second, regional districts provide a political and administrative framework for inter-municipal or sub-regional service partnerships through the creation of "benefiting areas". Any combination of municipalities and electoral areas can jointly decide to provide services and recover the costs from the beneficiaries. Examples of services that are typically provided this way include:

- a large scale recreation center that benefits four municipalities and an electoral area;
- a fire protection service that enables a municipal fire department to provide fire protection to a rural area immediately adjacent to municipal boundaries; and
- a park service that enables parks in three rural electoral areas to be maintained.

Third, regional districts are, in the absence of municipalities, the "local" government for rural areas. At the very least, this means that the regional district provides community planning and land use regulation in rural areas. However, in addition, it typically means the region is providing the following services: building regulation and inspection; nuisance regulation; street lighting; and house numbering.

While, all regional districts perform each of these roles, the emphasis on each varies from region to region. For example, the Greater Vancouver Regional District primarily focuses on delivery of regional services. A regional district such as Thompson-Nicola emphasizes the rural government role. The Capital Regional District has a strong presence in each of these areas but its presence in the rural government area has declined with the incorporation of new municipalities in the Western Communities.

Figure One below outlines the variety of services provided by the Capital Regional District.

**Figure One:
Services of the Capital Regional District**

Regional Services <i>[supplied to the entire region]</i>	<ul style="list-style-type: none"> • general government • regional parks • regional planning • water supply • sewerage treatment and disposal • solid waste management • emergency 9-1-1 system
Inter-Municipal Services <i>[supplied to two or more members within the region]</i>	<ul style="list-style-type: none"> • recreation • parks
Local Services <i>[provided to rural areas of the regional district]</i>	<ul style="list-style-type: none"> • community planning and land use regulation • building inspection • nuisance regulation • community parks • water distribution • sewerage collection • fire protection • street lighting • recreation

2.3 How were they created?

The process for creating regional districts has been described as the process of "gentle imposition". Figure Two illustrates critical milestones in the development of a system of regional governance.

**Figure Two:
Key Milestones in the Development of Regional Districts**

1965	• Amendments to <i>Municipal Act</i> provide for regional districts
1965	• First regional district incorporated
1967	• <i>Hospital Districts Act</i> adopted
1968	• Last regional district incorporated
1970	• <i>Municipal Finance Authority Act</i> adopted
1971	• Municipal Finance Authority established:
1979	• Farmer Commission review of regional districts
1983-1986	• Campbell Commission review of regional districts
1989	• Regional district legislation reformed
1989	• Amendments to <i>Waste Management Act</i> mandate regional districts prepare solid waste management plan
1995	• <i>Growth Strategies Act</i> adopted
1998	• <i>Greater Vancouver Transportation Authority Act</i> adopted
1998-2000	• Regional district legislation updated

Legislation enabling the creation of regional districts was introduced in 1965. Over the next five years, a total of 29 regional districts were incorporated. This did not happen all at once; the system was built up one regional district at a time using both incentives and to a limited extent mandates from in provincial legislation. The

boundaries of the regional districts were, to a large extent, based on school district boundaries but with a number of compromises necessary to ensure that each had a reasonable tax base.

While the basic elements were in place by 1970, the regional district system has not been static - it has had to adapt over time in response to a changing environment, provincial interests, local pressures or mutual local-provincial agreement. Adaptation was necessary and changes have been made to deal with new issues and challenges. In 1967, through the adoption of the *Hospitals Districts Act*, regional districts were given responsibility for regional hospital capital financing, in large part, to introduce badly needed fairness in access to health services. For example, until that time, the City of Prince George paid for all of the capital costs of the Prince George Hospital which benefited the Central Interior. Similarly, small rural hospitals or diagnostic and treatment centers had to be financed by local improvement districts which varied greatly in terms of their financial capacity.

In 1971, difficulties experienced by municipalities and regional districts in accessing capital resulted in the passage of the *Municipal Finance Authority Act*, which created the Municipal Finance Authority. This created an opportunity for local governments, through their regional districts, to pool their assets and borrowing requests and collectively approach the marketplace producing benefits in lower borrowing costs. In 1978, Hugh Curtis, then Minister of Municipal Affairs initiated the Regional District Review Committee, which came to be known as the Farmer Committee. This was the first comprehensive review of regional districts since their inception. The Committee recommended retention of regional districts and made a number of practical suggestions for changes.

The Farmer Committee produced a report which, under the leadership of a subsequent Minister, spawned an extensive and serendipitous process of discussion of changes including a planning act discussion paper, a proposal for a county system and a new *Municipal Act*. With Minister Van der Zalm unable to forge a consensus either with local government or the province, none of this resulted in legislation.

In 1983, with the province deep in an economic recession, the provincial government removed regional planning powers from regional districts and initiated a comprehensive review of regional districts led by the political "father of regional districts", Dan Campbell. This Commission was a very informal exercise but it produced some very practical recommendations which ultimately led to substantial legislative change.

Between 1986 and 1989, building on the Campbell work, the Ministry of Municipal Affairs engaged in an extensive consultative process with the Union of British Columbia Municipalities (UBCM) and local governments to totally re-write the regional district legislation. This solidified regional districts and eliminated innumerable cabinet approvals of regional district initiatives. More importantly, it pioneered collaborative approaches to legislative development between the province and local governments.

In 1989, the Minister of the Environment, John Reynolds, following recommendations of a consultative process led by Jim Rabbit, former Mayor of Merritt, introduced amendments to the *Waste Management Act* which mandated regional districts to develop solid waste management plans by the end of 1995. This was not well received at the time by regional governments but over time there has been an acceptance that planning for environmental issues of this kind is best done at the regional scale.

In 1993 and 1994, Municipal Affairs Minister Darlene Marzari spearheaded a consultation process which led to the enactment of the *Growth Strategies Statutes Amendment Act* in 1995. This was the result of a remarkable consensus by the province and local government on the need for more effective inter-jurisdictional co-ordination to manage growth. To date six regional districts have voluntarily adopted regional growth strategies.

From 1998 to 2000, as part of *the Municipal Act* Reform process, regional district legislation was significantly updated, with their authority expanded to include: broad corporate powers; broad service authority; five-year financial plan requirements and provision for service review and withdrawal and dispute resolution.

In 1998, the Legislature adopted the *Greater Vancouver Transportation Authority Act* which was the result of extensive negotiations between the province and the Greater Vancouver Regional District (GVRD). This was significant in a number of respects: it gave the GVRD new powers in transit, major roads, air care and Transportation Demand Management (TDM); and provided revenue sources to match. Significantly, it removed hospital financing as a regional district responsibility as one of the swaps necessary to achieve a balanced and mutually acceptable package.

Not only has the legislative framework changed but there have been structural changes as well. In 1987, the Peace River-Liard Regional District was split to create the Fort Nelson-Liard, now the Northern Rockies Regional District, and the Peace River Regional Districts in response to concerns with the size and relative inaccessibility of the larger regional district. In 1994, the Fraser Valley Regional District was created through the amalgamation of the Central Fraser Valley, Dewdney-Alouette and Fraser-Cheam Regional Districts. The primary objective in this restructure was to create a stronger governance framework for effective regional growth management.

Regional districts have been with us for over forty years but the system has changed dramatically both because of provincial interests and local needs. In some cases, this was the result of a provincial fiat but more often it was the result of inter-jurisdictional consensus and collaboration. Regional districts have evolved. There has been no overall plan for their development and this evolution has meant compromises amongst a range of principles which, for the most part, have worked.

2.4 What are the principles underlying Regional Districts?

The six basic principles which underlie the regional district system are summarized in Figure Three and discussed below.

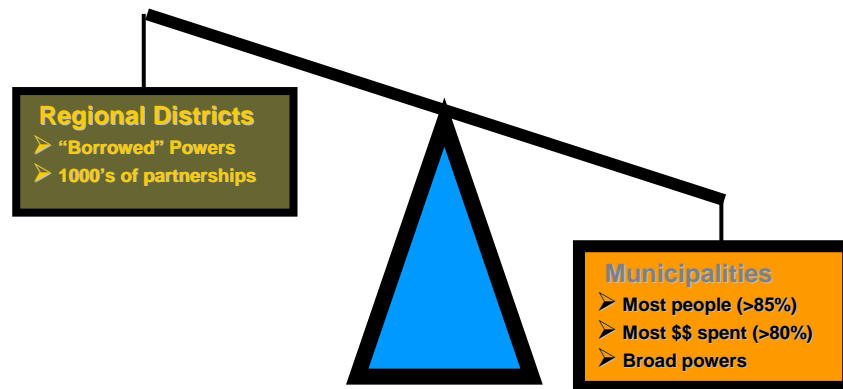
**Figure Three:
Key Principles underlying the Regional District System**

PRINCIPLE	EXPLANATION
1. federal/confederal	2. part of, not apart, from the municipal system
3. voluntary	4. write your own ticket
5. consensual	6. borrowed power
7. flexible	8. freedom to choose from the menu
9. fiscal equivalence	10. pay for what you get
11. soft boundaries	12. choose your geography

1. *Federal/confederal*. Federal generally means two or more levels of government where citizens interact directly with each level in terms of voting and receiving services. Confederations (confederal) are where citizens deal with the lower level government (i.e. provincial) and the lower level government deals with the higher level government (i.e. national).

Regional districts are a mixture of both federal and confederal. Rural areas have a federal relation to the region - they vote for directors and they receive services directly from the regional district. For residents of municipal areas their relationship is confederal - citizens do not vote directly for regional board members and the services are not received directly from the region but from the municipality.

Figure Four – Power Relationship between Regional Districts and Municipalities



The federal character is the most important principle for understanding the unique character of regional districts. The region is a federation of municipalities and rural areas. Each constituent unit is in effect a shareholder and has a seat on the board of directors. As a consequence, regional districts are part of the municipal system not separate from it. The regional district does not sit over the municipalities with the municipal units serving the region. Rather it is the reverse: the regional district exists to further the interests of its municipal members.

2. *Voluntary.* Regional districts are for the most part voluntary organizations that are "self-organizing", in effect "writing their own tickets". That is, they only provide the services that their members or their residents agree they should provide. In the early years, the only functions mandated in provincial statute were the following:
 - general government for the region as a whole and especially for rural areas;
 - regional planning, subsequently removed in 1983;
 - long-term capital financing for municipal members and for the regional district itself through the Municipal Finance Authority pursuant to the *Municipal Finance Authority Act*;
 - hospital capital financing pursuant to the *Hospital Districts Act*; and
 - land use planning in rural areas, although the level of planning effort varies considerably between regional districts.

However, the benefits of the regional district framework have been increasingly recognized and other responsibilities have been mandated through provincial statute:

- solid waste management planning pursuant to the *Environmental Management Act*;
- liquid waste management planning pursuant to the *Environmental Management Act*; and
- emergency planning through the *Emergency Programs Act*.

In addition, regional planning powers were restored in 1995 under the *Growth Strategies Amendment Act* (GSAA). However, this restored version of regional planning was voluntary not mandatory.

The voluntary aspect of regional districts can be challenging in terms of so called "free-rider" circumstances - people being able to consume services without paying the full costs. However, the primary means of inducing people who are not paying the full costs is to have a system of differential user fees - those areas which are not contributing to the service in terms of property taxes pay higher user fees.

3. *Consensual.* Regional districts are for the most part consensual organizations. They rely on "borrowed power", that is they only do what their municipal members and the public agree they should do. This is quite different than relying on "statutory authority" or "direct power". It means getting things done by forging agreements and partnerships. Accordingly, extensive procedures are set out in the *Local Government Act* for obtaining consent of the member municipalities and, in the case of rural areas, elector assent, whether in the form of referendum, petition or counter-petition. Regional districts that bristle at the lack of direct power in comparison to municipalities are missing the point that regional districts are consensual creatures by design.
4. *Flexible.* Regional districts have a high degree of flexibility to choose which services they wish to provide and at what scale. As a consequence, every regional district has a different menu of services. The same legislation governing the Central Coast Regional District, which has 3,800 people, applies to the Greater Vancouver Regional District, which has 2.1 million people. Each regional district provides services appropriate to its circumstances. The Central Coast Regional District is essentially a rural government providing local services such as planning, fire protection and water supply and distribution. In contrast, the Greater Vancouver Regional District is a regional government which provides regional services like water supply, sewerage disposal and air quality management.

As well, services are delivered at a variety of scales within the boundaries of the regional district. The service area can be a single municipality or electoral area, a grouping of municipalities and electoral areas or a part of a municipality or electoral area.

Services are even provided across regional districts. For example, the Greater Vancouver Regional District provides regional parks services to part of the neighbouring Fraser Valley Regional District. Similarly, the Fraser Valley Regional District provides sewerage treatment services for the City of Sumas in Washington State.

5. *Fiscal equivalence.* The legislation for regional districts requires a close matching between the benefits and costs of services. The intent is that residents "pay for what they get". In practice, this can mean that each service that is delivered by the regional district has a cost recovery formula. To this end, the legislation provides a wide range of cost recovery tools including taxes, charges and fees and the flexibility to vary these. As well, it requires that each service be separately accounted for in the budget and accounts of the regional district.
6. *Soft Boundaries.* Closely related to the principles of flexibility and fiscal equivalence is soft boundaries or custom geography. Every service provided by regional districts has a defined service area, or a custom boundary which, to the maximum extent possible, attempts to match the cost recovery with the beneficiaries of the service. Whereas "hard boundaries" are boundaries that dominate the delivery of a jurisdiction's service portfolio, in a "soft boundary" system it is the natural scope of the service delivery that dominates boundary setting.

For example, in the case of the Greater Vancouver Regional District, most services are provided to the entire regional district. However, in the case of water supply and sewerage disposal services, the costs are recovered only from the members receiving the service.

In fact, regional district boundaries are so soft that, indeed, there are many examples of services that extend beyond the boundary of the regional district encompassing other regional districts, other provinces and even other countries.

2.5 How are Regional Districts structured?

Regional districts are federations of municipalities and electoral areas. The regional district legislation provides that:

- representation for municipal areas comes from directors appointed from and by municipal councils; and
- representation for electoral areas comes from directly elected directors.

Representation on the regional district board balances the need for representation by population and representation by community. This is accomplished by a combination of the number of directors and number of votes. The procedure is as follows:

- a voting unit is established for the regional district, for example, one vote per 1,000 population, usually set to match, approximately, the size of the smallest municipality;
- the number of votes a municipality or electoral area is entitled to is determined by dividing the population of the political unit by the voting unit with the result raised to the next whole number; and
- the number of directors for each political unit is determined by dividing the number of votes by the number five (note cabinet may provide in the Letters Patent for a regional district that it will have a divisor other than five).

These procedures ensure that each political unit has at least one director with larger jurisdictions having more than one director and more votes.

An example of the structure of a regional district is illustrated in Figure Five. The Capital Regional District is comprised of 16 political units - thirteen municipalities and three electoral areas. With a voting unit of 5,000 having been established in its Letters Patent, it has a board of 22 directors having in total 72 votes. All municipalities have at least one director with Saanich and Victoria, the two largest municipalities, having five and three respectively.

Figure Five: Voting Unit: 5,000 population

Capital Regional District				
(incorporated February 1, 1966)				
	Population 2001 Census		Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
Cities				
Colwood	13,745		1	3
Victoria	74,125		3	15
Districts:				
Central Saanich	17,363	1	1	4
Esquimalt	16,127		1	4
Highlands	1,674		1	1
Langford	18,840		1	4
Metchosin	4,857		1	1
North Saanich	10,436		1	3
Oak Bay	17,798		1	4
Saanich	103,654		5	21
Sooke	8,735		1	2
Towns:				
Sidney	10,929		1	3
View Royal	7,271		1	2
Electoral Areas:				
F. Saltspring Island	9,279		1	2
G. Outer Gulf Islands	4,664	1	1	1
H. Juan de Fuca	6,257	1	1	2
Totals:	325,754		22	72

2.6 How do they make decisions?

The legislation provides for two different kinds of votes at a regional board:

- *corporate vote*: In a corporate voting situation all board directors are entitled to vote on the basis of "one director one vote". The corporate vote is used respecting significant issues where the collective wisdom of the whole board is required. Corporate votes are used to make decisions on establishing a new service, contracting for a debt, or adopting the annual budget or dealing with matters of corporate procedure or staffing decisions.
- *stakeholder vote*: In a stakeholder voting situation only those directors participating in a service are entitled to vote and in accordance with the principle of "representation by population" the weighted vote is used. The stakeholder vote is used for decisions relating to the management and operation of an existing service.

This can result in a complex set of voting rules to govern a board meeting and its agenda. However, in practice, most boards operate informally on a consensus basis. Note the Greater Vancouver Regional District is an anomaly in that all votes are weighted votes.

2.7 How do they maintain accountability?

Regional districts are federations of municipalities and rural areas. As such, they represent a balancing of two contending needs for accountability - accountability to the municipal members and accountability to the public.

Accountability to municipal members concerns municipal influence over who represents the municipality on the regional board. As well, it relates to on-going opportunities for councillors to be informed of board activities and the opportunities to influence decisions. Finally, it concerns co-ordination of decision-making between municipalities and regional districts. Some typical methods for achieving accountability are the following:

- development of a regional growth strategy which requires collaboration with municipalities;
- development of a corporate strategic plan in a process which involves the municipal members;
- holding regular "council-of-council" meetings which bring all elected officials together to discuss board priorities and directions; and
- regular reports on regional district board business placed on municipal council agendas.

At the most fundamental level accountability means providing the public with the opportunity not just to choose who represents them on the regional board. However, it also means providing the opportunity for citizens to influence the business of the regional board on an on-going basis. Accountability to citizens is achieved at the general local government elections but also through on-going opportunities for the public to be involved, such as:

- public consultation plans for regional growth strategies and liquid and solid waste management planning exercises;
- public hearings;
- public meetings;
- newsletters;
- televised board proceedings; and
- advisory committees and commissions.

It should be noted that from time to time proposals are advanced that regional board members should be directly elected. This, however, would violate the principles that the board is a forum for inter-municipal cooperation and not a separate government and thus direct elections have not been adopted. Two municipalities, Saanich and Victoria, use a voluntary "double direct" system whereby municipal voters get to choose which municipal councillor will represent them on the regional board.

3.0 Conclusions

Regional districts provide a government for unincorporated areas, a forum for inter-municipal cooperation and an organization upon which provincial mandates can be imposed such as for regional waste management planning. This forum, while set up through the *Local Government Act*, proceeds through voluntary agreement with extreme flexibility, especially in relation to the ability of each regional district to develop its own approaches to the delivery of services for different areas within it.

While still evolving after 40 years, it appears that this unique form of regional government has served and will continue to serve the diversity of British Columbia in the future.



To: Committee of the Whole
From: Kim Frech, Chief Financial Officer
Subject: Economic Development 2018 Plan

Date: 17 January 2018

RECOMMENDATION(S): [All Directors - Corporate Unweighted]

THAT the Committee of the Whole recommend that the Board direct staff to include all economic development projects submitted by Directors prior to February 8, 2018 in the 2018 Draft Budget using the four step method "Who/What/How Much/How to Fund".

BACKGROUND/RATIONALE:

Though the South Peace and North Peace Economic Development Commissions are no longer in operation as of January 1, 2018, there are still many economic and community development projects that the Regional District will want to be involved in either as a whole or by specific members, one of which must be an electoral area. After much consideration, staff propose the following model for the PRRD to budget and operate the economic development function in 2018.

1. Strictly rural projects where there is no municipal participation will be approved by the electoral area directors and funded from either the Electoral Area function (#1190) or the Grants to Community Organizations function - Electoral Area accounts only (#1950). Within these, the electoral areas may choose to do a project on their own or partner with another electoral area or areas. It cannot include a municipality, and if so would be funded through economic development (#6500). Projects/events that are of a regional nature can be budgeted under the 'Grants to Community Organizations' function that ALL members participate in, such as STARS, Medical Recruitment, etc.
2. All other Economic Development projects will be budgeted in the economic development function (#6500). Within this function there are opportunities for as few as two members to participate up to and including all municipal and electoral members. All projects through this function must have at least one electoral area member. The reason for this is that the function was developed to enable access to the rural taxation along with the municipalities. Projects that are just rural would not be allowed here since they can partner in other functions that only rural taxpayers would be paying for and if it is two or more municipalities they are able to make agreements between them to fund projects that are not of a rural nature.
3. When deciding what and how to budget for projects in the economic development function (#6500) the following are the 4 basic questions the directors can apply to help in their planning:

What?	Who?	How Much	How to Fund?
What is the proposed project?	Who will participate?	How much is the total?	How are the funds to be raised – flat sum contribution or assessment?

Attached are the "Sample" budget pages for review and discussion that illustrate how the four step model can be applied.

A list of the projects that the Board would like to see included in the budget, with costs, is required by February 8th. This will allow staff time to insert the proposed projects into the 2018 Draft Budget for consideration at the February 21st Budget meeting. At that time adjustments can be made and projects removed or added if the Board so directs, once they see all budget implications and weight them against each other. All requests will be included and the decision to leave, remove or amend will be done by the Board on the 21st Budget meeting, by formal resolution.

If you have a list from your Council or if you think of something that you would like on the list for consideration, please submit it to the Chief Financial Officer no later than February 8th.

Due to the change in operation of this function, Administration will need to convert the existing authority for the economic development function (#6500) found in the Supplementary Letters Patent into a Service Establishment Bylaw which will include rescinding the NP and South Peace Economic Development Commission bylaws. SLP for Economic Development (#6500) to a Service Area bylaw as per the recommendation from the Ministry.

OPTIONS:

1. Recommend that the Board direct staff to include all economic development projects submitted by Directors prior to February 8, 2018 in the 2018 Draft Budget using the four step method "Who/What/How Much/How to Fund."
2. Direct staff to pursue an alternate model.
3. Discontinue the Economic Development function entirely.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☒ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The final number of Economic Development projects selected and the breakdown of who and how much each municipality and electoral area is participating in will determine the budget and tax rates.

COMMUNICATIONS CONSIDERATION(S):

OTHER CONSIDERATION(S):

Attachments:

1. Draft of Budget worksheets;
2. Samples of requests:
 - a. Spark Financial Support request (deferred to budget discussions)
 - b. Geopark Financial Support request (deferred to budget discussions)
 - c. City of Dawson Creek submission of economic development items for budget consideration

Peace River Regional District - Budget Working Paper - Page 1

Service	Specified	Portfolio	Chair & EDC Committees
Fund	General Operating - 01	Staff	Chief Financial Officer & Chief Administrative Officer
Category	6500 Economic Development	Requisition Exhibit	12

First Draft - For Presentation Feb. 21, 2018

(Used same, 2% inflation, or actual)

2018	Acct	See		2017	2017	2017	2018	2019	2020	2021	2022
Category	#	Note	Account Name	Budget	Actual	Variance	Budget	Budget	Budget	Budget	Budget
REVENUE											
6500 Economic Development											
01-1-6500-	110		Requisition - electoral	360,863	360,863	0	645,524	68,098	68,098	68,098	68,098
01-1-6500-	111		Requisition - municipal	113,812	113,812	0	539,399	56,902	56,902	56,902	56,902
01-1-6500-	120		Grants-in-lieu	46,000	57,184	11,184		-	-	-	-
01-1-6500-	121	5	FSJ Boundary Expansion Compensation	1,450	1,450		1,479				
01-1-6500-	122	2	NP EDC - Income from Other Sources	107,000	107,000						
01-1-6500-	157	2**	Recovered Costs		12,650	12,650					
01-1-6500-	158	2	Airport Wage Contributions	45,000		-45,000					
01-1-6500-	159		SP EDC - Returned Surplus	90,000	46,920	-43,080					
01-1-6500-	190		Appr. Surplus - Economic Development	51,417	51,417	-0		-	-	-	-
01-1-6500-	191	6	Transfer from Operating Reserves		69,325	69,325		-	-	-	-
Total Category Revenue				815,542	820,621	5,079	1,186,402	125,000	125,000	125,000	125,000
Tax Rates (based on current year assessments)>>				0.018	Change from LY	0.027	0.045	0.005	0.005	0.005	0.005
Total Amount to Requisition:				474,675	Requisition/Parcel Tax		1,184,923	125,000	125,000	125,000	125,000
1,183,444				46,000	Grants		-	-	-	-	-
Prior Year Requisition:					Borrowing Proceeds						
474,675					Trsf. From Reserves						
Change from Prior Year				51,417	Prior Year Surplus		-	-	-	-	-
708,769				243,450	Other		1,479	-	-	-	-
				815,542			1,186,402	125,000	125,000	125,000	125,000

EXPENDITURES

6500 Economic Development

North Peace Economic Development Commission (NPEDC)

01-2-6500-	200	2	NP EDC - Wages	158,507	47,995	-110,511		-	-	-	-
01-2-6500-	205	2	NP EDC - Benefits	38,696	13,901	-24,795		-	-	-	-
01-2-6500-	206	2	NP EDC - WCB	1,741	562	-1,180		-	-	-	-
01-2-6500-	210	2	NP EDC - Travel/Train/Conf/Wrksp/ProE	15,000	3,873	-11,127		-	-	-	-
01-2-6500-	212	2	NP EDC - Mileage In-Region	3,500	644	-2,856		-	-	-	-
01-2-6500-	215	2	NP EDC - Meals In-Region	2,000	228	-1,772		-	-	-	-
01-2-6500-	218	2	NP EDC - Memberships	2,500	1,046	-1,454		-	-	-	-
01-2-6500-	230	2	NP EDC - Communications (phone, inte)	3,500	2,886	-614		-	-	-	-
01-2-6500-	240	2	NP EDC - Advertising & Promotion	35,000	8,183	-26,817		-	-	-	-
NP EDC - Projects											
01-2-6500-	241	2	NP EDC - Projects - Miscellaneous		24,000	24,000					
01-2-6500-	242	2	NP EDC - Business Development	15,000	5,063	-9,938					
01-2-6500-	243	2	NP EDC - Workforce Development	5,000		-5,000					
01-2-6500-	252	2	NP EDC - Grant Writer	51,000	50,000	-1,000		-	-	-	-
01-2-6500-	253	2	NP EDC - Rent	12,000	5,178	-6,822		-	-	-	-
01-2-6500-	260	2	NP EDC - Insurance	1,100	717	-383		-	-	-	-
01-2-6500-	261	2	NP EDC - Admin Fee	3,000	3,000			-	-	-	-
01-2-6500-	320		NP EDC - Sector Initiatives	50,000		-50,000		-	-	-	-
01-2-6500-	335	2	NP EDC - Agriculture - (\$15K incl. in \$50K)		21,294	21,294					
01-2-6500-	343		Development Grant to NP Airport		69,325	69,325					
01-2-6500-	348	2	NP EDC - Board Development	1,000	107	-894		-	-	-	-
01-2-6500-	362	2	NP EDC - Office Supplies	1,000	411	-589		-	-	-	-

Economic Development Undertakings and Sponsored Economic Development Projects

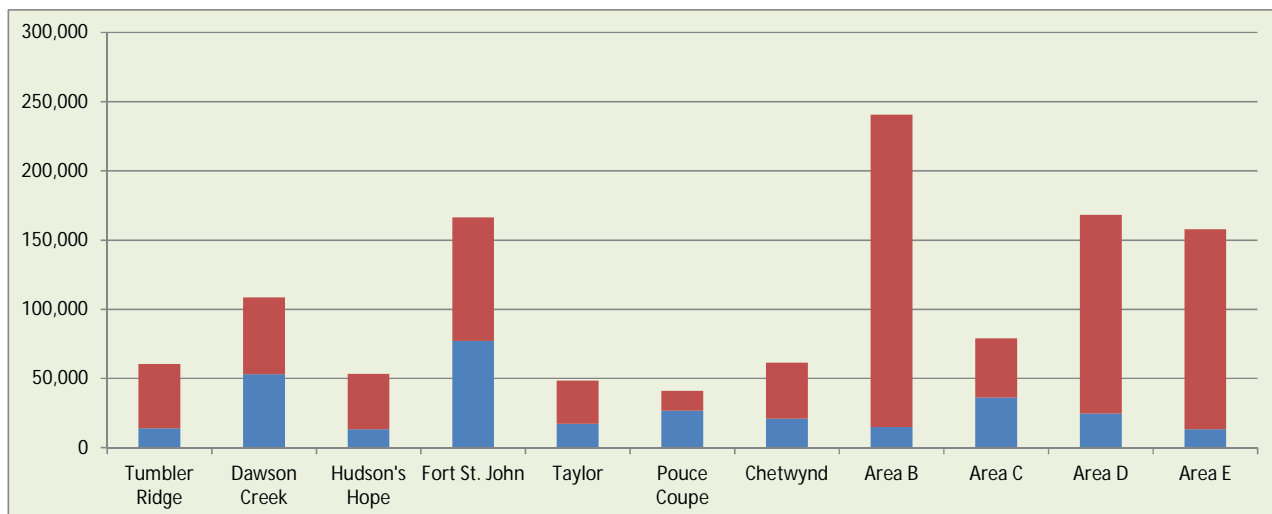
01-2-6500-	401		Alaska Highway Heritage Designation	45,000	45,000		200,000		-	-	-
01-2-6500-	409	7	Dinosaur Discovery Gallery	200,000	200,000		30,000				
01-2-6500-	504	1	Ec Dev - Chetwynd & Area E	48,300	45,000	-3,300					
01-2-6500-	509	3	Ec Dev - South Peace	122,700	35,371	-87,329		-	-	-	-
Newly Proposed Projects											
	8		TR UNESCO Global Geopark Society				220,000				
	9		Spark Conference				125,000	125,000	125,000	125,000	125,000
01-2-6500-			Business 2 Business				5,000				
01-2-6500-			SP Business Directory				15,000				
			SP Health Society				30,000				
			DC & Dist. Airport Marketing Initiative				25,000				
01-2-6500-			Coal Forum				20,000				
01-2-6500-			Gotta Go				50,000				
			Agriculture				110,000				
01-2-6500-			Connectivity / Communications				15,000				
			Rural Roads Phase 3				50,000				
			SP - Love Northern BC				129,723				
			Regional Mayors Roundtable								
			Camp Sagitawa				10,000				

Service Fund Category	Specified General Operating - 01	Portfolio Staff	Chair & EDC Committees
	6500 Economic Development	Requisition Exhibit	Chief Financial Officer & Chief Administrative Officer
	First Draft - For Presentation Feb. 21, 2018		12
(Used same, 2% inflation, or actual)			
01-2-6500-	Grant Writer		64,000
	Horticulture		20,000
	Mileage in Region		2,500
	Meals		1,500
	Memberships		2,000
	Avertising & Promo		10,000
	Insurance		1,200
	Admin Fees		3,000
	Office Supplies		1,000
	EcDev Strat. Plan		45,000
Total Category Expenditures		815,543	583,784
Surplus (deficit) carry forward		236,837	
			-231,759
			1,184,923
			125,000
			125,000
			125,000
			125,000
			369,380
			45.29%

Budget Notes:

- 1 Annual contribution to Chetwynd Economic Development Commission was decreased to \$30K starting in 2018 per Director Rose.
- NP EDC no longer in operation. No budget except the ongoing two projects that may not be done by year end and will need to be included as carry forwards: Horticulture and Transportation. There may also be projects coming forward from Horticulture and Transportation projects
- 2 finishing up which will require the participants to agree on an amount for the project and that amount would be raised based on assessment. Any new projects coming forward that are of a North Peace nature will have to have the total decided, the participants determined and the tax requisition will be determined based on assessment. Any participant may participate and all require Board approval.
- SP EDC no longer in operation. No budget unless it is for projects that are unfinished by year end and the amount would be carried over with the same
- 3 participants paying based on assessment. Any new projects coming forward that are of a South Peace nature will have to have the total decided, the participants determined and the tax requisition will be determined based on assessment. Any participant may participate and all require Board approval.
- 4
- 5 Per agreement for 5 years compensation to Area C for the Fort St. John Boundary Expansion. Amount reduces Area C Requisition.
- 6 Was to pay the Airport Society to assist with cost of part time person which was half time NP EDC / NP Airport Society. Paid Airport balance of funds.
- 7 Per presentation Jan. 8/15 payment of \$200,000 per year for 2015 to 2018 to the Dinosaur Discovery Gallery (approved)..
- 8 Per presentation Nov. 23, 2017 requesting ongoing 50% of operating funds - asking for \$125,000 as an on-going "line item" in the PRRD budget.
- 9 Per request received Nov. 23/17 requesting SPARK sponsorship. (This is for sponsorship, not for the cost of the members of staff that attend).

Class 1 - Residential Total All Other Classes



First Draft - For Presentation Feb. 21, 2018

Based on ALL being by requisition and set amounts as requested.

Economic Development Distribution Worksheet

Projects	Area B	Area C	Area D	Area E	Dawson Creek	Pouce Coupe	Tumbler Ridge	Chetwynd	Hudson's Hope	Fort St. John	Taylor	TOTAL
*** ALL Participating	109,203	25,167	63,641	46,016	37,176	1,703	11,138	8,723	5,553	81,710	6,171	396,200
Newly Proposed	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	220,000
Business 2 Business			5,669	4,099	3,311	152	992	777				15,000
SP Business Directory			11,338	8,198	6,623	303	1,984	1,554				30,000
SP Health Society			9,448	6,831	5,519	253	1,654	1,295				25,000
DC & Dist. Airport Marketing			7,558	5,465	4,415	202	1,323	1,036				20,000
Coal Forum			18,896	13,663	11,038	506	3,307	2,590				50,000
Gotta Go	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
Agriculture Sector	11,212	2,584							570		634	15,000
Horticulture	5,000		5,000	5,000					5,000			20,000
Rural Roads Phase 3	62,186	14,331							3,162	46,530	3,514	129,723
Connectivity/Communications	20,943	4,826	12,205	8,825			2,136		1,065			50,000
Grant Writer	2,000	2,000	2,000	2,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	64,000
-504 Chetwynd EcDev				25,219				4,781				30,000
SP - Love Northern BC ????												0
Reg. Mayor's Roundtable ???												0
Camp Sagitawa ?????			2,500	2,500	2,500			2,500				10,000
												0
LY Surplus Applied												0
Total	240,544	78,908	168,255	157,816	108,583	41,118	60,534	61,255	53,350	166,240	48,319	1,184,923
Calculated by Assessment - NOT All participating												
Set flat amounts by members - ALL participating												
Set flat amounts by members - NOT All participating												
Calculated by Assessment - NOT All participating												
*** ALL Participating by Assessment - Projects & Operating												
-409 Dinosaur Gallery	200,000											
-480												
-481 SPARK Sponsorship	5,000											
-408 TR Geopark	125,000											
-212 Mileage in Region	2,500											
-215 Meals	1,500											
-218 Memberships	2,000											
-240 Avertising & Promo	10,000											
-260 Insurance	1,200											
-261 Admin Fees	3,000											
-362 Office Supplies	1,000											
EcDev Strat. Plan	45,000											
-190 Appr. Surplus												
Total	396,200											

Each Area/Municipality total carried to Requisition Calculation Page and separate rate calculated.

DRAFT

Still working on how to work this

2017 Surplus to Participating Members (will be applied above):			
(net)	Budget	Actual	Surplus
NPEDC			
SPEDC			
ALL			

Approved by Board

???? To be determined (such as workshops with others invited with a fee associated, etc.)

Regular Council Meeting January 24, 2022
If divided equally by all 13 participants rather than by assessment

EXHIBIT 12
Economic Development

Category
[1-6500](#)

Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Improvements ONLY

Municipalities: Converted General Municipal Assessments -
Land & Improvements

Tax Rate or Other Limitations: \$ 0.124 per \$1,000 taxable value

SLP Feb. 24, 1978 + Bylaw 166

Max. Product \$ 1,801,899

First Draft - For Presentation Feb.	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Tumbler Ridge	60,534	0.081	74,468,811	2.81%
Dawson Creek	108,583	0.044	248,551,877	9.38%
Hudson's Hope	53,350	0.144	37,125,163	1.40%
Fort St. John	166,240	0.030	546,303,317	20.62%
Taylor	48,319	0.117	41,258,393	1.56%
Pouce Coupe	41,118	0.361	11,383,321	0.43%
Chetwynd	61,255	0.105	58,318,292	2.20%
Area B	240,544	0.033	730,114,963	27.56%
Area C	78,908	0.047	168,261,084	6.35%
Area D	168,255	0.040	425,492,659	16.06%
Area E	157,816	0.051	307,653,149	11.61%
<i>See Area E Jurisdiction Split Below</i>				
Total	1,184,923	0.096 Average	2,648,931,029	100.00%



October 30, 2017

Chair Brad Sperling
Peace River Regional District
Box 810
Dawson Creek, BC V1G 4H8

Dear Chair Sperling,

We are thrilled with the positive response to the last annual Spark Women's Leadership Conference in the North Peace Region. Women from across the region, and across the country attended the 2 days of professional and personal development sessions, increasing their capacity to grow our region and meet the needs of the expansive development knocking on our door.

As planning has started for the 2018 conference, set for May 9th and 10th at the Pomeroy Hotel & Conference Centre in Fort St John, we are reaching out to our previous sponsors first to allow them the opportunity to be involved again. We hope that you will consider partnering with us again in 2018. Attached you will find a copy of the sponsorship package for the 2018 conference. Someone will be contacting you in early 2018 to discuss the opportunities for your organization. As some of our sponsorship items are very popular, we encourage you to contact us right away if you see an item that you are passionate about sponsoring.

This year's theme is 'Big Impact' and our session planning will centre around the theme specifics of the big and small moments that change the trajectory of individual and organizational lives. We are pleased to announce that Drew Dudley, the inspiration for the theme, will be talking about the great things that can be achieved when we recognize the impact we have on the people around us.

The success stories that we've heard from our attendees are heartwarming. Building the confidence to make an upward career move, realization of a dream to launch a business, connections will other community members to feel more engaged. This conference is making a difference in local lives and local businesses.

Thank you again for your past support of the event and sharing our vision to bring professional development opportunities to our talented and enthusiastic female workforce. The goal is to increase our local capacity for leadership and to fill some of the growing labour force gaps that are becoming an increasing issue for our region. 2018 is our 5th anniversary. We cannot believe that it's been 5 years already and we would not have been able to create this valuable conference without your support.

Sincerely,

A handwritten signature in red ink, appearing to read "Jennifer Moore".

Jennifer Moore
Conference Chair

*Thank you for your
ongoing support.*
JM



5 YEARS
OF SHARING THE SPARK

BIG IMPACT

2018 SPONSORSHIP PACKAGE

SharingtheSpark.com | #SparkConf2018 | #BIGImpact2018



@sharingthespark



@sharingthespark

ABOUT US

THE SPARK WOMEN'S LEADERSHIP CONFERENCE is the brainchild of a local group of business owners, executives, community leaders, entrepreneurs, and "futurepreneurs" who were frustrated at having to travel out of the region for professional development, spending precious time away from home and the demands of a busy career. The cost of training can be prohibitive for those working and living in the North. Most training takes place in a larger urban centre such as Calgary or Vancouver and travel time generally, includes a day at the beginning and a day at the end leading to a week away from work. The decision to host a Leadership Conference in Fort St John was simple: minimal travel, affordable expenses, and less time away from the workplace and home commitments.

Northeastern British Columbia is a region with tremendous talent, energy, passion, and drive. The Spark Women's Leadership Conference provides a unique, local opportunity for learning, and creates the blueprint for increased success in the region. This professional development opportunity enhances the career path of attendees and provides opportunities for advancement in their lives.

Hosted by the North Peace Economic Development Commission, this conference has quickly grown from 150 delegates in its first year to an expected sell out in the fifth year – 2018. The dates have been set for May 9th and 10th, 2018.

Sponsoring the Spark Women's Leadership Conference is an excellent opportunity to promote and support the women of Northeastern British Columbia.

Our 2018 conference theme is 'Big Impact', as inspired by the 2018 keynote speaker, Drew Dudley. As leaders we all remember the moments that had a big impact on our lives and we often never know about the moments that were created by us but had a big impact in someone else's life.

To our returning sponsors: This event could not be possible without your generous support and commitment. We invite you to join us again as we motivate, educate, and empower our female workforce. We are very proud of what has been accomplished and what has been built up over the past four years, all because of your support.

To our new sponsors: We invite any opportunity to drop by and speak personally to you and your organization about why Spark is necessary for our community and what role your organization could play in the 2018 event.

If you have a great idea for the conference and you do not see it in this package, please contact us to discuss it. We hope to have the opportunity to partner with you for the 2018 Spark Conference. Please contact us should you have any questions, concerns, or feedback about our conference.

Sincerely,



Conference Chair
info@sharingthespark.com
250-262-2714

ITEM	DESCRIPTION
KEYNOTE SPEAKER(S) \$10,000 X 2 CONFERENCE PARTNER	As the keynote speaker sponsor, you will also receive the following: <ul style="list-style-type: none"> • Opportunity to address the attendees (3 minutes) and introduce the keynote speaker • Preferred seating with Keynote • Display company zap banner/signage during keynote (note: signage must conform to conference signage guidelines)

EVENING EVENT \$10,000 CONFERENCE PARTNER	As the social event sponsor, you will also receive the following: <ul style="list-style-type: none"> • Opportunity to address the attendees (3 minutes) • Display company zap banner/s signage during social (note: signage must conform to conference signage guidelines) • Preferred seating • 4 Additional tickets to social • Naming rights, "(insert name) Spark Social" which will be used on all digital signage, program, etc
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LUNCHEON \$7,500 X 2 GOLD	As the luncheon sponsor, you will also receive the following: <ul style="list-style-type: none"> • Opportunity to address the attendees (3 minutes) • Display company zap banner/signage during breakfast (note: signage must conform to conference signage guidelines) • Preferred seating • Shameless Table-top Promotion opportunity! (Creativity is encouraged: tabletop signage, thoughtful promotional items – please note: any leftover items will be returned to the sponsor) • Naming rights, "(insert name here) Spark Luncheon" which will be used on all digital signage, program, etc
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AUDIO VISUAL \$7,500 GOLD	As the audio visual sponsor, you will also receive the following: <ul style="list-style-type: none"> • Logo inclusion "Audio Visual Sponsor" on presentations • Signage on the main stage
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BREAKFAST \$6,500 GOLD	As the breakfast sponsor, you will also receive the following: <ul style="list-style-type: none"> • Opportunity to address the attendees (3 minutes) • Display company zap banner/signage during breakfast (note: signage must conform to conference signage guidelines) • Preferred seating • Shameless tabletop Promotion opportunity! (Creativity is encouraged: tabletop signage, thoughtful promotional items – please note: any leftover items will be returned to sponsor) • Naming rights, "(insert name here) Spark Breakfast" which will be used on all digital signage, program, etc
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VENUE \$5,000 GOLD	As the venue sponsor, you will also receive the following: <ul style="list-style-type: none"> • Branding on our conference program • Shameless self-promotion (creativity is encouraged) • Display company zap banner/signage at Registration Desk (note: signage must conform to conference signage guidelines)
REGISTRATION SITE \$5,000 GOLD	As the registration site sponsor, you will also receive the following: <ul style="list-style-type: none"> • Co-branding on the Registration Site • The opportunity to include a customized thank you message for all registering attendees, which will pop up when registration has been completed. • Company logo included in confirmation email
BOOK \$5,000 GOLD	Many of our professional speakers have published books on the bestseller list. We would like to provide one book to our attendees as part of their registration package. They also have an opportunity to have the book signed and speak to the author. As the book sponsor, you will also receive the following: <ul style="list-style-type: none"> • Branded label affixed inside book cover
H₂O BAR \$5,000 GOLD	Spark is always looking for ways to reduce our environmental impact. New to this year's conference, an H ₂ O bar with infused water options will be available to the attendees in place of water on each table. Each attendee will receive a water bottle. As the H ₂ O Bar sponsor you will also receive the following: <ul style="list-style-type: none"> • Branded water bottles for each attendee • Signage opportunity at the H₂O bars around the room
GRAPHIC RECORDER \$5,000 GOLD	A standard part of the program since the first year. Sessions are recorded through illustration and the Spark Steering Committee has big plans for the future of these images. Your organization will be co-branded on all of the images and there are signage opportunities at the graphic recording space
CONFERENCE JOURNAL \$3,500 SILVER	As the conference journal sponsor, you will also receive the following: <ul style="list-style-type: none"> • Logo branding on journal
SPEAKER AIRFARE IN-KIND GOLD/SILVER	The airfare sponsorship is very important to the success of the Spark Conference. The ability to offer airfare to our Spark speakers is a critical component for the Spark Conference to offset the costs to bring highly qualified speakers to the event.

PROFESSIONAL DEVELOPMENT SESSIONS x (max 10) \$2,500 SILVER	As the sponsor of a professional development session, you will also receive the following: <ul style="list-style-type: none"> • Signage displaying your name and logo will be prominently displayed during the session • Introduction of session/speaker by sponsor representative • Shameless Table-top Promotion opportunity! (Creativity is encouraged): tabletop signage, thoughtful promotional items – please note: any leftover items will be returned to sponsor
PRINTING IN-KIND SILVER	As the sponsor of printing, you will also receive the following: <ul style="list-style-type: none"> • Logo on program and workbook as the printing sponsor
DÉCOR \$2,500 SILVER	As the centerpiece sponsor, you will also receive the following: <ul style="list-style-type: none"> • Centerpiece branding – centerpieces will have company name/logo either on or in the centerpiece
CONFERENCE MARKETING MATERIAL IN KIND SILVER	As an in-kind conference marketing sponsor, we are looking for an individual or organization who specialize in graphic design and layout to create the marketing materials.
HEADSHOT PHOTOGRAPHER(S) X 2 IN KIND SILVER	Two professional photographers will be on site during the conference to take professional headshots of attendees. The headshots will be provided to the attendees in digital format for use on social networking sites such as LinkedIn and Twitter. We are looking for professional photographers to provide their expertise as an “in kind” sponsorship: <ul style="list-style-type: none"> • Attendee introductions & contact information • Display company zap banner/signage at or near photographer set up (note: signage must conform to conference signage guidelines)
CONFERENCE WORKBOOK \$2,000 BRONZE	As conference workbook sponsor, you will also receive: <ul style="list-style-type: none"> • Branded custom-designed workbook focused on personal and professional development • Branded pencil crayons
CHILL OUT & CHARGE UP! \$1,500 x 4 BRONZE	As the Chill Out & Charge Up sponsor you will also receive the following: <ul style="list-style-type: none"> • Display company zap banner/signage in coffee break area • Naming rights: “Chill Out & Charge Up with (insert name)”

CONFERENCE PHOTOGRAPHER \$1,500 IN-KIND	As the Conference Photographer sponsor, you will also receive the following: <ul style="list-style-type: none"> • Shameless promotion through the emcee of the roaming photographer • Branding of the photo download page post event
BOOKSTORE \$1,500 BRONZE	As the Bookstore sponsor, you will also receive the following: <ul style="list-style-type: none"> • Presentation Rights in the bookstore name "_____ Bookstore hosted by Northern Lights College • Opportunity to have some space for attendee engagement at the bookstore
COFFEE SLEEVES \$1,250 BRONZE	As the coffee sleeve sponsor, you will also receive: <ul style="list-style-type: none"> • Co-branded custom designed coffee sleeves used for conference pre-promotion in local cafes and at local events with a similar target audience
CONFERENCE BAG \$1,000 BRONZE	As the lanyard sponsor, you will also receive the following: <ul style="list-style-type: none"> • Branding of lanyard with logo or company name
LANYARD \$1,000 COMMUNITY	As the lanyard sponsor, you will also receive the following: <ul style="list-style-type: none"> • Branding of lanyard with logo or company name
ANGEL SPONSOR \$350 x (max 25) COMMUNITY	<p>Welcome to our Angel Sponsorship Program designed to provide conference registration to individuals who, due to economic circumstances, would otherwise not be able to attend the Spark Conference. Applications for Angel Sponsorships will be accepted for consideration and disbursed accordingly to those selected. The number of Angel attendees will be dependent on the number of Angel Sponsors</p> <p>Angel Sponsors will receive a breakdown of recipient data, i.e. how many Angel attendees as well as demographic breakdown. Angel sponsors will also receive a "You are an Angel" certificate of thanks</p>
CONCIERGE BASKET \$250 COMMUNITY	As the concierge basket sponsor you will have your logo applied to the baskets which are filled with items that our attendees might require during the conference; toiletry items, breath mints, hand lotion, etc

BOOKMARK \$250 COMMUNITY	A branded bookmark that is professionally printed and inserted into the conference book that is part of each attendee's registration package. One side is dedicated to the promotion of your business.
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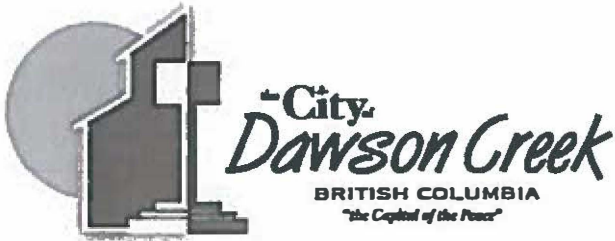
TRANSPORTATION IN-KIND COMMUNITY	As the transportation sponsor of the event, you will also receive: <ul style="list-style-type: none"> Window cling signage to be provided for all shuttle vehicles branded with conference logo and "Official shuttle of the 2018 Spark Conference"
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**Didn't see something that sparked your interest?
Have a great idea for an addition to the conference?
We would love to hear from you!
Call us to discuss it!**

Sponsors may provide product contributions (swag) for the attendees, but items must be pre-approved by the conference organizers to ensure that they are appropriate for the needs of the attendees and support our goal of professional development. Any leftover items will be returned to the sponsor.

SPONSORSHIP LEVEL DELIVERABLES

	PARTNER \$10,000+	GOLD \$5,000 - \$9,999	SILVER \$2,500 – \$4,999	BRONZE \$1000 – \$2,499	COMMUNITY < \$999
Complimentary Conference Registration	✓ 3	✓ 2	✓ 1		
LOGO Promotion – Website, Mobile App, Power-point, Conference Program, Social Media	✓	✓	✓	✓	✓
Pop Up Banner x 2 in Main Banquet room (all meals & plenary sessions take place)	✓	✓			
RESERVED Seating for meals/banquets (upon request)	✓				
Inclusion in pre-event marketing (social media: Facebook and Twitter)	✓	✓	✓	✓	✓



January 5, 2018

Board of Directors
Peace River Regional District
PO Box 810
Dawson Creek, BC V1G 4H8

Dear Board Members:

Re: Request for Economic Development Funding

At the Regular Meeting of Council on December 17, 2017, Council discussed several current economic development projects that are benefiting the region. Council approved the following list of projects to be forwarded to the Peace River Regional District for consideration within the 2018 economic development grant opportunities:

- Business- to - Business (B2B)
- Dawson Creek and District Airport Marketing Initiative
- South Peace Health Society
- South Peace Business Directory
- Love Northern BC program for participating South Peace communities
- Regional Mayor's Resources Roundtable

If you require further information regarding any of these projects, please contact Mayor Bumstead at 250-784-3616.

Yours truly,

Brenda Ginter
Director of Corporate Administration

/eg



To: Chair and Directors

Date: November 28, 2017

From: Tyra Henderson, Corporate Officer

Subject: Tumbler Ridge UNESCO Global Geopark Funding

RECOMMENDATION(S): [All Directors - Corporate Unweighted]

That the Board consider the following motion at its December 8, 2017 Board meeting:

"That the Chief Financial Officer be directed to include in the 2018 draft budget a line item showing funding in the amount of \$125,000 to the Tumbler Ridge UNESCO Global Geopark Society for 2018 for discussion purposes."

BACKGROUND/RATIONALE:

At its November 23, 2017 meeting the Board considered a presentation from the Tumbler Ridge UNESCO Global Geopark Society (TRUGG) and its request for annual funding in the amount of \$125,000, to be included as a line item in the 2018 budget. The Procedure Bylaw Section 24 (d) iii) states that the Board shall refrain from making decisions on a petition or delegation during that portion of the meeting. It was suggested that the request be referred to the budget and this recommendation is put forward to authorize the inclusion of the item in the 2018 draft budget for the Board's review and consideration for 2018 only. This will not serve to provide the funding certainty and unrestricted funding sought by TRUGG. Staff have recently drafted a grant policy that will be brought forward to the Board in the New Year that proposes to restrict annual funding to a maximum of five years for any organization, unless a regional function is established by bylaw. The Board is also scheduled to further discuss economic development projects for 2018 on January 25, 2018, which may affect how this request is dealt with.

OPTIONS:

1. Provide for 2018 funding in the draft budget, as recommended above.
2. Refer the consideration of the TRUGG request until after the January 25, 2018 discussion regarding economic development.
3. Direct the Tumbler Ridge UNESCO Global Geopark Society (TRUGG) to apply for an annual grant in 2018 and beyond.
4. Decline to provide further funding to TRUGG until such time as the Geopark has been established as a regional function through an establishment bylaw (requiring an alternate approval process or assent voting) and/or the Board has a clear understanding of the linkages between the Society, the Museum Foundation, and the Dinosaur Gallery.
5. Allocate funding on an annual basis as per the request from the Society, through regional economic development.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The Tumbler Ridge UNESCO Geopark has previously received funding from the PRRD as noted below:

2014 - \$55,000 from Grants to Community Organizations

2015 - \$200,000 from Economic Development

2017 - \$30,000 from Tourism.

The PRRD has funded the Dinosaur Discovery Gallery in the amount of \$200,000 annually since 2015. 2018 is the final year of that commitment. In 2013, the PRRD provided the Tumbler Ridge Museum Foundation with a one time grant of \$75,000 from Grants to Community Organizations for the Aspiring Geopark Symposium and a one time grant of \$5,000 for travel costs to attend a Global Geopark international event from Grants to Community Organizations and match funding of up to \$170,000 for renovations to the Dinosaur Discovery Gallery. The interdependence between the Geopark, the Museum, and Dinosaur Discover Gallery remains somewhat unclear and in April of 2017, the Regional Board agreed to receive a future presentation from the CAO of the District of Tumbler Ridge on the organizational relationship between the TRUGG Society and the TR Museum Foundation, and effects on provincial funding eligibility. To date no presentation is scheduled.

COMMUNICATIONS CONSIDERATION(S):

The Board's decision will be communicated to the Society.

OTHER CONSIDERATION(S):

Attachments:



To: Chair and Directors

Date: October 17, 2018

From: Lyle Smith, Chief Financial Officer

Subject: Economic Development Funding Models

RECOMMENDATION #1: *[All Directors – Corporate Unweighted]*

That the Regional Board receive the Economic Development Funding Models report for discussion.

BACKGROUND/RATIONALE:

At the September 27, 2018 Regional Board meeting a motion to award a contract for service for the development of an Economic Development Strategy was defeated. At that time there was discussion around first focusing on identifying an acceptable funding model for the Economic Development function.

Funding model

There are three funding models considered in this report:

1. Regional Model - All funding partners contribute to the full cost of the Economic Development function
2. Flexible Model - A variety of funding partners are able to opt in/out of individual projects
3. Commission Model – Commission(s) are formed and funding partners contribute to the commission they participate in

Funding Model Analysis

1. Regional Model - All funding partners contribute to the full cost of the function:
 - Each funding partner will contribute to the Economic Development function based on their assessment base or population or some other proxy such as quantity of service used by area
 - Budgeted funding could be determined based on projects or a specific, overall funding level
 - Consideration will need to be given to sources of funding other than requisition (e.g. grant revenue, prior year surplus etc.)
 - A delivery model will need to be identified
 - Delivery models may include in-house solutions or arm's length options such as societies or corporations
 - If the delivery model is project based, a process for approving projects and a deadline for approval will need to be identified to meet budget timelines
2. Flexible Model - Funding partners opt in/out of individual projects
 - Each funding partner will have the opportunity to opt in/out of individual projects
 - Each funding partners contribution will be based on the contributions made by that funding partner to various projects
 - Consideration will need to be given to sources of funding other than requisition
 - Budgeted funding could be determined based on projects or a specific, overall funding level

- A process for approving projects and a deadline for approval will need to be identified in order to meet budget timelines
- A delivery model will need to be identified

3. Commission Model – Commissions are formed

- Each funding partner will contribute to their commission based on their assessment base or population or some other proxy such as quantity of service used by area
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- If delivery model is project based, a process for approving projects and a deadline for approval will need to be identified to meet budget deadlines

Cost per funding partner

Once a funding model has been chosen there will be additional factors to consider:

- Will surplus from 2018 projects reduce each funding partners share based on the funding partner's proportionate share of funding allocated in 2018?
- Will non-requisition funding sources specific to a funding partner (i.e. PRA) be accounted for and reduce the requisition required for that funding partner?
- Will non-requisition funding sources benefiting all funding partners (e.g. prior year surplus, general grants etc) be allocated to each funding partner?

None of these funding models addresses the fundamental issue of how Economic Development will be delivered in the regional district. The delivery model, whether in-house or arms-length, should be given additional consideration as a funding model will only identify how much each funding partner pays into the Economic Development function.

ALTERNATIVE OPTIONS:

That the Board provide alternative direction as to what funding model and approach to economic development is desired.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Financial considerations will depend on the option chosen.

COMMUNICATIONS CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A



To: Chair and Directors

Date: October 17, 2018

From: Lyle Smith, Chief Financial Officer

Subject: Economic Development Funding Models

RECOMMENDATION #1: [All Directors – Corporate Unweighted]

That the Regional Board receive the Economic Development Funding Models report for discussion.

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None of these funding models addresses the fundamental issue of how Economic Development will be delivered in the regional district. The delivery model, whether in-house or arms-length, should be given additional consideration as a funding model will only identify how much each funding partner pays into the Economic Development function.

ALTERNATIVE OPTIONS:

That the Board provide alternative direction as to what funding model and approach to economic development is desired.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Financial considerations will depend on the option chosen.

COMMUNICATIONS CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A

Peace River Regional District - 2019 Budget Working Paper

EXHIBIT 12

Economic Development, Function 140

Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Improvements ONLY

Municipalities: Converted General Municipal Assessments -
Land & Improvements

Tax Rate or Other Limitations:

\$ 0.124 per \$1,000 taxable value

SLP Feb. 24, 1978 + Bylaw 166

"North Peace" Bylaw 1531, 2004

"South Peace" Bylaw 1572, 2005

Max. Product \$ 1,833,277

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Tumbler Ridge	39,216	0.0549	71,386,987	2.60%
Dawson Creek	50,192	0.0197	254,269,632	9.24%
Hudson's Hope	9,916	0.0258	38,444,824	1.40%
Fort St. John	9,721	0.0018	549,182,796	19.97%
Taylor	31,355	0.0756	41,469,222	1.51%
Pouce Coupe	544	0.0046	11,780,503	0.43%
Chetwynd	5,705	0.0093	61,033,002	2.22%
Area B	252,829	0.0340	742,545,843	27.00%
Area C	16,481	0.0106	154,976,463	5.63%
Area D	65,469	0.0134	488,328,320	17.75%
Area E	41,328	0.0123	337,158,593	12.26%
<i>See Area E Jurisdiction Split Below</i>				
Total	522,757	0.0238 <i>Average</i>	2,750,576,185	100.00%

Municipal Requisition:	146,650	Area E-#759	40,903	333,690,874
Electoral Area Requisition:	376,107	Area E-#760	425	3,467,719
Total Requisition:	522,757		41,328	337,158,593

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	821,440	-36.36%	(298,683)
Assessment	2,648,931,029	3.84%	101,645,156
Tax Rate	0.0310	-23.15%	(0.0072)

Average Rate

Peace River Regional District - 2020 Budget Working Paper

EXHIBIT 12 Economic Development

Category
[1-6500](#)

Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Improvements ONLY

Municipalities: Converted General Municipal Assessments -
Land & Improvements

Tax Rate or Other Limitations: \$ 0.124 per \$1,000 taxable value

SLP Feb. 24, 1978 + Bylaw 166
"North Peace" Bylaw 1531, 2004
"South Peace" Bylaw 1572, 2005

Max. Product \$ 1,903,471

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Tumbler Ridge	64,062	0.0897	71,455,739	2.43%
Dawson Creek	92,188	0.0360	255,836,434	8.71%
Hudson's Hope	14,491	0.0357	40,589,420	1.38%
Fort St. John	5,606	0.0010	537,851,705	18.32%
Taylor	33,458	0.0767	43,631,027	1.49%
Pouce Coupe	2,214	0.0187	11,811,269	0.40%
Chetwynd	44,978	0.0729	61,678,837	2.10%
Area B	236,651	0.0280	843,700,275	28.74%
Area C	(5,163)	-0.0031	167,725,103	5.71%
Area D	86,679	0.0168	514,898,576	17.54%
Area E	2,332	0.0006	386,460,089	13.16%
<i>See Area E Jurisdiction Split Below</i>				
Total	577,496	0.0339 Average	2,935,638,474	100.00%

Municipal Requisition:	256,997	Area E-#759	2,345	381,441,942
Electoral Area Requisition:	320,499	Area E-#760	31	5,018,147
Total Requisition:	577,496		2,376	386,460,089

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	522,757	10.47%	54,739
Assessment	2,750,576,185	6.73%	185,062,289
Tax Rate	0.0190	78.51%	0.0149
<i>Average Rate</i>			



To: Chair and Directors

Report Number: ADM-BRD-067

From: Tyra Henderson, Corporate Officer

Date: August 14, 2020

Subject: Economic Development Function Options

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board receive the report titled Economic Development Function Options - ADM-BRD-067, which provides the Board with options to consider for the continuation of Function 140 – Economic Development, for discussion.

BACKGROUND/RATIONALE:

At the June 11, 2020 Regional Board meeting, the following resolution regarding Economic Development was adopted:

MOVED, SECONDED, and CARRIED

That the Regional Board include consideration of the establishment of an economic development function, pertinent to the Electoral Areas only, in the upcoming workshop on the administration of regionally funded grants.

At the June 25, 2020 Board Meeting the Board resolved the following:

MOVED, SECONDED, and CARRIED

That the Regional Board schedule a Special Meeting for Tuesday, August 18th to review Regional Grants in Aid and Economic Development to determine a path forward for 2021.

MOVED, SECONDED, and CARRIED

That the Regional Board include consideration of the establishment of an economic development function, pertinent to the Electoral Areas only, in the upcoming workshop on the administration of regionally funded grants.

The Board considered a report from the Chief Financial Officer earlier in the meeting regarding the evaluation of STARS, TRGGS, TR Museum, and hockey events for establishment of a stand-alone function. Each of these initiatives have been funded from both Function 275 Grants to Community Organizations (which relies on Supplementary Letter Patent #23 dated March 30, 1986 and provided the PRRD with the authorities of Recreational Programmes, Community Services, Regional Parks, and Control of Noxious Weeds) **AND** from Function 140 – Economic Development, in previous years.

Option 1 – reliance on the existing authority, will not allow the PRRD to continue to provide Economic Development Grants as has been done in prior years. SLP #28 from 1978 specifically provided the Regional District the authority to operate an Industrial Development Commission, under terms and

conditions for its operations as established by the Regional Board and does not include Tumbler Ridge, which did not yet exist. Bylaw 166 sets the terms and conditions of the Commission, dubbed an Economic Development Commission, with the purpose being to “coordinate, facilitate, and promote economic development among member municipalities (which by context, includes electoral areas) pursuant to the Canada BC Industrial Development Subsidiary Agreement and its guidelines” (which no longer exists). The bylaw goes on to specify what the commission would undertake, primarily promotion of the region and provision of profile information to attract investment to the area, coordination of studies to assist with such attraction, and general business support and development. The SLP does not speak to provision of grants. The maximum requisition for this function is \$0.124/\$1000 as per Tax Limits Regulation 149, 1984.

Alternatively, the Regional Board may wish to pursue an economic development function on a regional basis (Option 2) or on an electoral area only basis (Option 3), or discontinue Economic Development (Option 4).

ALTERNATIVE OPTIONS:

1. That the Regional Board rely on the authority(ies) granted under Supplementary Letter Patent #28, dated February 24, 1978 and Peace-Liard Regional Economic Development Commission Bylaw 166, 1978 for the economic development function in 2021.
2. That the Regional Board seek to convert Supplementary Letter Patent #28, dated February 24, 1978 into an Economic Development Service Establishment Bylaw that includes the ability to provide grants in aid, with all electoral areas and member municipalities as participants.
3. That the Regional Board seek to convert Supplementary Letter Patent #28, dated February 24, 1978 into an Economic Development Service Establishment Bylaw that includes the ability to provide grants in aid, with only the electoral areas as participants.
4. That the Regional Board seek to convert Supplementary Letter Patent #28, dated February 24, 1978 into an Economic Development Service Establishment Bylaw for the purpose of repeal, thereby eliminating the function.
5. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The Economic Development Function budget totaled \$927,338.00 in 2020.

COMMUNICATIONS CONSIDERATION(S):

Information regarding the availability of economic development grants and the application process is posted to the PRRD website, which will be updated to reflect the 2021 reality.

OTHER CONSIDERATION(S):

The deadline for completion of a conversion bylaw that is applicable to the 2021 taxation year is October 1, 2020. It will be impossible to complete a conversion bylaw prior to that date for economic development, as a conversion bylaw requires Ministry approval; the website suggests that 6-8 weeks is the usual timeline for Ministry approval of bylaws. Therefore, as SLP 28 provides no authority for grants in aid, and a conversion cannot be completed for the 2021 taxation year, the PRRD will not be in a position to provide Economic Development Grants in 2021.

Attachments:

1. Supplementary Letter Patent #28, DIVISION XXI - Industrial Development Commission
2. Peace Liard Regional Economic Development Commission Bylaw 166, 1978

From: [Double H Saddleclub](#)
To: [Jeanette McDougall](#)
Subject: Letter of support
Date: January 6, 2022 1:29:55 PM

Hello Jeanette,

We would like to request a letter of support from council at the next council meeting, please.

The Double H Saddle Club would like to apply to Northern Development Initiative Trust for a grant to replace the metal sheeting at the Gary Powell Dance Hall at the outdoor arena (Rodeo grounds). The replacement would cost \$30,000.

We are hoping that the district will support us for this grant application, it would be greatly appreciated thus the dance hall has been used by community members for many years (circa 1973).

Please let me know if you have any questions or concerns.

Sincerely,

Elisabeth Haagsman
Chair of Building Upgrade Committee
Double H Saddle Club
250.783.1084

[WARNING: This message is from an external source]

Ben Waechter
LifeCycle Events
10801 Dudley Dr.
Hudson's Hope, BC
250-783-0616
lifecevents@gmail.com

Request For Sponsorship.

To the District of Hudson's Hope Mayor and Council:

Once again, we are in the planning stage for the 2nd Annual Peace Valley Folk Fest, held at 10801 Dudley Drive. This summer it will take place on the July 15/16th weekend. We had an incredible time last summer, with 320 paying ticket holders, 68 free children's tickets (12 & under), 22 performing groups (adding up to 44 musicians), 15 volunteers, 5 food vendors, a beer garden hosted by Mighty Peace Brewing, 4 artisan vendors, and 6 event staff.

This summer we aim to grow! We plan to cap our event ticket sales at 500, and we estimate we will end up with approx 100-110 children 12 and under. We aim to host 24 musical acts, 7 food vendors, 1 beer garden, 6-8 artisan vendors, 30 volunteers, and 10 event staff.

In 2021 the District graciously sponsored our first event, with nothing more than faith that we would pull it off. This year we hope you will again consider sponsoring a performer.

We have a band that is ready to commit to our event, they play as Blackberry Wood. We saw Blackberry Wood last summer at the Bella Coola Music Festival and immediately knew we wanted to bring them to Hudson's Hope. The band has evolved around the two main performers, a guitar player, and a saxophone player, but now hosts a tuba player, drummer, and often a second saxophone. They play to move your feet, with upbeat-high tempo music, weaving stories into the quieter parts, and chorus's that have the entire audience singing back.

The unique part of Blackberry Wood is that they also perform exceptionally well as a children's performer, with entrancing rounds of musical chairs, and action songs all kids are drawn to. We would aim to have them play twice on the weekend, once on Saturday early afternoon for the children, and then again for the adults as a closing act.

To bring this musical act up from Vancouver will come with a performer fee of \$2100.00 as well as two nights with two rooms at a local hotel. We have talked with the Stillwater Inn and they have offered a 10% discount to anyone booking in association with the festival. The rooms would equate to \$135 x 4 + applicable taxes. Approximately \$604.80 for the weekend. In summary, we are asking for a donation of \$2,705 for the ability to bring the phenomenal Blackberry Wood to our community!

As we did last year, we would enthusiastically acknowledge the District of Hudson's Hope in our promotions, social media, and on our festival's webpage, as well as sponsorship announcements during the festival, and during the introductions for Blackberry Wood.

To see what we are planning for the PVFF as a whole, please visit www.peacevalleyfolkfest.com.

Thank you for your time and consideration,

Cheers,
Ben Waechter.

C3

For Immediate Release
January 18, 2022

Northern Health adjusting services to strengthen patient safety

Northern Health is planning temporary services adjustments to strengthen patient care due to existing staffing challenges and Omicron related COVID-19 staffing pressures.

“Northern Health is proactively identifying services to be adjusted as we manage the ongoing staffing impacts on the health system, to ensure we can continue to provide safe patient care,” said Northern Health president and CEO, Cathy Ulrich. “Existing staffing challenges in the North are compounded by Omicron-related impacts, and some staff will need to be temporarily reassigned within communities in the region, to ensure essential service levels.”

The temporary service changes include:

- Surgical service postponements are planned or ongoing in the coming weeks at University Hospital of Northern BC-Prince George, Wrinch Memorial Hospital in Hazelton, Bulkley Valley District Hospital in Smithers, and at Northeast BC facilities including Dawson Creek & District Hospital, impacting both surgical and ambulatory care procedures
 - Wrinch Memorial Hospital is reducing from two surgical slates to one, for the week of January 23; postponing or not booking approximately 20 procedures including scopes and dental procedures
 - Bulkley Valley District Hospital is reducing from two surgical slates to one, postponing 10-12 procedures per week between January 16 and January 29
 - In Northeast BC, Dawson Creek & District Hospital is reducing surgical bookings over the next three to four weeks
- In long-term care, staffing at sites across the region is being monitored on a daily basis;
 - Several LTC facilities in the region have paused admissions and are operating fewer beds to ensure safe provision of care within existing staffing levels

C4

- There are temporary reductions across the NH region to adult day programs and non-urgent home health services
- Temporary reductions across NH to outpatient ambulatory clinics, some community care services, and outpatient laboratory services in some communities
- Situation response teams are in place to support site managers in Hazelton and Burns Lake, as both communities are experiencing staffing challenges across all facilities and services

Patients and clients affected by service level changes will be contacted directly, as Northern Health assesses impacts and reviews alternate options for care. NH is focused on and committed to restoring service levels in every community as soon as possible, as rates of staff absences due to illness decline, and ongoing recruitment efforts succeed in filling existing vacancies.

“The pandemic has placed inordinate pressure on health care workers in Northern Health across all service areas, but we have also seen innovation and creativity in addressing these challenges,” said Ulrich. “I thank everyone working in health care in Northern BC for their extraordinary commitment and dedication to the health and wellbeing of northerners.”

Northern Health continues to engage with local leaders, partners and communities to answer questions and work together through this challenging time. Regular community updates can be found here: <https://www.northernhealth.ca/health-topics/covid-19-information#trusted-info#community-updates>

Media Contact: NH media line – 250-961-7724

From: Heather Desarmia <heather_desarmia@tcenergy.com>

Sent: January 12, 2022 4:05 PM

To: Mokles Rahman <cao@hudsonshope.ca>

Subject: TC Energy Proposed Project Notification: Mackie Creek North Receipt Meter Station Expansion

Good afternoon,

NOVA Gas Transmission Ltd. (NGTL), a wholly owned subsidiary of TransCanada PipeLines Limited (TransCanada), an affiliate of TC Energy, is proposing to construct, own, and operate the Mackie Creek North Receipt Meter Station Expansion (Project). The Project will be located at the existing Mackie Creek Receipt Meter Station site, approximately 33 kilometers north of Hudson's Hope, in the Peace River Regional District.

The Project will tie-in to NGTL's existing NPS 42 North Montney Mainline. Construction of the Project consists of the installation of nominal pipe size (NPS 6) orifice meter skid, NPS 6 yard piping and two 12-meter NPS 48 sour bottles. Once completed, the meter station will be located north of the Mackie Creek Receipt Meter Station, within the existing graveled and fenced yard. This Project will become a component of the NGTL System, a network of 24,012 km of pipeline that transports natural gas for use within Alberta and British Columbia and for delivery to other markets across North America.

NGTL anticipates filing an application under section 214 of the *Canada Energy Regulator Act* with its regulator, the Canada Energy Regulator (CER) in March 2022. Subject to CER approval, construction of the Project is anticipated to begin in January 2023 and will be completed and in service in February 2023.

If you would like further information regarding the CER's process, please contact TC Energy's Public Affairs department, at the contact information provided below. You may also contact the CER directly at 1-800-899-1265 or access their website at www.cer-rec.gc.ca.

TC Energy is a leading North American energy infrastructure company with over 65 years of experience and has an industry leading safety record. We are committed to building and operating our natural gas system safely. From design and construction to operation and maintenance, safety is an integral part of everything we do.

We strive to engage stakeholders early and often. We believe engagement is a two-way process and invite communities, landowners, and other interested stakeholders to share their questions and concerns with us so that we can provide information, follow up, and, where possible, incorporate input into our plans. Please do not hesitate to contact TC Energy's Public Affairs department in regard to the proposed project.

Sincerely,

Heather Desarmia

Public Affairs Advisor | British Columbia

heather_desarmia@tcenergy.com

250 263 5299

C5

Your safety, our integrity.

Oil & Natural Gas

TC Energy is committed to building and operating our natural gas and oil transportation systems safely. From design and construction to operation and maintenance, safety is an integral part of everything we do.

Our operations extend across North America and we have established offices in many communities. Each region is fully staffed with qualified employees who ensure the safe and efficient operation of our facilities in the area.

Safety

If work is required on your land, a TC Energy representative will make all reasonable efforts to contact you prior to any work being conducted. At that time, we will arrange for land access and discuss any environmental and safety considerations with you.

In order to ensure your safety, there are a couple of things you should know: when work is being done, a portion of the pipeline right-of-way may need to be excavated and large equipment mobilized on site. You will be restricted from using the area for the duration of the activities. Temporary fences will be set up along the perimeter of the excavation site if required.

In the event of a pipeline emergency call TC Energy's toll-free emergency number at 1-888-982-7222.



Maintenance

Regular maintenance is performed on all portions of the pipeline system. All compressor and meter stations also undergo routine maintenance in accordance with industry and government standards.

TC Energy has an extensive Pipeline Maintenance Program (PMP) to monitor, inspect and repair our pipeline facilities. Regular maintenance activities include:

- **Aerial patrol** – We regularly inspect the pipeline route from low-flying helicopters and airplanes. The pilots look for hazards to the pipeline from outside sources (e.g. unauthorized activity, soil disturbances) that could affect the integrity of our pipeline system.
- **Leak detection** – We regularly use sensitive leak detection equipment on aerial patrols of our natural gas pipelines to detect leaks. Sophisticated computational leak detection systems are used in addition to visual aerial patrols to identify leaks on our assets.
- **Cover surveys** – We investigate areas where we suspect wind or water erosion may have reduced the depth of ground cover over our pipelines so we can maintain the integrity of the pipe.
- **Geotechnical monitoring** – Our pipelines cross thousands of bodies of water and significant slopes. All of these are monitored for erosion and movement during aerial patrol. More active slopes and streams are monitored more thoroughly through a variety of survey techniques.
- **Hydrostatic testing** – We can verify the integrity of our pipeline by removing natural gas from the pipeline, replacing the gas with water and then pressurizing the pipeline to a level far greater than it experiences during normal operation. If a leak occurs during testing, TC Energy will repair or replace the affected section of pipe.
- **In-line inspection** – In-line inspection, also referred to as 'pigging,' looks for any locations where corrosion may have occurred. Specialized internal inspection devices called 'smart pigs' travel through the pipeline collecting data. The data is then analyzed to determine if there are areas of concern requiring further investigation.
- **Investigative digs** – We conduct investigative digs based on the data analysis from pigging and other information. Sections of pipeline are excavated to investigate their condition and to ensure integrity. Detailed engineering assessments are used to determine if and when repairs are required.

Valve maintenance

- **Natural gas** – Pipeline mainline valves are located approximately every 30 kilometres along the pipeline. If pipeline pressure drops due to a leak, the valves automatically stop the flow of gas. Each of these valves requires specific routine maintenance depending on function and valve condition.
- **Oil** – Pipeline valves are located at pump stations and at regular intervals along the pipeline between pump stations to limit spill volumes. The placement of these valves is influenced by local needs. For instance, valves are placed on either side of major water crossings or where necessary to protect other sensitive resources. Additionally, elevation changes will influence the location of these valves.

We continuously improve our pipeline integrity programs using new technology, innovations and applications.

Design

TC Energy uses top quality steel and welding techniques throughout our natural gas and oil pipeline systems. We take additional safety precautions where pipelines cross roads, railway tracks, waterways and in areas of higher population.

Construction

During construction, all welds are checked by an x-ray or ultrasonic process to ensure the welds are sound. To protect against corrosion, the external surface of the pipeline is coated.

Operation

During operations, a very low-voltage electrical current – called cathodic protection – is applied to the pipe. The applied current protects the pipe from corrosion in areas where coatings may have been compromised. The cathodic protection system is monitored on a monthly basis to ensure proper operation.

The entire transmission system is monitored 24 hours a day by highly trained TC Energy employees from a computerized control center. From here, we are able to detect changes in pressure along our pipelines and ensure that all facilities are operating properly.

Environmental practices

Prior to any ground disturbance, TC Energy ensures that site-specific environmental protection measures are incorporated to ensure equivalent land capability is maintained. At TC Energy, this includes minimizing and mitigating effects on soil, water, wildlife and vegetation.

Natural gas meter stations.

With more than 65 years' experience, TC Energy is a leader in the responsible development and reliable operation of North American energy infrastructure, including natural gas and liquids pipelines, power generation and gas storage facilities.

Meter stations are an important piece of infrastructure for a natural gas pipeline system. They are used to measure the volume and composition of natural gas transported through a pipeline.

About meter stations

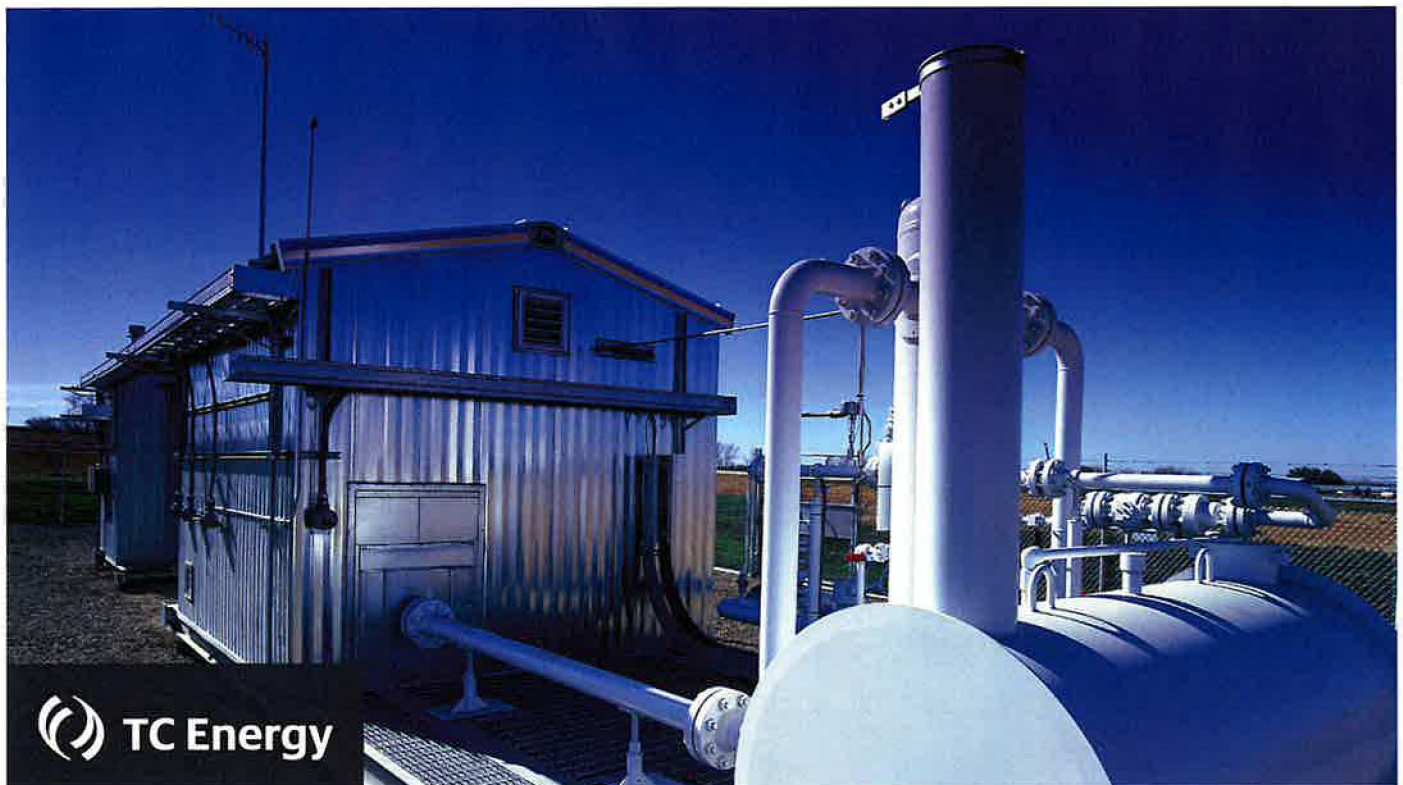
Meter stations perform the crucial function of measuring the amount of natural gas that enters and exits the pipeline so customers can reliably deliver and receive their scheduled volumes. Meter stations also ensure that the natural gas in the line meets pipeline specifications for quality. Meter stations are used at all locations where natural gas enters the pipeline (receipt meter station) or leaves the pipeline (delivery or sales meter station).

In addition to receipt, delivery or sales meter stations, there are also many small delivery points called sales taps that provide natural gas to local distribution companies such as gas co-ops, which in turn provide natural gas to communities along the pipeline.

A typical meter station site consists of a skid-mounted building that houses the meters and an instrument building. Associated piping connects the meter station to the underground natural gas pipeline. The size of the site varies based on the flow through the meter station.

Meter station equipment communicates with TC Energy's Supervisory Control and Data Acquisition (SCADA) system. The SCADA system is connected to TC Energy's operations control centres located in Calgary, Houston and Mexico City, which monitor the pipeline system 24 hours a day. All natural gas received on the pipeline is monitored to ensure it meets TC Energy gas quality specifications. These are defined in the gas transportation tariff that is filed with the regulator.

Meter stations are used to measure the volume and composition of natural gas transported through a pipeline.



Safety factors

Safety is the first consideration in planning and constructing a meter station. A number of safety systems are built into the stations to ensure the safety of the facility, the public, our employees and the environment.



Safety is the first consideration in planning and constructing a meter station.



Clean-up and reclamation

Once construction has been completed, land required for ongoing operations, such as the surrounding site and access road, will be in most cases graveled, fenced and maintained throughout the life cycle of the facility. Land not required for operation will be reclaimed.



Operations

Once the facilities have been constructed, there will be minimal impact to people and the environment throughout their operation. The facilities comply with federal and provincial regulations for operation of a meter station. For safety reasons, authorization from TC Energy is required prior to any ground disturbance within 30 metres of the area.

Emergency preparedness and response

TC Energy is a responsible company and is committed to the health and safety of the communities in which we operate. All facilities are designed, built and operated in a safe and environmentally responsible manner. In the unlikely event of an emergency, our comprehensive emergency response program would be activated. While we strive for zero safety incidents, we train our staff to know exactly what to do in the event of an emergency – both during construction and ongoing operations. Our employees work with landowners and area emergency responders to protect the health, safety and welfare of people, property and the environment.



TC Energy is a responsible company and is committed to the health and safety of the communities in which we operate.



Contact us

TC Energy 1-800-661-3805
TC Energy, Technology Management
tech_management@tcenergy.com

TCEnergy.com



Safety is everyone's responsibility



Safety is everyone's responsibility. For us, it is our job. Protecting you and the environment is the CER's priority. Here are a few things you should know.

Damage prevention: If you live or work near a pipeline, find out how to safely do your activities. Before you dig near a pipeline, get the company's consent. Visit clickbeforeyoudig.com to locate buried pipelines or utility lines.

Compliance and enforcement: CER inspection officers regularly go out into the field to verify and enforce requirements and standards in place to keep people and the environment protected.

Emergency management: In an emergency, we make sure companies respond in a way that protects people, property, and the environment. We expect them to take the action needed to stop spills, manage the incident, and clean up and pay for any damage done.

Find out more

Find out more about the Canada Energy Regulator by visiting us online at www.cer-rec.gc.ca

Be sure to follow us on social media for the latest updates.



For copies of any CER publication or for more information, contact us:

ONLINE: www.cer-rec.gc.ca
EMAIL: info@cer-rec.gc.ca
TOLL FREE: 1-800-899-1265

Write us or visit our library at:

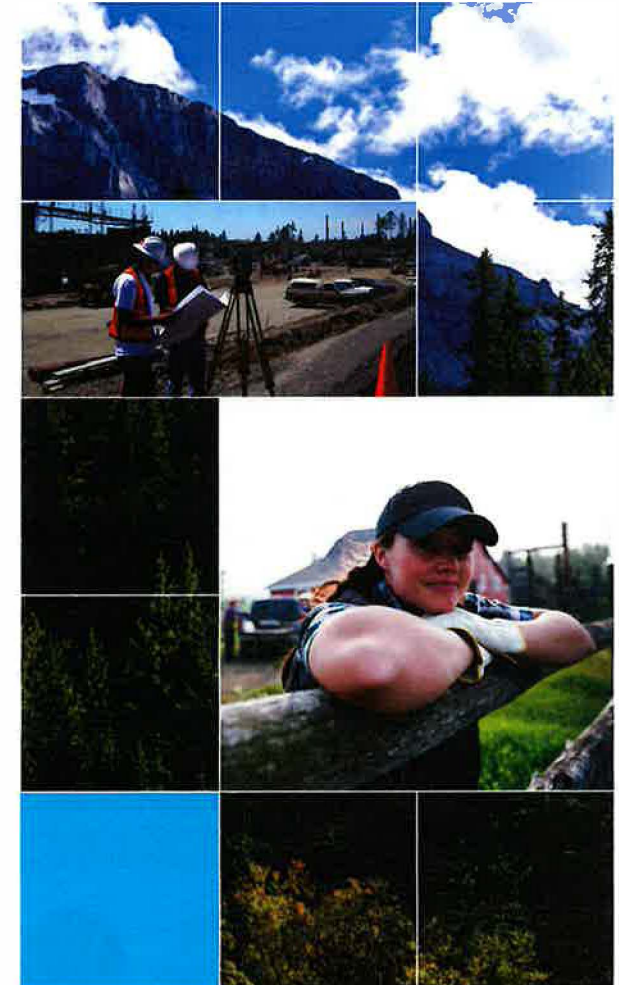
Canada Energy Regulator
Suite 210, 517 Tenth Avenue SW
Calgary, Alberta T2R 0A8

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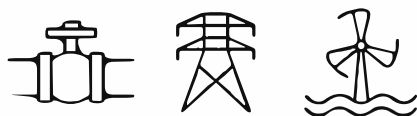
The CER, Energy Projects and You

Cat. No. NE23-210/2021E (PDF)
ISBN 978-0-660-38227-2
Cat. No. NE23-210/2021E (Paper)
ISBN 978-0-660-38229-6

The CER, Energy Projects, and You



The Canada Energy Regulator (CER) oversees federally regulated pipelines, power lines, and offshore renewable energy projects.



When you hear from a company about a project being proposed on your land, you may have questions and concerns. We understand.

Explore the topics from this brochure on our website, www.cer-rec.gc.ca.

Simply search for the **bolded** words for more information and *italicized* words for forms and templates.



Be part of the project – work with the company



Contact the company first. Your questions and concerns help shape the company's project. Companies are required to listen and respond to your comments and concerns. They must also identify the possible effects on nearby people, property, and the environment when it applies to the CER. Here are some opportunities to work with the company.

- **Early engagement:** We expect companies to engage early about a project and demonstrate to us how it considered the information it gathered. Let the company know whether the project may affect you. The company will let potentially affected people and communities know when it files an application with the CER.
- **Land agreements:** The company must tell you what land it is planning to use to construct, operate, and maintain its proposed project. It may propose a land agreement with you to confirm the lands the company can work on.
- **Land use compensation:** The company must compensate you for land acquisition, restricted use of lands, or damages caused by its activities.



CER project review – be heard

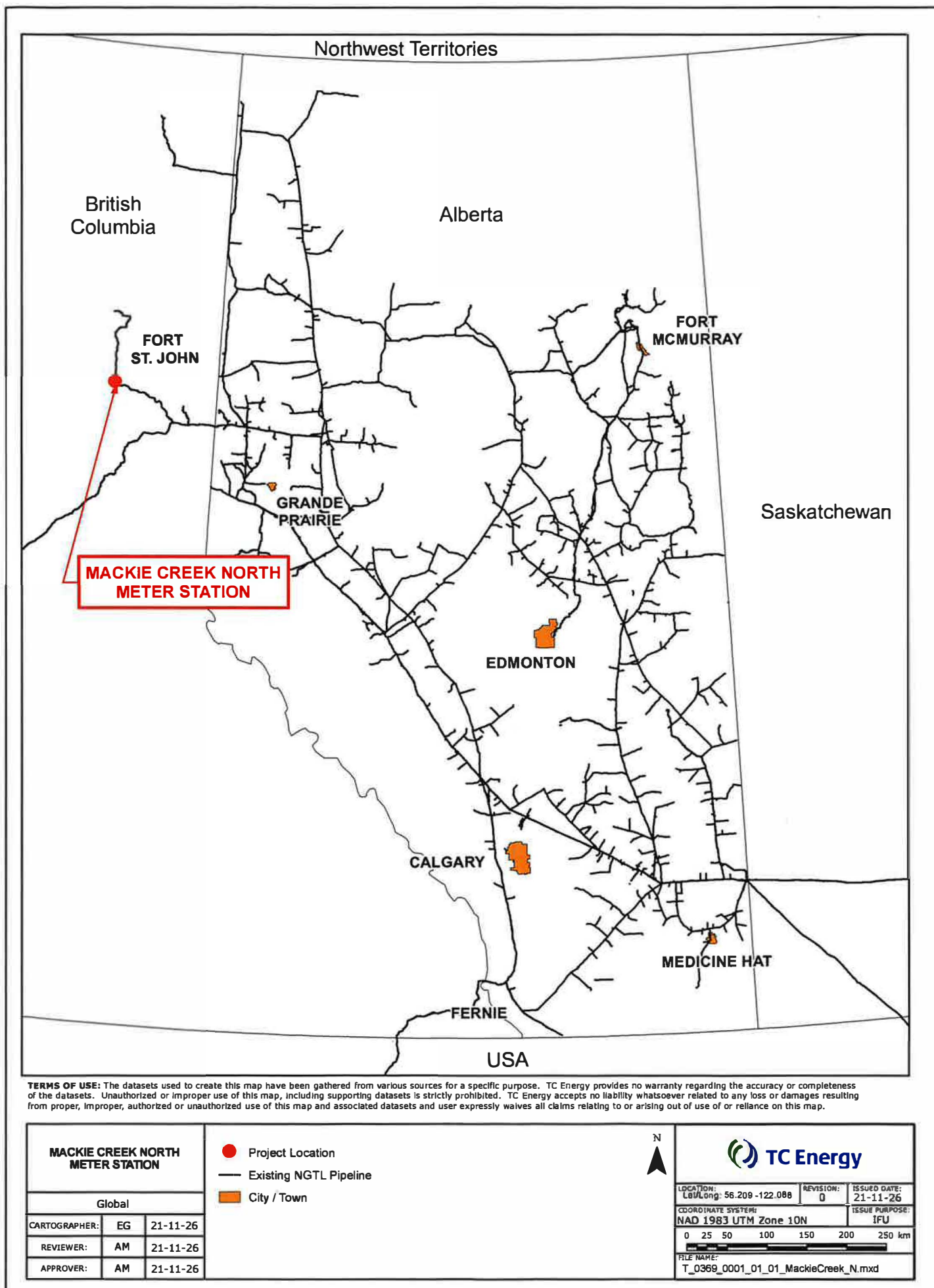
Before the company can build or abandon a federally regulated pipeline, power line, or offshore renewable energy project, it must apply to the CER. We will review and assess the proposed project, including the company's engagement activities and potential effects on people, property, and the environment.

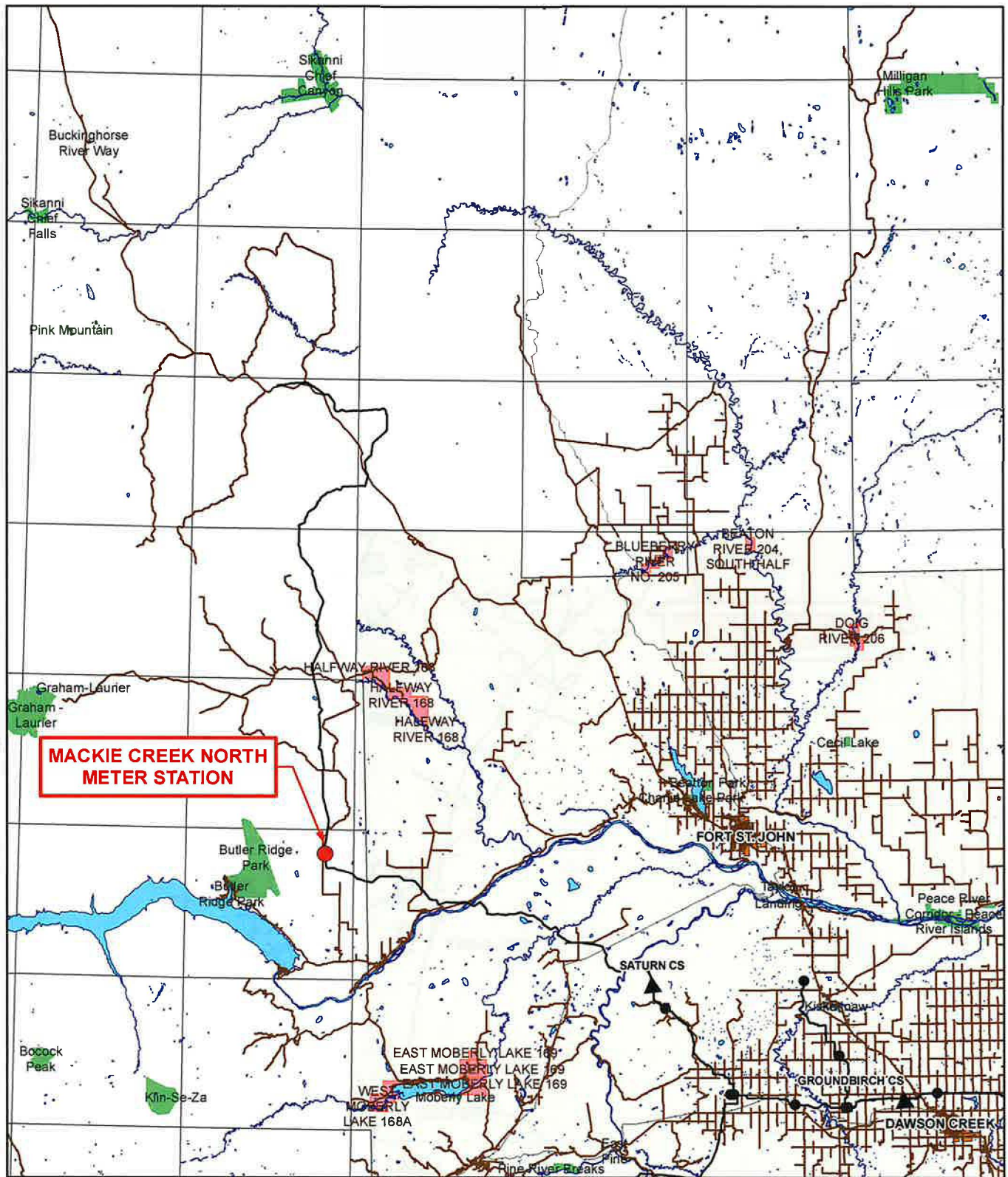
- **Statement of concern:** We rely on you to bring forward your concerns and views. If you have concerns about a project, you can send us a *Statement of Concern* within 30 days after the application has been filed with the CER. Your concerns will guide the CER in planning its review.
- **Projects and hearings:** The CER may hold a public hearing for facilities applications. If you have questions about the **hearing process**, contact a **process advisor**.

















CER processes in place to help you

- **Land Matters Advisory Service:** If you have questions about land matters with respect to CER-regulated energy projects and processes, email LMAS@cer-rec.gc.ca.
- **Alternative dispute resolution:** Any time during the life of a project, if you are unable to resolve concerns directly with the company, you can email ADR-RED@cer-rec.gc.ca to ask a specialist to work with you and the company to find solutions.
- **Complaint resolution:** If you are unable to resolve an issue with a CER-regulated company, facility, or activity on lands you use or own, you can send us a completed *Complaint Form*.

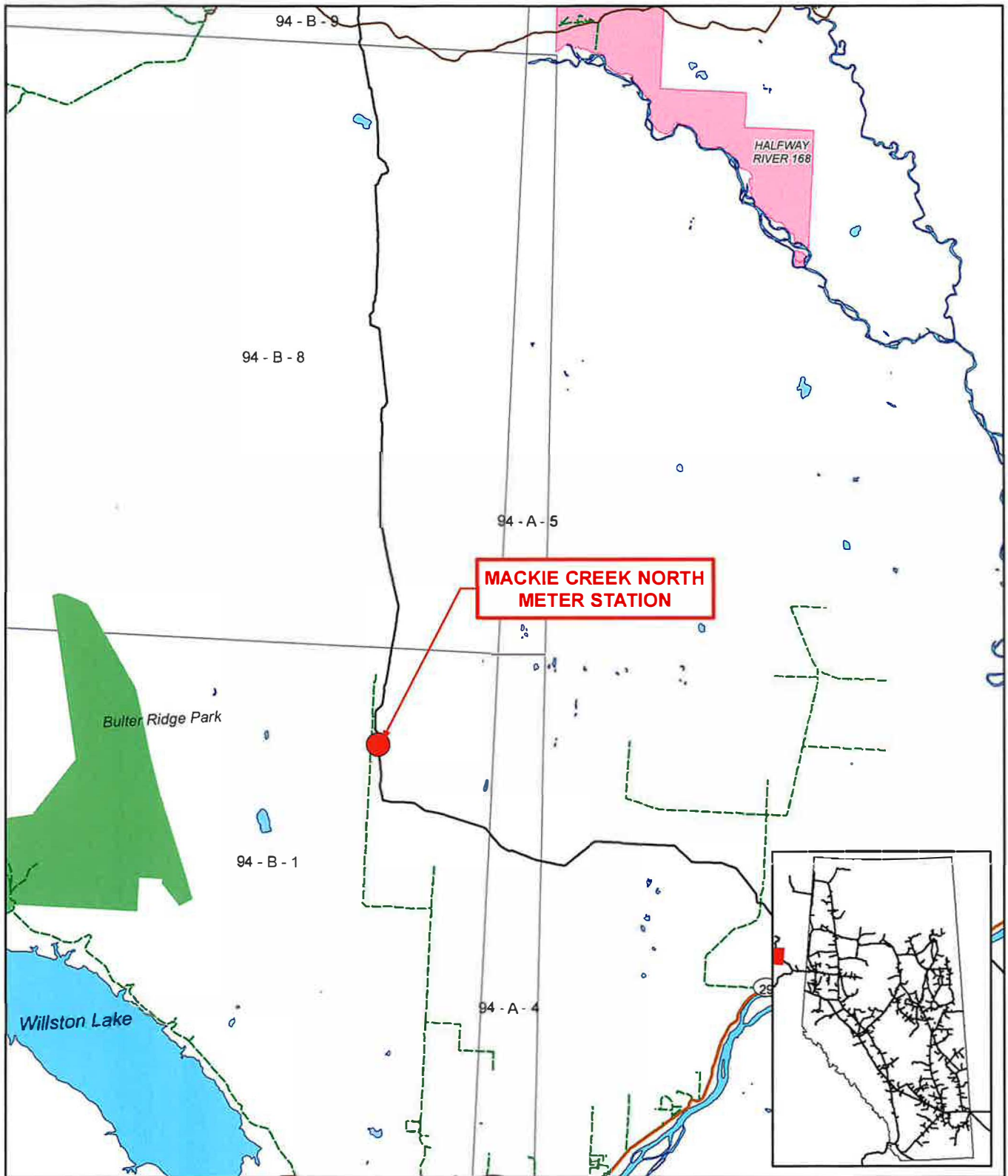












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MACKIE CREEK NORTH METER STATION			 Project Location  Compressor Station  Delivery Meter Station  Receipt Meter Station — Existing NGTL Pipeline	 Railway — Primary Highway — Secondary Highway	 River / Lake  Protected Area  City / Town  First Nation Lands  Metis Settlement  Military Reserve  County														
Regional																			
CARTOGRAPHER:	EG	21-11-26																	
REVIEWER:	AM	21-11-26																	
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MACKIE CREEK NORTH METER STATION			 Project Location  Existing NGTL Pipeline	 Compressor Station  Delivery Meter Station  Receipt Meter Station  Railway  Primary Highway  Secondary Highway	 City / Town  River / Lake  First Nation Land  Metis Settlement  Protected Area  Military Reserve  County	 N				
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REVIEWER:	AM	21-11-26								
APPROVER:	AM	21-11-26					MAP NUMBER: T_0369_0001_03_01_MackieCreek_N.mxd			

From: Emma Shea <emma.shea@enbridge.com>

Sent: January 12, 2022 11:26 AM

To: Mokles Rahman <cao@hudsonshope.ca>

Subject: Westcoast Connector Gas Transmission (WCGT) Project - Certificate conditions engagement

Attn: Mokles Rahman, Chief Administrative Officer, District of Hudson's Hope

Dear Mokles,

I'm writing on behalf of the Westcoast Connector Gas Transmission Project (WCGT Project). WCGT Ltd., a wholly owned Enbridge company, received an Environmental Certificate from the BC Environmental Assessment Office (BC EAO) in 2014 to construct and operate the WCGT Project, and later received a Certificate extension in 2019. WCGT Ltd. is now in the process of addressing the Certificate conditions, which includes development of various resource-specific Condition Plans for which engagement with your government agency is required. Attached is a description of the WCGT Project and Condition plan development process, and the Condition Plans for which we are seeking your involvement (**Condition 33 – Social and Economic Effects Management Plan**).

We invite you to share with the appropriate staff, visit the Project webpage for more information (www.wcgtproject.com) and visit the [virtual open house](#) to review the overviews and outlines of the Condition Plans. At this stage, we are gathering input into the outlines – please feel free to use the comment forms in the virtual open house related to the specific plan. A member of our team will follow up with you over the next few weeks to see if you have any questions or wish to discuss.

On behalf of the Community and Indigenous engagement team we look forward to discussing this Project with you. Please don't hesitate to get in touch at any time.

Emma Shea, APR

Sr. Community and Indigenous Engagement Advisor
Public Affairs, Communications & Sustainability

—

ENBRIDGE

Emma.Shea@enbridge.com

January 7, 2022

Mokles Rahman
Chief Administrative Officer
District Planning and Development
District of Hudson's Hope

Westcoast Connector Gas Transmission Project Certificate Condition Plans and Upcoming Engagement

About the Project

The British Columbia Environmental Assessment Office (BC EAO) issued an Environmental Assessment Certificate (Certificate) [#E14-05](#) for the Westcoast Connector Gas Transmission Project (WCGT Project) on November 25, 2014, and later granted a 5-year extension to the Certificate on April 25, 2019. Westcoast Connector Gas Transmission Ltd. (WCGT Ltd.), a wholly owned subsidiary of Enbridge Inc., has been working closely with potential terminal proponents on developing a liquified natural gas (LNG) project concept that would receive natural gas from the WCGT Project. As we continue to develop these opportunities, we are conducting the work required to apply for permits and Certificate amendments to ready the Project for potential construction.

Certificate Condition Plans

The Certificate granted for the WCGT Project is subject to 43 conditions (Conditions). Through engagement with Indigenous groups, relevant regulatory authorities and stakeholders, WCGT Ltd. would like to collaborate with you in the development of the Condition Plans (Plans), while simultaneously seeking input into draft mitigation measures to meet the Conditions. You are receiving this letter and accompanying information because you have been identified as a potentially impacted group with respect to the WCGT Project, and we would like to collaborate with you to strengthen the Plans as they are developed.

Details of the Conditions and the various plans to be developed can be [found here](#). Of the Conditions, 22 require resource-specific plans that will describe information on the protection measures that will be implemented to avoid or mitigate impacts of the WCGT Project.

While we are seeking review and input from any individual, group or organization with an interest in the Plans, WCGT Ltd. is required to consult with Local Government on the Certificate Conditions and Plans highlighted in bold below:

Condition 4: Greenhouse Gas Emissions Monitoring Plan

Condition 10: Freshwater Water Quality Monitoring Plan

Condition 11: Metal Leaching / Acid Rock Drainage
Management Plan

Condition 12: Wetlands Management Plan

Condition 22: Access Management Plan

Condition 24: Rare Plant and Community Survey and
Mitigation

Condition 25: Restoration Plan

Condition 28: Visual Quality Management Plan

Condition 13: Grizzly Bear Mitigation and Monitoring Plan

Condition 15: Human Wildlife Conflict Plan

Condition 16: Caribou Mitigation and Monitoring Plan

Condition 19: Wildlife and Wildlife Habitat Management Plan

Condition 29: Old Growth Incursion and Recruitment Reports

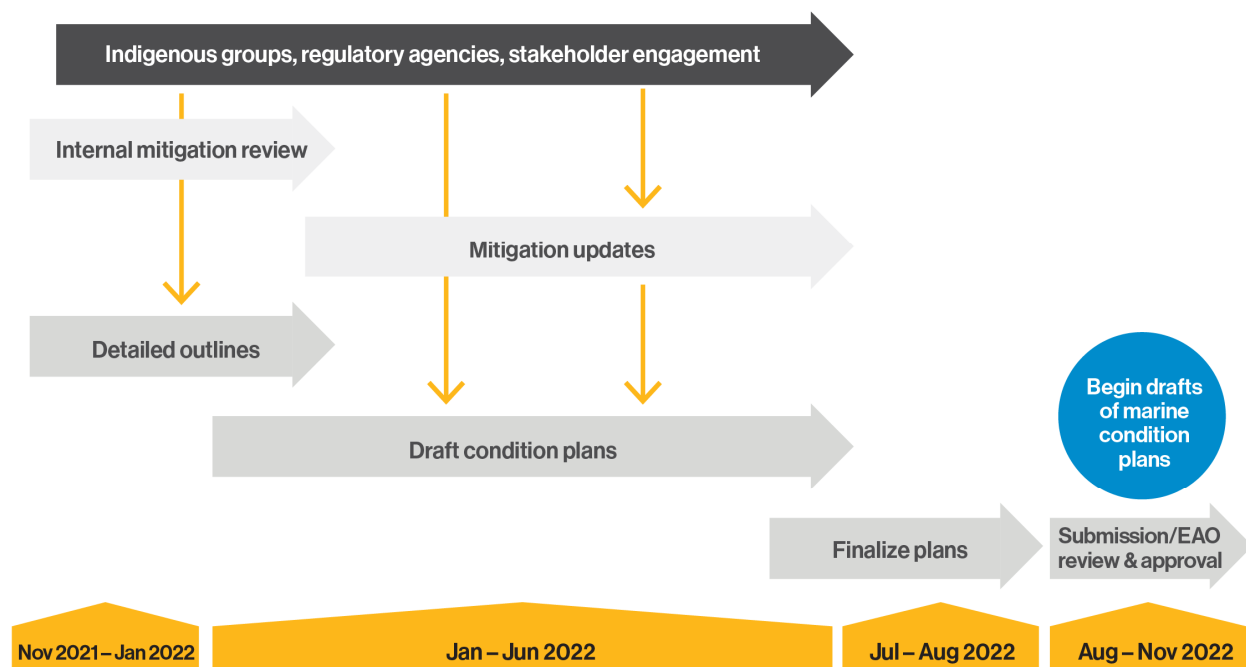
Condition 30: Timber Salvage Strategy

Condition 33: Social and Economic Effects Management Plan

Condition 35: Construction Environmental Management Plan (Terrestrial)

An Approach to Drafting Condition Plans

Based on the scope of the Plans, we have divided them into two different groups: Terrestrial Plans and Marine Plans. Terrestrial Plans will include the protection measures to avoid or mitigate impacts as a result of the Project *on the land*. Marine Plans will include the protection measures to avoid or mitigate impacts as a result of the Project *in a marine environment*. WCGT Ltd. will first develop the Terrestrial Plans and then draft the Marine Plans approximately 10-12 months later, following a similar development process as the Terrestrial Plans. A proposed timeline is shown below for the Terrestrial Plans and when we will begin drafting the Marine Plans:



Proposed timelines for terrestrial condition plans. Timelines subject to change.

WCGT Ltd. has engaged Jacobs environmental services to support the WCGT Project team with the development of the Plans. At this time, WCGT Ltd. has prepared **detailed outlines** of the Terrestrial Plans and is seeking input on the detailed outlines until mid-February 2022. The objective of the detailed outlines is to share content and a preliminary approach to addressing the condition requirements, while continuing to learn and understand specific interests. Comments collected on the detailed outlines will support the development of the draft plans throughout 2022.

MAIL
8320 89A Street
Fort St. John, BC
V1J 0P1

EMAIL
BCLNG@enbridge.com

VIRTUAL OPEN HOUSE
www.wcgtproject.com

MEDIA INQUIRIES
1-888-992-0997
media@enbridge.com

Virtual Open House – Invitation to Review Detailed Outlines and Provide Comments

WCGT Ltd. has [launched a webpage](#) and virtual open house for the WCGT Project and Condition Plans. This site contains general WCGT Project information, information about our planned environmental and engineering investigative studies, and resources such as maps and factsheets.

A virtual open house can be accessed from this webpage. We invite you to visit the virtual open house to review the detailed outlines of the Plans. Here, you will find comment forms to provide your input into the initial detailed outlines. Please visit www.wcgtproject.com.

The virtual open house is a good place to start to familiarize yourself with the detailed outlines of the Plans. As we progress this work in 2022, it will be important to keep the lines of communication open and a member of our team will be following up with you to discuss your involvement on the development of the Plans throughout the year.

What's Next?

Throughout 2021, WCGT Ltd. conducted a detailed gap analysis of the studies completed during the original environmental assessment application to determine where additional studies are required to advance design of the WCGT Project. An environmental and engineering field work program is planned for 2022 to collect data across the certified Project corridor to inform the Condition Plans, potential mitigation, construction execution plans and detailed design of the route. Please review the Project update factsheet accompanying this letter and the webpage described above for more information.

We look forward to working with you. Please contact me at any time with questions you may have.

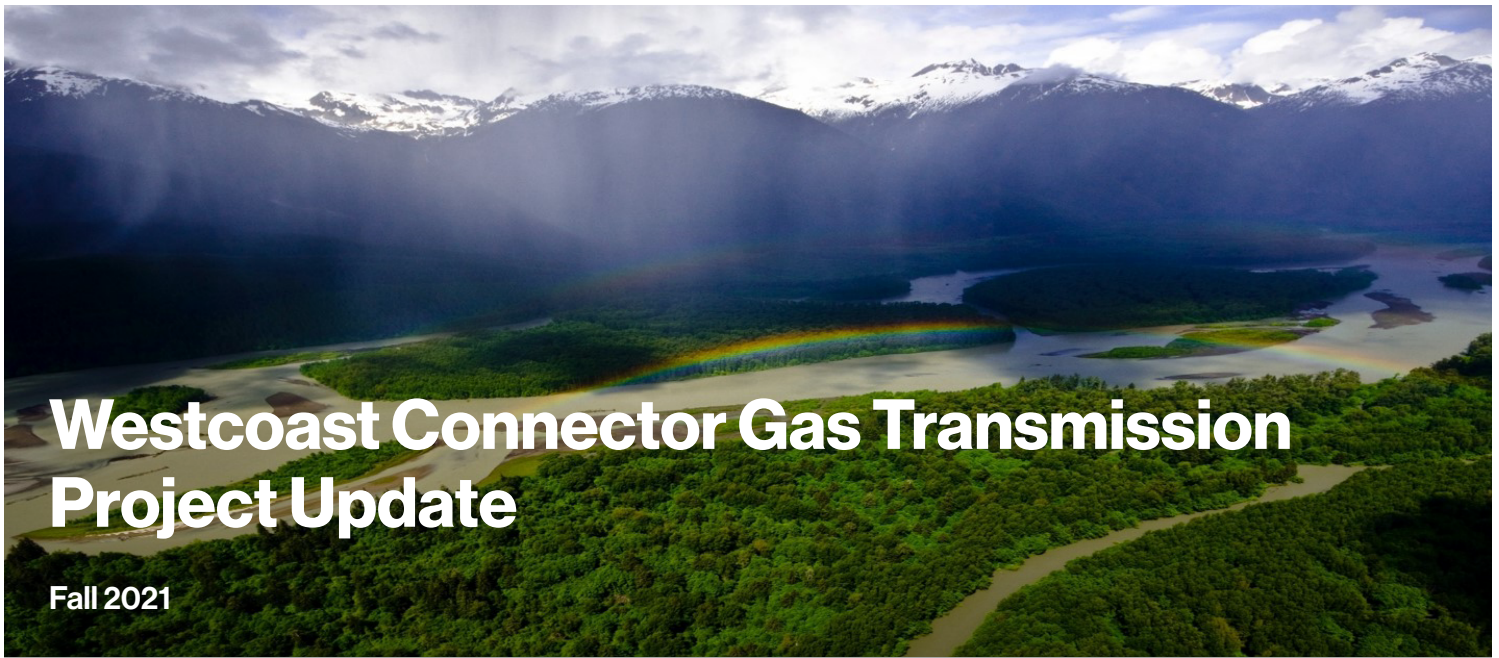
Graham Genge, Sr. Advisor, Community and Indigenous Engagement
Phone: (250) 641-8792
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1-888-992-0997
media@enbridge.com



Westcoast Connector Gas Transmission Project Update

Fall 2021

The Westcoast Connector Gas Transmission Project (the Project) is a proposed, single-purpose express natural gas pipeline with the potential to service multiple downstream Liquefied Natural Gas (LNG) facilities on British Columbia's north coast. With this project, there is the potential to build two 48-inch pipelines within the same right-of-way, along with accompanying compressor stations. The Project would run from northeastern B.C. to the north coast, and is currently approved to include the flexibility to choose one of two routes to the Prince Rupert area – either through the Nass Valley (Nasoga Route) or north towards Kitsault (Kitsault Route).

The British Columbia Environmental Assessment Office (BC EAO) issued an Environmental Assessment Certificate (Certificate) for the Project on November 25, 2014, and later granted a 5-year extension to the Certificate on April 25, 2019.

Advancing the opportunity

Spectra Energy was the proponent who conducted the original Environmental Assessment. With the merger of Spectra Energy and Enbridge in 2017, Westcoast Connector Gas Transmission Ltd. (WCGT Ltd.) became an Enbridge company. We have been working closely with potential terminal proponents on developing a LNG project concept that would receive natural gas from the Project. While we continue to develop these opportunities, we are conducting the work required to apply for permits and Certificate amendments to ready the Project for potential construction. At this time, we do not have an update on timing or whether the Project will proceed to a final investment decision.

To advance our planning, WCGT Ltd. is engaging with local Indigenous groups, stakeholders and interested parties and reviewing the information gathered during the original environmental assessment. Further environmental investigative field work is required to support detailed route planning.

Environmental field work programs

This past summer, WCGT Ltd. began preparations to conduct geophysical studies to support planning and design of pipeline water crossings along the proposed route(s). In addition, WCGT Ltd. began a small environmental field work program, predominantly focused on the eastern extent of the proposed Project route, and included:

- Aquatics, including fish habitat assessments and fish inventory surveys
- Wetland and vegetation studies
- Remote sensing flight to capture high-resolution imagery along the entire proposed route

A larger environmental and engineering field work program is being planned for 2022 and will include:

- Archaeology Impact Assessment to build on previous archaeology work conducted within the current routing
- Wildlife studies
- Wetlands and vegetation studies
- Geophysical surveys
- Geotechnical investigations
- Other, as required





Environment, Social and Governance Goals

Enbridge's environmental, social and governance (ESG) goals represent the next stage of our evolution as an ESG leader to ensure we're positioned to grow sustainably for decades to come.

Specifically on the environment, our goal is to achieve net zero greenhouse gas (GHG) emissions from our business by 2050 and reduce the intensity of GHG emissions from our operations by 35% by 2030. Our emission reduction targets include future projects we might develop, and anything we do will be assessed against our emission reduction commitments. To find out more about how we plan to meet these goals, please visit enbridge.com/esggoals.



Regulatory update

WCGT Ltd. will submit applications to amend its Certificate, including for route revisions. Following the completion of additional environmental field work, WCGT Ltd. will submit permit applications to various provincial and federal permitting agencies. Consultation with all potentially impacted parties is underway to ensure opportunities for input and participation in the design of the Project, including on the development of Condition Plans. These plans will be developed to meet conditions set out in the Certificate for the Project and to outline protection measures to avoid or mitigate potential impacts from the Project.

What's next?

WCGT Ltd. will continue to engage with Indigenous groups, stakeholders and interested parties to discuss specific interests or concerns and to develop a path forward that incorporates local input and involvement in the Project. As plans progress for this work, it is important to keep the lines of communication open – please get in touch with us at any time.

General inquiries

BCLNG@enbridge.com

Media inquiries

media@enbridge.com
1-888-992-0997

Mail

WCGT Ltd.
8320 89A St.
Fort St. John, BC
V1J 0P1



Westcoast Connector
Gas Transmission

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: January 24, 2022
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 – January 10, 2022*
- **Community Charter Section 90 (1) (e):**
 - (e) *the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.*
 - *Lucas Subdivision – Marketing Strategies*

ALTERNATIVE OPTIONS:

The Council may recess to a Closed Meeting to discuss whether the proposed agenda items properly belong in a Closed Meeting (*Community Charter* Section 90(1) (n)).


Jeanette McDougall,
Corporate Officer

ICSR1