



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

Council Chambers

November 7, 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.**

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**1. Call to Order:**

**2. Dedication Page:**

**3. Delegations:**

**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 – October 11, 2022

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

**9. Public Hearing:**

**10. Staff Reports:**

SR1 Water Treatment Plant – Update

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SR2 Water Treatment Plant (Temp) Sole Source Contract

Page 9

SR3 Council Remuneration

Page 13

SR4 Campground Year-End Report 2022

Page 22

SR5	TAC and EGBC Conferences Report 2022	Page 27
SR6	Monthly Report - CAO	Page 34
SR7	Monthly Report - Corporate	Page 36
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SR9	Monthly Report - Protective Services	Page 41
SR10	Monthly Report - Recreation Services (to include Participaction)	Page 43
SR11	Monthly Report - Special Projects	Page 46

**11. Committee Meeting Reports:**

**12. Bylaws**

**13. Correspondence:**

C1	School District #60 – Fire Evacuation	Page 47
C2	Petition – Passing Lanes on Bear Flat	Page 48
C3	North Central Local Government Association - Nominations	Page 49

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

**15. Old Business:**

**16. New Business:**

**17. Public Inquiries:**

**18. In-Camera Session**

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**19. Adjournment**



**COUNCIL MEETING**  
**District Office – Council Chambers**  
**6:00 P.M.**  
**October 11, 2022**

Present: Mayor Dave Heiberg  
Councillor Kelly Miller  
Councillor Val Paice  
Councillor Travous Quibell

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

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

**1. CALL TO ORDER**

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

**2. DEDICATION PAGE**

**3. DELEGATIONS**

**4. NOTICE OF NEW BUSINESS**

Mayor's Additions: NB1 North Peace Airport Society - Update  
NB2 Peace River Regional District - Service Functions  
NB3 Vacation - December 2-17, 2022  
NB4 Council Meeting December 12, 2022; Rescheduling

Councillor's Additions: None

CAOs Additions: NB5 Council Orientation  
NB6 Strategic Planning Session  
NB7 Arena Start and Arena Concession

**5. ADOPTION OF AGENDA BY CONSENSUS**

**6. DECLARATION OF CONFLICT OF INTEREST**

**7. ADOPTION OF MINUTES**

**M1 REGULAR COUNCIL MINUTES – SEPTEMBER 6, 2022**

**RESOLUTION NO. 137/2022**  
**M/S Councillors Quibell / Paice**  
**THAT the minutes of the September 6, 2022 Regular Council Meeting be adopted.**  
**CARRIED**

**M1**

**8. BUSINESS ARISING FROM THE MINUTES**

**9. PUBLIC HEARING**

**10. STAFF REPORTS**

**SR1 WATER TREATMENT PLANT - UPDATE**

**RESOLUTION NO. 138/2022**

**M/S Councillors Quibell / Paice**

**THAT Council receive this report for information and discussion.**

**CARRIED**

The CAO advised that the water test results for all samples collected on Tuesday and Wednesday (October 4 & 5, 2022) came back with good results. In addition, based on the advice from Northern Health (NH), water quality analyses were done by AGAT lab and reports were sent to NH. NH representatives will visit the water treatment plant on Thursday.

**SR2 TENDER AWARD – EMERGENCY VEHICLE LIGHTING**

**RESOLUTION NO. 139/2022**

**M/S Councillors Paice / Miller**

**THAT Council approve awarding the tender for Emergency Vehicle Lighting and Accessories to Petron Communications Ltd.**

**CARRIED**

**SR3 TENDER AWARD – 200 GALLON TANK AND PUMP**

**RESOLUTION NO. 140/2022**

**M/S Councillors Quibell / Paice**

**THAT Council approve awarding the tender of a 200 Gallon Tank, Pump and Accessories (Skid) to Rocky Mountain Phoenix.**

**CARRIED**

**SR4 VOLUNTEER & COMPOSITE FIRE DEPARTMENTS  
– CEPF EQUIPMENT & TRAINING GRANT**

**RESOLUTION NO. 142/2022**

**M/S Councillors Miller / Quibell**

**THAT Staff apply for grant funding for Wildland Gear and Structural Helmet Replacement through the CEPF Volunteer & Composite Fire Department Equipment and Training Grants managed by UBCM; and**

**THAT Council support the project, provide overall grant management, and commit to any associated ineligible costs and cost overruns if required and approved by Council.**

**CARRIED**

**SR5 FIRE DEPARTMENT – DONATION REQUEST RE FIREWORKS**

**RESOLUTION NO. 143/2022**

**M/S Councillors Miller / Paice**

**THAT Council approve the donation of \$1,000.00 in support of the Hudson's Hope Fire Rescue Halloween Fireworks.**

**CARRIED**

**SR6 ARENA CONCESSION OPERATOR AGREEMENT 2022/2023**

**RESOLUTION NO. 144/2022**

**M/S Councillors Paice / Quibell**

**THAT Council approve entering into an agreement with Diania Harris as the Arena Concession Operator for the 2022/2023 season.**

**CARRIED**

**SR7 MUSEUM DONATION REQUEST - COMPUTER**

**RESOLUTION NO. 145/2022**

**M/S Councillors Quibell / Miller**

**THAT Council approve the donation request by the Hudson's Hope Historical Society (Museum) for one of the District's laptops that is scheduled for replacement in 2022.**

**CARRIED**

**SR8 WESTERN CANADA WATER CONFERENCE REPORT**

**RESOLUTION NO. 146/2022**

**M/S Councillors Quibell / Miller**

**THAT Council receive this report for information and discussion.**

**CARRIED**

**11. COMMITTEE MEETING REPORTS**

**12. BYLAWS**

**13. CORRESPONDENCE**

**C1 BC HYDRO – BREAKFAST WITH SANTA**

**RESOLUTION NO. 147/2022**

**M/S Councillors Paice / Quibell**

**THAT Council approve the donation request from BC Hydro to waive the Community Hall Rental and Janitorial fees for the BC Hydro Breakfast with Santa Event being held Sunday, December 4, 2022.**

**CARRIED**

**C2 SAULTEAU FIRST NATIONS – TREATY LAND ENTITLEMENT (TLE)  
& SITE C AGREEMENTS**

**RESOLUTION NO. 148/2022**

**M/S Councillors Quibell / Paice**

**THAT Council pre-authorize the incoming Council members and administration to attend the Saulteau First Nations Open House being held on Saturday, October 22, 2022.**

**CARRIED**

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

**15. OLD BUSINESS**

**16. NEW BUSINESS**

**NB1 NORTH PEACE AIRPORT SOCIETY – UPDATE**

The Mayor provided an update, noting that the Society has hired a new manager and that passenger ridership is increasing.

**NB2 PEACE RIVER REGIONAL DISTRICT – SERVICE FUNCTIONS**

The Mayor provided an update on voting for the Peace River Regional District (PRRD) Service Functions Bylaws, noting that voting will not be held in-person in Hudson's Hope as the PRRD was unable to advertise Hudson's Hope as a voting location due to the District's Fire Evacuation Order that was still in effect. The District is offering residents transportation to either Moberly Lake or Chetwynd on October 15, 2022 to vote.

**NB3 MAYOR - VACATION**

The Mayor advised that he will be on vacation from December 2 – 17, 2022.

**NB4 COUNCIL MEETING – DECEMBER 2022 - RESCHEDULING**

**RESOLUTION NO. 149/2022**

**M/S Councillors Quibell / Miller**

**THAT Council authorize re-scheduling the Council Meeting from December 12, 2022 to December 19, 2022.**

**CARRIED**

**NB5 2022 REGIONAL COUNCIL ORIENTATION**

The CAO provided an update as follows:

**2022 Regional Council Orientation, Dawson Creek:**

- a. This is a 2 day new Council orientation session scheduled for the 24th and 25th of October. Rooms booked at the Holiday Inn for the nights of 23rd and 24th.
- b. The Council, CAO and Corporate Officer will attend.

## **NB6 STRATEGIC PLANNING**

The CAO provided an update as follows:

### **Strategic Planning Session:**

- a. Strategic planning session with the new Council will be organized on one of the weekends of November 2022 (half day).
- b. As preparation for that session, the new Council and CAO will have discussions for setting the vision, mission, goals and objectives for the new Council term of 4 years (2023 – 2026) on October 26, 2022 in Dawson Creek. Hotel rooms are booked for the night of 25th.
- c. This session will be the foundation for the Strategic Planning Session in November 2022.

## **NB7 ARENA & ARENA CONCESSION**

The CAO provided an update as follows:

- a. The Arena started today (October 11, 2022), and the Arena Concession will be starting on October 17, 2022.

## **17. PUBLIC INQUIRIES**

## **18. IN-CAMERA SESSION**

### **RESOLUTION NO. 150/2022**

**M/S Councillors Paice / 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 – September 6, 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;
    - Lucas Subdivision Lot #12 Purchase Offer
    - WTP Pre-filtration Proposal Evaluation
    - Special Project Manager Contract Review
    - Exempt Employee Salary Review

**CARRIED**

## **19. RISE AND REPORT**

## **20. ADJOURNMENT**

Mayor Heiberg declared the meeting adjourned at 7:22 pm.

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Commercial Water Rate Increase-annual budget  
Consideration  
ATV Campground – Naming / Memorial Plaque*

*08/04/19  
2022*

Certified Correct:

\_\_\_\_\_  
Dave Heiberg, Mayor

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

## REQUEST FOR DECISION

RFD#: <b>2022-MR-45</b>	Date: <b>October 29, 2022</b>
Meeting#: <b>CM-11-07-22</b>	Originator: <b>Mokles Rahman</b>
<b>RFD TITLE: Water Treatment Plan - Updates</b>	

### RECOMMENDATIONS:

*THAT Council receive this report for information and discussion.*

### BACKGROUND:

Based on the advice from Northern Health the "Do Not Consume" Order rescind on October 14, 2022. Water test reports from all of the sites of the Water Treatment Plant and Distribution systems as of October 29, 2022 are good. Treated water from the treatment plant is safe to drink. However, district operators are still facing challenges in running the Water Treatment Plant (WTP) as they need to change the cartridge filters and perform back washes of pre-filters more frequently. If the problems with cartridge filters and perform back of pre-filters persist, the plant may need to shut down again.

District Council approved the sole source purchase of retaining McElhanney as an engineering consultant for the design and project management services for the upgrade of the Treatment Plant. Also, Council approved the sole source purchase of retaining Clear Blue Water as the contractor for the construction of the immediate fix of the Treatment Plant.

District staff continue to have regular constructive conversations with BC Hydro representatives.

### DISCUSSION:

McElhanney prepared a technical memo containing the following three-phased implementation plan which has been communicated with Northern Health as part of the Waterworks Construction Permit application.

The first phase is an urgent fix, where utilizing the plant to its greatest efficacy is the primary goal to get water into and through the plant expeditiously. This Emergency period is expected to be up to four (4) months. It may be mentioned here that this urgent work may need a boil water advisory until UV reactors are installed.

The second phase is the addition of UV Reactors to get the plant into full compliance with the Drinking Water Treatment Objectives for surface water before the spring of 2023.

The third phase provides designs for moving toward the expectation of a rise in sediment load in the river during the spring and through the summer months of 2023 and the reservoir filling stage. The plan is still in development which will be a definitive plan to convert the existing plant to a permanent surface water treatment over the next three years.

McElhanney is collecting quotations from Clear Blue Water for all work of Phase -1 except the electrical work. Furthermore, McElhanney solicited a quotation from EPSCAN, an electrical contractor, for the electrical work of Phase-1.

Once the District receive all the quotations from contractors for Ph-1 and from the consultant for the entire temporary system of the work, a report will be submitted to Council for approval. After approval by Council, the information will be provided to BC Hydro. To expedite the procurement, on request by McElhenny, the District may order two (2) pumps for river intake immediately after getting the quotation from the contractor.

Prepared by:



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Mokles Rahman, CAO

## REQUEST FOR DECISION

RFD#: <b>2022-MR-46</b>	Date: <b>November 2, 2022</b>
Meeting#: <b>CM-11-07-22</b>	Originator: <b>Mokles Rahman</b>
<b>RFD TITLE: Water Treatment Plant (Temporary fix) - Sole Source Contract award</b>	

### RECOMMENDATIONS:

*THAT Council authorize the administration to engage Clear Blue Water Systems as a sole source contractor to perform the immediate fix of the treatment plant with source water from the Peace River, and*

*THAT Council authorize the administration to engage EPSCAN as a sole source electrical contractor to perform the electrical work of the immediate fix of the treatment plant, and*

*THAT Council authorize the administration to engage McElhanney as a sole source consultant for providing consulting services for the design, tender, and construction project management services for the immediate and temporary modification/ upgrade of the Treatment Plant.*

### BACKGROUND:

At the end of July 2022, the District faced a serious challenge with respect to the treatment of the Well Water as the Community’s source of potable water. It was found that significant biological growth had permeated through the entire treatment plant causing fouling of the pre-treatment system to a level where the plant was shut down, and the Community was placed on a “Do Not Consume” order from Northern Health.

Work to clean and disinfect the various process elements in the plant commenced in August and was completed in September with the successful removal of the Boil Water Notice and “Do Not Consume” order on October 14, 2022.

While the resumption of the treatment of well water is good news, there remain significant operation difficulties in the treatment plant when it comes to maintaining a consistent supply of potable water, and the expense of continual maintenance is viewed as unsustainable. On this basis, the recommendation from our consultants – McElhanney Limited – is to install an emergency, temporary pumping system at the edge of the Peace River, where the former water intake was, and make some minor modifications to the treatment plant to facilitate the treatment of surface water, instead of the well water. It is expected that the river water will remain at a high level of initial, raw water quality through the winter, allowing a phased approach to treating it and meeting the BC Drinking Water Guidelines.

Time is of the essence. An application to Northern Health has been submitted and is under review. The plan is to have the surface water pumping to the treatment plant by the end of November or early December. McElhanney has obtained pricing from two sources for the civil/mechanical work to supply and install the pumps, and a quotation for the electrical work

has been obtained from the District’s Electrical Service Contractor – Epscan, who holds our permit with Safety BC for electrical work in Hudson’s Hope.

The discussion below outlines the scope of the services related to each parties role in the execution of the project to extract and treat water from the Peace River.

**DISCUSSION:**

The quotes provided by the three parties are summarized below:

Name of the company	Quoted price	Comments
McElhanney	\$ 46,494.00	Consulting service for the immediate work and plan for Ph-2.
Clear Blue	\$ 161,022.15	Labour and materials of all work
Clear Blue	\$ 8,500.00	Chlorine injector at the bypass
EPSCAN	\$ 39,072.54	Materials
EPSCAN	\$ 42,391.54	Labour
EPSCAN	\$ 9,941.88	LOA (Living Out Allowance)
EPSCAN	\$ 8,590.08	Commissioning support to staff
Sub-total	\$ 316,012.19	
Contingencies	\$ 37,921.46	
Total	<b>\$ 353,933.65</b>	
GST	\$ 17,696.68	
Grand Total	\$ 371,630.34	

**Clear Blue Water Systems Ltd (Clear Blue):** Clear Blue’s scope of work includes supplying all material, labour and equipment to install two new submersible pumps into the river, placing the pumps inside protective steel casings that will be anchored to the riverbank below the existing water line. The work includes connecting the pumps at the edge of the river to the existing Water Treatment Plant’s intake cistern, where it will then be pumped through a revised treatment process and into the community’s water system. The 150mm connecting pipe will be laid on top of the ground for now. It will be insulated, and heat traced to protect it from freezing, and it will empty after each cycle so that water will not stay inside it at risk of freezing.

Clear Blue’s quoted scope of work also includes necessary in-plant modifications to pre-chlorinate the water at the start of the treatment process and to alter some of the interior piping to bypass the Membrane Treatment Units (MTUs), as the reverse osmosis filters are not required for the treatment of river water, which has suspended solids matter in it, rather than well water which has significant dissolved solids in it.

Clear Blue will also coordinate all installations with the electrical contractor including assistance with electrical connections and changes to the process controls as required.

Other changes in the plant will be completed by the electrical contractor and District staff, including new cartridge filter units with 1-micron openings instead of 5-micron openings.

***Epscan Industries Limited (Epscan):*** Epscan is a local electrical company from Fort St. John who currently holds the Safety BC electrical permit for Hudson's Hope and is the only logical choice to complete the required work, having considerable experience with the District's facilities, including the water treatment plant.

The electrical scope of work includes:

- Supply of the electrical cables to the new pumps at the river. These are two large armoured cables c/w all junction boxes and connections.
- Supply of all labour and equipment to connect the heat trace cables to a new breaker in the treatment plant.
- All internal wiring and connections to ensure the power distribution to the pumps and heat trace meets the requirements of appropriate electrical codes.
- The plan is to use the existing well pump variable frequency drives (VFDs) to drive the pumps at the river. This requires programming of the VFDs and is included.
- The pumps at the river will need to pump water to the cistern when water levels fall below a predetermined level. This control sequence will need to be programmed into the programmable logic controller (PLC), and this effort is also included in the Epscan quote.
- Epscan will work with the consultant – McElhanney – district staff, and Clear Blue in a coordinated effort to reconfigure the plant to treat the river water to the requirements of Northern Health.

***McElhanney Ltd (McElhanney):*** McElhanney has been consulting with the District in regard to the Water Treatment Plant since March of this year, and it was their recommendation to return to the surface water source as soon as practical to avoid the ongoing issues with treating the well water. The recommendation suggests that there are considerable savings to treating the surface water rather than investing in more costly process equipment to continue to treat the well water. Their familiarity with the process and the quality of the water makes them the best candidate to continue assisting the community with the transfer to the surface water source. In addition, the funds for this transfer are provided by BC Hydro, who is insisting on having a qualified professional design and manage the work on behalf of the community.

On this basis, the scope of work for McElhanney is:

- To devise and approve a plan for extracting water from the river and pumping it to the cistern
- To ascertain the required changes to the plant, to meet the BC Water Quality Objectives to the greatest extent possible.
- To act as the project manager and contract administrator for the two contractors completing the work, working with District staff to formulate purchase order contracts, and ultimately reviewing the work for conformance to the design and specifications.
- To continue to plan the next steps of the conversion of the plant to permanently treat surface water, including the procurement and installation of Ultra Violet (UV) reactors as a second means of disinfection as required by the Drinking Water Guidelines.
- Lastly, McElhanney will consult with Northern Health and obtain the required permits for the installations including permissions to construct the changes and permission to change the operating permit for the plant.

**FINANCIAL CONSIDERATIONS:**

The total cost of the project for the immediate fix is \$353,933.65 plus GST.

The cost proposals will be presented to BC Hydro after Council approval before awarding the contract. The administration will recoup these costs from BC Hydro.

Prepared by:



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Mokles Rahman, CAO

## REQUEST FOR DECISION

<b>RFD#:</b> 2022-MR-47	<b>Date:</b> October 27, 2022
<b>Meeting#:</b> CM11-07-22	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Council Remuneration and Expense allowance	

**RECOMMENDATION:**

*THAT Council establish a Select Committee comprised of one Councillor, and two members at large to perform the task of determining the remuneration and expense allowance for the Council, and the select committee be dissolved once the task is completed; and*

*THAT Council authorize a council member to work in the committee; and*

*THAT Council direct administration to issue a Request For Proposal with selection criteria to find two members at large from the community who are eligible to work on the committee.*

*THAT Council approve remuneration for the Mayor and Council based on the current bylaw, effective November 2022.*

**BACKGROUND:**

The District has a Council Remuneration Policy dated February 11, 2019.

The District also has a Council Remuneration and Reimbursement Bylaw No. 902, 2019.

**DISCUSSION:**

Historical information on Council remuneration is provided below.

	2019	2020 2.3%	2021 0.8%	2022 2.8%	2022 Monthly for Payroll
<b>Mayor</b>	\$19,513.26	\$19,962.06	\$20,121.76	\$20,685.17	\$1,723.76
<b>Each Councillor</b>	\$9,628.26	\$9,849.71	\$9,928.51	\$10,206.51	\$850.54

In order to fairly compensate members of Council, the District of Hudson’s Hope Council requires a fair and impartial procedure to determine, remuneration and other expense allowance for Council. The District has a Council Remuneration Policy and a Council Remuneration and Reimbursement Bylaw.

As per the Remuneration and Reimbursement Bylaw, the remuneration shall be adjusted on an annual basis by a percentage equal to the year-by-year BC Consumer Price Index (CPI). Due to high and fluctuating inflation, CPI is volatile, and it is difficult for the administration to recommend any fair percentage increase in Council remuneration.

In this unpredictable situation, it is wise to establish a select committee to perform the task of determining the remuneration and expense allowance for the Council.

As per the Remuneration Policy, Council may establish a select committee to determine the remuneration and expense allowance of the Mayor and Councillors. The select committee members will be appointed by Council after having gone through an open application process that will have the positions posted by advertisement in the Hudson Hope Public Service Announcement and social media requesting persons to be appointed to the Council Remuneration Select Committee.

As the Select Committee would take a few months to submit recommendations to Council, effective November 2022, the administration is planning to pay remuneration to the Mayor and Council, based on the current bylaw and based on the 2022 remuneration rates, and retroactive payments will be made once the decision is made.

**FINANCIAL CONSIDERATIONS:**

There is no cost involved in this exercise.

**ATTACHMENTS:**

1. Bylaw 902, 2019, a bylaw to provide for the remuneration of the Council and for the reimbursement of expenses.
2. Council Remuneration Policy dated February 11, 2019.
3. BC Consumer Price Index:  
<https://www2.gov.bc.ca/gov/content/data/statistics/economy/consumer-price-index>

Prepared by:



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Mokles Rahman, CAO



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## COUNCIL REMUNERATION POLICY

Council Resolution No. \_\_\_/19  
Effective Date: February 11, 2019

Section: Legislation

### Purpose:

This policy applies to the District of Hudson's Hope Council members.

In order to attract and fairly compensate members of Council the District of Hudson's Hope Council requires a fair and impartial procedure to determine, on a periodically consistent basis, remuneration and other expense allowance for Council. It is prudent to establish a select committee, one year prior to each municipal election, to perform the task of determining the remuneration and expense allowance for the succeeding Council.

### Definitions:

"Council" the municipal Council of the District of Hudson's Hope Municipal Corporation;

"Council Remuneration Select Committee"  
a three member select committee appointed by Council to determine the remuneration of Mayor and Council and as such is dissolved once the task is completed;

"District" The District of Hudson's Hope municipality.

### Procedures and/or Guiding Principles:

#### Criteria for appointing Council Remuneration Select-Committee (RSC) Members

The three members of the Select Committee will comprise of one Councillor, and two members at large whom are eligible voting residents of the District.

The select committee members will be appointed by Council after having gone through an open application process that will have the positions posted by advertisement in a newspaper circulated within the District and also an advert posted on the Hudson Hope Public Service Announcement requesting persons to be appointed to the Council Remuneration Select-Committee.

This select committee will be appointed on a quadrennial basis, at approximately one year prior to a municipal election.

### Principles for RSC determining Council Remuneration

The following principles form the basis of the policy and are to be used in determining the succeeding Council remuneration and expense allowance:

1. RSC review and compare current Mayor and Councillor remuneration rates with surrounding northern BC communities with similar populations;
2. RSC review and compare current Mayor and Councillor expense allowances with surrounding NEBC communities with similar populations;
3. RSC formulates recommendation as to the remuneration or expense allowance increase and presents to Council for Council decision;
4. Mayor remuneration is to be established at the amount paid to Mayors in comparable municipalities;
5. Council members' remuneration review is to be conducted on a quadrennial basis;
6. Remuneration payable to the Mayor and each Councillor shall be adjusted on an annual basis by a percentage equal to the year-by-year British Columbia Consumer Price Index (CPI) for all items.











## REQUEST FOR DECISION

RFD#: 2022RA23	Date: November 2, 2022
Meeting#: CM071122	Originator: Ruhul Amin/ Becky Mercereau
<b>RFD TITLE:</b> Campground Year-End Report 2022	

**RECOMMENDATIONS:**

*That Council accept the report for information.*

**PURPOSE:**

Update on the campground season and suggestions on how we may improve the parks.

**BACKGROUND:**

This year we opened on schedule with reservations starting on Monday, May 2nd and campgrounds opening May Long Weekend. We opened the new Dinosaur Lake ATV Park in July, and although slow with only a soft opening, we hope to have a Grand Opening next year with more advertising.

Attached you will find the detailed information for the 2022 Revenue and Occupancy.

Below is a comparison of the total revenue of all campgrounds for the last five years:

- 2022 - \$57,651.42
- 2021- \$60,634.27
- 2020 - \$54,159.98
- 2019 - \$52,537.52
- 2018 - \$53,138.15

**DISCUSSION:**

**Pricing and Passes:**

We continue to charge \$20 per night for the first unit, and \$15 for additional units in the same site. The fees have remained the same in the above comparison. On April 11, 2022, we updated the Internet Campground Reservation Policy to limit the number of additional units allowed per site to 4 units. In addition, we updated our policy around cancellations, and had a lot of positive response to this change.

We sold 10 resident camper passes this year at \$200.00 each, up from the 7 sold in 2021. The camper would need to camp 10 times to pay for the pass, almost all of the campers did not camp enough to cause a loss in revenue for the District.

The punch cards were popular this year with campground attendants selling 53 cards, down from the 76 cards sold last year. They are sold for \$100 for a 7-night card, which gives the customer a 2-night discount.

### **Comment Cards:**

The staff received a lot of positive feedback in person and on the comment cards! Here are some of the comments we received:

- “The attendants went above and beyond; we will be coming back for sure!”
- “So friendly and helpful”.
- “The campground attendants helped me find a campsite that would accommodate me (I was on crutches) – they were so caring and attentive, they even stopped by later to check in on us. They made our stay so enjoyable; you are lucky to have such great employees”.
- “We will definitely be recommending this park to any of our US friends traveling in Canada”.
- “Cleanest washrooms we have seen on our trip through BC & Yukon”.
- “Have never met nicer camp attendants and I had neighbors on both sides of me say the same”.

### **Recommendations for Improvement**

Here are some of the main themes we heard this year for ways to improve our campgrounds:

- Generators being run all night, no one monitoring. Need to install an advisory notice at all Campgrounds on Generator operation.
- Night patrols.
- Hand sanitizer in bathrooms.
- Mark the overflow parking areas.
- Picnic tables need to be replaced.

Submitted by:



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Ruhul Amin, Director PW



## **2022 Campground Revenue Information**

Prepared by: Becky Mercereau

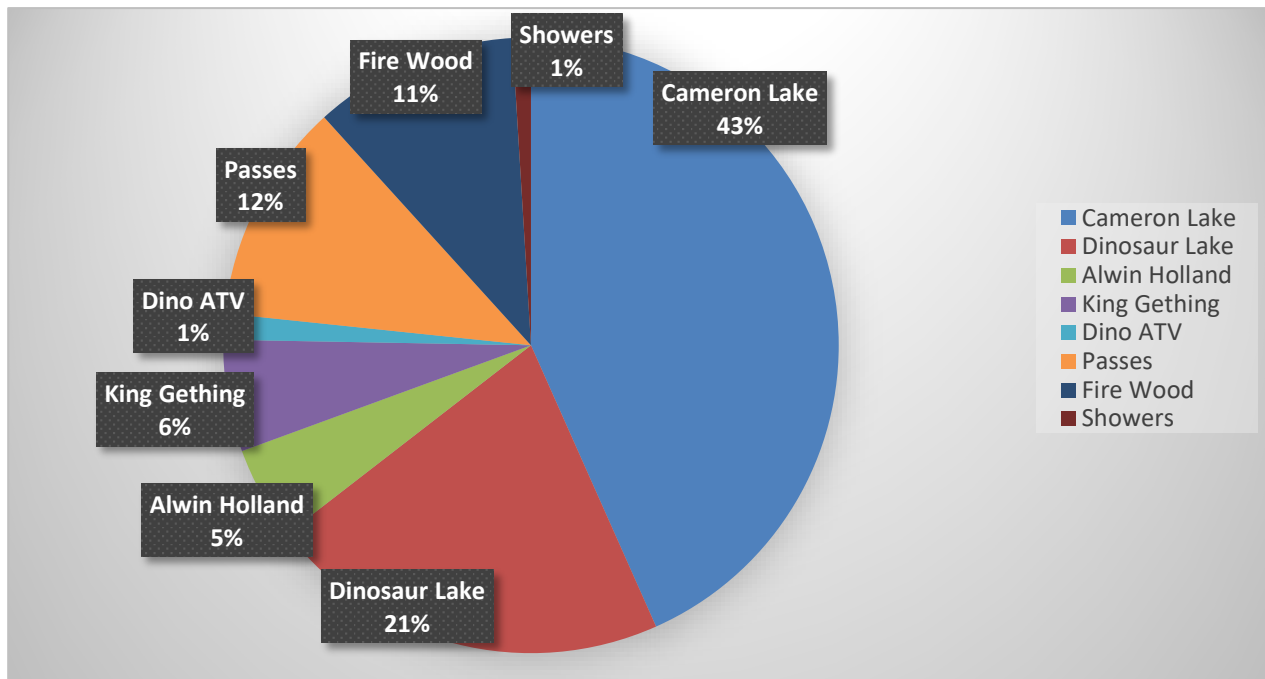
### **Includes:**

2022 Campground Revenue Summary

2021 Revenue Data

2021 Revenue Chart By Location

## 2022 Campground Revenue Summary



### 2022 Campground Revenue Summary

Total Revenue	Amount	% of Total
Cameron Lake	24984.78	44%
Dinosaur Lake	12212.15	22%
Alwin Holland	2823.13	5%
King Gething	3384.36	6%
Dino ATV	785	1%
Passes	6700	10%
Firewood	6205	11%
Showers	557	1%

\*Coin Showers available at King Gething only.

**2022 District of Hudson's Hope Campground Revenue Data**

Date	Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething	Dino ATV	Passes	Fire Wood	Showers	Total
April 1 - May 3, 2022	8229.08	1069.43	0.00	302.03		0.00	0.00	0.00	9600.54
May 4 - 10, 2022	530.05	893.38	0.00	117.78		0.00	0.00	0.00	1541.21
May 11 - 18, 2022	823.38	0.00	50.11	25.06		0.00	0.00	0.00	898.55
May 20, 2022	75.00	135.00	20.00	0.00		300.00	180.00	0.00	710.00
May 21 - 22, 2022	365.00	160.00	0.00	0.00		0.00	335.00	67.00	927.00
May 23 - 24, 2022	20.00	0.00	0.00	0.00		0.00	10.00	27.00	57.00
May 25, 2022	20.00	40.00	0.00	0.00		0.00	10.00	0.00	70.00
May 26 - 27, 2022	20.00	20.00	0.00	0.00		0.00	0.00	0.00	40.00
May 28 - 29, 2022	30.00	0.00	0.00	0.00		0.00	40.00	5.00	75.00
May 30, 2022	20.00	180.00	0.00	0.00		0.00	10.00	6.00	216.00
May 31, 2022	40.00	0.00	0.00	0.00		0.00	10.00	1.00	51.00
May 19 - 31, 2022	924.61	1399.44	99.73	244.37		0.00	0.00	0.00	2668.15
June 1, 2022	80.00	0.00	0.00	0.00		0.00	0.00	3.00	83.00
June 2-3, 2022	260.00	20.00	0.00	0.00		0.00	30.00	0.00	310.00
June 4, 2022	40.00	20.00	0.00	0.00		0.00	80.00	4.00	144.00
June 5-6, 2022	0.00	0.00	0.00	0.00		100.00	10.00	0.00	110.00
June 7, 2022	0.00	40.00	0.00	40.00		0.00	15.00	4.00	99.00
June 8-9, 2022	60.00	20.00	0.00	20.00		0.00	0.00	0.00	100.00
June 10, 2022	100.00	40.00	20.00	40.00		0.00	95.00	13.00	308.00
June 11 - 12, 2022	120.00	40.00	40.00	0.00		0.00	200.00	8.00	408.00
June 13, 2022	0.00	0.00	0.00	60.00		100.00	50.00	0.00	210.00
June 14-15, 2022	40.00	0.00	0.00	20.00		100.00	15.00	15.00	190.00
June 17-19, 2022	60.00	80.00	20.00	80.00		100.00	50.00	39.00	429.00
June 20, 2022	35.00	0.00	60.00	0.00		0.00	20.00	0.00	115.00
June 21-23, 2022	80.00	40.00	0.00	20.00		0.00	15.00	7.00	162.00
June 24 - 26, 2022	380.00	120.00	60.00	60.00		100.00	380.00	0.00	1100.00
June 27-28, 2022	240.00	60.00	20.00	20.00		500.00	90.00	14.00	944.00
June 29-30, 2022	330.00	20.00	40.00	35.00		200.00	150.00	10.00	785.00
June 1 - 30, 2022	1936.76	1718.21	718.44	716.44	0.00	0.00	0.00	0.00	5089.85
July 1, 2022	130.00	120.00	0.00	0.00		100.00	290.00	0.00	640.00
July 1 - 20, 2022	1007.97	1296.82	204.79	370.91					2880.49
July 2, 2022	115.00	40.00	40.00	20.00		0.00	310.00	8.00	533.00
July 3-5, 2022	250.00	40.00	50.00	20.00		0.00	150.00	6.00	516.00
July 6-7, 2022	60.00	60.00	20.00	20.00		200.00	40.00	0.00	400.00
July 8, 2022	360.00	100.00	0.00	0.00		0.00	45.00	2.00	507.00
July 9-10, 2022	240.00	240.00	0.00	0.00		0.00	80.00	0.00	560.00
July 11-12, 2022	300.00	80.00	0.00	20.00		400.00	50.00	10.00	860.00
July 13, 2022	80.00	20.00	20.00	20.00		100.00	20.00	0.00	260.00
July 14 - 15, 2022	245.00	100.00	20.00	20.00		200.00	305.00	24.00	914.00
July 16-17, 2022	170.00	35.00	80.00	20.00	40.00	0.00	180.00	16.00	541.00
July 18-19, 2022	15.00	95.00	80.00	40.00	0.00	0.00	140.00	0.00	370.00
July 20, 2022	100.00	100.00	20.00	40.00	0.00	0.00	65.00	0.00	325.00
July 21-22, 2022	320.00	180.00	40.00	160.00	0.00	0.00	25.00	39.00	764.00
July 23-24, 2022	80.00	20.00	0.00	0.00	0.00	0.00	45.00	9.00	154.00
July 25, 2022	180.00	0.00	60.00	20.00	0.00	200.00	40.00	0.00	500.00
July 26-27, 2022	220.00	80.00	0.00	0.00	0.00	700.00	95.00	34.00	1129.00
July 28-29, 2022	102.00	0.00	0.00	60.00	0.00	300.00	35.00	11.00	508.00
July 30-31, 2022	240.00	220.00	0.00	100.00	40.00	0.00	65.00	16.00	681.00
July 21 - 31, 2022	811.33	288.37	222.09	41.77	0.00	0.00	0.00	0.00	1363.56
August 1, 2022	100.00	0.00	0.00	0.00	0.00	100.00	30.00	0.00	230.00
August 2-3, 2022	40.00	100.00	0.00	0.00	20.00	100.00	80.00	20.00	360.00
August 4-5, 2022	250.00	20.00	40.00	20.00	0.00	100.00	190.00	15.00	635.00
August 6-7, 2022	125.00	75.00	0.00	20.00	20.00	0.00	270.00	0.00	510.00
August 8, 2022	260.00	80.00	0.00	0.00	0.00	0.00	35.00	0.00	375.00
August 9, 2022	140.00	55.00	0.00	0.00	0.00	100.00	50.00	2.00	347.00
August 10, 2022	140.00	60.00	20.00	40.00	0.00	100.00	45.00	9.00	414.00
August 11, 2022	80.00	20.00	0.00	120.00	0.00	200.00	90.00	0.00	510.00
August 12, 2022	160.00	180.00	0.00	0.00	60.00	100.00	150.00	16.00	666.00
Aug 13-14, 2022	315.00	0.00	20.00	80.00	20.00	0.00	210.00	0.00	645.00
August 15-16, 2022	320.00	40.00	0.00	80.00	0.00	200.00	85.00	14.00	739.00
August 17, 2022	40.00	20.00	0.00	40.00	0.00	100.00	45.00	15.00	260.00
August 18, 2022	160.00	60.00	20.00	20.00	0.00	100.00	90.00	0.00	450.00
August 19, 2022	135.00	100.00	120.00	0.00	150.00	0.00	165.00	0.00	670.00
August 20-21, 2022	190.00	85.00	40.00	20.00	0.00	100.00	265.00	11.00	711.00
August 22-24, 2022	560.00	100.00	0.00	60.00	60.00	0.00	85.00	6.00	871.00
August 26-27, 2022	420.00	100.00	20.00	0.00	60.00	0.00	100.00	16.00	716.00
August 28-29, 2022	40.00	40.00	120.00	20.00	80.00	0.00	35.00	7.00	342.00
August 30, 2022	100.00	0.00	40.00	0.00	0.00	100.00	20.00		260.00
August 31, 2022	80.00	60.00	0.00	0.00	0.00	100.00	55.00	0.00	295.00
September 1-2, 2022	615.00	120.00	20.00	0.00	115.00	100.00	260.00	0.00	1230.00
September 3, 2022	220.00	20.00	40.00	0.00	100.00	0.00	50.00	0.00	430.00
September 4, 2022	20.00	0.00	0.00	0.00	20.00	0.00	25.00	28.00	93.00
August 1 - September 6	589.60	1646.50	317.97	91.00	0.00	0.00	0.00	0.00	2645.07
Season Passes	0.00	0.00	0.00	0.00	0.00	1400.00	0.00	0.00	1400.00
<b>Total</b>	<b>\$24,984.78</b>	<b>\$12,212.15</b>	<b>\$2,823.13</b>	<b>\$3,384.36</b>	<b>\$785.00</b>	<b>\$6,700.00</b>	<b>\$6,205.00</b>	<b>\$557.00</b>	<b>\$57,651.42</b>

**2021 Campground Rates**

- \$20.00 per unit
- \$15.00 per additional unit
- \$6.00 for reservations per night, to a maximum of \$18.00 per booking
- \$5.00 per bundle of firewood
- \$200 for Resident Season Pass
- \$100 for 7-Day Punch Card

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Conference Report on  
2022 TAC Conference & Exhibition, Edmonton October 2-5, 2022  
2022 EGBC Annual Conference, Virtual October 12-13, 2022

**DATE:** October 2022

**FROM:** Ruhul Amin, Director PW and Engineering

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### **2022 TAC Conference & Exhibition, Edmonton October 2-5, 2022**

I attended the 2022 TAC Conference & Exhibition, held in Edmonton from October 2 to 5, 2022.

The highlights of some of the sessions and replicable lessons learned are mentioned below;

#### **1. Opening Plenary Session, Monday October 3rd, 9:00 - 11:00 AM.**

Presenters:

1. Kevin Volk, Assistant Deputy Minister, Major Projects, Infrastructure & Properties, BC Ministry of Transportation and Infrastructure
2. Kate Rich, Assistant Deputy Minister and Stewardship Commissioner, Alberta Environment and Parks
3. Ethan Askey, Manager, Environmental Systems, City of Calgary
4. Frédéric Pellerin, Assistant Deputy Minister, Engineering and Infrastructure, Ministère des transports du Québec

The impacts of climate change – extreme temperatures, major storms, flooding, erosion, wildfires and more – present serious challenges for transportation in Canada. The opening plenary session was to explore approaches to mitigating climate change and creating more resilient infrastructure so that Canadians can continue to rely on a transportation system that supports our health, safety and prosperity. Presentations about recent extreme weather events in Canada was vividly set the context for this important conversation. Panelists explored questions about transportation planning and engineering practices to address climate change, the financial implications of building more resilient systems, and strategies for responding effectively to future events.

#### **2. Bond Strength: Changing the Way We Think About Tack Coats For Flexible Pavements**

Organized by the Soils & Materials Committee, Monday October 3rd, 1:45 – 3:15 PM

*Danny Gierhart, Asphalt Institute*

Panelists presented different industry perspectives on the use of tack coats including challenges and lessons learned and discussed a path forward for specifying tack coat bond strength.

**Bond Strength Testing and the Relationship to Field Performance**

**SR5**

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This presentation discussed the importance of proper bonding between asphalt pavement layers; discuss a recent survey on bond strength testing in the US; and discussed research conducted by the National Center for Asphalt Technology (NCAT) at Auburn University to establish a bond strength test and determine how much bond strength is typically required in a pavement to assure good performance. *James Musselman, National Center for Asphalt Technology*

### **NCHRP Synthesis 516 - Tack Coat Specifications, Materials, and Construction Practices**

This presentation discussed NCHRP Synthesis 516: Tack Coat Specifications, Materials, and Construction Practices. The lead author focused on foundational tack coat information and the literature review from the synthesis. The presentation also provided a sampling of results from the in-depth survey, with responses from all 50 U.S. states and 7 Canadian provinces regarding their specifications, materials, and practices.

## **3. Cycling Solutions: Overcoming Challenges and Barriers through Design**

Organized by the Active Transportation Integrated Committee  
Tuesday October 4th, 8:30 - 10:00 AM

Moderated by/Modéré par Justin Bak, City of Toronto

### **Bicycle Boulevards:**

Identifying Candidates, Exploring Interventions & Piloting Implementation. This presentation explored each step of the bicycle boulevard planning and delivery process, including identifying candidate corridors for bicycle boulevard through a network screening process, selecting targeted interventions along a corridor based on the specific operating conditions, and undertaking rapid-implementation pilot projects.

*Zibby Petch, IBI Group; Trevor Jenkins, City of Hamilton*

### **Designing for Connectivity: The Angus L. Macdonald Bikeway Connectors Project**

Diverse perspectives and stakeholder engagement are critical to the success of Halifax Regional Municipality's Macdonald Bridge Bike Lanes Connectors project. During this session, attendees were heard how these perspectives and stakeholder engagement strategies can influence design and be applied to future multi-stakeholder capital developments regardless of size or scale.

Janice Kennedy, Colliers Project Leaders; Greg O'Brien P.Eng., WSP

## **4. Asset Management of Gravel Roads**

Organized by the Asset Management Committee

Tuesday October 4th, 10:30 - 12:00 PM

Moderated by/Modérée par Nathalie Gionet, Yukon Highways and Public Works

The focus of this panel discussion was to further conversation and share knowledge with respect to the management of gravel roads across Canada. It will focus on comparing asset management practices in various jurisdictions across Canada. Discussions highlighted an overview of the general approach used as well as specifics on the following topics:

- Condition Index parameters and targets
- Deterioration modeling, treatment timing and decision models
- Inspection tools, technology, and methodology
- Challenges incorporating gravel roads into existing surface management approaches
- Prioritization Criteria for Gravel Road Maintenance,

- Rehabilitation and Surface Upgrade

This presentation outlined criteria for the prioritization of gravel road maintenance, rehabilitation and potential upgrade to a hard surface. Main decision factors including traffic, impact on local residents, business and other activities, long-distance travel, in-situ structural capacity and agency construction, and life cycle costs will be presented.

*David Hein, Independent Consultant*

### **City of Edmonton's Gravel Roads Asset Management Plan**

The presentation provided an outline of the City of Edmonton's new Gravel Roads Asset Management Plan.

*Cherie Fuchs, City of Edmonton*

### **Incorporation of Gravel Road Management Methodology into a PMS**

*Leanne Whiteley-Lagace, Stantec Consulting*

### **Gravel Road Management - Survey of Canadian Agency Practices**

This presentation provided an overview of the state of the practice of gravel road management practices for agencies in Canada.

*Marta Juhasz, Alberta Transportation*

### **Recent/New Developments in Gravel Road Management**

*Gary St. Michel, Tetra Tech Canada Inc.*

### **Maintaining Ontario's Municipal Gravel Roads**

Ontario municipalities are responsible for 301,886 lane kilometres of road, approximately one-third gravel. The presentation looked at the state-of-practice of evaluating and maintaining this road class based on two surveys conducted in 2019 and 2022, along with the initiatives being undertaken to ensure effective asset management.

*James Smith, Good Roads (OGRA)*

## **5. Innovations in Pavement Management, Engineering and Technologies Organized by the Pavements Committee, Tuesday October 4th, 1:45 – 3:15 PM**

*Moderated by/Modéré par Mick Prieur, Englobe*

### **Sensitivity of the Pavement ME Design Software Predicted Distresses in Flexible Pavements to Granular Base Materials**

This paper presented the details of trial results and analysis completed by the TAC Pavement ME Design Subcommittee to assess the impact of granular base materials physical/mechanical properties and thickness on the predicted distresses using the Pavement ME software.

*Mohammad Karim, Alberta Transportation*

### **Addressing Highway Pavement Resilience to Climate Change: A Review of Major Vulnerability Issues and Adaptation Strategies**

This review paper addressed climate change resilience in pavements by considering major vulnerability issues and adaptation strategies and their measures. To do so, a review on foundational information of climate change-related to transportation infrastructure was provided to bring all transportation professionals to the same knowledge base on climate change terminology.

*Mohamed Saleh, University of Alberta*

## **Sensitivity of the Pavement ME Design Software Predicted Distresses in Flexible Pavements to Subgrade Soils and Granular Subbase Materials**

This paper presented trial results and analysis completed by TAC Pavement ME Design Subcommittee to assess the impact of Subgrade Soils and Granular Subbase Materials on the Predicted Distresses in Flexible Pavements.

*Yasir Shah, Manitoba Transportation and Infrastructure*

## **6. Transportation Structures Organized by the Structures Committee Wednesday October 5th, 8:30 - 10:00 AM**

Moderated by/Modéré par Kamran Ata, Government of the Northwest Territories Department of Infrastructure

### **Buried Bridges, More Resilient & Sustainable**

Alternatives to traditional bridges, Buried Bridges deliver maximum value and road safety. From projects across Canada, the resilience of buried bridges has demonstrated ability to withstand extreme weather events. Mitigated durability, hydraulic flows, traffic disruptions, climate change risks and maximizing value to owners benefits the entire population.

*Phil Carroll, Atlantic Industries*

### **Field Trial of Spray-Applied Geopolymer Mortar Used to Repair Large Diameter Corrugated Steel Culverts**

As part of New Brunswick Department of Transportation & Infrastructure's (NB DTI) culvert renewal strategy, trenchless technologies are being explored and implemented as an early intervention to avoid costly excavations. This presentation provides an overview of NB DTI's field trial of spray-applied geopolymer mortar used to repair five large diameter steel culverts.

*Gregory Profit, New Brunswick Department of Transportation & Infrastructure*

### **Rehabilitation of Buried Bridges, Culverts & Storm Sewers**

Buried bridges, culverts, or soil-steel structures are a valuable bridge crossing solution. Owners manage their bridge assets by evaluating their condition and rehabilitating as required. This presentation investigates types of commonly encountered distress mechanisms, along with the state-of-the-art rehabilitation practices. Case studies were presented.

*Ron Prychitko, Armtec*

## **7. Traffic Calming in Small Municipalities—Policies and Implementation Case Studies**

Organized by the Small Municipalities Integrated Committee

Wednesday October 5th, 9:30 - 11:00 AM

Addressing Traffic Calming Needs in Small Municipalities - Case Studies

This presentation provided examples of the process used to develop a Traffic Calming Policy for a small municipality and the process undertaken to prioritize and implement devices.

*Gene Chartier, Paradigm Transportation Solutions Limited*

## **8. Innovations in Summer and Winter Maintenance**

Organized by the Maintenance & Operations Committee

Wednesday October 5th, 12:45 - 2:15 PM

Moderated by/Modéré par John Suwala, Government of the Northwest Territories Department of Infrastructure

### **City of Ottawa Winter Maintenance Quality Standards Review**

The City of Ottawa recently reviewed their winter maintenance quality standards for active transportation facilities including sidewalks, pathways and cycling facilities and lower volume Class 4 and 5 roads. This presentation will review the priorities, focus, process, results, business case, and next steps.

*Heather McClintock, WSP Canada Inc.*

### **Management of Impairment in the Workplace - Fitness for Duty in our New Normal**

COVID-19 has placed unique challenges on Canadian workplaces. The patterns of alcohol, cannabis, opioids and other substance use will be surprising. This session will provide an overview of the current drug and alcohol testing landscape, the CSA Z1008 Impairment in the Workplace Standard, and address misinformation on cannabis.

*Dan Demers, CannAmm Limited Partnership*

### **Innovative Bridge De-icing Through Convective Heating**

ALL and Algonquin Bridge have designed and demonstrated a cost-effective, environmentally friendly method to de-ice steel bridge decks remotely by conveying heated air through the structural ribs of the bridge. A highway bridge in New Brunswick was retrofitted with this system and has been outperforming expectations this past winter season.

*Dylan Heino, Atlantic Industries Limited; Shreesha Sanjaya, Atlantic Industries Limited; Mike Wilson, Atlantic Industries Limited*

### **Optimized Road Based Data Collection Using ROVER Artificial Intelligence**

Visual Defence and City of Red Deer had jointly cover and demonstrate next generation ROVER AI cameras which digitally transform incident capture and resolution on an end-to-end basis within cities. The presentation included new data acquisition capabilities pertaining to manholes, sewer grates, signs and potholes.

*Den Ibana, Visual Defence; Doug Halldorson, City of Red Deer*

## **9. Exhibition:**

There were more than hundred of Exhibitors on the hall with their products. I found some products are useful for our road infrastructure and may have impact on service life in a positive way. One product of SurfaceTech, ACE XP Polymer Fibers™, would be a good material for to us to delay Transverse Cracks on our roads. I reached to City of Calgary engineers and received the following feed back on this material:

“Both lanes of north- and southbound traffic from McKnight Blvd. to 40th Ave. NE were repaved with a mix reinforced with ACE XP Polymer Fibers™. The two-day, 60mm mill and inlay project called for a 12.5mm PG 70-31 Fine Graded Superpave 3B mix. Surface Tech provided hands-on training and certification for the City of Calgary Asphalt Plant team to achieve the proper operation of the dosing equipment and QC/QA procedures for incorporating ACE XP into the mix.”

“The new pavement turned out to be a night-and-day difference with the added strength needed for the heavy traffic in the area,” said Alex Snell, Western Canada Regional Technical Sales Representative for Surface Tech. “Edmonton Trail was the first of many projects here in Calgary, and ACE XP is proving to be a good investment for the city.”



**2022 EGBC Annual Conference, Virtual October 12-13, 2022**

I also attended the 2022 EGBC Annual Conference, Virtual October 12-13, 2022.

The highlights of some of the sessions and replicable lessons learned are mentioned below;

- 1. Developing an Efficient and Cost-Effective Inflow and Infiltration (I&I) Program:  
I/I in 2022: A Brave New World**

*By: Dan Sandink, M.A., M.Sc. PI, Director of Research, ICLR and*

*Barbara A. Robinson, M.A.Sc., P.Eng., President and Founder, Norton Engineering Inc.*

1. Introduce the new Guideline to help municipalities find and fix I/I now
2. Educate the industry about the leading role of SCC Canada in developing national standards and guidelines
3. Attract attention to the next stage of this Foundational Document: development of a national standard or guideline of Canada
4. Update you on the first National Sewer Standard (2019)

## **2. Leading High Performing Teams**

*Facilitated by: Nic Tsangarakis*

1. The 5 dysfunctions of a team
2. Explore two dysfunctions
3. Questions and answers

## **3. NEGOTIATIONS EXCELLENCE**

*By: JOANNA SHEA, THE NEGOTIATIONS COLLECTIVE*

1. Strategic Networking
2. Persuasion
3. Negotiation Styles
4. Conflict Management
5. Negotiation Strategies

## **4. 6 Power Skills to Lead Through Change**

*By: RENÉE SAFRATA, FOUNDER & CEO, VIVO TEAM DEVELOPMENT*

6 Key Indicators:

1. Communication
2. Accountability
3. Interactive Feedback
4. Structures
5. Emotional Intelligence
6. Cohesion

Respectfully submitted by:



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Ruhul Amin, Director PW

**THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO:** Mayor and Council

**SUBJECT:** CAO Update

**DATE:** October 29, 2022

**FROM:** Mokles Rahman, CAO

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Below please find highlights of some of the major activities either done or underway in the Office of the Chief Administrative Officer (CAO) during the period September and October 2022.

- Pre-Strategic Planning workshop involving Council and administration is scheduled for November 5, 2022 (Saturday) to discuss high-level objectives for the Council's four (4) years term. Furthermore, a Strategic Planning workshop involving Council and concerned department staff will be organized in January 2023 in consultation with the Council.
  
- Water Treatment Plant (WTP):
  - Current operation of the Water Treatment Plant is not sustainable. Operators are still facing operational challenges in running the Water Treatment Plant (WTP) as they need to replace the cartridge filters and perform back washes of pre-filters more frequently.
  - To address the situation on an urgent basis, the District Council approved the sole source purchase of retaining McElhanney as an engineering consultant for the design, tender, and construction project management services for the immediate and temporary modification/ upgrade of the Treatment Plant which should be good for at least three years. Also, Council approved the sole source purchase of retaining Clear Blue Water as the contractor for the construction of the immediate fix of the Treatment Plant.
  - McElhanney (consultant), on behalf of the District, has submitted an application to Northern Health (NH) to move the Water Treatment Plant source water from the well water to the surface water source. NH was requested to expedite the approval process.
  - Consultant is actively working with the preferred contractors to line them up in anticipation of NH approval to proceed with the immediate and urgent work.
  - It is expected to go back to the river with a temporary system by Christmas 2022, if we can manage the supply chain issues and can get timely approval from NH.
  
- BC Hydro completed the installation of a water conveyance structure within the new shoreline protection berm across the water treatment plant to facilitate the water intake from the river/reservoir.

**SR6**

- Water Distribution Systems Assessment: McElhanney submitted the final report on the Water Distribution dead-ends assessment, especially for the Jamieson and Thompson subdivision chlorine residual problems.
- Lucas subdivision: The District sold twelve (12) out of seventeen (17) lots in Lucas Subdivision. Out of twelve (12) lots sold, the deals closed for seven (7) lots.
- Few important meetings to highlight:
  - Attended a meeting with the Northern Health (NH) representatives here in Town to discuss the possible lifting of Water advisories.
  - Also, attended another video conference call with NH for expediting the approval of the Waterworks Construction Permit by Northern Health for returning to the river/ reservoir as source water for the WTP.
  - Attending weekly meetings with McElhanney and bi-weekly meetings with BC Hydro for solving the immediate problems of the WTP and hiring contractors for fixing the problems of the WTP.
  - Attended two days of Regional Council Orientation session on October 24 & 25, 2022.
- HR:
  - Salary reviews for out-of-scope staff were done and a report was submitted to the Council during the last in-camera Council meeting.
  - Quarterly performance reviews (3<sup>rd</sup> quarter) for the Director of Public Works, Director of Protective Services, and Corporate Officer were done.
  - Manager of Public Works contract ended on October 28, 2022. Instead of advertising the position at the end of the year, we are planning to advertise the position in the middle of January 2023.

**Upcoming Activities:**

- Strategic Planning workshop in January 2023.
- 2023 Operating and Capital Budget preparation.
- Annual Development Plan and 2022 Activity reporting to the Province.
- Annual performance evaluations for the Director of Public Works, Director of Protective Services, and Corporate Officer.
- Council remuneration review.

Prepared by:




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Mokles Rahman, CAO

# THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 7, 2022  
**SUBJECT:** CORPORATE DEPARTMENT – MONTHLY UPDATE

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## PURPOSE

To provide Council with an update for the Corporate Department.

- **CORPORATE**

- **Council Agendas / Minutes**

- Prepped Regular & In Camera Agendas for September 6, October 11, & November 7, 2022
- Drafted Regular & In Camera Minutes for September 6 & October 11, 2022

- **Commissioner for Oaths, Affidavits (4x)**

- Witnessed signatures for various documentation, eg conveyancing documents (land), estates, parent authorization for children's activities (rodeos, etc.)

- **2022 Regional Council / Staff Orientation – October 24-25, 2022**

- Liaised with Corporate at the City of Dawson Creek re costs, attendance, hotel arrangements, etc.

- **Preliminary Strategic Planning – November 5, 2022**

- Prepared Corporate information for presentation; organized lunch, etc.

- **District Agreements – Inventory & Tracking**

- Converted Word version of agreements inventory to Excel to allow for more efficient tracking of contact obligations (more efficient data manipulation); approximately 80% complete.

- **Permissive Tax Exemptions**

- Advertised with a deadline of August 26, 2022; no applications received as of August 18, 2022. If any qualifying applications are received by the deadline, then a bylaw amendment will be prepared for the first 3 readings on September 6, 2022 and adoption on October 11, 2022 (*note: an amendment to the existing Permissive Tax Exemption Bylaw must be adopted no later than October 31, 2022*).
- Provided confirmation to BC Assessment regarding the existing Bylaw & Bylaw Amendment (term expires 2029).

- **LOCAL GOVERNMENT ELECTION – 2022**

- Completed the Local Government Election 2022 for the District; ensured all legislative processes and reporting requirements met.

**SR7**

- **INSURANCE**

- **Insurance Renewals 2023**

- In progress: Property and Equipment (Statement of Values approximately \$39 million); Aerodrome (\$5 million), Crime (\$100,000), Cyber (\$50,000), Volunteer and Senior Staff /Council. Insurance providers include Willis Towers Watson & the Municipal Insurance Association of BC

- **ICBC**

- *Auditors*: on-site July 2022, which is the first time in approximately 5 years; waiting for the results
- *Fibre optic*: installed for the Driver's Licensing system, which is now dramatically faster (cost borne by ICBC)
- *Training*: continues for Office Staff

- **LAND ADMINISTRATION**

- **Comfort Letters**

- Request for Lucas Subdivision Lots 10002, 10004, 10006, and 10008 Stege Street, with online meeting scheduled for November 9, 2022
- District charges \$100 per property as per Bylaw No. 928, 2022 – Fees & Charges

- **Land Owner Transparency Act**

- New legislation takes effect November 30, 2022 with the intent to create a public registry of beneficial real estate ownership, ie to crack down on "hidden" ownership of real estate in the Province. Confirmed with the District's legal counsel that this requirement does not apply to Local Government, although does apply to societies.

- **OFFICE**

- **Scheduling – Office Staff**

- Approving / monitoring vacation, flex time & sick time

- **Main Printer – Office**

- Office printer replaced (initiated by Ideal Office Solutions) as the existing printer was malfunctioning (colour printing) and required frequent visits by technicians.
- New printer cost savings expected as follows: \$65.00 /month x 36 months = \$2,340.00

- **LOVE Hudson's Hope (NDIT Grant)**

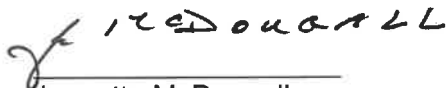
- Plaid Friday event being organized for week of November 21 – 25, 2022
- Staycation event – being organized for early December (one night in hotel, etc.)

- **TECHNOLOGY**

- **Cell Phones**

- Spreadsheet in progress for tracking inventory of cell phone hardware, eg cell phones, redeployments, replacements, accessories; various cell plans (lines) and associated costs.
- Cell phone plans being reviewed for cost effectiveness, eg purchasing a cell phone on a 3 year plan is approximately \$30.00 per month cheaper than a 2 year plan.

- **Laptop Replacements - Council**
  - 7 new laptops on order for issuing to Council members; delivery expected December 2022.
  
- **VISITOR CENTRE**
  - Year-end Report - To be included in the November 28, 2022 Council Agenda
  
- **EDUCATION / TRAINING:**
  - Council Compliance Webinar – Dominion Law, October 27, 2022
    - Corporate Officer participated
  - Emergency Management BC – CORE Training – October 26, 2022
    - 2 Office Clerks attended
  - Emergency Management BC – EOC Planning – November 16 & 17, 2022
    - 1 Office Clerk attending
  
- **UPCOMING:**
  - Corporate Officer Forum – Victoria, November 23-25, 2022

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

**THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update

**DATE:** November 1, 2022

**FROM:** Ruhul Amin, Director of Public Works and Engineering

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Below, please find highlights of some of the activities either completed or underway in the Public Works Department during the period of August 16<sup>th</sup> to November 1, 2022. The report is being submitted by the Director of Public Works and Engineering.

**A. Operations**

1. Arena: We opened the Arena on October 11<sup>th</sup>, 2022. We had couple of mechanical issues at the start up.
2. Curling Rink: Ice making, and other preparatory works is on going now. We experienced significant mechanical problems at the beginning as it was not running since 2020.
3. Swimming Pool: Completed the Winterization last week
4. Campgrounds: Annual Campground report is submitted in a separate report.
5. Sewer Flushing: Completed last week.
6. Hydrant Flushing: 90% completed, will be finished this week.

**B. CAPTIAL PROJECTS**

1. 2022 Water Valve and Hydrant Replacements – Completed last week.
2. Road Rehabilitation in Thompson Subdivision – Contractor notified of deficiencies – no schedule for correction of deficiencies at this time.
3. Chlorine Booster and Piping Upgrades at Reservoir. Contractor being utilized for Water Treatment Plant rehabilitation. Installation will be late November.
4. New Plow Truck: Expected to receive early next year.

**C. OPERATING PROJECTS**

1. Council Chamber Entrance – concrete work completed.
2. Cemetery Tree Planting – 12 trees planted as part of BC Hydro Grant.
3. Arena Roof Repair: Completed last week.
4. Curling Rink Roof Repair: Completed last week.

**SR8**

**D. UPCOMING ACTIVITIES**

- Preparation of winter sand/salt.

Prepared and submitted by:



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Ruhul Amin, Director of PW

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Update

**DATE:** November 1, 2022

**FROM:** Brad Milton, Director of Protective Services

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

- August 17, 2022, and Oct 31, 2022, HHFR received 25 calls for service. – 9 - First Responder (medical), 1 - Brush Fire, 2 - Motor Vehicle Fire, 6 - Alarms Ringing, 1 – Hydro Incident, 5 - Public Service, 1 – Motor Vehicle Collision.
- Chief Milton has applied for the UBCM Volunteer & Composite Fire Department Equipment and Training Grant.
- HHFR members were on Stand-by and conducting fire smart activities, pump site checks, assessing critical infrastructure while responding to local emergencies for 7 days during the Battleship Mountain Wildfire. 20 Members of HHFR stayed behind during the evacuation to ensure protection and response for the town with many of these members having young families. Many members left work or took time off to ensure they were available to the District for planning, responding to and recovering from the Battleship Fire.
- Established and operated the EOC for the District during the Battleship Mountain Wildfire.
- HHFR planned and organized the Halloween Fire Works show with HHFR members.
- HHFR members will be conducting the Annual HHFR Food Drive on November 8, 2022, from 7-9pm.
- HHFR had 3 members participate in fireworks training held in Fort St. John.
- HHFR hosted a WSPP1-WFF1 Train the Trainer course. HHFR had 3 members attend this training with 15 others from around the peace region.
- Chief Milton was the Acting CAO / Director of Public Works from July 28, 2022 – August 2, 2022.
- 3 office staff members attended EMBC Core training hosted by the District of Chetwynd.
- 1 office staff member attended Intro to EOC's, hosted by Saualteau First Nation.
- 1 Office staff member scheduled for Planning and Disaster Recovery Training being hosted by the District of Taylor in November.
- Tenders issued and awarded to complete the purchase of a new 1 ton pick up for HHFR
- RFP issued for Engine 3 Replacement. Addendum issued to extend the closing date from October 31, 2022, to November 21, 2022.
- Chief Milton continues to prepare and finalize 3 grants hosted through UBCM.

**SR9**

- HHFR held JR Firefighter Interview and received 8 applications for the program. 4 Students have been selected and will begin the program on Tuesday, November 2, 2022.
- 4 HHFR members will be attending an Air Brakes Course in December being hosted by Charlie Lake Fire Department.
- HHFR members attended the school for Fire Prevention week. HHFR spoke with the elementary students about fire safety and a colouring contest was held. Students submitted their colouring for a chance to win a ride to school in a fire truck. 1 student for each grade was picked from their colouring submissions.
- There have been 2 bylaw complaints and 2 complaint resolutions this reporting period.

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

Prepared by:

  
Brad Milton, Director of Protective Service



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Recreation and Special Events Update  
**DATE:** October 31, 2022  
**FROM:** Kelsey Shewfelt

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Below please find highlights of some of the activities either done or underway in the Recreation and Special Events Department.

### A. COMPLETED ACTIVITIES AND EVENTS:

- ParticipACTION Community Better Challenge (June 2022) - Our community placed first in most active minutes per population and was selected as one of the 50 finalists. We did not end up winning but are extremely pleased with the community involvement. Total costs for these events were \$1123.80. All costs were covered by \$1500.00 ParticipACTION Community Better Grant.
- School's Out Pool Party (Thursday, June 23, 2022) - Fun afternoon of games and freezies to celebrate last day of school. Pool staff facilitated games and activities. Total cost for this event was \$22.52.
- Canada Day (Friday, July 1, 2022) - Activities for this event included live music by Unresolved, crafts for kids, Farmer's Market, Teddy Bear Clinic, free swim, BBQ facilitated by the Hudson's Hope Lion's Club, water balloon fight and yard games. Requests for donations were sent to many local businesses, however few responses were received. Total costs for this event were \$3257.14. Partial costs were covered by \$1680.00 Heritage Day Grant.
- Pride Day (Tuesday, July 5, 2022) - Event was held at the Farmer's Market. The Recreation Department was there to hand out bubble wands, flags, and tattoos. Total cost for this event was \$26.88.
- Volunteer of the Year Award Night (Tuesday, August 9, 2022) - Event was held during Customer Appreciation Day at the Farmer's Market. Event included charcuterie snack box for attendees, along with dessert and refreshments. Live music and entertainment was provided by local musicians. Total costs for this event were \$2169.05.
- Trail Mapping/Signage - The Recreation Department has been working with Public Works on redoing the mapping of our hiking trails. Updates have been made to reflect correct locations and directions to many trails. Project is still underway currently.
- Fall Sign Up Night (Wednesday, September 28, 2022) - Event was held at the Community Hall from 6-8PM. There were no costs associated with this event.

**SR10**

- Frightful Frolics (Friday, October 28, 2022) - Event was held at the arena from 6-8:30 PM. Activities included cupcake decorating, rock painting, skating, haunted houses for both older and younger kids, a potion station, hot dogs and hot chocolate and a maze. Event was well attended, and we had approximately 105 kids and their families. Total cost for this event was \$1921.63.



## **B. UPCOMING ACTIVITIES AND EVENTS:**

- Remembrance Day (Friday, November 11, 2022) - Planning for this event is currently underway.
- Veteran's Dinner (Friday, November 11, 2022) - Planning for this event is currently underway.
- Santa Skate (TBA) - Planning for this event is currently underway.
- Christmas Parade (Sunday, December 5, 2022) - Planning for this event is currently underway.
- Movie Night (TBA) - Planning for this event is currently underway in conjunction with the PAC.
- Winter Fest (TBA) - Planning for this event is currently underway.

## **C. GRANTS:**

- New Horizons for Seniors Program -Application has been submitted.
- Canada Summer Jobs - Application will be submitted once call is open.
- The Recreation Department is currently researching available grants for a replacement playground structure at the Hudson's Hope Swimming Pool Park and a

new playground for Dinosaur Lake Campground.

Prepared and submitted by:

A handwritten signature in cursive script that reads "Kelsey Shewfelt".

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Kelsey Shewfelt  
Recreation Officer

## THE DISTRICT OF HUDSON'S HOPE

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

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

- Submitted amended Notice of Work application on November 14, 2021, on the District of Hudson's Hope Gravel Pit License of Occupation extension – awaiting a response. Update: Since the recent Blueberry First Nation successful legal challenge over cumulative impacts, the province has been moving slowly on making any final decisions on applications. UPDATE: As of October 27, 2022, notified that the District is required to provide a Chance Find Protocol for our submission by November 30, 2022.
- Submitted NDIIT Recreation Infrastructure grant application for District of Hudson's Hope Pool Rehabilitation project. Submission deadline was October 31, 2022.
- Working with the CAO on a response to BCGEU regarding the exempt status of the Recreation Officer position. Submission deadline was November 1, 2022.

### Upcoming

- Assist with CAO as necessary.



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Chris Cvik

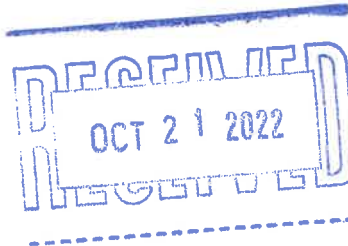


# School District No. 60

## PEACE RIVER NORTH

10112 - 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000 Fax: (250) 262-6048  
OFFICE OF THE SECRETARY-TREASURER

DISTRICT ADMINISTRATION OFFICE



**COPY**

October 17, 2022

Mayor Lori Ackerman  
10631 – 100 Street  
Fort St. John, BC V1J 3Z5

Dear Mayor Ackerman:

Recently, we have had the opportunity to discuss the early September Hudson's Hope Evacuation. Although the lingering smoke from the Battleship Mountain Fire continues to remind us of the event, this smoke will clear long before Hudson's Hope residents' memories of the kindness and compassion shown by local residents and the City of Fort St John.

We were in Hudson's Hope for a school community barbecue last week. In talking with students about their evacuation experience, they were most appreciative of the kindness they were shown. The students really liked the free use of the recreation facilities. Being able to do things gave them a focus that was positive and provided some relief from the worries about what was happening at home. Now that things are more settled in the Hudson's Hope community, students were working on thank-you card's for people that had helped them during the evacuation.

As a Board we wanted to take this opportunity to thank you for all the support provided during the evacuation.

Yours truly,

THE BOARD OF EDUCATION  
School District No. 60 (Peace River North)

Helen Gilbert, Board Chair

HG:lr

cc. Derrek Beam, Administrator – Hudson's Hope School  
Hudson's Hope Municipal Council

File: 4.8

BOARD OF EDUCATION  
Helen Gilbert – Board Chair Madeleine Lehmann – Vice Chair Ida Campbell  
Erin Evans Nicole Gilliss David Scott-Moncrieff Bill Snow

**C1**



## Jeanette McDougall

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**From:** NCLGA <admin@nclga.ca>  
**Sent:** October 28, 2022 6:58 AM  
**To:** admin@nclga.ca  
**Subject:** NCLGA Member Notice: Call for Nominations, Director at Large, Two (2) Vacant Positions  
**Attachments:** NCLGA Board of Directors AT LARGE Nominations Guide.pdf; NCLGA Board of Directors AT LARGE Nominations Form.pdf

Dear NCLGA Members,

Based on the results of the recent local government elections, the North Central Local Government Association (NCLGA) has two (2) vacant Director at Large positions.

On October 21, 2022, the NCLGA Board of Directors unanimously approved the release of a call for nominations from the membership, for the two (2) vacant positions on the NCLGA Board as Directors at Large. In accordance with the NCLGA's Constitution and Bylaws (Section 2 (1)), the NCLGA Board of Directors will appoint the Director at Large positions from the nominations received.

The NCLGA Board of Directors extends its appreciation to outgoing Directors at Large Mayor Gary Foster and Councillor Marnie Brenner for their hard work and dedication to the NCLGA and its members.

### **IMPORTANT INFORMATION:**

#### **Call for Nominations, Director at Large, Two (2) Vacancies**

1. All completed nomination forms must be submitted to [admin@nclga.ca](mailto:admin@nclga.ca) by **4:00 p.m. on December 16, 2022**.
2. Nominations may be submitted by any NCLGA member in good standing, provided such nomination is endorsed by two (2) members, and the nominee has consented in writing to stand for election.
3. The Nomination Form and Guide for this Call for Nominations are attached, and also available on our website at <https://www.nclga.ca/Resources/NCLGA-Nominations>.
4. Nominations received after the deadline will not be accepted.

Please email [admin@nclga.ca](mailto:admin@nclga.ca) if you have any questions about the nominations process.

Kind regards,  
Sandra

**SANDRA MOORE**  
NCLGA Board and Committee Support  
**mobile** 604-512-4604 **email** [admin@nclga.ca](mailto:admin@nclga.ca)  
**website:** [www.nclga.ca](http://www.nclga.ca)

**C3**

## NOMINATION PROCESS

### For Call for Nominations for Director at Large Positions 2022/2023

#### To: Elected Officials and NCLGA Members

The following nominations process will be used for the election of two (2) Director at Large Positions for the NCLGA, terms to expire at the 2023 AGM in May 2023.

#### 1. Positions Open for Nomination

The following positions are open for nomination:

- Director at Large (2 Board Positions)

#### 2. Qualifications for Office

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

#### 3. Nomination Process

A candidate must be nominated by two elected officials from a NCLGA member local government or First Nation using the approved nomination and consent forms (available at [admin@nclga.ca](mailto:admin@nclga.ca) or on our website at [www.nclga.ca/nominations](http://www.nclga.ca/nominations)).

#### 4. Process for Appointment

In accordance with the NCLGA's Constitution and Bylaws (Section 2 (1)), the NCLGA Board of Directors will appoint the Director at Large positions from the nominations received.

#### General Responsibilities For All Board Positions

- Board members are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Board members will be expected to participate in four meetings throughout the year. Two meetings are held in person in Prince George and two are held virtually. Board members will confirm attendance or express regrets for all scheduled meetings.
- Each Board member will sit on at least one optional NCLGA committee – Finance, Governance, Health Care, or AGM. The Resolutions Committee and Planning & Priorities Committee are Committees of the Whole. Most committee meetings will be held by phone, online, or in person in conjunction with a quarterly board meeting. However, the AGM Committee meets monthly or bi-monthly in the months leading up to NCLGA's AGM & Convention.
- Board members will be aware of and follow NCLGA policies and bylaws.
- Board members will be required to use email and the internet for internal board communications.

**In addition to the general requirements listed above, specific responsibilities are attached for the Director at Large Position:**

#### Director at Large:

- Provide a conduit between members (municipal councils and regional district boards) and the NCLGA Board by reporting out to members and bringing the concerns and perspectives of members to the Board table.
- With the approval of the President, may be asked to speak on behalf of the Association to the members, media, public, or other levels of government.

## NOMINATION FORM

### NOMINATION & CONSENT FORMS FOR 2022/2023 NCLGA DIRECTOR AT LARGE POSITION

We are qualified under the NCLGA Bylaws to nominate<sup>1</sup> a candidate and we nominate:

**NOMINEE:**

Name: \_\_\_\_\_

Elected Position (Mayor/Chief/Councillor/Director): \_\_\_\_\_

Municipality/RD/First Nation: \_\_\_\_\_

Nominated for: DIRECTOR AT LARGE

**NOMINATED BY:**

1 <sup>st</sup> Nominator	2 <sup>nd</sup> Nominator
Name:	Name:
Elected Position:	Elected Position:
Mun/RD/RM/First Nation:	Mun/RD/RM/First Nation:
Signature:	Signature:
Date:	Date:

**CANDIDATE (NOMINEE):**

I consent to this nomination and attest that I am qualified to be a candidate<sup>2</sup> for the office I have been nominated to pursuant to the NCLGA Bylaws. I will also forward to the NCLGA the following documentation:

- Nomination and Consent Form (completed and signed)
- Portrait photograph (resolution: 300 ppi; size: 600x400 px; JPEG format)
- Biographical information: The maximum length shall be 300 words. If the length exceeds this limit, it shall be returned once for editing. If it still exceeds 300 words, NCLGA will edit it as required.

Name (Print): \_\_\_\_\_

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

Note: Submit the photo, biographical information, and completed Nomination and Consent Form to the NCLGA at [admin@nclga.ca](mailto:admin@nclga.ca).

**Submission Deadline: December 16, 2022 at 4:00 p.m. PST**

1. Nominations need to be received from two elected officials of members of the NCLGA.
2. Candidates must be an elected official from an NCLGA local government member.

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** November 7, 2022  
**SUBJECT:** NOTICE OF CLOSED SESSION

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### RECOMMENDATION:

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

- **Community Charter Section 97 (1) (b):**
  - (b) *all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public*
    - *Closed Meeting Minutes – October 11, 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 – Background Information*
    - *Chris Cvik – Extension of Contract*

### 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**