



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

Monday, June 13, 2022

First Nations Acknowledgement

The District of Hudson's Hope would like to respectfully acknowledge that the land on which we gather is in traditional unceded territory of the Treaty 8 First Nations.

1. Call to Order:

2. Dedication Page:

3. Delegations:

D1 Chris Siemens – Strike Out Breast Cancer - Fundraiser

4. Notice of New Business:

Mayor's List:

Councillors Additions:

CAO's Additions:

5. Adoption of Agenda by Consensus:

6. Declaration of Conflict of Interest:

7. Adoption of Minutes:

M1 Regular Council Minutes – May 24, 2022

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8. Business Arising from the Minutes:

9. Public Hearing:

10. Staff Reports:

SR1 Solar Array Annual Maintenance

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SR2 Solar Power Credit Reserves

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SR3 Lucas Subdivision Lot Sales - Reserves Account

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SR4 Community Building Fund – Capital Infrastructure Stream Program
- Road Rehabilitation

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11. Committee Meeting Reports:

12. Bylaws

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13. Correspondence:

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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 Meeting

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19. Adjournment



COUNCIL MEETING
District Office – Council Chambers
6:00 P.M.
May 24, 2022

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

Absent: Councillor Leigh Summer (*with notice*)

Staff: Chief Administrative Officer, Mokles Rahman
Director, Public Works and Engineering, Ruhul Amin
Director, Protective Services, Brad Milton
Office Assistant, Becky Mercereau

Other: Mark DeGagne, P. Eng., McElhanney
Justin Todd, P.Eng., McElhanney
Jane Price, EIT, McElhanney

1. CALL TO ORDER

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

2. NOTICE OF CLOSED MEETING

RESOLUTION NO. 080/22

M/S Councillors Gibbs / Miller

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 – May 9, 2022

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

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

- Water Treatment Plant – Water Source Feasibility Study

- Lucas Subdivision – Sale of Properties

CARRIED

The Open Meeting of Council reconvened at 7:44 pm.

M1

3. DEDICATION PAGE

Mayor Heiberg expressed his condolences and gratitude to Councillor Johnson for his time as a Councillor.

4. DELEGATIONS

5. NOTICE OF NEW BUSINESS

Mayor's Additions: CR1 Community Engagement Committee Meeting - Update
Councillor's Additions: NB1 Civic Pride - Sign
CAOs Additions: None

6. ADOPTION OF AGENDA BY CONSENSUS

7. DECLARATION OF CONFLICT OF INTEREST

8. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES – MAY 9, 2022

RESOLUTION NO. 081/22

M/S Councillors Paice / Markin

THAT the minutes of the May 9, 2022 Regular Council Meeting be adopted as presented.

CARRIED

9. BUSINESS ARISING FROM THE MINUTES

CR1 SIGNS – PEACE VIEW PULLOUT & PEACE FOOTHILLS

Councillor Miller advised that we are waiting for the other communities on the sign to complete their portion before we can print the sign. Timeline should be about 3 weeks.

10. PUBLIC HEARING

11. STAFF REPORTS

SR1 DISTRICT OF HUDSON'S HOPE – ANNUAL REPORT 2021

RESOLUTION NO. 082/22

M/S Councillors Gibbs / Paice

THAT Council adopt the 2021 District of Hudson's Hope Annual Report, as amended.

CARRIED

SR2 STATEMENT OF FINANCIAL INFORMATION 2021

RESOLUTION NO. 083/22

M/S Councillors Quibell / Marken

THAT the District of Hudson's Hope Council adopt the Statement of Financial Information (SOFI) for the year end December 31, 2021 as presented, and

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

SR3 COMMAND 1 TRUCK REPLACEMENT – EXTENDED CAB 4X4 PICKUP TRUCK

RESOLUTION NO. 084/22

M/S Councillors Paice / Gibbs

THAT Council accept the bid received from Murray GM, Fort St John, for the purchase of a new 1-Ton Extended Cab 4 x 4 Pick Up Truck, and

THAT Council approve awarding the new 1-Ton Extended Cab 4 x 4 Pick Up Truck project contract to Murray GM, Fort St. John and authorize the Mayor and CAO to sign the contract.

CARRIED

The Director of Protective Services advised that the old truck #63 will go to Beryl Prairie, so the members there can respond to medical calls, etc. Phase 2 will include installing lights and sirens, and Phase 3 will be installing a skid unit.

SR4 CEPF 2022 EMERGENCY SUPPORT SERVICES GRANT UPDATE

The Director of Protective Services advised they have received three applications so far for the new ESS support team. Will have a self-sufficient team and equipment ready if needed.

SR5 CHIEF ADMINISTRATIVE OFFICER – MONTHLY REPORT

Received for information.

SR6 CORPORATE OFFICER – MONTHLY REPORT

Received for information.

SR7 DIRECTOR, PUBLIC WORKS & ENGINEERING – MONTHLY REPORT

The Director of Public Works & Engineering gave following additional information:

- Pool opened with some additional challenges. Internet is down and working on fixing issues.
- Campgrounds opened and would like to advertise more, as Cameron Lake and Alwin Holland weren't full on the long weekend.
- Calcium will be applied first week of June. A few factors have contributed to a later start.
- Discussions with Dawson Road Maintenance. We will now be sweeping sidewalks and Beattie Drive as per past agreement in exchange for salt.
- Community Hall improvements are almost complete. One toilet needs to be completed, but all else is done.

Councillor Miller requested that the welcome sign be cleaned.

SR8 DIRECTOR, PROTECTIVE SERVICES – MONTHLY REPORT

Thank you to Josh and Gerri for all their dedication to the FireSmart program.

SR9 RECREATION OFFICER – MONTHLY REPORT

Received for information.

SR10 SPECIAL PROJECTS – MONTHLY REPORT

Received for information.

12. BYLAWS

B1 BYLAW NO. 928, 2022 – FEES AND CHARGES AMENDMENT

RESOLUTION NO. 085/22

M/S Councillors Miller / Quibell

THAT Council adopt the District of Hudson's Hope Fees and Charges Bylaw Amendment No. 928, 2022.

CARRIED

13. COMMITTEE MEETING REPORTS

CR1 COMMUNITY ENGAGEMENT COMMITTEE

Mayor Heiberg gave the following information from the Community Engagement Meeting held on May 18, 2022. Councillor Miller, CAO, Mayor Heiberg were in attendance along with senior BC Hydro representatives. Topics included:

- *Water Treatment Plant*

Considerable discussion regarding the water treatment plant. Operational costs, plant deficiencies and stress on staff and operators. Council received a community petition regarding water quality. Clearly the community is not happy, and council's patience is wearing thin.

Consultants report is being reviewed by council to determine a path forward and will be shared with BC Hydro once approved.

- *Sloughing*

BC Hydro and the District are visually monitoring the slope above the berm while being constructed. Very good communication to date.

Once completed, the ask is to keep regular visual inspections as well as Hydro's annual inspection plan.

- *Property Maintenance*

Short- and long-term maintenance plan for Hydro owned properties.

Lower property values reduce District's residential tax base.

- *Berm/Hwy Construction*

Farrell Creek, Oct 2022 paving, Lynx Creek, Sept 2022 paving, berm competition, July 2022.

- *Portage Trail*

Popular community trail. Suggested to fence off the day use construction area which will not be completed until 2023, so the trail can be used. Hydro to action.

- *Lynx Creek Boat Launch*

Decommission the Lynx Creek bridge in Sept 2022. No access to current boat launch.

New Lynx Creek boat launch not opened until 2024. Only the Halfway River boat launch will be available to the public.

Hydro reminded to communicate the closure early and often to the public as it is a very popular and heavily used.

- *Burning Piles*

Burning piles across from the townsite are very close to the community.

Not scheduled to be burned until 2023. Very important to monitor the local burning index prior to igniting and consultation with the District's fire chief.

14. CORRESPONDENCE

C1 BLUEBERRY RIVER FIRST NATIONS – ACKNOWLEDGMENT EMAIL

Received for Information.

C2 PETITION – WATER QUALITY

Council requested staff post the petition to our website and social media sites. Advise public that we have received information and that we are working on solutions and hope to have a community meeting once we finalize our next steps.

C3 DISTRICT OF TAYLOR – GOLD PANNING EVENT

Received for Information.

C4 ASSET MANAGEMENT PROGRAM – GRANT

Received for Information.

C5 COUNCILLOR PATRICIA MARKIN – RESIGNATION

Thank you to Councillor Markin for her service to the community. No by-election is required.

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

16. OLD BUSINESS

17. NEW BUSINESS

NB1 COMMITTEE REPLACEMENTS – COUNCILLOR MARKIN

RESOLUTION NO. 086/22

M/S Councillors Paice / Gibbs

THAT Council appoint Councillor Quibell as the District of Hudson's Hope representative for the Northern Development Initiative Trust and Mayor Heiberg as the alternate.

CARRIED

Council will decide on a replacement for the Library Liaison representative at the next Council meeting.

NB1 SUMMER COUNCIL MEETINGS

RESOLUTION NO. 087/22

M/S Councillors Miller / Quibell

THAT Council cancel the July 11, July 25 and August 8th meetings, and that Council schedule a Council meeting for July 18th and keep the August 22nd meeting date.

CARRIED

18. PUBLIC INQUIRIES

19. RISE AND REPORT

20. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 8:30 pm.

DIARY

Diarized

Conventions/Conferences/Holidays

*Commercial Water Rate Increase-annual budget
Consideration*

08/04/19

ATV Campground – Naming / Memorial Plaque

2022

Library – Council representative to replace Councillor Markin

June, 2022

*BC Hydro GO Fund Committee – Council representative
to replace Councillor Markin*

June, 2022

Certified Correct:

Dave Heiberg, Mayor

Becky Mercereau, Recording Secretary

REQUEST FOR DECISION

RFD#:	2022-MR-29	Date:	June 2, 2022
Meeting#:	CM 06-13-22	Originator:	Mokles Rahman
RFD TITLE:	Solar Array Yearly Maintenance Report – 2022		

RECOMMENDATIONS:

THAT Council receive this report for information and discussion.

BACKGROUND:

As part of the yearly maintenance visit, Peace Energy Cooperative representatives (contractor) visited all nine (9) solar array sites during the period of April 1 to 4, 2022.

DISCUSSION:

Peace Energy Cooperative (PEC) completed the yearly maintenance visit for the District solar systems. The following is a summary of the work performed, findings, and recommendations:

- All nine sites were visited during the period of April 1 to April 4)
- All inverters are up to date on the operating firmware and operating correctly
- The only major solar issue identified while performing the O&M contract maintenance visit is one broken PV (photo-voltaic) module at the Lagoons.
- There are still some individual optimizers that require maintenance.
- A number of PV arrays (especially the Arena, Museum and Public Works Shop) were noted to have a dirty film on the glass. This may just be from fall/winter and should rinse off with a few good rains this spring. Power production does not seem to be impacted in any noticeable way at this time. If the issue persists and begins to impede solar production, then a cleaning program will be suggested at that time.
- The contractor performed some extra work over and above the O&M Contract while on-site to maximize energy production. Descriptions for each site are provided below:

1. Arena:

- A string issue had been identified remotely and the problem was corrected on site with the installation of a new string fuse. One string represents roughly 11% of the overall solar power production on this site, so the contractor undertook this fix.
- Spot check of array found many mid-clamps on the loose side. Re-tensioned as necessary where found.

2. Beryl Prairie Fire Hall:

- A communication issue was identified where the inverter was not communicating with the SolarEdge monitoring site. The issue was corrected by re-programming the inverter communication settings. Power production does not seem to be impacted.
- The roof Junction Box (JB) required new labels which were supplied and re-installed.

3. Bullhead Curling Club:

- A string issue had been identified remotely and the problem was corrected on-site with the installation of a new string fuse. One string represents roughly 17% of the overall solar power production on this site.
- An issue with the LCD screen on one inverter was noted. Contractor contacted SolarEdge who agreed to supply a new LCD screen under warranty. However, the new screen did not work after installation. Contractor will work with the SolarEdge remote support to rectify this during the next site visit. The inverter is still fully functional and producing power.

4. District Office:

- The spot check found a couple of PV clamps were on the loose side and were re-tensioned.

5. Lagoons:

- One solar panel is broken on the Lagoon PV array for inverter #5 (furthest PV array to the east). The PV module is still producing equitable power compared to the neighboring PV modules.

6. Museum:

- All systems are operating correctly with exception of one low power production optimizer.

7. Public works:

- Five (5) ground bonding straps in the exposed area of the PV array racking were found to be damaged and were replaced immediately to keep the array safe.

8. Swimming Pool Wave:

- Spot painting of the solar array support structure may be done to mitigate any potential rust spots and future structural issues.

9. Visitors Information Center:

- All systems working correctly

FINANCIAL CONSIDERATIONS:

Under the Operations Budget we have an approved budget of \$4,000 for operations by PEC. Furthermore, we have another \$4,000 for repair and maintenance. The estimated amount required by PEC is \$4,300 for repair and maintenance in 2022 which should be covered under O & M.

Prepared and approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: CC-2022-07	Date: June 1, 2022
Meeting#: CM062022	Originator: Chris Cvik, Special Projects
RFD TITLE: Solar Power Credits - Transfer Value to Reserve	

RECOMMENDATION / RESOLUTION:

1. *THAT for 2022, Council approves the transfer of \$206,015 from the General Surplus Account to the Public Works Infrastructure and Equipment Reserve, and*
2. *THAT on a go forward basis, Council approves including the net value of solar panel credits from the prior year in the annual budgeting process.*

BACKGROUND:

Depending on the weather and the amount of sunshine, the District may be entitled to receive credits on our BC Hydro utility bill from having solar panels. The credits represent the savings or lower power cost because of the value of the power generated from the NINE locations throughout the District where Solar Panel have been installed.

Currently, the value of those credits is not captured on the District's Financial Reporting as a separate line item to be used to help pay for or defray the costs of the power costs or other infrastructure or equipment costs. The allocation of the credits to the GL Account # 01-80-7050-3302 RESERVE - PUBLIC WORKS INFRASTRUCTURE & EQUIPMENT would allow the value of those credits to be captured and used for these other purposes - public works infrastructure and equipment purchases.

DISCUSSION:

The District of Hudson's Hope has a maintenance agreement with the Peace Energy Renewable Energy Cooperative for the maintenance of the District's Solar panel network. As part of that agreement, the District receives an annual report on the operation of the network (see attached PV Operation and Maintenance Yearly PV Report 2020 and 2021). The total value of energy produced represents the money ***the District has not had to pay*** for electricity because it has generated its own electricity with the solar arrays**. Historically, the value of those savings has not been recorded and used as part of the annual budget process. Approval of the recommendation would allow those credits to be identified and used elsewhere. Council maintains the authority through the annual budgeting process to approve expenses charged to the Reserve Accounts.

** NOTE: The dollar value of the energy generated by the District solar arrays is based on the District's averaged estimated grid rate of 13 cents per kWh.).

FINANCIAL:

Credits due to the installation of solar power show up on monthly utility statements from BC Hydro (see attached statements). They do not represent money paid back directly to the District, but as a reduction to the total amount of monthly invoice.

If Council approves the recommendation in this report, Administration will add \$206,015 to the GL Account # 01-80-7050-3302 RESERVE - PUBLIC WORKS INFRASTRUCTURE & EQUIPMENT. For 2022, this value transferred from the District's GENERAL SURPLUS account. On a go forward basis, the annual allocation will be done in conjunction with the annual budget process with the amount of the allocation provided through the District of Hudson's Hope PV Operation and Maintenance Report.

The future allocations will be calculated based on the value of the energy produced during the prior year less the annual maintenance contract costs and any O&M costs associated with maintaining the solar panel network during the prior year.

2020 Solar Power Information

TOTAL SOLAR OUTPUT FROM ALL NINE ARRAYS from November 2017 to December 31, 2020. = 492,500 kWh

TOTAL VALUE OF ENERGY PRODUCED during this reporting period: \$152,000

Less: O&M Costs during this reporting period. \$1,950

Less: Annual Contract Fees during this reporting period. \$0 (contract not set up).

Total Value of Energy Produced less expenses. **\$150,050**

2021 Solar Power Information

TOTAL SOLAR OUTPUT FROM ALL NINE ARRAYS to Dec. 31/21 = 492,500 kWh

TOTAL VALUE OF ENERGY PRODUCED during this reporting period: \$63,150

Less: O&M Costs during this reporting period. \$3,285

Less: Annual Contract Fees during this reporting period. \$3,900

Total Value of Energy Produced less expenses. **\$55,965**

Total Value of Energy Produced less expenses from November 2017 to December 31, 2021 is **\$206,015** (\$150,050 + \$55,965).

If the recommendation is approved, the opening 2022 balance of the Surplus General Account GL 01-80-7050-3100 would be reduced to \$4,297,836.43 and the opening balance of the GL Account # 01-80-7050-3302 Reserve – Public Works Infrastructure & Equipment account would be increased to \$1,393,045.41.

OPTIONS:

1. That Council approves the transfer of \$55,965 from the Surplus Account to the Public Works Infrastructure and Equipment Reserve. *This represents the go forward suggested practise of only transferring credits from the prior year to the reserve.*
2. That Council not approve the addition of Solar Power generated credits to the Public Works Infrastructure and Equipment Reserve.
3. That Council provides further direction to Administration.

Attachment(s)

1. District of Hudson's Hope PV Operation and Maintenance Report – 2020.
2. District of Hudson's Hope PV Operation and Maintenance Report – 2021.
3. Copy of monthly BC Hydro utility invoice showing credit information.

Prepared by:



Chris Cvik, Special Projects.

Reviewed by:



Mokles Rahman, CAO



Peace Energy Renewable Energy Cooperative

Office: 1204-103rd Ave., Dawson Creek, BC V1G 2G9

admin@peaceenergy.ca www.peaceenergy.ca

ph: 250-782-3882

January 20, 2021

Attention: Mokles Rahman CAO

CAO@hudsonshope.ca ph 250-783-9901 ext. 212

cc: Gordon Davies, manager of public works, ph 250-783-9901 ext. 225

gordon@hudsonshope.ca

RE: District of Hudson's Hope Yearly PV Report

Mr. Rahman:

Following please find our first **Yearly PV Report** as required under our **PV O&M Agreement**. (a copy of the original agreement is attached as well as a back grounder: *Fast Facts*).

In this Report you will find:

- 1) an overview of PV energy output to date and money saved by the District;
- 2) a summary of any issues found during our on-going remote monitoring of the solar arrays and our on-site 2020 inspection, plus a description of actions that were taken to correct any problems that we have found;
- 3) our recommended actions for 2021 and their associated costs and financial rationale.

We are submitting this now so that if you would like to proceed with our recommended actions **to keep the solar arrays in top working condition this year** you will be able to receive budget approval from the District in a timely fashion. We have supplied **a solid financial rationale** for these corrective actions that should be of assistance to you.

If you have any questions regarding anything in this report, please contact myself or

Greg Dueck, solar consultant

250-782-3882

Greg.Dueck@peaceenergy.ca

I have also attached a poster/invitation to our next free "Save With Solar" solar information webinar to held next Tuesday evening, should staff our councillors wish to attend.

Don Pettit

dpettit@pris.ca

250-782-1063 hm office

ATTACHMENTS:

District / PEC O&M Agreement

Fast Facts: The Hudson's Hope Community Solar Initiative

Save With Solar webinar poster



**District of Hudson's Hope
PV Operation and Maintenance
Yearly PV Report 2020
page 1**

REPORTING PERIOD: Nov. 2017 to Dec. 31/20

Note: Each of the nine solar arrays were commissioned and feeding power into the grid at different times between Nov. 2017 (Visitor Centre) and June 2018 (Solar Wave). This report covers the entire time from first energy production Nov./17 to the end of 2020.

ELECTRICAL AUDIT:

TOTAL SOLAR OUTPUT FROM ALL NINE ARRAYS to Dec. 31/20 = 1,159,000 kWh

TOTAL VALUE OF ENERGY PRODUCED = \$ SAVED BY THE DISTRICT to Dec. 31/20: \$152,000

(**Note:** this dollar amount represents the money *the District has not had to pay* for electricity because it has generated its own electricity with the solar arrays. The rate that the District pays for grid electricity varies over time and is slightly different for each building/facility. The dollar value of the energy generated by the District solar arrays shown here is based on the District's averaged estimated grid rate of 13 cents per kWh.)

OTHER ENVIRONMENTAL BENEFITS:

Equivalent trees planted: **13,500**

GHG displaced by solar energy: **454,500 kg.**

O&M COSTS DURING THIS REPORTING PERIOD:

O&M monthly billing under this contract = July to Dec. 6/20 = 6 months x \$325 / month = **\$1950**

Note: in August of 2020 the Museum solar array remote monitoring system was installed by Peace Energy Co-op (PEC) at no additional cost to the District as per O&M Agreement (a value of approx. \$1,200). Now, all nine solar arrays have remote monitoring capability.

ISSUES IDENTIFIED AND DEALT WITH DURING REPORTING PERIOD:

1) REMOTE MONITORING: thanks to the remote monitoring capabilities of all nine arrays periodic checks were performed from our Dawson Creek office, especially during peak solar energy production

Yearly PV Report 2020

page 2

season April to October.

ISSUES IDENTIFIED, ACTIONS TAKEN:

a) Solar Wave and Visitor Centre ceased communication with the Solar Edge remote monitoring site. PEC coordinated with District manager of public works Gordon Davies who assisted us in correcting the problem without the necessity of a PEC site visit.

b) We supplied remote monitoring links to District Staff.

c) Several optimizers were found to be temporarily off line, (producing power but off-line to monitoring). We corrected this problem remotely.

d) We reviewed the District's solar web page information and identified a reporting issue which was then corrected by the District's web site developer.

2) PHYSICAL INSPECTION:

In August 2020 Greg Dueck (PEC solar consultant) and Ron Moch of Moch Electric Ltd. (PEC lead solar installer) conducted a one-day physical inspection of all nine solar arrays. This included:

- check solar panels, (remove major debris, check for damage, re-align out of place or shifted panels, spot check clamp torque)
- check bolts and mounting brackets, wiring, grounding, SLD labels still in place
- check cable insulation not cracked, worn or frayed, clamps and zip ties OK
- check transition boxes tight and weather sealed, labels still in place
- check inverters:
 - cooling fan vents clear and free of dust
 - wire connections tight
 - current firmware installed and operational

ISSUES IDENTIFIED, ACTIONS TAKEN:

a) The arena and curling rink systems had multiple inverter issues that were identified and repaired during the August on-site inspection. As a gesture of good will and to maximize summer energy production, we undertook repairs on these at no charge to the District. These were mostly start-up issues typical of large commercial solar arrays and should be one-time occurrences.

b) The Museum solar array was the only array of the nine that did not receive a cloud-based monitoring system under the terms of the original grant. This communications component was installed at the Museum during the physical inspection at no cost to the District, so that now all nine systems have remote monitoring capability.



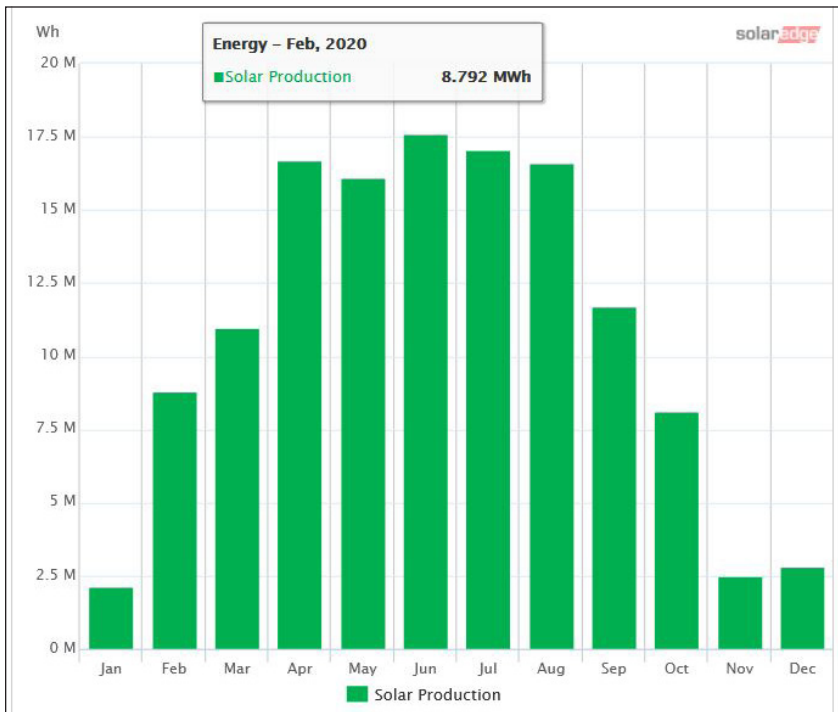
HIGHLIGHTED ARRAY:

Sewage Treatment Lagoons – 122.4 kW

The solar array size needed at the Lagoons was based on rough estimates since the facility was in the process of being enlarged and upgraded and actual electrical needs were unknown.

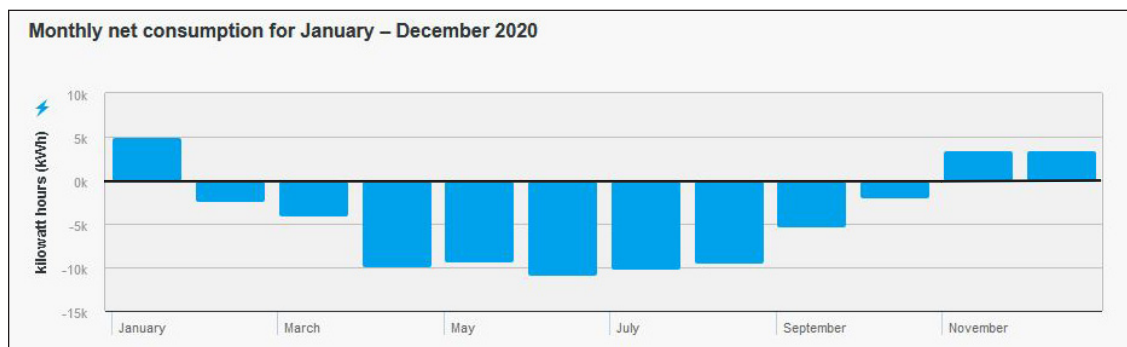
This has (happily) resulted in this array consistently over producing, creating a substantial credit which has been paid out on the BC Hydro “settlement date” each year. **In Oct. 2020 the District was able to transfer about \$6,659 as a credit to their street light account.** In other words, this array has not only fully powered the Lagoons facility (it is “Net Zero”) but also helped with the cost of street lighting in the District.

As of January 13/21 this account is sitting with a 57,000 kWh energy credit. With a rough estimate of the remaining months, the District can expect another sizeable payout again this year.



Above: this graph shows the energy output over the year from the Lagoons solar array. $T=131.1$ MWh

Below: the blue bars extend below the zero energy consumption line, indicating that a financial credit was building on this BC Hydro account throughout most of the year from the Lagoons array.



Yearly PV Report 2020

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CONCLUSIONS and RECOMMENDATIONS:

1) System performance overview:

To maximize solar output and money saved, each solar array was commissioned as it was completed. Overall, each array has under performed compared to initial estimates by about 10-12% (the Lagoons array, highlighted at left, is an exception and has over-produced creating a financial credit for the District). Some data was under reported due to communications or other issues, which have been corrected. This will improve data collection and the accuracy of data going forward. Variability is also caused by unpredictable local weather variations and air quality (smoke). Some power was lost because of the time lag between identifying a problem and correcting it. Best performance was achieved from arrays that had no component issues (eg. 92% at Beryl Prairie compared to our original estimate.)

It is important to note that in 2021 low producers (like the Arena) should see much better production closer to our initial estimates, now that most start-up problems have been identified and corrected.

2) Recommended actions for 2021:

The Solar Edge optimized string inverter system used for all of the District's solar arrays has "power optimizers" mounted under the solar panels to maximize energy production. (17) of the District's (884) optimizers are presently not reporting and may need to be replaced (under warranty plus labour.)

COST ESTIMATE to replace (17) optimizers:

(to be re-visited and quoted after our yearly physical review to be performed this spring)

1) two 10-hour days electrician = 20 hrs @ \$85 =	\$1700
two days assistant @ \$60 =	\$1200
2) travel = \$1/km for 320 km total travel =	\$320
3) living out allowance @ \$160 each x 2 =	\$320
4) accommodation one-night x 2 =	\$350
Total = \$3890 plus GST	

EXPENDITURE RATIONALE:

Each optimizer produces energy and income for the District. Each optimizer has an average "money-saved" value of approximately \$42 / year. Over their 25-year warranty period lifetime that equals \$1050 per optimizer based on today's grid electrical rates. The value to the District from energy saved by these 17 optimizers will therefore equal $17 \times \$1050 = \$17,850$ at today's grid electrical rates over the optimizers' 25-year warranty lifetime.

However, grid power rate increases are expected to be about 4% per year into the future, which would increase the value to the District of the 17 optimizers to about \$47,000 over their 25-year warranty lifetime. It therefore makes good financial sense to keep all optimizers in good working order.

PLEASE NOTE: this work should be performed during March/April 2021 to maximize the District's summer solar energy production and money saved.



Peace Energy Renewable Energy Cooperative

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ph: 250-782-3882

February 17, 2022

Attention: Mokles Rahman CAO

CAO@hudsonshope.ca ph 250-783-9901 ext. 212

cc: Gordon Davies, manager of public works, ph 250-783-9901 ext. 225

gordon@hudsonshope.ca

RE: District of Hudson's Hope Yearly PV Report for 2021

Mr. Rahman:

Following please find our second **Yearly PV Report** as required under our **PV O&M Agreement**.

Overall we are pleased to report that the solar arrays continue to perform very well, and in fact have produced about 15% more energy than last year's Jan. 1 to Dec. 31 production, increasing the yearly financial benefit to the District significantly.

In this Report you will find:

- 1) an overview of PV energy output to date over all and total money saved by the District, as well as a performance summary for each of the nine solar arrays;
- 2) a summary of any issues found during our on-going remote monitoring of the solar arrays and our on-site 2021 inspection, plus a description of actions that were taken to correct any problems that we have found;
- 3) our recommended actions for 2022 and their associated costs and financial rationale.

We are submitting this now so that if you would like to proceed with our recommended actions **to keep your solar arrays in top working condition this year** you will be able to receive budget approval from the District in a timely fashion. We have supplied **a solid financial rationale** for these corrective actions that should be of assistance to you.

If you have any questions regarding anything in this report, please contact myself or

Greg Dueck, solar consultant

250-782-3882

Greg.Dueck@peaceenergy.ca

Don Pettit

dpettit@pris.ca

250-782-1063 hm office



**District of Hudson's Hope
PV Operation and Maintenance
Yearly PV Report 2021
page 1**

REPORTING PERIOD: Jan. 1 to Dec. 31, 2021

ELECTRICAL AUDIT:

TOTAL SOLAR OUTPUT FROM ALL NINE ARRAYS to Dec. 31/21 = **492,500 kWh**

(NOTE: this total represents an increase of 14.7% over the previous year. This is the best annual solar energy production to date.)

TOTAL VALUE OF ENERGY PRODUCED during this reporting period: **\$63,150**

(**Note:** this dollar amount represents the money *the District has not had to pay* for electricity because it has generated its own electricity with the solar arrays. The rate that the District pays for grid electricity varies over time and is slightly different for each building/facility. The dollar value of the energy generated by the District solar arrays shown here is based on the District's averaged estimated grid rate of 13 cents per kWh.)

OTHER ENVIRONMENTAL BENEFITS: Equivalent trees planted: **5762**
GHG displaced by solar energy: **193,061 kg.**

O&M COSTS DURING THIS REPORTING PERIOD:

Monthly fees 12 months x \$325 = \$3,900 (includes the one annual site visit to all nine locations as outlined in the O&M contract. Suggested additional work plan including quote for 2022 follows on Page 4 of this report)

Contract repairs as approved = \$3,285

ISSUES IDENTIFIED AND DEALT WITH DURING REPORTING PERIOD:

1) REMOTE MONITORING: thanks to the remote monitoring capabilities of all nine solar systems, routine checks were performed remotely from our Dawson Creek office, with extra reviews during the peak solar energy production season April to October. These reviews have shown that 2021 was the best year for solar energy production to date with a year over year increase of more than 14% compared to 2020.

Yearly PV Report 2021

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ISSUES IDENTIFIED, ACTIONS TAKEN:

- 1) We identified a number of O&M issues with optimizers and inverters that required a site visit and presented a proposed plan with budget to coordinate with the spring O&M contract work. This work was subsequently approved by the District and completed in May over 2 long days on site, plus prep (getting RMA approvals etc) and follow up office work. Once this work was completed, the systems were able to produce more power from that point onward.
- 2) We supplied SolarEdge remote monitoring links to District Staff, support information on solar equipment design, operation and monitoring.
- 3) We identified communications issues with multiple solar sites through the year and advised District personnel. District personnel then attended these sites and managed to identify and fix the issue with no need for an O&M visit by Peace Energy Co-op.
- 4) We reviewed the District's solar web page information throughout the year to ensure the solar information was reporting correctly and advised the District of issues that were found and subsequently corrected.
- 5) Late in the summer, we identified a small number of O&M issues and presented a proposed workplan with budget, for potential completion before winter. The District decision was to wait and possibly include this work in the Spring 2022 work. A new workplan and budget is hereby submitted for review and decision with this Report.

2) PHYSICAL INSPECTION:

In May 2021 Greg Dueck (PEC solar consultant) and Ron Moch of Moch Electric Ltd. (PEC lead solar installer) conducted a physical inspection of all nine solar arrays. This included:

- check solar panels, (remove major debris, check for damage, re-align out of place or shifted panels, spot check clamp torque)
- check bolts and mounting brackets, wiring, grounding, SLD labels still in place
- check cable insulation not cracked, worn or frayed, clamps and zip ties OK
- check transition boxes tight and weather sealed, labels still in place
- check inverters: - cooling fan vents clear and free of dust
- wire connections tight
- current firmware installed and operational

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ISSUES IDENTIFIED, ACTIONS TAKEN in 2021:

- a) The internal firmware (operating system) of the inverters at all nine locations was upgraded to the newest version for continued smooth operation.
- b) the LCD display screen on one of the Bullhead Curling Club inverters was noted to be dark and difficult to read. Maintenance was attempted while on site with no results. Follow up was undertaken with SolarEdge support, resulting in a warranty replacement LCD screen which is ready for installation on the next site visit.
- c) A back brace on one of the Lagoons PV arrays was found to be loose and subsequently tightened to avoid any potential damage and maintenance issues.
- d) Deficiencies were noted on the Bullhead Curling club building (roof curb flashing issues) and on the Beryl Prairie Fire Hall (roof flashing around the electrical mast and cracking of the insulation on the BC Hydro white supply conductor) while conducting our solar array inspections. These issues were passed on to District staff to attend to as necessary.
- e) a number of inverters exhibited operational 'Fault' codes in August. With further research the codes were cleared and the inverters returned to regular power production without incident. The Faults are assumed to be the product of local lightning storms which may have caused power fluctuations on the BC Hydro power lines.

Yearly PV Report 2021

page 4

RECOMMENDATIONED ACTIONS for 2022:

A site inspection will be required this spring to identify and deal with the following:

- 1) Two strings on two arrays are under-reporting energy production and need to be inspected;
- 2) (14) optimizers are also underporting and may need to be replaced;
- 3) The Beryl Prairie Fire Hall inverter needs to have the internet connection reestablished to enable remote monitoring and data collection.

COST ESTIMATE to complete this work:

o	Office research 3 hrs x \$60/hr	\$ 180.00
o	Travel 640 km x \$1.00/km	\$ 640.00
o	One electrician 20 hours x \$85/hr	\$ 1,700.00
o	One labourer 20 hours x \$60/hr	\$ 1,200.00
o	Office followup work 3 hr x \$60/hr	\$ 180.00

Total estimated budget is \$3,900.00 plus GST

Please advise as soon as possible if you approve of Peace Energy undertaking this work so we can begin the preparatory office work and book this into our work schedule.

Please note that this work is in addition to the normal “Yearly Physical Review of all Solar Arrays” included in our O&M contract. The regular physical review work is usually planned for one day in the spring (weather dependent) but should take place in mid to late March. This regular physical review will help us refine the above quote. If other work is found to be necessary when we are on site we will discuss the options with Gordon or yourself and get approval before proceeding.

EXPENDITURE RATIONALE:

Each optimizer produces energy and income for the District. Each optimizer has an average “money-saved” value of approximately \$42 / year. Over their 25-year warranty period lifetime that equals \$1050 per optimizer based on today’s grid electrical rates. The value to the District from energy saved by these 14 optimizers will therefore equal $14 \times \$1050 = \$14,700$ at today’s grid electrical rates over the optimizers’ 25-year warranty lifetime.

The two strings that are not now producing power represent a significant power loss and need to be inspected to determine the cause. However we expect from past experience this should be a relatively simple fix (such as a fuse replacement) but a site inspection is needed to confirm.

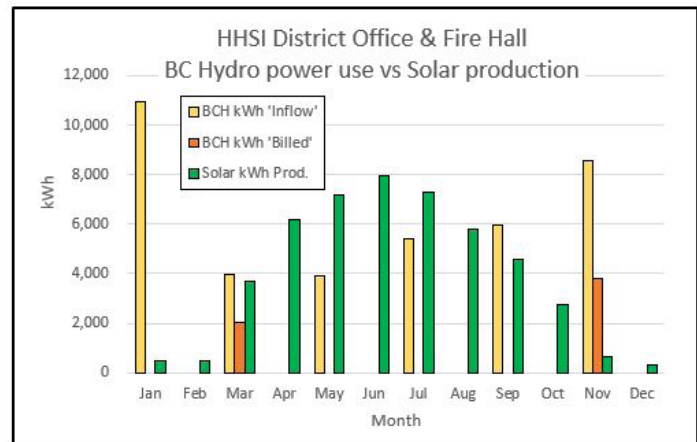
PLEASE NOTE: this work should be performed in early spring (weather permitting) to maximize the District’s summer solar energy production and money saved.

Yearly PV Report 2021

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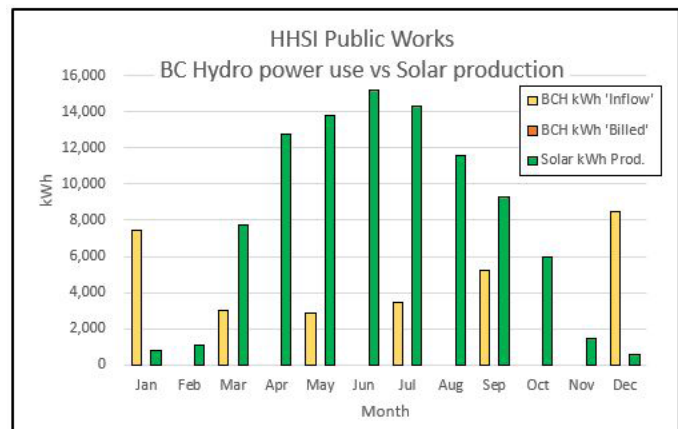
A CLOSER LOOK AT EACH SOLAR ARRAY:

District Office and Fire Hall: 53 kW array



As you can see from the graph, the District Office and Fire Hall are close to Net Zero. There were small electrical costs billed in March and November only. **Value of solar produced power in 2021 was approx. \$6,305.**

District Public Works: 92 kW PV array

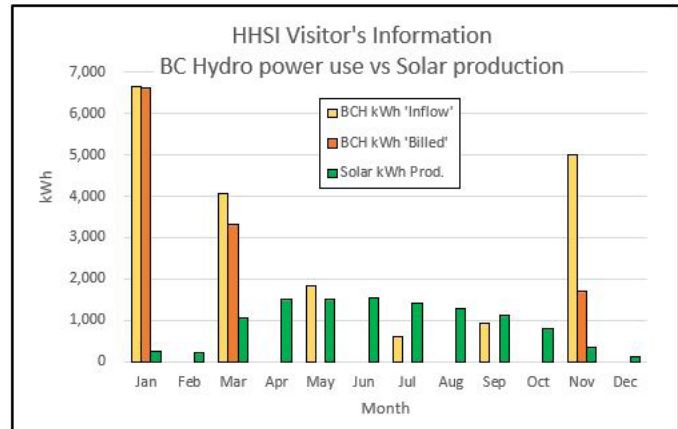


The Public Works array has continued to perform well this past year. From the graph it is clear that the Public Works has continued to be Net Zero Plus, producing more electricity than it needed over the year. **Value of solar produced power in 2021 was approx. \$12,586 which included a generation credit of \$1887** which was transferred from this account to another District BC Hydro account, reducing by that amount the cost of electricity on that account.

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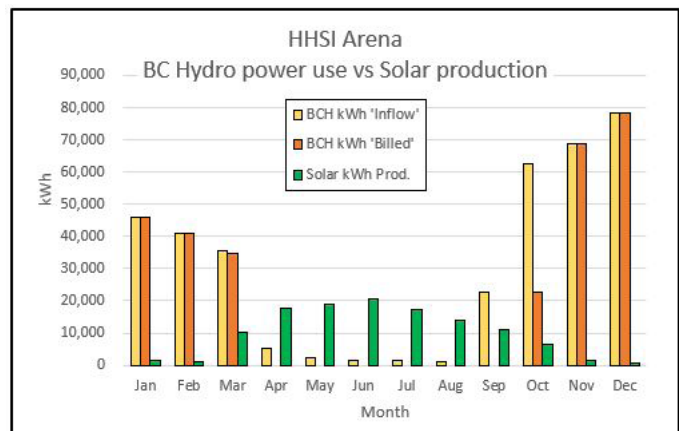
Visitor Information Centre: 10.1 kW array



The Visitor Info Centre did not have enough room on the roof to be Net Zero, but as you can see from the graph it has greatly reduced electricity costs through the summer. Winter electrical use is high because the building is heated with electricity yet has low insulation values. To reduce electrical costs in this building we recommend improved insulation, installing an energy efficient heat pump (which would also provide air conditioning in the summer). The addition of a free-standing solar pergola would provide more solar electricity and a shaded public outdoor space. (Please ask for pricing).

Value of solar produced power in 2021 was approx. \$1,396.

Hudson's Hope Arena: 132 kW array

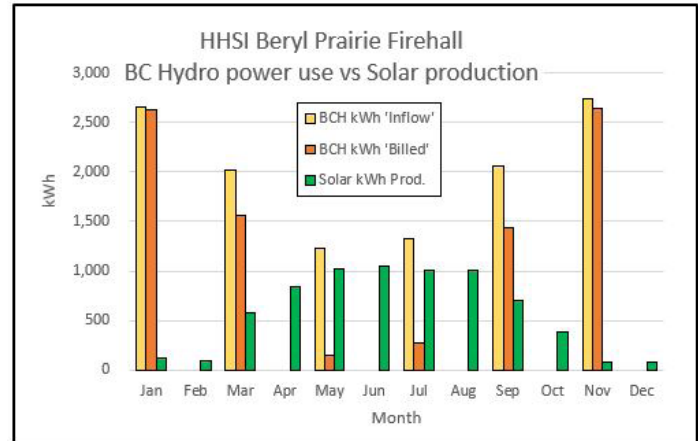


The Hudson's Hope Arena was provided with the largest solar array permissible under the BC Hydro net meter policy. Under that policy the array size for the Arena unfortunately cannot be increased. As you can see from the graph, summer costs for electricity were zero and October bills were greatly reduced due to kWh credits carried over from the summer's over-production. As we would expect winter solar production was reduced due to daylight hours and snow, while energy use was at it's peak causing the observed spikes in energy bills. **Value of solar produced power in 2021 was approx. \$14,075.**

Yearly PV Report 2021

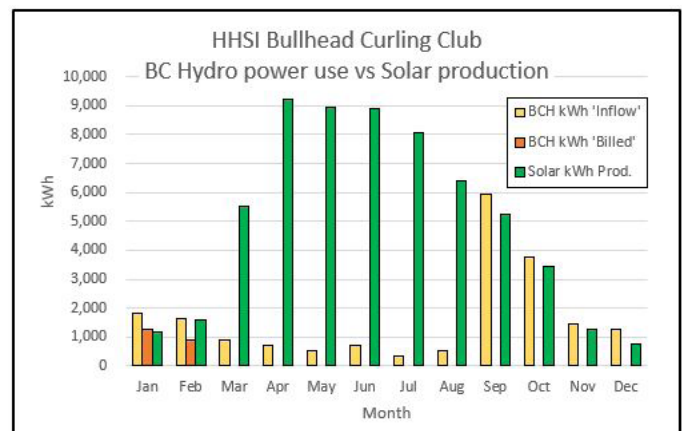
page 6

Beryl Prairie Fire Hall: 7.5 kW PV array



Unfortunately the roof area and the electrical service size of the Beryl Prairie Fire Hall were not large enough to install a Net Zero solar power system. From the graph you can see that the solar has significantly reduced the cost of electricity here during the spring, summer and fall seasons. This system has been producing power with no issues. **Value of solar produced power in 2021 was approx. \$905.**

Bullhead Curling Club: 72 kW PV array

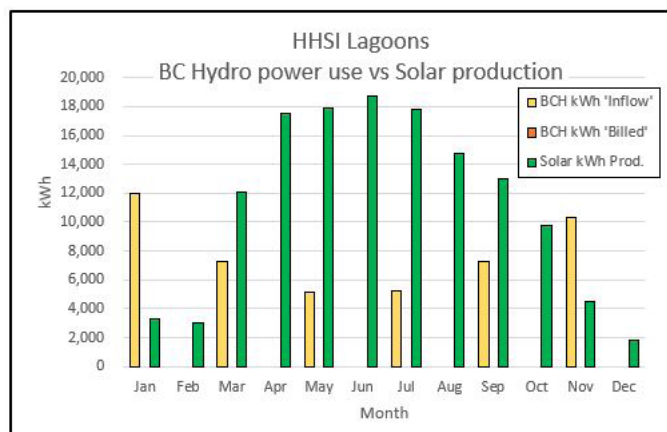


The Bullhead Curling Club array has continued to perform well this past year. From the graph it is clear that the Curling Club has continued to be Net Zero Plus, producing more electricity than it needed over the year. **Value of solar produced power in 2021 was approx. \$7,860 which included a generation credit of \$325** which was transferred to this account reducing subsequent power bills. From the continued excellent performance of this array we expect a Generation Settlement in 2022 as well.

Yearly PV Report 2021

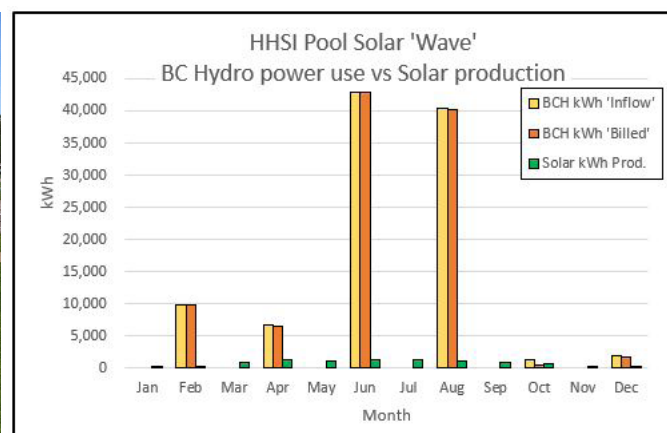
page 7

Sewage Treatment Lagoons: 122.4 kW PV array



The Lagoons array has continued to perform well this past year. From the graph it is clear that the Lagoons array has continued to be Net Zero Plus, producing more electricity than it needed over the year. **Value of solar produced power in 2021 was approx. \$17,858 which included a generation credit of \$6406** which was transferred from this account to another District BC Hydro account, reducing by that amount the cost of electricity on that account. From the continued excellent performance of this array we expect a significant Generation Settlement in 2022 as well.

Pool Solar Wave: 10.2 kW PV array

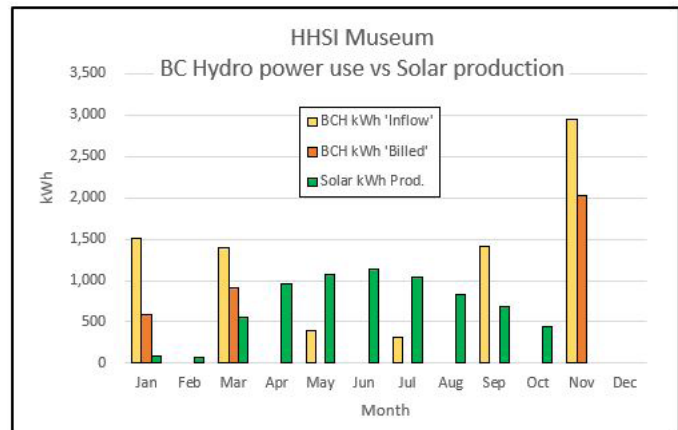


As we can see from the graph it would take a substantially larger solar array to make this system Net Zero due to the very high electrical use in this facility. However we have received many positive comments about the Solar Wave artistic values and the value of a shaded outdoor space near the pool. To reduce the cost of heating the pool water, we recommend the addition of an energy efficient air source heat pump. **Value of solar produced power in 2021 was approx. \$1,282.**

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Museum: 7 kW PV array



As you can see from the graph, the cost of electricity for the Museum has been greatly reduced through the spring, summer and fall. November electrical bills were reduced because of kWh credits carried over from the summer. To reduce winter electrical heating costs and also gain efficient air conditioning in the summer, we recommend adding an air source heat pump to this facility. (Please call for pricing.) **Performing very well with value saved last year of approx. \$881**



Electricity billed

Outflow 17,571
Previous balance 43,147
Credit available 60,718

Inflow 7,210
Credit applied 7,210
Net electricity billed 0

Generation settlement 53,508



Your generation account

Current balance 0

Meter reading information

Inflow from the grid

Meter number 6204747

Starting Feb 19, 2022.....203077
Ending Mar 31, 2022.....207844
Difference..... 4767

4,767 kWh received over 41 days

Meter number 6204747

Starting Apr 1, 2022.....207844
Ending Apr 21, 2022..... 210287
Difference..... 2443

2,443 kWh received over 21 days

Demand

Meter number 6204747

Apr 21, 2022..... 12973

12 kW peak demand registered on Apr 14, 2022

Reactive energy

Meter number 6204747

Starting Feb 19, 2022..... 51396
Ending Apr 21, 2022.....53101
Difference..... 1705

1,705 kVarh used over 62 days

Outflow to the grid

Meter number 6204747

Starting Feb 19, 2022.....364750
Ending Mar 31, 2022.....376369
Difference..... 11619

11,619 kWh sent over 41 days

Bill details

Feb 19, 2022 to Apr 21, 2022

PREVIOUS BILLING PERIOD

Previous bill..... \$22.82
Payment received Feb 28, 2022..... -\$22.82
Payment received Mar 1, 2022..... -\$22.82

BALANCE FORWARD

-\$22.82

ELECTRICITY CHARGES

Based on Small General Service Rate 1300

Feb 19, 2022 to Mar 31, 2022

Basic Charge 41 days @ \$0.3622 /day..... \$14.85*

ENERGY CHARGES

0 kWh @ \$0.1245 /kWh..... \$0.00

POWER FACTOR

Power factor of 97%: Surcharge of 0% on
electricity charges..... \$0.00

Based on Small General Service Rate 1300

Feb 19, 2022 to Apr 21, 2022

Generation settlement: 53,508 kWh @ -\$0.0999 /kWh..... -\$5,345.45*

POWER FACTOR

Power factor of 97%: Surcharge of 0% on
electricity charges..... \$0.00

Based on Small General Service Rate 1300

Apr 1, 2022 to Apr 21, 2022

Basic Charge 21 days @ \$0.3644 /day..... \$7.65*

ENERGY CHARGES

0 kWh @ \$0.1253 /kWh..... \$0.00

POWER FACTOR

Power factor of 97%: Surcharge of 0% on
electricity charges..... \$0.00

Rate rider -2.0%..... -\$0.15*

TAXES ON ELECTRICITY CHARGES

* GST 5% on -\$5,323.10..... -\$266.15

ELECTRICITY CHARGES SUBTOTAL

-\$5,589.25

TOTAL DUE

-\$5,612.07



Electricity billed

Outflow 7,440
Previous balance 1,200
Credit available 8,640

Inflow 3,600
Credit applied 3,600
Net electricity billed 0



Your generation account

Current balance 5,040

Meter reading information

Inflow from the grid

Meter number 5124474

Starting Apr 12, 2022..... 11808
Ending May 11, 2022..... 11823
Difference..... 15
Multiplier..... x 240

3,600 kWh received over 30 days

Demand

Meter number 5124474

May 11, 2022..... 82
Multiplier..... x 240

19 kW peak demand registered on May 9, 2022

Reactive energy

Meter number 5124474

Starting Apr 12, 2022..... 6474
Ending May 11, 2022..... 6482
Difference..... 8
Multiplier..... x 240

1,920 kVarh used over 30 days

Outflow to the grid

Meter number 5124474

Starting Apr 12, 2022..... 1039
Ending May 11, 2022..... 1070
Difference..... 31
Multiplier..... x 240

7,440 kWh sent over 30 days

Your next meter reading is on or around Jun 10, 2022.

Bill details

Apr 12, 2022 to May 11, 2022

PREVIOUS BILLING PERIOD

Previous bill..... \$804.37
Payment received Apr 22, 2022..... -\$804.37

BALANCE FORWARD

\$0.00

ELECTRICITY CHARGES

Based on Medium General Service Rate 1500

Apr 12, 2022 to May 11, 2022

POWER FACTOR

Power factor of 88%: Surcharge of 2% on electricity charges..... \$2.22*

Power factor surcharges are avoidable. Learn more at bchydro.com/powerfactor.

Minimum charge..... \$371.22*

Rate rider -2.0%..... -\$7.46*

TAXES ON ELECTRICITY CHARGES

* GST 5% on \$365.98..... \$18.30

ELECTRICITY CHARGES SUBTOTAL

\$384.28

TOTAL DUE

\$384.28

B0030

0617-1700-5102

[Signature]
2/6/2022

864194
19/05/22

REQUEST FOR DECISION

RFD#: CC-2022-06	Date: June 6, 2022
Meeting#: CM062022	Originator: Chris Cvik, Special Projects
RFD TITLE: Sale of Lucas Subdivision Lots – Reserve account	

RECOMMENDATION / RESOLUTION:

For information and discussion.

BACKGROUND:

Administration is in the process of selling three lots within the Lucas Subdivision. The funds received from the sale of lots will be coded to Account #01-80-7050-3307 RESERVE – LAND.

DISCUSSION:

Revenue in the Land Reserve Account is intended for the purchase and development of Land within the District. This could include building a playground within the Lucas Subdivision in the future if directed by Council.

As the sale of the lots is directly related to the Lucas subdivision, Council should discuss if there are concerns with adding the proceeds to a general land reserve or whether any revenue should be used *specifically* towards the purchase and improvements within the Lucas Subdivision.

If Council does not wish to group the lot sale funds with other land reserve funds, a separate Lucas Subdivision bylaw would need to be established. A new bylaw would need to be approved by Council in order to achieve this.

Keeping to one land reserve only provides the most flexibility when allocating funding in the reserve account.

FINANCIAL:

Proceeds from land sales (i.e., Lucas Subdivision lots) would be allocated to the GL Account #01-80-7050-3307 RESERVE – LAND.

OPTIONS:

1. That Council direct administration to ensure that proceeds from the Lucas Subdivision are kept separate from the existing Land Reserve and bring back a report on establishing a new bylaw specific to a Lucas Subdivision Land Reserve.
2. That Council provide further direction to Administration.

Attachment(s): N/A

Prepared by:



Chris Cvik, Special Projects.

Approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2022RA17	Date: June 7, 2022
Meeting#: CM061322	Originator: Ruhul Amin
RFD TITLE: CCBF Grant Application for Cycling Network Plan and Sidewalk Master Plan	

RECOMMENDATIONS:

1. **THAT** Council approves a grant application to the Community-Building Fund (CCBF), the Capacity Building Stream Program for a Cycling Network Plan and Sidewalk Master Plan for Hudson's Hope.
2. **THAT** Council approves that the District take responsibility for all ineligible project costs and cost overruns.

BACKGROUND:

The Strategic Priorities Fund (SPF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. The administration is in the process of applying to SPF, for Cycling Network plan and Sidewalk Master Plan under the Capacity Building Stream of the grant. The scope of this project will be hiring an engineering firm (consultant) to review our road systems and complete these two plans in 2023.

The Cycling Network Plan for Hudson's Hope will provide the District of Hudson's Hope guidance to develop safe and efficient cycling routes with the appropriate amenities and infrastructure to support cycling.

Sidewalk Master Plan for Hudson's Hope will provide the District of Hudson's Hope guidance on managing and maintaining an efficient sidewalk network by identifying the existing sidewalk locations, determining missing links within the existing sidewalk network and providing recommendations for sidewalk in new development areas or areas that are proposed for redevelopment.

If approved, CCBF will develop funding partnerships between Federal, Provincial, and ultimate recipient (District of Hudson's Hope). The levels of grant contribution are:

Ultimate Recipient	Canada Community-Building Fund (CCBF) Program Contribution (Capacity Building Stream)
Local Government (District of Hudson's Hope)	100% to a Maximum

As per the preliminary estimate, prepared by administration, the estimated costs (Class B) for these Master Plans is \$50,000.00, including 15% contingencies. The Administration would go back to Council for approval of any cost overrun. The source of such funds will be General Reserve.

Submitted by:

A handwritten signature in black ink, appearing to read 'Ruhul Amin', positioned above a horizontal line.

Ruhul Amin, Director of Public Works

Approved by:

A handwritten signature in blue ink, appearing to read 'Mokles Rahman', positioned above a horizontal line.

Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2022RA16	Date: June 7, 2022
Meeting#: CM061322	Originator: Ruhul Amin
RFD TITLE: CCBF Grant Application for Rehabilitations of Reschke Road, Kylo Street, Paquette Ave, and Ellis Cr.	

RECOMMENDATIONS:

1. **THAT** Council approves a grant application to the Community-Building Fund (CCBF), the Capital Infrastructure Stream Program (SPF) for the rehabilitation of Reschke Road, Kylo Street, Paquette Avenue and Ellis Crescent.
2. **THAT** Council approves that the District take responsibility for all ineligible project costs and cost overruns.

BACKGROUND:

The Strategic Priorities Fund (SPF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. The administration is in the process of applying to SPF, the Capital Infrastructure Stream Program for the Rehabilitations of Reschke Road, Kylo Street, Paquette Ave, and Ellis Cr. If approved, CCBF will develop funding partnerships between Federal, Provincial, and ultimate recipient (District of Hudson's Hope). The levels of grant contribution are:

Ultimate Recipient	Canada Community-Building Fund (CCBF) Program Contribution (Capital Infrastructure Stream)
Local Government (District of Hudson's Hope)	100% to a Maximum of \$6 M

As per the preliminary estimate, prepared by administration, the estimated costs (Class B) for these rehabilitations is \$2.3M, including 15% Engineering and 15% contingencies.

Costs Break Down by Roads:

Road Name	Road Rehabilitation Costs	Water & Sewer Costs	Sidewalk Costs (optional)	Total
Reschke Road	\$241,182.80	\$0.00	\$0.00	\$241,182.80
Paquette Ave	\$180,231.28	\$19,000.00	\$158,000.00	\$357,231.28
Kylo Street	\$355,717.24	\$49,000.00	\$245,000.00	\$649,717.24
Ellis Cr.	\$220,709.24	\$8,000.00	\$285,000.00	\$513,709.24
	\$997,840.56	\$76,000.00	\$688,000.00	\$1,761,840.56
			Consulting 15%	\$264,276.08
			Contingency 15%	\$264,276.08
			Total	\$2,290,392.73

The estimate includes installing a new sidewalk on Kylo St. from Beattie Drive to Legacy Grocery Store at Paquette Avenue and to Silver Willow Court at Ellis Cr. After detailed design, public tender, and completion of the construction, we will be able to know the exact cost of the project. Administration would go back to Council for approval of any cost overrun. The source of such funds will be General Reserve.

Submitted by:



Ruhul Amin, Director of Public Works

Approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#:	Date: June 8, 2022
Meeting#:	Originator: Kelsey Shewfelt
RFD TITLE: Hudson's Hope Canada Day Celebration Beer Garden Approval	

RECOMMENDATION:

1. **THAT** Council approves the request to allow Ben Waetcher on behalf of LifeCycle Events to operate beer garden during Canada Day event.

BACKGROUND:

As COVID-19 restrictions have relaxed, the District of Hudson's Hope is planning a large community event for Canada Day, Friday, July 1, 2022. The event will be held at the Swimming Pool Park from 11AM-3PM. There will be activities that appeal to all age groups such as live music, crafts, Farmer's Market, games, and BBQ.

The District of Hudson's Hope recreation staff has been approached by local Ben Waetcher requesting the allowance of a beer garden. Ben has advised this will be at no cost to the District. He will be fully responsible for his own supplies, event insurance and liquor license. All applicable rules and regulations will be strictly enforced and adhered to. Ben is very familiar with the process as he has facilitated many community events with liquor being served including the beer gardens for Volunteer Appreciation Night at the Hudson's Hope Farmer's Market.



Kelsey Shewfelt, Recreation Officer



Ruhul Amin, Acting CAO

Jeanette McDougall

From: Kelsey Shewfelt
Sent: June 10, 2022 8:37 AM
To: Jeanette McDougall
Cc: Ruhul Amin
Subject: FW: Beer Garden's Canada Day

Hi Jeanette, this is the email from Ben.

Thank you,

Kelsey Shewfelt
Recreation Officer

9904 Dudley Drive
PO BOX 330,
Hudson's Hope, BC V0C 1V0
Office: 250-783-9901 Cell: 250-783-8859
Email: kelsey@hudsonshope.ca
www.hudsonshope.ca

-----Original Message-----

From: LifeCycle Events <lifecevents@gmail.com>
Sent: June 9, 2022 7:43 PM
To: Kelsey Shewfelt <kelsey@hudsonshope.ca>
Subject: Beer Garden's Canada Day

Hello,

The plan will be to have a roped off section, max 50 people, with 6 tables with 8 chairs each (district to provide tables and chairs). LifeCycle will provide- beer, liquor license, Server with Serving It Right, cups, roped off area, garbage can for cups, ensure that no drinks leave area.

Cheers,

Ben

250-783-0616

[WARNING: This message is from an external source]

REQUEST FOR DECISION

RFD#: 2022-MR-30	Date: June 7, 2022
Meeting#: CM 06-13-22	Originator: Mokles Rahman
RFD TITLE: Water Service Regulations Bylaw No. 930, 2022	

RECOMMENDATIONS:

1. **THAT** the District of Hudson's Hope Water Service Regulations Bylaw No. 930, 2022 be read a first time;
2. **THAT** the District of Hudson's Hope Water Service Regulations Bylaw No. 930, 2022 be read a second time; and
3. **THAT** the District of Hudson's Hope Water Service Regulations Bylaw No. 930, 2022 be read a third time.

BACKGROUND:

Administration retained L & M Engineering (the consultant) on an urgent basis for the update of the Water Service Regulations Bylaw.

This update is required so that staff can enforce water conservation to control demand at the water treatment plant.

As it is a small job of \$4,100 no other quotations were solicited. The contract was awarded on March 21, 2022.

DISCUSSION:

The new Water Service Regulations Bylaw No. 930, 2022 is a consolidated version of the Water Service Regulations Bylaw No. 842, 2014 and Water Service Regulations Amendment Bylaw No. 860, 2016.

The following are the some of the changes incorporated in the new bylaw:

- Section 4.3: The Operations Manager in consultation with the CAO may shut down the Bulk Water Station if it is deemed necessary to manage the water demand and supply at the Water Treatment Plant or to manage other operational challenges of Water Works Systems.
- Section 5.3 Water usage restrictions have been expanded to incorporate a new Schedule-D explaining the stages of restrictions.
- Water usage restrictions Zone maps (Zone A and B) have been incorporated under Schedule D.

FINANCIALS:

N/A

ALTERNATIVES:

1. Table the amendment of the bylaw and provide specific comments and feedback to change or improve the bylaw and direct administration to report back.

ATTACHMENTS:

1. District of Hudson's Hope Water Service Regulations Bylaw No. 930, 2022.

Prepared and approved by:



Mokles Rahman, CAO



Water Service Regulations

Bylaw No. 930, 2022

WHEREAS pursuant to the *Community Charter*, the District may operate and regulate a water system as a municipal service;

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

1. This Bylaw shall be cited for all purposes as "Water Service Regulations Bylaw No. 930, 2022".
2. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Bylaw.
3. Water Service Regulation Bylaw No. 842, 2014, and all amendments thereto are hereby repealed and replaced with this Bylaw.

Read a first time this	___ day of ___ 2022
Read a second time this	___ day of ___ 2022
Read a third time this	___ day of ___ 2022
Adopted this	___ day of ___ 2022

Jeanete McDougall, Corporate Officer

Dave Heiberg, Mayor

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SCHEDULE A – Penalties

SCHEDULE B – Municipal Ticket Information Offences

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1.0 DEFINITIONS

In this Bylaw, all words or phrases shall have their normal or common meaning except where this is changed, modified, or expanded by the definitions set forth below:

BACKFLOW means the flow of water or other liquids, gases or solids, from any source back into any plumbing system connected to the *Community Water System*.

BYLAW ENFORCEMENT OFFICER means Chief Administrative Officer (CAO), Director of Protective Services, Director of Public Works, Bylaw Enforcement Officer, Approving Officer, or any other District authorized personnel.

COMMUNITY WATER SYSTEM means the entire water works system of the *District* including without limitation intake and distribution systems, water treatment plants, service connections and curb stops.

CONSUMER means any person to whom water is supplied under this Bylaw.

COUNCIL means Council of the *District* of Hudson's Hope.

CROSS CONNECTION means any physical piping arrangement where a public water supply is directly or indirectly connected to a secondary water source, fixture or device that may contain contaminants, sewage or other substance capable of contaminating the water supply.

CURB STOP means the portion of any *Service Connection*, regardless of size, consisting of a shut-off valve with a protective housing (service box) to the ground surface.

DISTRICT means the District of Hudson's Hope.

IRRIGATION means the use of a service connection exclusively for landscaped areas including lawns.

OPERATIONS MANAGER means the Director of Public Works, the Approving Officer and/or the Chief Administrative Officer (CAO).

PRIVATE WATER SERVICE means pipes and other appurtenances located on private property that are not installed or owned by the *District* of Hudson's Hope. A *Private Water Service* is used to convey water from the *Community Water System* to the private property.

SERVICE CONNECTION means a service pipe from the *Water Main* to the property line. A Service Connection includes the *Curb Stop* and is part of the *Community Water System*.

SPRINKLING means the discharge of municipal water on any exterior surface including lawns, gardens, and landscaping.

STAGE means the Stages 1,2, and 3 of Water Use Restrictions specified in Schedule D of this Bylaw.

SYSTEM EXTENSION means any installation requiring the construction of a *Water Main* on a highway, *District* right-of-way or easement, from an existing *Water Main*, but does not include a *Service Connection* or a *Private Water Service*.

URBAN SERVICE BOUNDARY means the maximum extent to which the *District* will extend the Community Water System as shown and defined in the *District's* Official Community Plan.

WATER MAIN means a water system pipe, including valves, fittings and other appurtenances other than a service connection, pumping station, treatment plant or reservoir. A *Water Main* is a key part of the *Community Water System*.

2.0 BASIC PROVISIONS

2.1. Conditions of Water Supply

- .1 It is a condition of the supply of water that:
 - (a) the *District* shall not be liable for damage by reason of the failure of supply of water to any *Consumer*; and,
 - (b) the *District* shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the system.
- .2 The *District* does not guarantee that water supplied by it is free from any impurity that would affect a manufacturing process or any other use of the water other than for human consumption.

2.2. User Fees

- .1 All *Consumers* must pay the applicable water rate(s) that are set out in the *District's Fees and Charges Bylaw*.

2.3. Enforcement

- .1 Subject to the provisions of the *Community Charter* the *Operations Manager*, and any other District bylaw enforcement officer, is authorized to enter, at all reasonable times, any day of the week, on any property in order to inspect and determine whether the regulations and requirements of this Bylaw are being met.
- .2 *Bylaw Enforcement Officers* are hereby authorized to issue municipal tickets to those persons in contravention of any of the provisions of this Bylaw.

3.0 COMMUNITY WATER SYSTEM

3.1 Requirement to Connect

- .1 Within the Urban Service Boundary, every owner of a premise fronting or abutting a *Water Main* must connect to the *Community Water System* if the distance of the *Service Connection* from the *Water Main* to the building is less than 125 meters long.
- .2 In addition to any other penalty that may be imposed by this Bylaw, or penalties levied by other government agencies, where the owner of a premise fails, neglects, refuses to or does not connect to the *Community Water System*, the *District* may have the work done at the expense of the owner, and the *District* may recover the cost in the same manner as *District* taxes.
- .3 Each parcel is limited to a maximum of one *Service Connection* except when:
 - (a) a separate *Service Connection* is required for fire protection purposes;
 - (b) there is more than one permanent building on the parcel; or,
 - (c) there is a duplex on the parcel.

3.2 Application to Connect

- .1 An application to connect, or reconnect, to the *Community Water System* must be made by the owner of a premise using the "Connection / Abandonment Application Form" (Schedule C).
- .2 Each application to connect, or reconnect, to the *Community Water System* must be accompanied by a water service connection fee, as outlined in the *District's Fees and Charges Bylaw*.
- .3 Prior to connecting to the *Community Water System*, the owner of the premise must obtain the approval from the *Operations Manager* in writing.
- .4 Despite Section 3.2.1 of this Bylaw, the *District* may decline to install a *Service Connection* if:
 - (a) any part of the *Community Water System* has inadequate capacity to meet the proposed additional service requirements; or,
 - (b) the proposed *Service Connection* exceeds twenty metres (20.0 m) in length

3.3 Installation of Service Connection

- .1 All persons who connect to the *Community Water System* must connect by way of a *Curb Stop* and the *Service Connection* must be installed in accordance with all relevant *District* bylaws and regulations.
- .2 Only the *District*, or approved *District* contractors, shall install *Service Connections*, unless otherwise permitted in writing by the *Operations Manager*.
- .3 *Service Connection(s)* will be located as per owner requests, wherever possible. In the event that the owner's preferred location is not practical, the *Operations Manager* will designate an appropriate location for each *Service Connection* to the parcel or building(s), as the case may be.
- .4 The minimum inside diameter of a *Service Connection* shall be twenty millimeters (20.0 mm). A three quarter ($\frac{3}{4}$) inch diameter is considered 20 mm for the purposes of this Bylaw.

- .5 All *Service Connections* must be buried and have at least 2.7 meters cover to finished ground elevation.
- .6 No person shall excavate any roadway within the *District* for the purposes of installing or repairing water, or any other utilities, without first submitting the following:
 - (a) a satisfactory Certificate of Insurance naming the *District* as an additional insured;
 - (b) a satisfactory Street Opening Bond in the amount of ten thousand dollars (\$10,000.00) executed to the benefit of the *District*; and,
 - (c) a sketch of the location and nature of the work to be done.

3.4. Turning the Water Supply On

- .1 A Service Connection must not be turned on at the *Curb Stop* until the owner's *Private Water Service* has been inspected by the *District* and all applicable fees have been paid to the *District*.
- .2 Only authorized *District* employees may turn a *Curb Stop* on or off.

3.5. Shut-Off and Disconnection

- .1 The *District* may disconnect a premise from the *Community Water System* or shut off the *Curb Stop* provided that the *District* gives the owner or occupier of the premise 10 days' notice in writing if the owner or occupier of the premise:
 - (a) fails to pay, when due, any fees imposed under this Bylaw;
 - (b) violates or contravenes any of the provisions of this Bylaw;
 - (c) fails to maintain the *Private Water Service* protected from freezing, protected from risk of Cross Connection, in good condition without leaks; or,
- .2 When an owner of a premise permanently ceases use of a *Service Connection*, the owner must immediately notify the *District* (see Schedule C) and pay the abandonment fee set out in the *District's Fees and Charges Bylaw*.
- .3 Only authorized *District* employees shall turn a *Curb Stop* off.

3.6. System Extensions

- .1 The *Community Water System* will not be extended beyond the *Urban Service Boundary*.
- .2 The District will not permit *System Extension* within the *Urban Service Boundary* if:
 - (a) any part of the *Community Water System* has inadequate capacity to meet the proposed additional service requirements; or
 - (b) the proposed *System Extension* would cause the *District* to expend an inordinate amount of time, effort or money, as determined by the *Operations Manager* or his/her designate, to operate and maintain the *System Extension*, in comparison to the revenue that it would generate.

- .3 *System Extensions* for which the *District* pays either wholly or partially, will only proceed provided costs to the *District* are:
- (a) Recoverable in whole, or in part, from existing and future parcels of land that will be served by the *System Extension*;
 - (b) Not excessive as determined by Council.
- .4 Any person seeking the installation of a *System Extension* by the *District* must:
- (a) enter into a servicing agreement with the *District*; and,
 - (b) submit to the *District* any technical drawings necessary, in the opinion of the *Operations Manager*, to complete the extension.
- .5 Any person wishing to construct a *System Extension* at their own expense must:
- (a) enter into a servicing agreement with the *District*;
 - (b) coordinate and submit to the *District* a construction permit issued by the Northern Health Authority,
 - (c) supply the engineering designs and cost estimates (both documents under seal of a professional engineer registered in the Province of British Columbia) to the *District* along with any other information required by the *Operations Manager*; and,
 - (d) permit the *District*, or the *District's* contractors, to inspect the extension prior to backfill, perform or witness all standard testing procedures and if required by the *Operations Manager*, modify the extension to meet *District* standards or requirements for similar extensions.
- .6 No provision of this Bylaw limits or restricts in any way *District Council* from exercising full jurisdiction and control over the operation of the *Community Water System*, and the fact that any extension may have been installed and constructed without cost to the *District* will not in any way exempt the person receiving service from any regulations, rates, orders or bylaws of the *District*. The payment of part or all of the installation and construction costs by any applicant for an extension shall not be construed as a guarantee by the *District* with respect to continuity or adequacy of service.

3.7. System Failures

- .1 All persons must immediately notify the *District* of any suspected defects, breaks or breakdowns in the *Community Water System*, and any suspected defects, breaks or breakdowns in *Private Water Services* that may threaten the integrity of the *Community Water System*.

3.8. Prohibited Activities

- .1 No person shall connect to, add to, tamper with, operate, remove or alter the *Community Water System* or any part thereof except in accordance with this Bylaw.
- .2 No person shall without lawful excuse break, damage, destroy, uncover, deface or mar the *Community Water System* or any part thereof.

4.0 PRIVATE WATER SERVICES

4.1. Establishment

- .1 The owner of a premise is solely responsible for the installation of *Private Water Services*, at his or her own cost.
- .2 No person shall connect a *Private Water Service* to the *Community Water System* unless:
 - (a) the *Private Water Service* complies with all applicable *District* Bylaws and provincial building regulations; and,
 - (b) the *District* building inspector or *District* authorized personnel has inspected and approved the *Private Water Service* prior to backfill of the *Private Water Service*.
- .3 No person shall install or use a pump, booster or any other device for the purpose of increasing water pressure without first obtaining written permission from the *Operations Manager*.

4.2. Maintenance and Repairs

- .1 Maintenance of *Private Water Services* (including winterization) is the sole responsibility of the owner of the property on which the *Private Water Service* is situated. *Private Water Services* must be kept in a good condition without leaks.
- .2 No person shall permit a *Private Water Service* to freeze.
- .3 Defects and breakdowns in a *Private Water Service* are the sole responsibility of the owner of the property on which the *Private Water Service* is situated and shall promptly be repaired.
- .4 Upon written request, the *District* will turn the *Curb Stop* on or off to facilitate scheduled repairs to a *Private Water Service*.
- .5 A fee to turn a *Curb Stop* on or off is specified in the *Fees and Charges Bylaw*, and must be paid by the owner or occupier of the property on which the *Private Water Service* is situated.

4.3. Bulk Water and Private Sales

- .1 Any person, company or corporation who wishes to obtain water from the *District* bulk water station must pay the water rate(s) specified in the *District's Fees and Charges Bylaw*.
- .2 No person shall re-sell, dispose or otherwise give away water from the *Community Water System*, unless it has been obtained from the *District's* bulk water station.
- .3 The *Operations Manager* in consultation with the *CAO* may shut down the *District* bulk water station if it is deemed necessary to manage the water demand and supply at the Water Treatment Plant or to manage other operational challenges of Water Works Systems.

5.0 WATER PROTECTION & CONSERVATION

5.1. Cross-Connections

.1 No person shall:

- (a) connect;
- (b) cause to be connected; or,
- (c) allow to remain connected

any pipe, fixture, fitting, container, appliance or *Cross Connection*, in a manner which, under any circumstances, could cause or allow any part of *Community Water System* to become contaminated.

.2 Where a person's premise is serviced by a well, the person must cease using the well and decommission the well prior to or at the time of connecting to the *Community Water System*.

5.2. Fire Hydrant Use

.1 No person shall make use of any fire hydrant except for fire protection and suppression purposes.

.2 Despite Section 5.2.1 of this Bylaw, the *District* may permit fire hydrant use for purposes such as *Water Main* testing and utility line flushing upon written request. Operation of hydrants must include proper *Backflow* prevention and as directed by the *Operations Manager*.

5.3. Water Use Restrictions

.1 If at any time *Council* deems it to be in the public interest, it may direct that the use of water by any or all connected owners and occupiers be reduced or discontinued until it shall be considered advisable to restore the same.

.2 No person shall violate any water use restrictions, prohibitions or limitations set in notice in accordance with Section 5.3.1 of this Bylaw.

.3 The Water Use Restrictions for each *Stage* are prescribed in Schedule D of this Bylaw and must be obeyed during the period that the applicable *Stage* is in effect under this Bylaw.

.4 The Water Use Restrictions for Stage 1 described in Schedule D are automatically in effect from **May 1st to September 30th** of each year except as provided under subsection 5.3.5.

.5 The *Operations Manager*, in consultation with *the CAO*, may:

- (a) amend the effective period of time for Stage 1; or
- (b) terminate or bring into effect a *Stage* more restrictive than Stage 1 at any time of the year for any period of time.

.6 The *Stage* determined under section 5.3.4 and the Water Use Restriction Stages prescribed under Schedule D for that *Stage* take effect on the commencement date stated in this Bylaw or by a notice issued by the *Operations Manager* for that *Stage* and remain in effect until that *Stage* is terminated.

- .7 A *Stage* will remain in effect until it is terminated by the *Operations Manager*, in consultation with the *CAO*, or otherwise under this Bylaw, or until the commencement of another *Stage*.
- .8 Any exceptions to those requiring *sprinkling* or *irrigation* outside of the scheduled times will be at the discretion of the *Operations Manager*.

5.4. Unnecessary Water Use

- .1 No person shall allow water from the system to be wasted by runoff into the storm or sanitary sewer system of the *District*, or by runoff on land other than for irrigation purposes.

6.0 WATER METERS

6.1. Water Meter Requirements

- .1 All *Private Water Services* are required to install a water meter and remote readout in a manner and location acceptable to the *District*. The meter shall be of a size, brand and type, and include a remote readout, all acceptable to the *District*.

6.2. Installation of Water Meters

- .1 For all new development, owners are responsible for all costs associated with the supply and installation of water meters.
- .2 All meters will remain the property of the *District*.
- .3 As a condition of service, the *Operations Manager* shall:
 - (a) determine the location of the water meter and read out installation and configuration of the meter installation;
 - (b) determine the type, size and number of water meters to be installed on the property; and,
 - (c) require a water meter to be relocated:
 - i. if there have been alterations to the original building since the meter was initially installed; and,
 - ii. to a location near the point of entry of the water *Service Connection*.
- .4 If any existing or future owner or occupier of a premise refuses to have a water meter installed, after being requested in writing by the *District* to allow such installation, the owner or occupier will be fined in accordance with Schedule B of this Bylaw and water service to the premise may be shut off under direction of the *Operations Manager*.

6.3. Reading, Maintenance and Testing

- .1 *District* employees shall have access to any property and building metered under this Bylaw during normal business hours for the purpose of reading or maintaining the water meter with reasonable notice given to the owner.
- .2 An estimation of the water meter reading may be made by the *Operations Manager* based on previous consumption patterns, if:
 - (a) the *District* is unable to obtain a water meter reading;
 - (b) a water meter fails to properly register a flow reading; or,
 - (c) the owner or occupier experiences unexplained abnormally high water meter readings and contacts the *District* within seventy-two hours (72) of receiving the invoice.
- .3 If a water meter or bypass valve seal is broken, the owner or occupier or occupiers of the premise is to notify the *District* within forty-eight (48) hours.

- .4 As a condition of service, the *Operations Manager* may remove and test a water meter at any time the *Operations Manager* deems it appropriate.
- .5 Any person liable to pay charges based on a metered rate may have their water meter tested by the *District* upon application and payment of the fee set out in the *District's Fees and Charges Bylaw*. If the test indicates a meter inaccuracy in excess of three percent (3%) of actual flow, the *District* will waive the water meter testing fee, and the owner or occupier's account will be adjusted up to the last six (6) months.
- .6 If water meter access is denied or curtailed by the owner or occupier of the premise, then the *District* will impose a fine as outlined in Schedule B of this Bylaw, and may invoice the owner or occupier for the highest quarterly amount of water used in the previous twelve month period. Should previous water use data not be available, the *District* will, at its discretion, estimate the amount for quarterly water use.
- .7 If a water meter is removed or stolen, the *District* will invoice the owner of the premise cost of replacing and installing the water meter, and impose a fine as outlined in Schedule B of this Bylaw. The *District* shall invoice the owner or occupier of the premise for the highest quarterly amount of water used in the previous twelve month period. Should previous water use data not be available, the *District* will, at its discretion, estimate the amount for quarterly water use.
- .8 If a *District* owned water meter is by-passed or tampered with, then the *District* will invoice the owner or occupier of the premise for the highest quarterly amount of water used in the previous twelve month period, and impose a penalty or fine as outlined in Schedule B of this Bylaw. Should previous water use data not be available, the *District* will, at its discretion, estimate the amount for quarterly water use.

7.0 OFFENCES AND PENALTIES

- .1 Any person who contravenes any provision of this Bylaw is liable to the District for and must indemnify the District from all costs, expenses, damages and injuries resulting from the contravention. This does not in any way limit any other provision or any other remedy the District may have under this Bylaw or otherwise at law.
- .2 Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is liable to a minimum fine of One Thousand Dollars (\$1,000) and a maximum fine of Ten Thousand Dollars (\$10,000).
- .3 The minimum and maximum fines for breach of this Bylaw pursuant to the *Offence Act* and section 263 of the *Community Charter* are those listed in Schedule A.
- .4 Where there is an offence that continues for more than one day, separate fines may be issued for each day or part thereof in respect of which the offence occurs or continues.
- .5 The *District* may enforce compliance with the stipulations within this bylaw or non-payment of fines by preventing access to sewer services being supplied to the user or discontinuing the service thereof provided that the *District* has provided 7 days' written notice and has also provided the owner of the parcel affected with an opportunity to make representations to Council.
- .6 Nothing in this Bylaw limits the *District* from utilizing any other remedy that is otherwise available to the *District* at law.
- .7 The *District* designates this Bylaw as a bylaw that may be enforced by means of a ticket in the form prescribed for that purpose by the *Community Charter* and the *Community Charter* Bylaw Enforcement Ticket Regulation.
- .8 The persons designated as *Bylaw Enforcement Officers* may issue tickets under this Bylaw.
- .9 The words or expressions set forth in Column 1 of Schedule B of this Bylaw designate the offence committed under the Bylaw section number appearing in Column 2 opposite the respective words or expressions for the purposes of issuing tickets under the *Community Charter*. The amounts appearing in Column 3 of Schedule B of this Bylaw are the fines for the corresponding offences designated in Column 1 for the purposes of issuing tickets under the *Community Charter*.

SCHEDULE A

Penalties

DESCRIPTION OF OFFENCE	PENALTY
Construction of <i>Private Water Service</i> and/or <i>Service Connection</i> in contravention of Bylaw	\$ 5,000
Enter/work on the <i>Community Water System</i> in contravention of Bylaw	\$ 5,000
Connecting private water source to the <i>Community Water System</i> in contravention of Bylaw	\$ 5,000
Fail to provide required water service to separate parcels in contravention of Bylaw	\$ 5,000
Willfully damaging the <i>Community Water System</i> in contravention of Bylaw	\$ 10,000
Willfully tampering with <i>Community Water System</i> in contravention of Bylaw	\$ 10,000

SCHEDULE B

Municipal Ticket Information Offences

DESCRIPTION OF OFFENCE	SECTION	FINE
<i>District</i> is hindered or prevented from carrying out duties under Bylaw	2.3.1	\$ 150
Neglect to fix, maintain, repair or replace a <i>Private Water Service</i>	4.2.1	\$ 100
Permit water meter to freeze	4.2.2	\$ 100
Sell or distribute <i>District</i> water without written <i>District</i> approval	4.3.2	\$ 150
Turn on/off <i>Curb Stop</i> in contravention of Bylaw	3.5.2 & 3.6.3	\$ 500
Violate water use restrictions	5.3.2	\$ 150
Wasting <i>District</i> water	5.4.1	\$ 100
Refusal to install a water meter	6.2.4	\$500
Water meter permanently covered or is not reasonably accessible in contravention of Bylaw	6.3.6	\$ 500
Water meter removed or stolen in contravention of Bylaw	6.3.7	\$ 500
Water meter bypassed, and/or tampered with in contravention of Bylaw	6.3.8	\$ 500

SCHEDULE C

Service Application Form (Connection & Abandonment)

***** Request 72 hours in advance for inspections Monday to Friday 8:00 am – 5:00 pm *****

Today's Date: _____

Work to Begin Date: _____

Owner Information

Owner(s)		Address			
First and Last Name		Street Address	City	Province	Postal Code
Home Phone	Cell	Fax	Email		

Property Information

Civic Address of Subject Property	Legal Description of Subject Property		
Street Address	Lot:	Block:	Plan:
	Roll Number:		

Services Requested

Property Type	Mark "X"
Residential	
Commercial	
Industrial	
Institutional	

Service Type	Size
Water	
Sewer	
Storm	
Hydrant	

Abandonment Required
Yes
No

Contractor Information

Contractor Name		Contractor Address			
Full Company Name		Street Address	City	Province	Postal Code
Contact Name	Contact Title	Business Licence #	Contact Phone	Contact Cell	Contact Email

Declaration

I/We _____, the registered owner(s) of the above mentioned property, do hereby apply for _____ service connection from the street main to my/our property and authorize the District of Hudson's Hope to inspect the service(s) provided by the Contractor mentioned above and to abide by all conditions of the Districts Bylaws.

I/We hereby declare that the above statements and the information contained in this application are to the best of my/our belief true and correct in all aspects. I/We hereby agree to indemnify and keep harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said District and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable regulations, statutes and bylaws in force in the District of Hudson's Hope.

Signature of Owner(s): _____ Date: _____

SCHEDULE D

Water Use Restriction Stages

Stage 1 – Water Supply Conditions: “Normal”

The Water Use Restrictions for Stage 1 are in effect from **May 1st to September 30th** of each year except as otherwise required or provided for by the *Operations Manager*, in consultation with the CAO, as per subsection 5.3.5 of this Bylaw.

1.1 Sprinkling and irrigation is only permitted during the following scheduled times:

- (a) On even numbered days, Zone A properties may sprinkle or irrigate between the hours of 6:00 AM and 9:00 AM or 6:00 PM and 9:00 PM; and
- (b) On odd numbered days, Zone B properties may sprinkle or irrigate between the hours of 6:00 AM and 9:00 AM or 6:00 PM and 9:00 PM.
- (c) The *Operations Manager* may establish a separate schedule for sprinkling and irrigation of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Municipal sprinkling of other landscaped areas and ornamental gardens follow the same schedule as set out by Stage 1.

Stage 2 – Water Supply Conditions: “Moderate”

If the *Operations Manager*, in consultation with the CAO, gives notice that a reduction in water use is necessary requiring Stage 2 restrictions, the following shall apply:

2.1 Sprinkling and irrigation is only permitted during the following scheduled times:

- (a) Zone A properties may sprinkle or irrigate on **Tuesdays** and **Saturdays** between the hours of 6:00 AM and 9:00 AM or 6:00 PM and 9:00 PM; and
- (b) Zone B properties may sprinkle or irrigate on **Sundays** and **Wednesdays** between the hours of 6:00 AM and 9:00 AM or 6:00 PM and 9:00 PM.
- (c) The *Operations Manager* may establish a separate schedule for sprinkling and irrigation of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Municipal sprinkling of other landscaped areas and ornamental gardens follow the same schedule as set out by Stage 2.

Stage 3 – Water Supply Conditions: “Acute”

If the *Operations Manager*, in consultation with *Council*, gives notice that a reduction in water use is necessary requiring Stage 3 restrictions, the following shall apply:

3.1 Sprinkling and irrigation is only permitted during the following scheduled times:

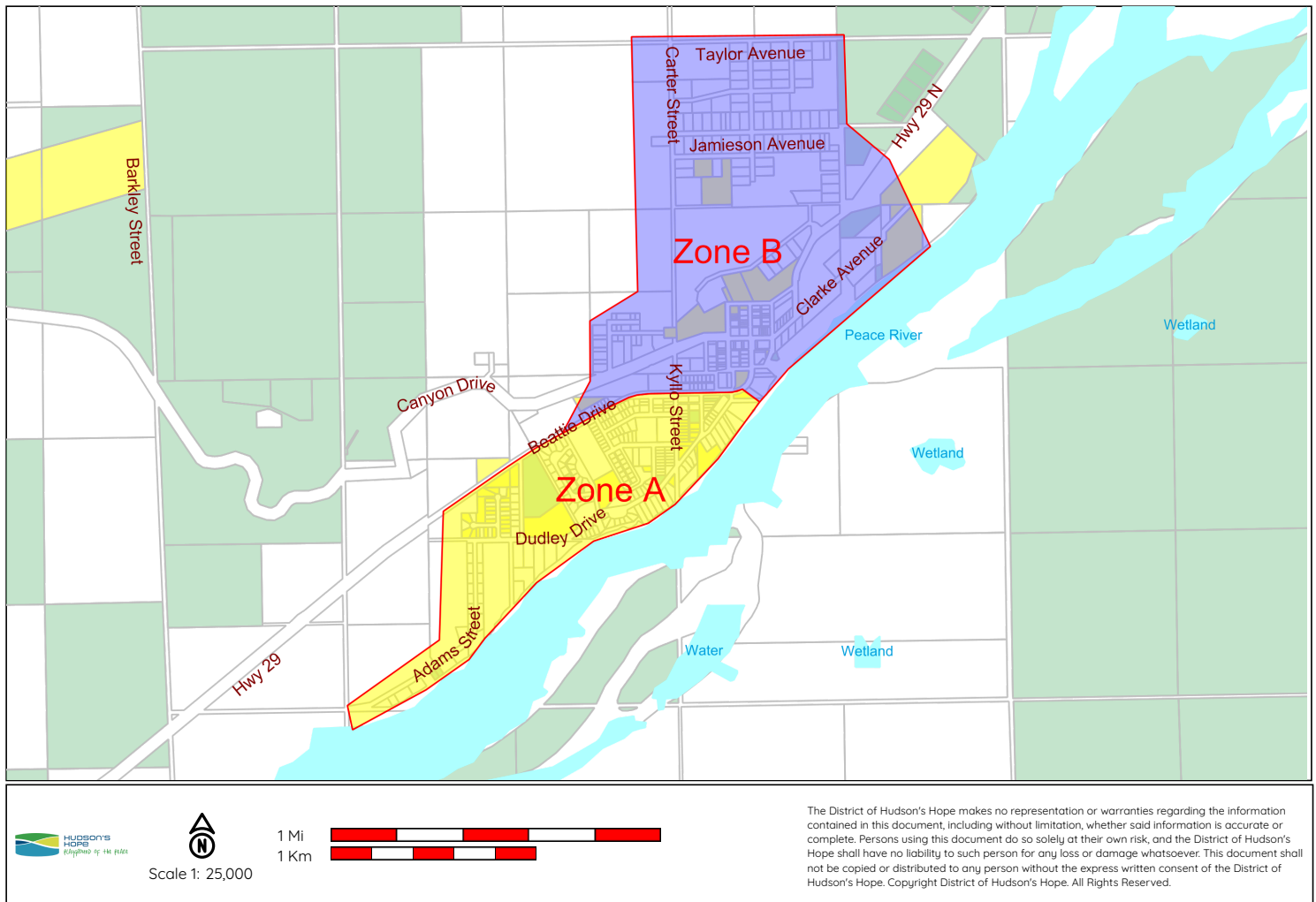
- (a) Zone A properties may sprinkle or irrigate on **Saturdays** between the hours of 6:00 AM and 9:00 AM or 6:00 PM and 9:00 PM; and
- (b) Zone B properties may sprinkle or irrigate on **Sundays** between the hours of 6:00 AM and 9:00 AM or 6:00 PM and 9:00 PM.

- (c) The *Operations Manager* may establish a separate schedule for sprinkling and irrigation of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Municipal sprinkling of other landscaped areas and ornamental gardens follow the same schedule as set out by Stage 3.

Stage 4 – Water Supply Conditions: “Severe”

If the *Operations Manager*, in consultation with the CAO, gives notice that a reduction in water use is necessary requiring Stage 4 restrictions, the following shall apply:

- 4.1 **No person shall use water outdoors for any purpose.**



District of Hudson's Hope

District of Hudson's Hope

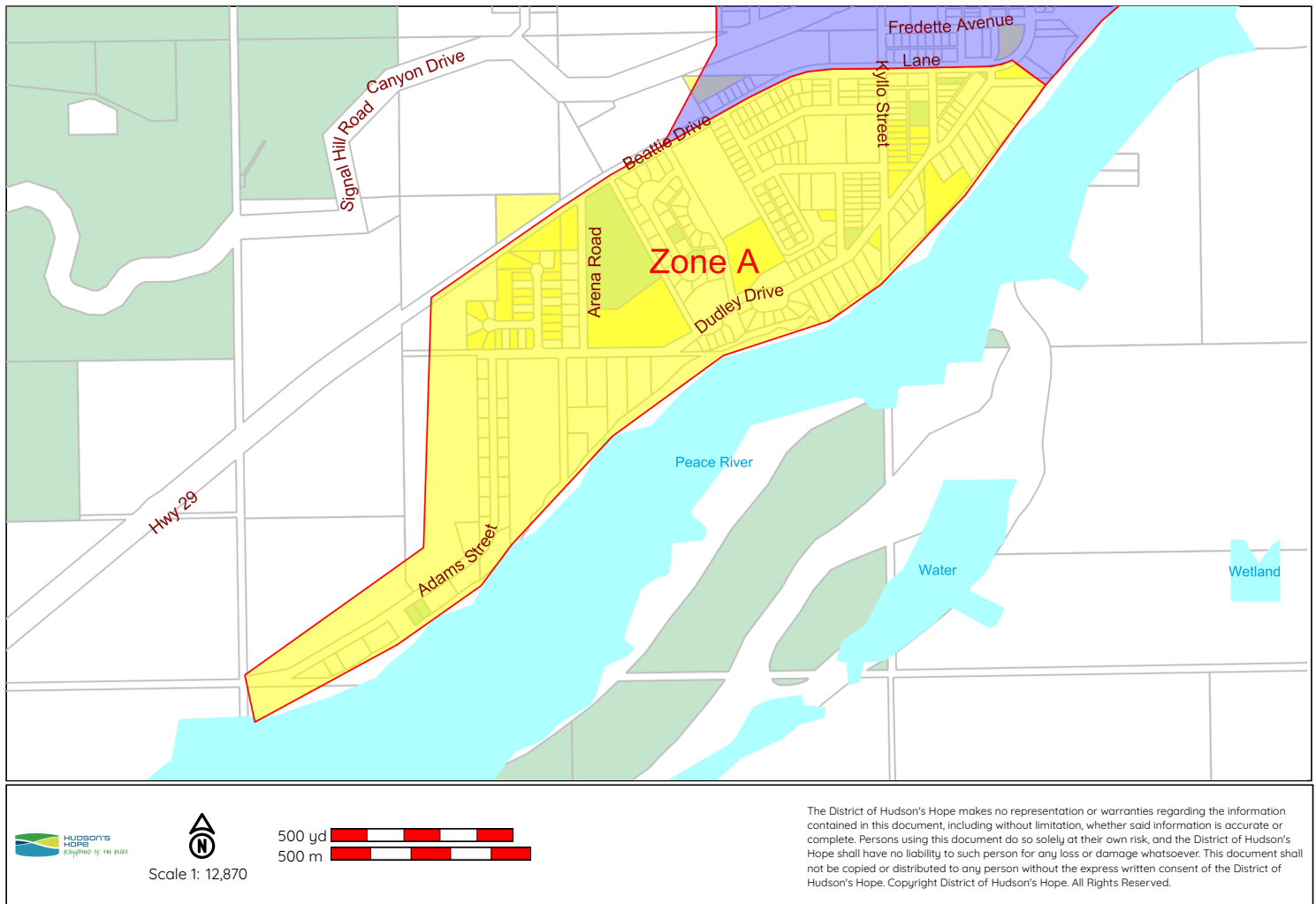
Date Created: 6/6/2022

Buildings Per Zone

(Buildings Include properties on Well Water, Business, District Owned Buildings, and Industrial Sites)

Zone A: 207

Zone B: 191



District of Hudson's Hope

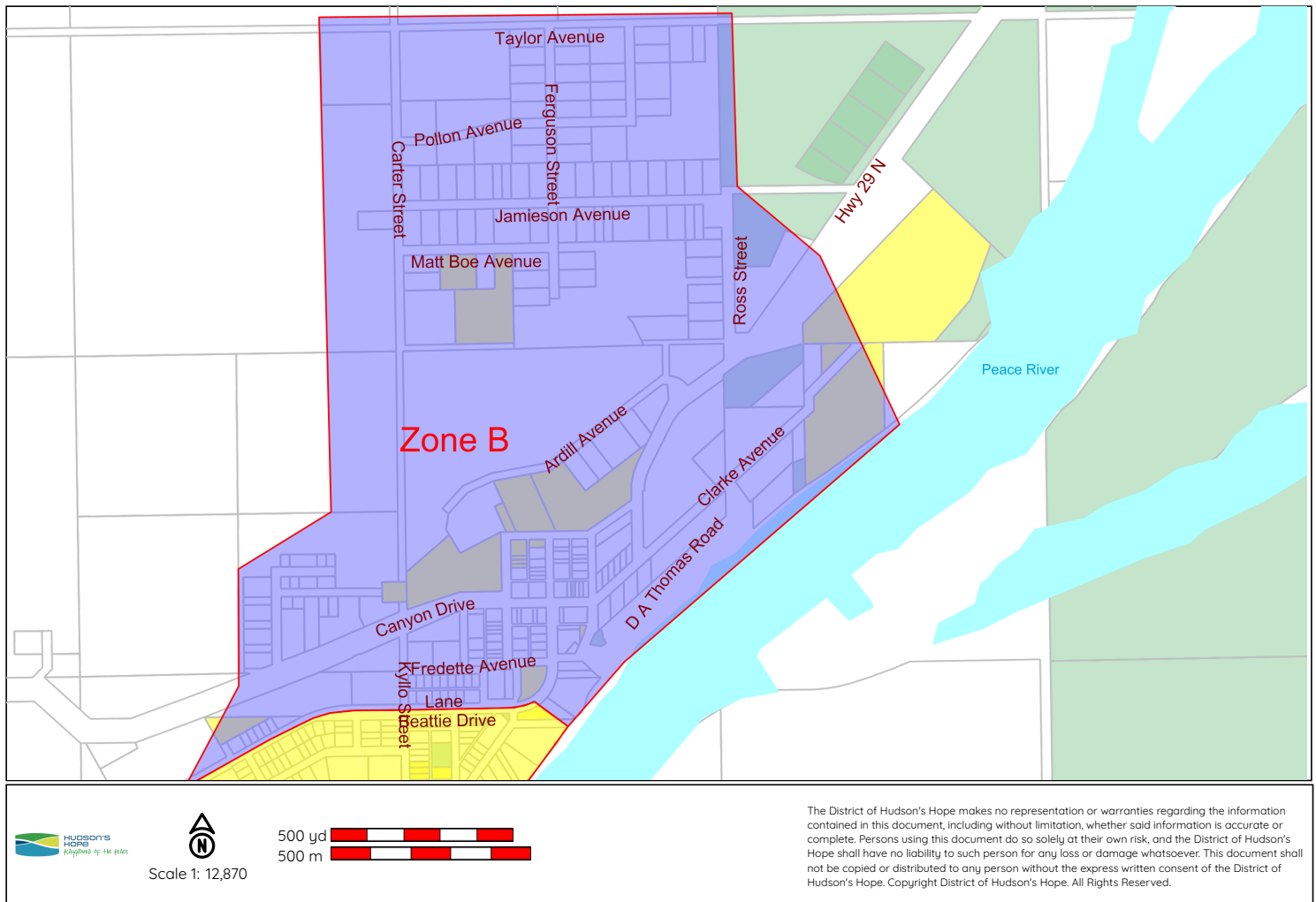
District of Hudson's Hope

Date Created: 6/6/2022

Buildings Per Zone

(Buildings Include properties on Well Water, Business, District Owned Buildings, and Industrial Sites)

Zone A: 207



District of Hudson's Hope

District of Hudson's Hope

Date Created: 6/6/2022

Buildings Per Zone

(Buildings Include properties on Well Water, Business, District Owned Buildings, and Industrial Sites)

Zone B: 191

REQUEST FOR DECISION

RFD#: 2022-MR-30	Date: June 7, 2022
Meeting#: CM 06-13-22	Originator: Mokles Rahman
RFD TITLE: Traffic Bylaw Amendment Bylaw No. 931, 2022	

RECOMMENDATIONS:

1. **THAT** the District of Hudson's Hope Traffic Amendment Bylaw No. 9031, 2022 be read a first time;
2. **THAT** the District of Hudson's Hope Traffic Amendment Bylaw No. 931, 2022 be read a second time; and
3. **THAT** the District of Hudson's Hope Traffic Amendment Bylaw No. 931, 2022 be read a third time.

BACKGROUND:

Administration communicated with L & M Engineering (the consultant) for the amendment of the Traffic Bylaw No. 925, 2022 who did the original bylaw update. In the original bylaw obstruction on street is mentioned in section 3.3 (1). However, it did not mention specifically obstruction on street by fences or barricades.

The following is the addition (3.3.2) to the current bylaw:

No person shall erect a permanent or temporary structure including but not limited to fencing and barricades, upon any developed or undeveloped street or sidewalk which will obstruct or impede traffic thereon or deface or injure such street or sidewalk unless otherwise authorized in writing by the Director of Public Works.

FINANCIALS:

The consultant did this minor change to the bylaw at no cost to the District.

ALTERNATIVES:

1. Table the amendment of the bylaw and provide specific comments and feedback to change or improve the bylaw and direct administration to report back.

ATTACHMENTS:

1. Traffic Amendment Bylaw No. 931, 2022

Prepared and approved by:



Mokles Rahman, CAO

B2



BYLAW NO. 931, 2022

A Bylaw to Amend Traffic Bylaw No. 925, 2022

WHEREAS pursuant to the section 124 of the *Motor Vehicle Act*, Council of the District of Hudson's Hope is empowered to regulate certain matters in relation to the use of highways and boulevards;

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

1. Traffic Bylaw No. 925, 2022 is amended by adding the following sub-section to Section 3.3 Obstruction on Street:

3.3.2 No person shall erect a permanent or temporary structure including, but not limited to, fencing and barricades upon any developed or undeveloped street or sidewalk which will obstruct or impede traffic thereon or deface or injure such street or sidewalk unless otherwise authorized in writing by the Director of Public Works or their designate.

2. This Bylaw shall come into effect upon the date of Adoption of this Bylaw.

Read a First Time on this ____ day of June, 2022.

Read a Second Time on this ____ day of June, 2022.

Read a Third Time on this ____ day of June, 2022.

Adoption of this Bylaw on this ____ day of June, 2022.

Dave Heiberg, Mayor

Mokles Rahman, CAO

Certified a true copy of Bylaw No. 931, 2022

this ____ day of _____, _____.

Corporate Officer

REQUEST FOR DECISION

RFD#: 2022-JM	Date: June 13, 2022
Meeting#: CM01322	Originator: Jeanette McDougall
TITLE: District of Hudson's Hope Public Notice Bylaw No. 932, 2022	

RECOMMENDATION:

1. **THAT** the District of Hudson's Hope Public Notice Bylaw No. 932, 2022 be read a first time.
2. **THAT** the District of Hudson's Hope Public Notice Bylaw No. 932, 2022 be read a second time.
3. **THAT** the District of Hudson's Hope Public Notice Bylaw No. 932, 2022 be read a third time.

BACKGROUND / INFORMATION:

Bill 26 was passed by the BC Legislature in November, 2021 and amends requirements under section 94 of the *Community Charter* for Public Notice by authorizing local governments to establish a bylaw which provides for alternative public notice methods (other than newspaper advertising). Alternative methods of issuing Public Notice could include, for example, various electronic means such as the District's website, social media, and in the case of Hudson's Hope, the Public Service Announcement system.

DISCUSSION:

The advantage of adopting a Public Notice Bylaw is that the statutory requirement to publish in newspapers once a week for 2 consecutive weeks can be avoided, which saves costs of approximately \$800 per advertisement for a standard public notice and saves Staff time regarding organizing the advertising and processing related invoices, ie reduces operational costs.

If Council adopts the proposed Bylaw No. 932, 2022 Public Notice, then the District will have 2 options for issuing public notice:

1. the default public notice method, ie publication in a newspaper once a week for two consecutive weeks as per section 94 of the *Community Charter*; or
2. adopt a Public Notice bylaw to provide alternative methods of publication, as per section 94.2 of the *Community Charter*.

A new Public Notice Regulation came into effect earlier in 2022 and specifies that the following principles of effective public notice need to be met when adopting a Public Notice Bylaw:

1. Reliability – the method is dependable and trustworthy;
2. Suitability – the method works for the intended purpose of the notice; and
3. Accessibility – the method is easy to access and has broad reach.

The methods outlined in this proposed Public Notice Bylaw meet these criteria.

ALTERNATIVES:

THAT Council not approve the three readings of the proposed District of Hudson's Hope Bylaw No. 932, 2022.

FINANCIAL CONSIDERATIONS:

The District will save on newspaper advertising costs, which are approximately \$800 per notice and save on Staff time regarding organizing the advertising and processing related invoices.

ATTACHMENTS:

- *Local Government Management Association – Public Notice Amendments – April 12, 2022 (Summary of Legislative Changes to section 94 of the Community Charter)*
- *District of Hudson's Hope Public Notice Bylaw No. 932, 2022*

Prepared by:


Jeanette McDougall,
Corporate Officer

Approved by:



Mokles Rahman, CAO



BYLAW NO. 932, 2022

PUBLIC NOTICE BYLAW

A Bylaw to Provide for Alternative Means of Publication

WHEREAS pursuant to Section 94.2 of the *Community Charter*, Council may provide for alternative means of publication with respect to issuing public notice;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by section 94 of the *Community Charter* to prescribe the form and manner for providing public notice and the related principles for effective public notice outlined in the *Public Notice Regulation 52/2022*;

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

SECTION 1 – CITATION

- 1.1 This Bylaw may be cited as the "District of Hudson's Hope Public Notice Bylaw No. 932, 2022".

SECTION 2 – DEFINITIONS

- 2.1 For the purposes of this Bylaw, the words and terms have the following definitions assigned to them:

"District" means the District of Hudson's Hope located at 9904 Dudley Drive, Hudson's Hope, BC.;

"Corporate Officer" means the municipal officer appointed as the Corporate Officer for the District;

"Public Notice Posting Place" means the notice boards located at the District Office and the Post Office; the District's website and by way of a Public Service Announcement.

"Public Service Announcement" means public notice by way of a user-subscribed email distribution list service provided by the District.

"Social Media" means computer and internet-based technology that facilitates electronic sharing of ideas and information, interaction, community-based input, content sharing and collaboration through virtual networks and communities.

“**Website**” means the official internet website of the District whose uniform resource locator is www.hudsonshope.ca.

SECTION 3 – APPLICATION

- 3.1 When the District gives public notice or is required under a provision in legislation to give public notice, the notice shall be provided as follows:
- (a) By posting to the **Public Notice Posting Place** for a minimum of a two-week period immediately preceding consideration of the matter by the District or as prescribed by statute or regulation;
 - (b) By posting the public notice to the District’s **Social Media** during the period referred to in section 3.1(a);
 - (c) By posting the public notice via a **Public Service Announcement** twice during the period referred to in section 3.1(a).

SECTION 4 – GENERAL

- 4.1 If any portion of the bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw deemed valid.
- 4.2 This bylaw shall come into full force and effect the day this Bylaw is adopted.

Read a first time this 13th day of June 2022

Read a second time this 13th day of June 2022

Read a third time this 13th day of June 2022

Adopted this _____ day of June 2022

Jeanette McDougall,
Corporate Officer

Dave Heiberg, Mayor

Certified a true copy of Bylaw No. 932, 2022

this _____ day of June, 2022.

Corporate Officer

REQUEST FOR DECISION

RFD#: 2022-JM	Date: June 13, 2022
Meeting#: CM061322	Originator: Jeanette McDougall
TITLE: Zoning Bylaw Amendment No. 933, 2022 - M2 Zone: Light Industrial (Un-Serviced) to RU2 Zone: Rural Agriculture - 20877 Drew Road (Beryl Prairie), Hudson's Hope	

RECOMMENDATION:

1. ***THAT*** the District of Hudson's Hope Zoning Amendment Bylaw No. 933, 2022 be read a first time; and
2. ***THAT*** the District of Hudson's Hope Zoning Amendment Bylaw No. 933, 2022 be read a second time.

BACKGROUND:

The District received a Zoning Bylaw Amendment Application from Nicole Gillis and Pedro Cunha (the "Owners") pertaining to their property located at 20877 Drew Road, Beryl Prairie Subdivision. This property is comprised of a ½ section and is currently zoned as M2 – Light Industrial (Un-Serviced), and the Owners are requesting a re-zoning to RU2 – Rural Agriculture.

DISCUSSION:

The reason for requesting a re-zoning is that the Owners wish to build a residence on this property and keep cattle and possibly other domestic animals, which the current M2 – Light Industrial (Un-Serviced) Zoning does not permit, but that the RU2 Rural Agriculture Zoning does list as a permitted use (described as "Single-Detached Dwellings").

Part of this property falls under the Agricultural Land Reserve; Staff have confirmed with the Agricultural Land Commission that their Regulations will not impact the location where the Owners intend to build.

If Council approval for the RU2 Rural Agriculture zoning amendment is obtained, the Owners intend to subdivide the ½ section into two ¼ sections and possibly sell one of the ¼ sections; and further the Owners are aware that subdividing is a separate, albeit related process vis-a-vis the zoning amendment process.

Should Council approve the first 2 readings of the proposed Zoning Amendment Bylaw No. 933, 2022, then a Public Hearing will be held in accordance with section 464 of the *Local Government Act*, which is a requirement prior to the 3rd reading. 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.

The proposed Zoning Amendment Bylaw No. 932, 2022 can be revised either during the first 2 readings at the Council Meeting being held June 13, 2022 or after the Public Hearing during the 3rd reading.

ALTERNATIVES:

THAT Council not approve the first two readings of the proposed District of Hudson's Hope Zoning Amendment Bylaw No. 933, 2022.

FINANCIAL CONSIDERATIONS:

The Zoning Amendment Bylaw application fee of \$750.00 has been received.

ATTACHMENTS:

- Zoning Bylaw No. 823, 2013
 - M2 Zone: Light Industrial (Un-Serviced) - Permitted Uses
 - RU2 Zone: Rural Agriculture – Permitted Uses
- Zoning Bylaw Amendment Application – 20877 Drew Road, Bery Prairie, Hudson's Hope
- Draft Zoning Amendment Bylaw No. 933, 2023

Prepared by:


Jeanette McDougall,
Corporate Officer

Approved by:


Mokles Rahman, CAO

16.0 M2 ZONE: LIGHT INDUSTRIAL (UN-SERVICED)

The intent of the M2 zone is to permit a variety of light industrial uses that require large tracts of land but do not require municipal services such as water and sewer.

16.1 Permitted Uses

In the M2 zone, the following uses and no other uses are permitted:

- .1 Accessory buildings and structures.
- .2 Automotive wrecking, storage of old machinery parts and junk yards.
- .3 Lumber yard.
- .4 Machinery and heavy equipment storage.
- .5 Manufactured home sales.
- .6 Natural resource extraction.
- .7 Processing and storage of sand and gravel and other non-metallic mineral products.
- .8 Temporary worker camps.
- .9 Vehicle storage and parking facilities including truck and recreational vehicles.
- .10 Warehouse and outdoor storage, including storage of explosives and fuel.

16.2 Zone Specific Regulations

On a parcel located in an area zoned as M2, 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 for:	1,000 m ²
.2 Maximum building and structure height	15 m
.3 Minimum parcel width	30 m
.4 Minimum setback of buildings and structures from:	
• front parcel line	10 m
• interior side parcel line	10 m
• exterior side parcel line	10 m
• rear parcel line	10 m

16.3 Zone Specific Regulations

- .1 A temporary use permit is required from the District of Hudson's Hope for all temporary worker camps.
- .2 All temporary worker camps must be constructed in accordance with the District of Hudson's Hope Building Bylaw.

7.0 RU2 ZONE: RURAL AGRICULTURE

The intent of the RU2 zone is to permit rural and agricultural uses near the main townsite, Beryl Prairie, and along the Peace River. The intent is also to limit resource development.

7.1 Permitted Uses

In the RU2 zone, the following uses and no other uses are permitted:

- .1 Accessory buildings and structures.
- .2 Agriculture (excluding feed lots and fur farming).
- .3 Animal Hospitals.
- .4 Bed and breakfasts.
- .5 Commercial recreation.
- .6 Guest ranches.
- .7 Home occupations.
- .8 Kennels.
- .9 Secondary suites.
- .10 Single-detached dwellings.

NOTE: the uses highlighted in red are permitted within the Agriculture Land Reserve. However, additional conditions and regulations may apply for each use (see section 7.3).

7.2 Zone Specific Regulations

On a parcel located in an area zoned as RU2, 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 Maximum number of principal buildings	1 per parcel
.2 Maximum building and structure height	11 m
.3 Minimum parcel size	10,000 m ²
.4 Minimum frontage	20 m
.5 Minimum setback of principal buildings from: <ul style="list-style-type: none"> • front parcel line • interior side parcel line • exterior side parcel line • rear parcel line 	8 m 8 m 8 m 8 m
.6 Maximum parcel coverage	20%

7.3 Other Regulations

All permitted uses for parcels that are located in the Agriculture Land Reserve must be in compliance with the provisions of the *Agricultural Land Commission Act*, and all conditions, orders and regulations thereto.



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

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

APPLICATION – OFFICIAL COMMUNITY PLAN (OCP) AND/OR ZONING BYLAW AMENDMENT

SECTION 1- APPLICANT (PLEASE PRINT)

Name: I/We hereby make application to the District of Hudson's Hope to:

- ☐ Amend the Official Community Plan (OCP)
☒ Amend the Zoning Bylaw

Owner Name Gilliss, Nicole ~~Koh~~ Cunha, Pedro
Please print first and last name

Owner Address 10204 Turner City Hudson's Hope Prov. BC Postal Code V0C 1V0

Owner Contact Phone Number 250 783 1076 Email nicole.gilliss@century21.ca

Applicant Name (if different from owner) _____

Applicant Address _____ City _____ Prov. _____ Postal Code _____

Applicant Contact Phone Number _____ Email _____

PLEASE NOTE: IF APPLICANT IS NOT AN OWNER, A LETTER OF CONSENT IS REQUIRED

SECTION 2 – DESCRIPTION OF PROPERTY

AS INDICATED ON STATE OF TITLE CERTIFICATE

Civic Address 20077 Drew Road Parcel Identifier (PID) 014 789 906

Lot/ Parcel _____ Block _____ Plan 216.08 Roll No. 27-333-41202

Existing Use of Subject Property ~~MZ~~ Bare land

Existing Use of Adjacent Properties RUZ rural agriculture

Present Zoning MZ

Official Community Plan (OCP) Map Designation _____

OCP Development Permit Area Designation(s) _____

This information is collected for the administrative and/or operational functions of the District of Hudson's Hope as authorized by the Local Government Act. This information has been collected, and will be used and maintained, in accordance with the Freedom of Information and Protection of Privacy Act. Should you have any questions above, please contact the District's CAO at 250-783-9901.



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

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

SECTION 3 – AMENDMENT PROPOSED:

Proposed OCP Designation (if different from current designation):

(Attach additional information to clarify)

Proposed Zoning (if different from present zoning):

RU2

(Attach additional information to clarify)

Explain Purpose of Application (Including Intended Use):

We want to reside on property therefore build a single family dwelling and have animals. We want it to be RU2 like the rest of Beryl Prairie

(Attach additional information to clarify)

Justification and Support (Include details of community benefits):

The current light industrial zoning is not beneficial to agriculture of the neighbouring residents.

(Attach additional information to clarify)

Existing or Readily Available Services: Electricity at property

Proposed Water Supply Method: _____

Proposed Storm Drainage Model: _____

Proposed sewage Disposal method: _____

Commencement Date of Proposed Project: _____

SECTION 4- SUBMISSION REQUIREMENTS

	Provided
I have paid the Application Fee plus Advertising. Both OCP and Zoning Bylaw amendments plus Advertising. (Advertising costs for two ads, which is a requirement of the <i>Local Government Act</i>).	<input type="checkbox"/>
I have included a Certificate of Title (a title search dated no more than 30 days prior to submission of the application for proof of ownership);	<input checked="" type="checkbox"/>
I have completed all sections of this application form	<input type="checkbox"/>
Authorization of Owner written authorization from the registered property owner is required if the applicant is not the registered owner. This allows the applicant to apply on behalf of the owner	<input checked="" type="checkbox"/>
I have included two detailed <u>Site Profiles</u> and additional planning documents (if required)	<input type="checkbox"/>



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

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

Dimensioned Sketch Plan (if required)	<input type="checkbox"/>
Contour map (minimum of 1:1000 scale) (if required)	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

We Pedro Cunha & Nicole Gillis make application to the District of Hudson's Hope for the amendment of the Official Community Plan and/or Zoning Bylaw.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application including any plans submitted is public information**. I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

(Date)

(Applicant's Signature)

This application is made with my full knowledge and consent.

April 29/22
(Date)

x [Signature]
(Registered Owner's Signature)

TITLE SEARCH PRINT

2022-05-03, 14:36:28

File Reference:

Requestor: nicole gilliss

Declared Value \$400000

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN******Land Title District**
Land Title OfficePRINCE GEORGE
PRINCE GEORGE**Title Number**
From Title NumberCA9501640
CA4219161**Application Received**

2021-11-12

Application Entered

2021-11-26

Registered Owner in Fee Simple

Registered Owner/Mailing Address:

PEDRO MANUEL DA SILVA CUNHA, CONTRACTOR
NICOLE LYNN GILLISS, REALTOR
PO BOX 585
HUDSON'S HOPE, BC
V0C 1V0
AS JOINT TENANTS**Taxation Authority**Peace River Assessment District
Hudson's Hope, District of**Description of Land**

Parcel Identifier:

014-789-906

Legal Description:

THE EAST 1/2 OF DISTRICT LOT 1202 PEACE RIVER DISTRICT, EXCEPT THE SOUTH
25 METRES**Legal Notations**THIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND
COMMISSION ACT, SEE AGRICULTURAL LAND RESERVE PLAN NO. 21608**Charges, Liens and Interests**

Nature:

MORTGAGE

Registration Number:

CA9501641

Registration Date and Time:

2021-11-12 09:28

Registered Owner:

ZIRA PROPERTIES LTD.
INCORPORATION NO. BC0918412

TITLE SEARCH PRINT

File Reference:

Declared Value \$400000

2022-05-03, 14:36:28

Requestor: nicole gilliss

Nature:	ASSIGNMENT OF RENTS
Registration Number:	CA9501642
Registration Date and Time:	2021-11-12 09:28
Registered Owner:	ZIRA PROPERTIES LTD. INCORPORATION NO. BC0918412

Duplicate Indefeasible Title	NONE OUTSTANDING
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Transfers	NONE
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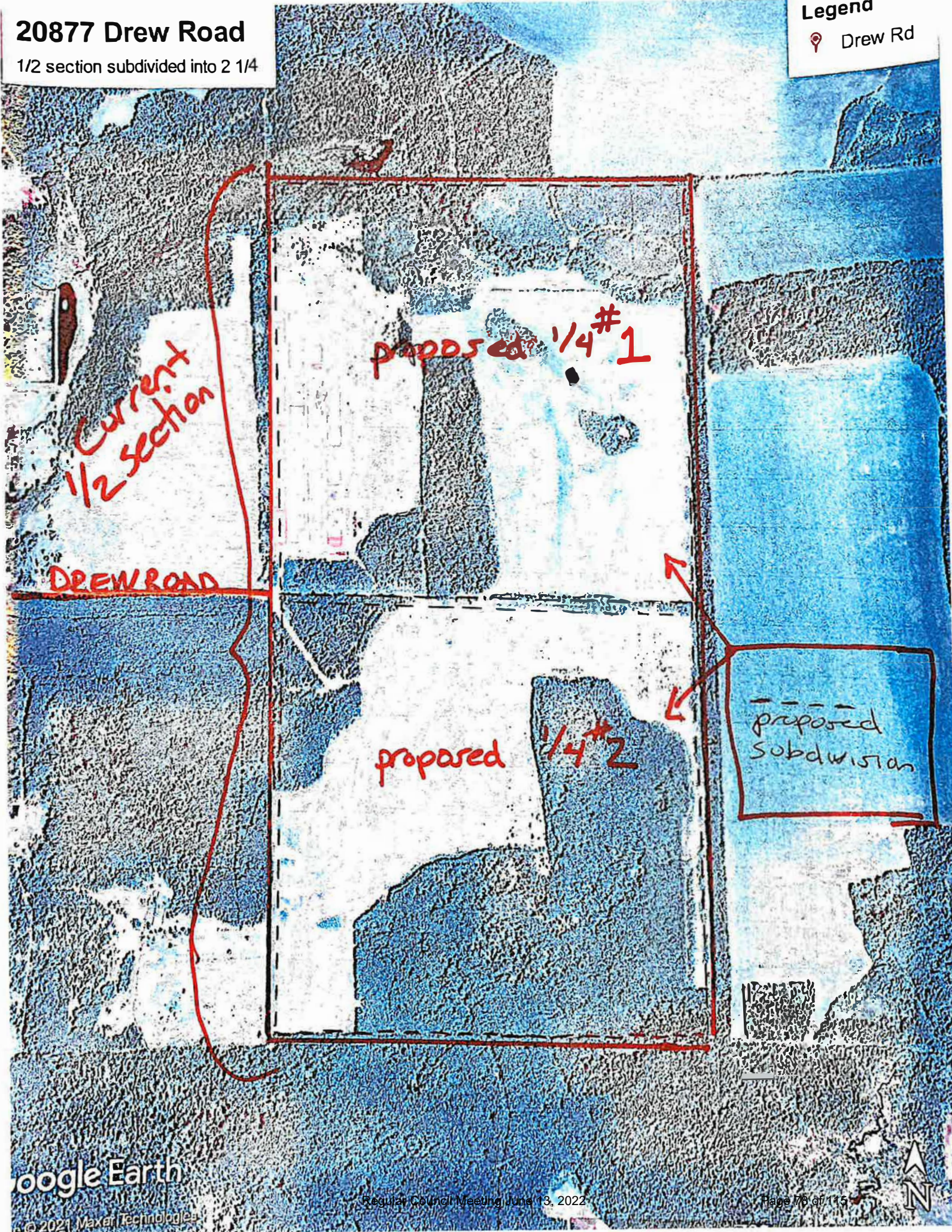
Pending Applications	NONE
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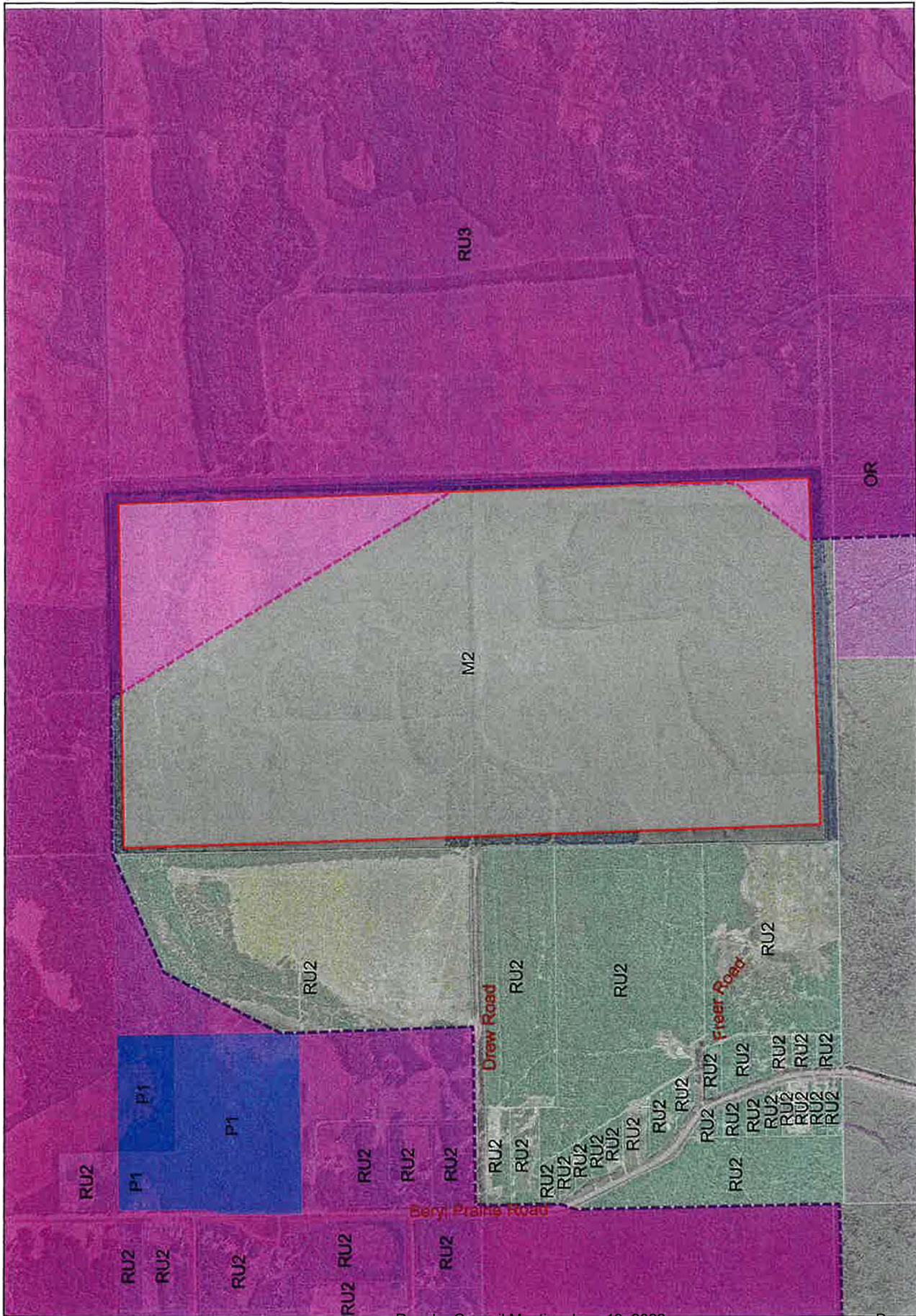
20877 Drew Road

1/2 section subdivided into 2 1/4

Legend

 Drew Rd





Date Created: 1/25/2022

District of Hudson's Hope

District of Hudson's Hope



BYLAW NO. 933, 2022

A Bylaw to amend Zoning Bylaw No. 823, 2013

WHEREAS the *Community Charter Act* (the "Charter"), provides for the creation and amendment to its Zoning Bylaw;

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

1. This Bylaw may be cited as "Zoning Amendment Bylaw No. 933, 2022".
2. "Zoning Bylaw No. 823, 2013" is hereby amended by:

Re-zoning the lot Parcel Identifier # 014-789-906: the East ½ of District Lot 1202 Peace River District, except the South 25 metres from M2 Zone: Light Industrial (Un-Serviced) to RU2 Zone: Rural Agriculture.
3. This bylaw comes into effect upon the Adopted date of this bylaw.

Read a first time this	13 th day of June, 2022
Read a second time this	13 th day of June, 2022
Read a third time this	___ day of ___, 2022
Adopted this	___ day of ___, 2022

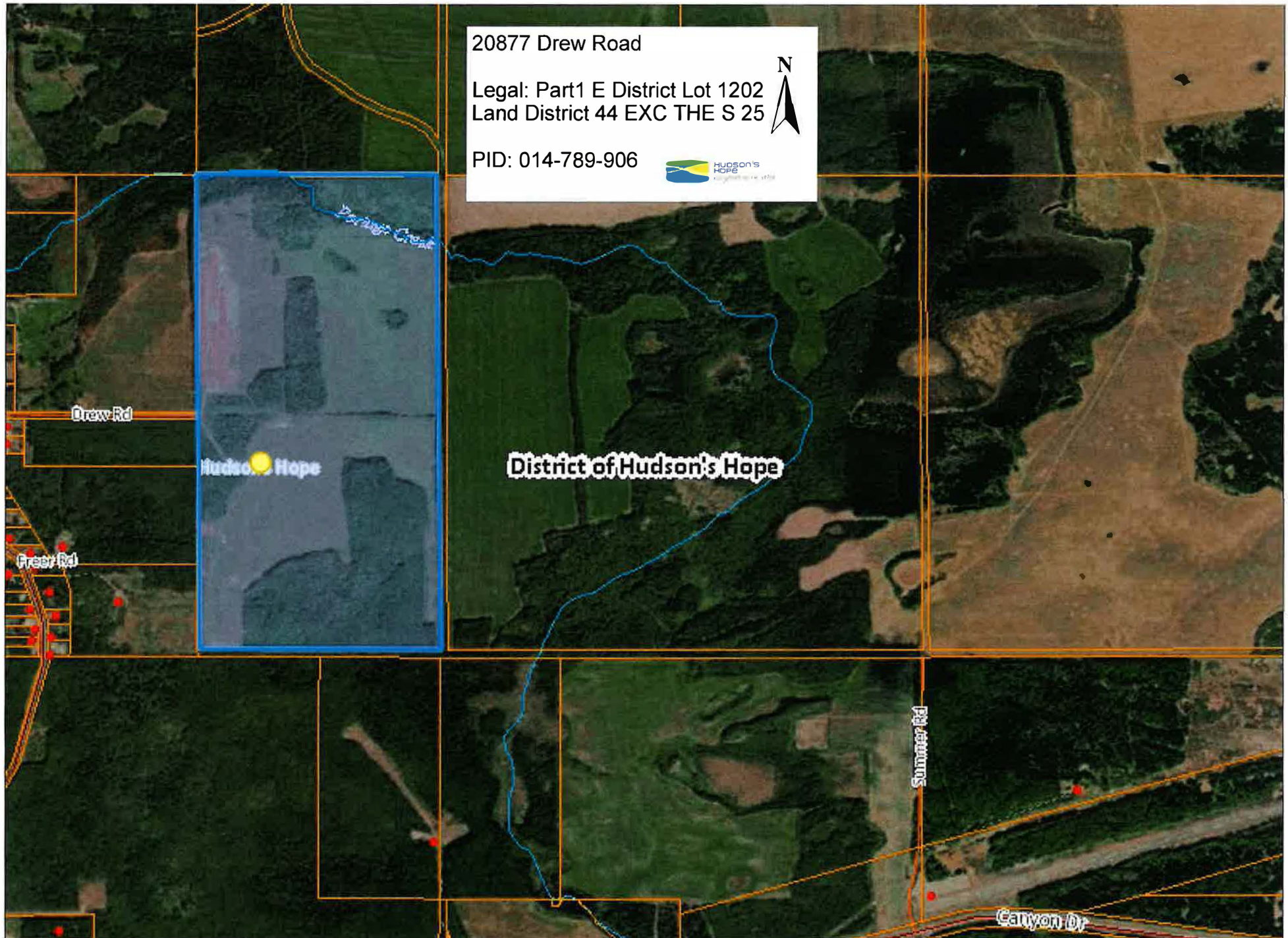
Jeanette McDougall,
Corporate Officer

Dave Heiberg, Mayor

Certified a true copy of Bylaw No. 933, 2022

this ___ day of _____, _____

Corporate Officer



May 12, 2022

District of Hudson's Hope
P.O. Box 330
Hudson's Hope, BC
V0C 1V0

To the Mayor and Council:

I am writing to you on behalf of my son John T. Herrington who was the recipient of the 2020 Leo & Ethel Rutledge Scholarship. As we understand the scholarship is to be used within the two years of receiving it, which would be September 2022.

As some of you may know John has been playing Junior A hockey in Prince George on the Spruce Kings and has received an NCAA Scholarship to Lake Superior State University in Michigan. The school has given John the option of attending in September 2022 or September 2023. John has chosen to attend in September 2023 to allow himself to develop his hockey skills and body strength. Since graduating in 2020 John has taken one online course per hockey season for his own learning. He will be enrolled into a 4 year program once he is attending LSSU in Michigan. We should mention that there could be a slight chance he may be asked to go this September once the coaches from Lake Superior have viewed the final roster for the upcoming season.

We are writing this letter to ask if the Leo & Ethel Rutledge Scholarship could be extended for another year, September 2023, on behalf of John T. Herrington. If required, we can provide his Letter of Intent- NCAA that he has signed with Lake Superior State University.

We thank you for your consideration and time.

Lori Herrington
lori.herrington@icloud.com

LEO AND ETHEL RUTLEDGE SCHOLARSHIP POLICY

Council Resolution No. 171/00

Effective Date: May 9, 2000

Section: Finance

Purpose:

The District of Hudson's Hope provides an annual scholarship of \$1,000 to a student graduating from the Hudson's Hope School.

Procedures or Guiding Principles:

The scholarship will be awarded to a student who will attend, full-time, a post-secondary educational institution within two years of the date of graduating from high school.

Selection is based on:

1. Academic Achievement
2. Citizenship and Service to the Community

The scholarship of \$1000, will be payable upon confirmation of tuition payment.

Applications for this scholarship should be made in writing and should include:

1. Copies of Grade 11 final marks and report card marks received thus far in Grade 12.
2. A description of extra-curricular, community, or volunteer activities in which the student has participated.
3. A summary of past/current employment, if any.
4. A summary of goals and plans for post-secondary education.

Applications must be delivered to the municipal office by June 1st in a sealed envelope marked "*Scholarship Application*".

April 29, 2022

Dave Heiberg
Mayor, District of Hudson's Hope
Sent via email

Dear Mayor Heiberg,

Re: Westcoast Connector Gas Transmission Project Environmental Assessment Certificate ("Certificate") Extension Request

Westcoast Connector Gas Transmission Ltd. (WCGT), a wholly-owned subsidiary of Enbridge Inc. (Enbridge) has been advancing development of the WCGT Project (Project, described below). This letter describes WCGT intention to request a five-year extension to the British Columbia (BC) Environmental Assessment Certificate (Certificate) for the Project at the end of June 2022 and provides information on the reason for the extension request. This letter also provides background information on the Project and Certificate, and WCGT's plans to continue engagement with local Indigenous groups, stakeholders and interested parties about the request.

About the Westcoast Connector Gas Transmission Project

The Project is a proposed natural gas transmission system with the potential to build two 48-inch pipelines within the same right-of-way along with accompanying compressor stations that could potentially service multiple Liquefied Natural Gas (LNG) terminal sites. The transmission system would run from northeastern B.C. to the north coast. The Project includes 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).

On November 25, 2014, the BC Minister of Environment and the Minister of Natural Gas Development issued WCGT, which at that time was owned by Spectra Energy Transmission (Spectra), the Certificate for the Project. The WCGT Project was put on hold in October 2015 after Spectra's partner, BG International Limited, announced a merger with Shell and paused its Prince Rupert LNG project planned for Ridley Island. When the Prince Rupert LNG Project was subsequently cancelled in March 2017, WCGT initiated discussions with possible commercial partners about other LNG or gas projects that could be supplied from the pipeline Project.

In 2017, Spectra merged with Enbridge making WCGT a wholly-owned subsidiary of Enbridge. On April 25, 2019, the BC Environmental Assessment Office (EAO) granted WCGT an extension of the Certificate to November 25, 2024, allowing WCGT to continue business development discussions with potential commercial partners.

Since then, WCGT has advanced discussions and worked closely with potential LNG terminal proponents. WCGT has been actively developing the Project to build one express, single-purpose natural gas pipeline from a compressor station near Willow Flats in northeast BC to a delivery point

at Wil Milit on the north coast to supply natural gas to a potential LNG terminal.¹ This has included conducting the work required to apply for permits and Certificate amendments to ready the Project for potential construction and reviewing the information gathered during the original environmental assessment to determine what additional field work is required. WCGT has also been engaging with local Indigenous groups, stakeholders and interested parties as Project development work occurs.

The Need for Certificate Extension

While WCGT has been working hard to engage with Indigenous groups, stakeholders and interested parties and with the progress it has made on Project development, two situations have caused significant delays and unpredictability making it difficult, if not impossible for WCGT to plan for and complete substantial construction work before the Certificate expires on November 25, 2024: (1) the COVID-19 pandemic; and (2) the need for time for the BC government to negotiate a new cumulative effects framework with Blueberry River First Nations (“BRFN”) and Treaty 8 First Nations as a result of the historic *Yahey*² decision.

WCGT will be asking the Minister of Environment and Climate Change Strategy (Minister) to use Section 46 of the *Environmental Assessment Act* (2018) (Act) to vary the Act to allow the Chief Executive Assessment Officer (CEAO) to grant a further Certificate extension under Section 31(4) of the Act. Section 46 allows the Minister to issue an order to vary the Act in response to an emergency or other comparable circumstance where the variance is in the public interest. The Minister has already deemed the global COVID-19 pandemic as such an emergency in one instance³ and the need for time for the BC government to negotiate a new cumulative effects framework with BRFN and Treaty 8 First Nations has created another comparable circumstance similar to an emergency where from WCGT’s perspective, a variance would be in the public interest.

The global COVID-19 pandemic, the resulting provincial and national state of emergency, and the associated health orders issued by the Province of BC impacted, and continue to impact, WCGT’s ability to meet in person with Indigenous groups, stakeholders and interested parties and made planning the required field work difficult. While WCGT employed technological solutions such as video meetings, conference calls and virtual open houses, the inability to meet in person or define timing for field work has hindered WCGT’s ability to advance the Project as it would have, but for the COVID-19 pandemic. The COVID-19 pandemic also impacted commercial markets and the timing and productiveness of discussions with potential commercial partners. The COVID-19 pandemic has also impacted the timing of development of WCGT’s potential commercial partner’s LNG project, which is needed to proceed with the Project. The COVID-19 pandemic and emergency has impacted development of the Project.

Secondly, on June 29, 2021, the BC Supreme Court released a historic ruling in *Yahey* that determined the Treaty 8 rights of the BRFN have been breached by development authorized by the provincial government over many years. As a result of the *Yahey* Decision, on October 7, 2021, the BC government and BRFN reached an initial agreement to work together to develop land management processes in BRFN’s territory that will restore and protect the ability of the land to support Indigenous ways of life and ensure future development authorizations manage cumulative effects on land and wildlife and their impact on BRFN’s treaty rights. An interim approach and long-

¹ The Certificate allows WCGT to extend the pipeline to Ridley Island and/or build a second pipeline at a later time.

² See *Yahey v. British Columbia*, 2021 BCCS 1287 issued on June 29, 2021 (*Yahey* or *Yahey* Decision).

³ See the November 16, 2021 order of the Minister of Environment under section 46 of the Act in relation to the KSM Mining ULC application for an extension of the Environmental Assessment Certificate for the KSM Project.

term solutions still need to be negotiated. WCGT understands the BC government has also been negotiating a similar framework with other Treaty 8 First Nations as a result of the Yahey Decision.

WCGT understands that while these negotiations proceed, the EAO and BC Oil and Gas Commission (OGC) have been and continue to be unable to issue certain approvals. To proceed with Project development, WCGT must undertake certain non-intrusive geophysical and intrusive geotechnical investigative field work that require Investigative Use Permits (IUP) from the OGC. The intrusive geotechnical investigative field work also requires approval by the EAO of an amendment to the definition of construction in the Certificate. Since the issuance of the Yahey Decision, WCGT has applied for certain approvals (i.e. IUPs and Certificate amendment), but has been unable to obtain them, since the negotiations between the BC government, BRFN and Treaty 8 First Nations have been ongoing. WCGT could not have accounted for this permitting delay in its Project plans; in WCGT's view, it is in the public interest to allow time for the necessary negotiations before the EAO and OGC issue certain permits for the Project. This has created a situation comparable to an emergency.

Extension Timing

While WCGT is proud of the advances it has made in commercial discussions and its engagement with Indigenous groups, stakeholders and interested parties, which has largely been virtual, the COVID-19 pandemic has resulted in a delay of approximately two years in development of the Project and the underlying LNG terminal project.

The delays in receiving permits resulted in deferral of much of WCGT's planned field work for 2021 and WCGT expects it will have to defer a significant portion if not all of its planned 2022 field program. WCGT understands and respects that time and space must be created for the negotiations between the BC government, BRFN and Treaty 8 First Nations and that timing on long-term solutions is unknown. At this point, it is foreseeable that WCGT's field work could be delayed by three years.

The Certificate was originally issued for a period of five-years under the *Environmental Assessment Act* (2002) and an extension was granted in 2018 for an additional five-years. Granting an additional extension of five-years would make the Certificate valid for a period of 15 years. The *Environmental Assessment Act* (2018) allows environmental assessment certificates to now be issued for a ten-year period (subsection 31(1)) with up to a five-year extension (subsection 31(4)), for a total of 15 years. This 15-year allowance in the *Environmental Assessment Act* (2018) suggests the policy direction of the BC government supports a 15-year period for the Certificate. The request for a five-year extension is not only justified given the potential for total delay of four to five years (still unknown as negotiations and delay continues today), but is also justified given the new timing for environmental certificates allowed under the *Environmental Assessment Act* (2018).

Additional Changes to the Certificate

When granting an extension, the CEAO may attach any additional conditions to the Certificate (subsection 31(4)). As noted above, WCGT has requested a change to the definition of construction in its Certificate. The requested wording is consistent with the wording in environmental assessment certificates issued to other natural gas pipeline project proponents since the Certificate was issued for this Project. WCGT understands it is a standard definition used in environmental assessment certificates issued more recently. The proposed change in wording would therefore improve consistency across environmental assessment certificates for natural gas pipeline projects. WCGT will ask the CEAO to change this definition in the Certificate if the extension is granted.

The Certificate was issued under the *Environmental Assessment Act* (2002). Some of the terms and conditions in the Certificate do not align with the new *Environmental Assessment Act* (2018) so WCGT will also ask the CEAO to revise these terms and conditions to modernize the Certificate and ensure it aligns with the *Environmental Assessment Act* (2018).

Engagement Plans

We have prepared this letter to provide you with a summary of the reasons why WCGT is seeking an extension to its Certificate. We have begun discussions with Indigenous groups about our intent to pursue the extension and will continue to reach out and offer to meet to answer any questions about the extension request in the coming weeks, if we have not already. Our hope is to address any comments or concerns in the draft extension request application before it is submitted at the end of June. We will also offer to provide you with a copy of our draft extension request application for a two- or three-week review period before we submit it. This will enable us to obtain your feedback on the application and incorporate it, as appropriate, in the final application.

We are committed to continued engagement with you to address specific concerns and interests related to this extension request and the Project generally. We hope you will support the extension request to allow additional time for meaningful engagement, including advancing our discussions regarding partnership models for the Project. Please contact us any time if you have questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michaela Bjorseth', is written over a light gray rectangular background.

Michaela Bjorseth
Manager, BC, Community and Indigenous Engagement
Ph: 250-793-0740



June 8, 2022

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

Attention: Mayor and Council

**Re: Strike Out Breast Cancer Fundraising Event
- Request for Fee Waiver, Hudson's Hope Arena – July 23 – 24, 2022**

As many of you know, one of our closest community members, Teresa Baker, has been diagnosed with stage 3 breast cancer. The Strike Out Breast Cancer group is hosting a baseball tournament on July 22-24th in an effort to raise funds to help with the many costs associated with her travel and treatment. We are asking the District for a fee waiver for the use of the Arena to hold a dance for extra fundraising opportunities. The following are what we are requesting:

1. Use of power outside of the east side bay door for a 3rd party for set up a concession for July 22 - 24, 2022;
2. Use of 50% of the indoor arena to host a dance and raffle tables for the day of the 23rd (from noon on Saturday, July 23rd to noon on Sunday, July 24, 2022); and
3. Use of parking lot to host campers from July 22nd to July 24, 2022.

We will be providing a clean-up crew to do all cleaning necessary; we will not require access of the indoor facilities other than the ice surface as we will be using the east side bay and main door for access; we will have portable toilets onsite; and we are in the process of obtaining a liquor license and general liability insurance. Thank you very much.

On behalf of the Strike Out Breast Cancer group,

Chris Siemens 250-783-0779
Lindsay Trask 604-353-0933

C4



Friends of Hudson's Hope Society
10324 Gething Street
PO Box 247
Hudson's Hope BC V0C 1V0

June 3, 2022

The Friends Of Hudson's Hope is a Society based on community values. We are sure to give a helping hand whenever and wherever we can. We have several programs that we do this through, including providing relief to our residents in times of medical emergencies.

We have helped many families and individuals with these costs over the years. It has only been possible thanks to local donations and support, as well as surrounding towns and companies.

Recently we have been asked to be in association with a local fundraiser and are glad to be able to give a hand and help where we can we will be accepting donations on behalf of the event in order to provide tax receipts.

Donations can be made out to the Friends of Hudson's Hope Society, they can be mailed in to the address at the top of the letter as well. If you are looking to receive a tax receipt please contact Jacelynn Kortzman at 250-783-0880 or at Fohh15@outlook.com

Signed FOHH Vice president
Shawn Shepherd,



***A note from the event organizers**

Family, friends, and members of the Hudson's Hope community are hosting a Baseball Tournament to bring awareness to Breast Cancer, as one of our closest community members, has been diagnosed with stage 3 breast cancer. This community member has been at the front lines to help family, friends, colleagues, and neighbors through tough times. Now it's our turn to give that support back to her the best we can!

For the event to be a success, we are requesting local Businesses offer their support by way of a financial donation or any item of donation. Any amount will be greatly appreciated! All proceeds raised, will benefit travels for medical treatments. It is a long road ahead for recovery. Any additional proceeds will go back into the community by way of the Friends of Hudson's Hope Food Bank. We would show appreciation back to your business by advertising your company and logo on all promotional material we create by way of posters for the event and brochures.

The event is also being organized to bring awareness to Breast Cancer in Northern and Remote Communities. Each participant will show their support by donning a symbolic pink Breast Cancer ribbon.

Thank you in advance for your support. If you have any questions regarding the Baseball Tournament, contact Chris Siemens at 250-783- 0779 or Lindsay Trask at 604-353-0933.

Jeanette McDougall

From: Becky Gelsthorpe <becky.gelsthorpe@prrd.bc.ca>
Sent: June 3, 2022 3:17 PM
To: 'Harvey@fortstjohn.ca'; Jeanette McDougall; 'dway@gochetwynd.com'; 'lford@districtoftaylor.com'; 'Atorraville@dtr.ca'; 'admin@dawsoncreek.ca'; 'sstokes@poucecoupe.ca'
Subject: Logo Permission for Dawson Creek Fall Fair Parade

Good Afternoon,

This year the Peace River Regional District (PRRD) is excited to be participating in the Dawson Creek Fall Fair Parade on Friday August 12, 2022 Celebrating the 100th Anniversary of Exhibition and Stampede. The PRRD is asking for your City, District, Municipality, or Village's authorization to use your logo. I am hoping to get banners made to go down each side of our float with each City, Municipality, District or Villages logo. If we have your permission to use your logo for this purpose, if you would please provide your logo. If you have any question in regards to this project please don't hesitate to contact me.

Have a wonderful weekend!
Kind regards,

Becky Gelsthorpe, | Executive Assistant

Direct: 250-784-1167 | Cell: 250-219-1364 | becky.gelsthorpe@prrd.bc.ca

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

www.prrd.bc.ca



PEACE RIVER
REGIONAL DISTRICT

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[WARNING: This message is from an external source]

2022 CANADA DAY PARADE IN POUCE COUPE!

Join the Village of Pouce Coupe for the biggest party in the Peace on July 1st, 2022! On behalf of Village Council, we wish to extend an invitation to you to participate in this year's celebrations.

Celebrations begin at the Village Square with the parade beginning at 11:00am. This year's parade theme is the 90th Anniversary of the Village of Pouce Coupe!

Following the parade, there are activities planned at Pouce Park for the whole family to enjoy. To end the July 1st festivities, there will be a fireworks display taking place at dusk, at the water tower visible anywhere in town, weather permitting.

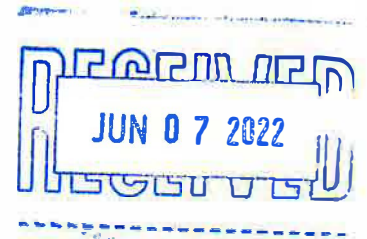
We look forward to seeing you at our July 1st celebrations!



301 - 1268 Fifth Avenue
Prince George, BC V2L 3L2
Tel: 250-561-2525
Fax: 250-561-2563

info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca

Northern Healthy Communities Fund



Hello,

Northern Development is continuing to accept grant applications to the Northern Healthy Communities Fund. To raise awareness about this funding, we are mailing posters and postcards to government offices in eligible communities.

Can you please help us spread the word about this opportunity by posting the poster on a community bulletin board and distributing the postcards to those who may be interested in the Northern Healthy Communities Fund?

More information about the fund, including eligible applicants, can be found on the reverse.

We sincerely appreciate your assistance in supporting communities who are being impacted by the LNG Canada and Coastal GasLink projects.

Warm regards,

A handwritten signature in blue ink, appearing to read "Anna Duff".

Anna Duff
Senior Communications Officer
Northern Development Initiative Trust
anna@northerndevelopment.bc.ca

Northern Healthy Communities Fund Overview: The Northern Healthy Communities Fund (NHCF) supports initiatives that assist healthy, sustainable and resilient communities facing rapid and large-scale economic development and associated need for enhanced social service readiness.

Given the immediacy of the current economic development activities, the NHCF is focusing on communities adjacent to the LNG Canada and Coastal GasLink projects. See below for eligible applicants and communities.

Eligible Applicants

- Local governments (*per below list*)
- Indigenous Nations (*per below list*)
- Registered not-for-profits (*that provide services within one of the eligible areas listed below*)

Local Governments:

- City of Dawson Creek
- City of Fort St. John
- City of Prince George
- City of Terrace
- District of Chetwynd
- District of Fort St. James
- District of Houston
- District of Hudson's Hope
- District of Kitimat
- District of Mackenzie
- District of Taylor
- District of Tumbler Ridge
- District of Vanderhoof
- Peace River Regional District
- Regional District of Bulkley-Nechako
- Regional District of Fraser-Fort George
- Regional District of Kitimat-Stikine
- Town of Smithers
- Village of Burns Lake
- Village of Fraser Lake
- Village of Pouce Coupe
- Village of Telkwa

Indigenous Nations:

- Blueberry River First Nations
- Doig River First Nation
- Gitga'at First Nation
- Gitxaala Nation
- Hagwilget Village Council
- Haisla Nation
- Halfway River First Nation
- Kitselas First Nation
- Kitsumkalum First Nation
- Lake Babine Nation (Woyenne area)
- Lax Kw'alaams Band
- Lheidli T'enneh First Nation
- McLeod Lake Indian Band
- Metlakatla First Nation
- Nadleh Whut'en First Nation
- Nak'azdli Whut'en Band
- Nee-Tahi-Buhn Band
- Office of the Wet'suwet'en Hereditary Chiefs
- Saik'uz First Nation
- Saulteau First Nations
- Skin Tyee Nation
- Stellat'en First Nation
- Ts'il Kaz Koh First Nation (Burns Lake Band)
- West Moberly First Nations
- Wet'suwet'en First Nation
- Witset First Nation
- Yekooche First Nation

Building a
**Stronger
North**

Northern Healthy Communities Fund

PARTNER PROGRAMS

Supporting initiatives that assist healthy, sustainable and resilient communities facing rapid and large-scale economic development and associated need for enhanced social service readiness



Northern Healthy Communities Fund PARTNER PROGRAMS

The Northern Healthy Communities Fund (NHCF) provides grant funding to local governments and Indigenous Nations that are adjacent to the LNG Canada and Coastal GasLink projects and not-for-profits that provide services within these communities.

Funding is available through two streams: capacity building and capital:

Up to \$300,000 in grant funding to a maximum of 90% of the eligible project budget for capacity building projects

Capacity building provides funding that can be used for incremental staffing, education, outreach, public engagement, program development and delivery costs.



[northerndevelopment.bc.ca/
northern-healthy-communities-fund](http://northerndevelopment.bc.ca/northern-healthy-communities-fund)

250-561-2525
NHCF@northerndevelopment.bc.ca

Up to \$500,000 in grant funding to a maximum of 80% of the eligible project budget for capital projects

Capital provides funding that can be used to upgrade, improve or build facilities or for equipment purchases that meet the intent of the fund.





May 24, 2022

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again in person at the 2022 Union of British Columbia Municipalities (UBCM) Convention in Whistler from September 12-16.

UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive, particularly as we continue recovering from the challenges of the past couple of years. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2022** and it is case sensitive. The deadline to submit your meeting requests is June 24, 2022. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to once again being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan
Premier



May 24, 2022

Ref: 270291

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the processes for requesting meetings with me or with provincial staff from ministries, agencies, commissions and corporations (MACC) during the upcoming Union of BC Municipalities (UBCM) Convention. As you are likely aware, the 2022 UBCM Convention is taking place September 12 to 16 in Whistler, B.C., and is early this year to accommodate the general local election process.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at: [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 24, 2022**. Meeting times and dates will be confirmed by mid-August. I will do my best to accommodate as many meeting requests as possible. If I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. Providing this information in advance gives me a better understanding of your delegation's interests and our discussion can be more productive.

Regarding provincial staff meetings, ministry staff will email you shortly with the Provincial Appointment Book. This document lists all MACC staff available to meet with delegates at Convention, as well as details on how to submit an online MACC staff meeting request.

This will be my first UBCM Convention as Minister responsible for local government. I have enjoyed our continued monthly regional calls and the opportunity to hear more about your communities' challenges and accomplishments.

.../2

I look forward to continuing our conversations in person at Convention, and working together to build clean, compact and resilient communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Cullen". The signature is fluid and cursive, with the first name "Nathan" and last name "Cullen" clearly distinguishable.

Nathan Cullen
Minister

pc: Honourable John Horgan, Premier
Laurey-Anne Roodenburg, President, Union of BC Municipalities

From: Cooper, David <David.Cooper@bchydro.com>
Sent: June 2, 2022 2:00 PM
To: Gammer, Bob <Bob.Gammer@bchydro.com>
Subject: UBCM 2022 Meeting Invite



June 2, 2022

Dear Mayor and Council:

BC Hydro is pleased to offer local government officials with the opportunity to meet with our senior leadership during the week of September 12 at the 2022 UBCM Convention in Whistler.

If you would like to arrange a meeting, please fill out the attached form and return it with your email request to Adil Zaheer (adil.zaheer@bchydro.com) by **Friday, June 17**.

By doing so, we can ensure better preparation and a more effective meeting with you. We will provide full details when we confirm your meeting date and time.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Bob Gammer
Community Relations Manager, South Interior
250-961-0676
bob.gammer@bchydro.com

UBCM 2022 Meeting Request Form* with BC Hydro

Municipality/Regional District:
Attendees:
Topic: (Please pose as a question) 1. 2. 3.
Background:
Key Contact:

***Note: Please submit by or before Friday, June 17, 2022.**

Jeanette McDougall

From: UBCM <ubcm+ubcm.ca@ccsend.com>
Sent: June 3, 2022 8:49 AM
To: Jeanette McDougall
Subject: Call for Nominations: 2022-2023 UBCM Executive



Call for Nominations: 2022-2023 UBCM Executive

PLEASE DISTRIBUTE THE FOLLOWING INFORMATION TO ALL YOUR LOCAL ELECTED OFFICIALS

UBCM's 2022 Nominating Committee has been established and a Call for Nominations has been issued to local elected officials wishing to serve on the 2022-2023 UBCM Executive. The deadline for advance nominations is **Friday July 29, 2022 - 4:00pm**.

The [Call for Nominations](#) provides information about the positions open for nomination, the procedures, Executive member responsibilities, as well as a nomination form. For those who miss the advance nominations process, there will be an opportunity to be nominated from the floor at specified times during the week of Convention.

For further information please contact the Chair of the Nominating Committee, Immediate Past President, [Councillor Brian Frenkel](#).

Thank you,

UBCM Secretariat

Union of BC Municipalities | 60-10551 Shellbridge Way, Richmond, BC V6X 2W9 Canada

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C12



June 3, 2022

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Councillor Brian Frenkel
Chair, UBCM Nominating Committee

RE: Call for Nominations for UBCM Executive

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Friday July 29, 2022 at 4:00 pm**.

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

The Nomination and Consent Form is attached as Appendix A. Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government or First Nation.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government/First Nation, using the attached nomination and consent form.

The Nominating Committee reviews the qualifications of each candidate. The members of the 2022 Nominating Committee are:

- Councillor Brian Frenkel, Immediate Past President, UBCM, Chair
- Director Steve Forseth, North Central Local Government Association
- Councillor Lori Mindnich, Southern Interior Local Government Association
- Mayor Clara Reinhardt, Association of Kootenay & Boundary Local Governments
- Councillor Laura Dupont, Lower Mainland Local Government Association
- Director Penny Cote, Association of Vancouver Island & Coastal Communities

4. Advance Nominations / Nominating Committee Report / Candidate Video Messages

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Friday July 29, 2022**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

As well, candidates meeting the advance nominations deadline will have the opportunity to submit a pre-recorded 2-minute video message that will be uploaded to the Convention website for viewing by Convention delegates. The parameters for video messages are as follows:

- ✓ Maximum length 2 minutes (time limit strictly adhered to)
- ✓ Shot in landscape format (versus portrait)
- ✓ No testimonials, only the candidate can speak in the video message
- ✓ Shot indoors or outdoors, props permitted
- ✓ The file size needs to be less than 100mb

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Convention Program for these times.

As with advance nominations, a candidate must be nominated by two elected officials from a UBCM member local government/First Nation.

All candidates, advance and off the floor, who are not acclaimed will have an opportunity to

make a candidate speech during the designated time noted within the Convention program prior to the elections process.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Councillor Brian Frenkel
Chair, Nominating Committee
60-10551 Shellbridge Way
Richmond BC V6X 2W9

Chair email: bfrenkel13@gmail.com
Chair cell: 250.567-8620

UBCM Contact:

Marie Crawford
General Manager, Richmond Operations

Email: mcrawford@ubcm.ca
Tel: 604-270-8226 ext. 104

2215/60/Call for Nominations-Items/Call for Nominations

¹NOMINATIONS FOR THE 2022-2023 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Elected Position (Mayor/Chief/Councillor/Director): _____

Mun/RD/First Nation: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Elected Position: _____ Elected Position: _____

Mun/RD/First Nation: _____ Mun/RD/First Nation: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 29, 2022 by 4:00 pm** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

OPTIONAL - 2 minute candidate video message (see Call for Nominations memo for detailed instructions)

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Elected Position: _____

Mun/RD/First Nation: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca.

Submission Deadline: July 29, 2022 by 4:00 pm

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Health and Social Development
- Indigenous Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- 2nd or 3rd week of November (2 days)
- 2nd or 3rd week of February (3 days)
- 2nd or 3rd week of May (2 days)
- 3rd full week of July (2-3 days)
- Sunday afternoon preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive members' travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 29, 2022

Advance nominations close.

Following the advance nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations. Candidates meeting the advance nominations deadline will also have the option of submitting a 2-minute candidate video message that will be posted on the UBCM website.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 14

- | | |
|--------------|---|
| 9:20 am | Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President. |
| 11:55 am | Nominations from the floor for Table Officer positions. |
| 2:30-2:45 pm | Candidate speeches <i>(if there is more than one candidate for a position)</i> . |
| 2:45-5:00 pm | Elections for Table Officer positions <i>(if there is an election)</i> . |

THURSDAY, SEPTEMBER 15

- | | |
|--------------|---|
| 8:00-9:00 am | Elections continue for Table Officer positions <i>(if there is an election)</i> . |
|--------------|---|

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 15

- | | |
|----------------|---|
| 8:30 am | Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative. |
| 11:30-11:35 am | Nominations from the floor for the remaining Executive positions. |
| 11:35-12:00 pm | Candidate speeches <i>(if there is more than one candidate for a position)</i> . |
| 2:00-5:00 pm | Elections for the remaining Executive positions <i>(if there is an election)</i> . |

FRIDAY, SEPTEMBER 16

- | | |
|--------------|---|
| 7:30-8:30 am | Elections continue for the remaining Executive positions <i>(if there is an election)</i> . |
|--------------|---|

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee. Please review the Convention Program for final timing of events.

**EXTRACT FROM THE UBCM BYLAWS:
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives ("Vancouver Metro Area Representatives") who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

- (b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).
- (c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;

- encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;
 - review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GRVD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:

- Small Community Representative;
- Electoral Area Representative;
- for the five positions of Director at Large; and
- the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.

- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.
- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: June 13, 2022
SUBJECT: NOTICE OF CLOSED SESSION

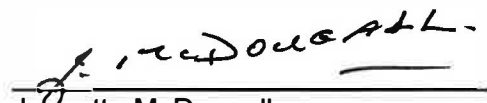
RECOMMENDATION:

“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 – May 24, 2022*
- **Community Charter Section 90 (1) (k):**
 - (k) *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of Council, could reasonably be expected to harm the interests of the municipality if they were held in Public*
 - *Water Treatment Plant - Mediation*
 - *Water Treatment Plant – Feasibility Study re Water Source*
 - *Water Treatment Plant – Odour Issue*
 - *Lucas Subdivision – Real Estate Contracts*

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