



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

December 19, 2022; 6:00 pm

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 Weder re Support for an Abattoir

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 – November 28, 2022

Page 1

8. Business Arising from the Minutes:

9. Public Hearing:

10. Staff Reports:

SR1 RFD – Water Treatment Plant – Phase 2 – Sole Source

Page 11

SR2 Water Treatment Plant – Open House – January 10, 2023

Page 13

SR3 Strategic Planning – January 14, 2023

Page 15

SR4 RFD – Purchase of New Backhoe

Page 19

| | | |
|------|---|---------|
| SR5 | RFD – Pre-Budget Approval - ATV Campground – Phase 3 | Page 21 |
| SR6 | RFD – Engine 3 Replacement | Page 23 |
| SR7 | Mutual Aid Agreement – Charlie Lake | Page 28 |
| SR8 | Land Transfer – Hudson's Hope Health Care & Housing Society | Page 38 |
| SR9 | Council Meeting Calendar 2023 | Page 44 |
| SR9 | Monthly Report - Chief Administrative Officer | Page 46 |
| SR10 | Monthly Report - Corporate Officer | Page 48 |
| SR11 | Monthly Report - Director, PW & Engineering | Page 50 |
| SR12 | Monthly Report - Director, Protective Services | Page 51 |
| SR13 | Monthly Report – Recreation Officer | Page 52 |
| SR14 | Monthly Report – Special Projects | Page 54 |

11. Committee Meeting Reports:

12. Bylaws

13. Correspondence:

| | | |
|----|--|---------|
| C1 | Ambulance Paramedics | Page 55 |
| C2 | Canada Works Fund – Notice of Payment | Page 56 |
| C3 | Northern Medical Programs Trust – Board Member | Page 57 |
| C4 | TC Energy – Permit Extension | Page 58 |

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 | Page 61 |
|-------|--------------------------|---------|

19. Adjournment



COUNCIL MEETING
District Office – Council Chambers
6:00 P.M.
November 28, 2022

Present: Mayor Dave Heiberg
Councillor Debbie Beattie
Councillor James Cryderman
Councillor Tina Jeffrey
Councillor Travous Quibell
Councillor Tashana Winnicky

Absent: Councillor Kelly Miller (*with 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

D1 ELECTRIC VEHICLE CHARGING STATIONS, BC HYDRO

Alec Tsang, Manager Electric Vehicle Infrastructure Planning, BC Hydro, presented to Council on a proposed electric vehicle charging station in Hudson's Hope as follows:

- BC Hydro – Network overview, including adoption, accessibility & affordability;
- Examples of EV charging sites;
- Hosting a site and the benefits of doing so;
- Roles and responsibilities; Host contributions & BC Hydro responsibilities
- an EV station will need a 3 phase supply;
- BC Hydro will provide some signage which may involve MOTI;
- a 10 year licence agreement between the District and BC Hydro will be needed; and potential locations will be analyzed, eg the Visitor Centre, Liquor Store.

D2 WATER TREATMENT PLANT – PROJECT UPDATE

Mark DeGagne, MSc, PEng, Water & Wastewater Facilities, McElhanney, provided an overview as follows:

- Study results from Spring 2022 were reviewed;
- Update provided on the current status of the Water Treatment Plant; and
- Returning to Surface Water:
 - Phased approach
 - Permanent Surface Water Treatment

RESOLUTION NO. 159 /2022

M/S Councillors Jeffrey / Winnicky

THAT Council authorize bringing Mark DeGagne, McElhanney, to Hudson's Hope in January 2023 regarding the Water Treatment Plant.

CARRIED

The CAO will issue a communication to the public to provide an update on the Water Treatment Plant.

4. NOTICE OF NEW BUSINESS

| | |
|-------------------------|--|
| Mayor's Additions: | CR1 Hudson's Hope Health Clinic – Lab Services |
| | CR2 PRRD – Broadband Internet & Mobility Committee |
| | CR3 PRRD – Board Meeting |
| | CR4 Peace Williston Advisory Committee |
| Councillor's Additions: | None |
| CAOs Additions: | None |

5. ADOPTION OF AGENDA BY CONSENSUS

6. DECLARATION OF CONFLICT OF INTEREST

7. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES – NOVEMBER 28, 2022

RESOLUTION NO. 159/2022

M/S Councillors Beattie / Winnicky

THAT the minutes of the November 7, 2022, Regular Council Meeting be adopted.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

9. PUBLIC HEARING

10. STAFF REPORTS

SR1 WATER TREATMENT PLANT - UPDATE

Received for Information.

SR2 LUCAS SUBDIVISION LOT 27 SALE

RESOLUTION NO. 160/2022

M/S Councillors Quibell / Beattie

THAT Council authorize the Chief Administrative Officer to execute the contract of purchase and sale with Jacob Haagsman and Marilyn Phyllis Anderson for 10801 Rose Avenue (Lot #27), Lucas Subdivision.

CARRIED

SR3 LOCAL GOVERNMENT ELECTION 2022

RESOLUTION NO. 161/2022

M/S Councillors Winnicky / Jeffrey

THAT Council receive this report for information and discussion.

CARRIED

SR4 COUNCIL COMMITTEE & EXTERNAL ORGANIZATION APPOINTMENTS

- **PEACE RIVER REGIONAL DISTRICT (EXTERNAL)**

RESOLUTION NO. 162/2022

M/S Councillors Quibell / Beattie

THAT Council approve the appointment of Mayor Dave Heiberg as the District of Hudson's Hope representative at the Peace River Regional District and that Councillor Miller be appointed as the Alternate.

CARRIED

- **NORTH PEACE AIRPORT SOCIETY (EXTERNAL)**

RESOLUTION NO. 163/2022

M/S Councillors Cryderman / Quibell

THAT Council approve the appointment of Mayor Dave Heiberg as a Member Representative for the North Peace Airport Society and that Councillor Beattie be appointed as the Alternate Member Representative; and

THAT Council approve the appointment of Mayor Dave Heiberg as a Voting Member and Director for the North Peace Airport Society and that Councillor Beattie be appointed as the Alternate Director.

CARRIED

- **NORTHERN DEVELOPMENT INITIATIVE TRUST (EXTERNAL)**

RESOLUTION NO. 164/2022

M/S Councillors Cryderman / Quibell

THAT Council approve the appointment of Councillor Quibell as the District of Hudson's Hope representative at the Northern Development Initiative Trust and that Councillor Cryderman be appointed as the Alternate.

CARRIED

- **COMMUNITY ENGAGEMENT COMMITTEE (EXTERNAL)**

RESOLUTION NO. 165/2022

M/S Councillors Cryderman / Quibell

THAT Council approve the appointment of Mayor Dave Heiberg, Councillor Jeffrey and the Chief Administrative Officer as the District of Hudson's Hope representative for the Community Engagement Committee.

CARRIED

- **HUDSON'S HOPE PUBLIC LIBRARY (EXTERNAL)**

RESOLUTION NO. 166/2022

M/S Councillors Quibell / Jeffrey

THAT Council approve the appointment of Councillor Cryderman as the District of Hudson's Hope representative for the Hudson's Hope Public Library.

CARRIED

- **HUDSON'S HOPE HISTORICAL SOCIETY (MUSEUM) (EXTERNAL)**

RESOLUTION NO. 167/2022

M/S Councillors Winnicky / Beattie

THAT Council approve the appointment of Councillor Miller as the District of Hudson's Hope representative for the Hudson's Hope Historical Society (Museum).

CARRIED

- **VOLUNTEER OF THE YEAR (YOUTH & ADULT) COMMITTEE (INTERNAL)**

RESOLUTION NO. 168/2022

M/S Councillors Jeffrey / Quibell

THAT Council approve the appointment of Councillor Jeffrey and Councillor Quibell to the District of Hudson's Hope Youth & Adult Volunteer of the Year Committee.

CARRIED

- **YOUTH COUNCILLOR COMMITTEE (INTERNAL)**

RESOLUTION NO. 169/2022

M/S Councillors Beattie / Jeffrey

THAT Council approve the appointment of Mayor Heiberg and Councillor Winnicky to the District of Hudson's Hope Youth Councillor Committee.

CARRIED

- **BC HYDRO GO FUND COMMITTEE (EXTERNAL)**

RESOLUTION NO. 170/2022

M/S Councillors Quibell / Jeffrey

THAT Council approve the appointment of Councillor Beattie and Elisabeth Haagsman to the BC Hydro Go Fund Committee (administered by the Northern Development Initiative Trust).

CARRIED

- **REGIONAL COMMUNITY LIAISON COMMITTEE (EXTERNAL)**

RESOLUTION NO. 171/2022

M/S Councillors Jeffrey / Beattie

THAT Council approve the appointment of Mayor Heiberg to the Regional Community Liaison Committee.

CARRIED

- **NORTH PEACE RURAL ROADS COALITION (EXTERNAL)**

RESOLUTION NO. 172/2022

M/S Councillors Cryderman / Winnicky

THAT Council approve the appointment of Mayor Heiberg to the North Peace Rural Roads Coalition.

CARRIED

- **PEACE WILLISTON ADVISORY COMMITTEE (EXTERNAL)**

RESOLUTION NO. 173/2022

M/S Councillors Quibell / Beattie

THAT Council approve the appointment of Mayor Heiberg to the Peace Williston Advisory Committee.

CARRIED

- **SIGN COMMITTEE (INTERNAL)**

RESOLUTION NO. 174/2022

M/S Councillors Jeffrey / Cryderman

THAT Council approve the appointment of Councillor Miller, Councillor Winnicky and J. McDougall, Corporate Officer to the Sign Committee.

CARRIED

SR5 2023 ACTING MAYOR SCHEDULE

RESOLUTION NO. 175/2022

M/S Councillors Quibell / Cryderman

THAT Council approve the proposed Acting Mayor Schedule for 2023.

CARRIED

SR6 DIGITAL RADIO PURCHASE

RESOLUTION NO. 176/2022

M/S Councillors Jeffrey / Cryderman

THAT Staff proceed with a sole source purchase of 18 handheld and 6 mobile radios through Petron Communications LTD for the upgrade to a digital radio system, and THAT Staff and Council agree to arrange with Petron Communication that all materials are delivered and installed, and payment is split over 2 annual payments.

CARRIED

**SR7 COMMUNITY EMERGENCY PREPAREDNESS FUND
– EMERGENCY SUPPORT SERVICES – GRANT APPLICATION**

RESOLUTION NO. 177/2022

M/S Councillors Quibell / Winnicky

THAT Staff apply for grant funding from the Community Emergency Preparedness Fund Emergency Support Services for Grants Managed by UBCM, for the ESS Mobility Project; and

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

CARRIED

SR8 CHRISTMAS AND NEW YEAR'S EVE – OFFICE CLOSURE

RESOLUTION NO. 178/2022

M/S Councillors Jeffrey / Winnicky

THAT Council authorize the District of Hudson's Hope Office and Public Works to close at noon on Friday, December 23, 2022 and Friday, December 30, 2022.

CARRIED

11. COMMITTEE MEETING REPORTS

12. BYLAWS

13. CORRESPONDENCE

C1 BC NATURAL RESOURCES FORUM – JANUARY 2023

RESOLUTION NO. 179/2022

M/S Councillors Jeffrey / Winnicky

THAT Council authorize a maximum of three (3) Council Members to attend the BC Natural Resources Forum being held in Prince George January 17-19, 2022.

CARRIED

C2 LETTER FROM E. EDINGER RE TRAFFIC ON OSBORNE STREET

RESOLUTION NO. 180/2022

M/S Councillors Quibell / Jeffrey

THAT Staff submit a report to Council with background information and prior reports submitted to Council;

THAT Staff will communicate with MoTI to confirm the design of the intersection improvement and their participation in the improvement; and

THAT Staff send a letter of response to E. Edinger advising that this item will be discussed in a future Council meeting.

CARRIED

C3 LETTER FROM F. LAVALLEE RE CLOCK, BEATTIE PARK

RESOLUTION NO. 181/2022

M/S Councillors Quibell / Jeffrey

THAT the request from F. Lavallee for a clock to be placed in Beattie Park be included for consideration in the 2023 Budget discussions; and

THAT Staff send a letter of response to F. Lavallee advising that this item will be included in the 2023 Budget discussions.

CARRIED

C4 EMERGENCY MANAGEMENT BC WARMING CENTRE GUIDELINES

Received for Information.

C5 NP RURAL ROADS COALITION - DISTRICT OF TAYLOR APPOINTMENTS

Received for Information.

C6 SAULTEAU FIRST NATIONS – CALENDARS

RESOLUTION NO. 182/2022

M/S Councillors Winnicky / Jeffrey

THAT Council approve the purchase of four (4) calendars from the Saulteau First Nations for \$100.00 which is in support of the Moberly Lake Women's Shelter.

CARRIED

C7 ROYAL CANADIAN LEGION – BRITISH COLUMBIA / YUKON COMMAND

RESOLUTION NO. 183/2022

M/S Councillors Jeffrey / Quibell

THAT Council approve the business card size advertising in the Royal Canadian Legion British Columbia / Yukon Command Military Service Recognition Book for a total of \$350.00.

CARRIED

C8 STRATEGIC PLAN PREVIEW INVITATION

RESOLUTION NO. 184/2022

M/S Councillors Quibell / Cryderman

THAT Council approve one (1) Council Member to attend the Northern Lights College Strategic Plan Review being held on December 15, 2022 in Fort St. John.

CARRIED

C9 WESTCOAST CONNECTOR GAS TRANSMISION PROJECT – DRAFT

Received for Information.

C10 LETTER FROM L. RHYMER RE WATER FILTER FOUNTAINS

RESOLUTION NO. 185/2022

M/S Councillors Winnicky / Jeffrey

THAT Council include the request from L. Rhymer regarding the installation of water filter fountains at the various recreation facilities in the 2023 Budget discussions.

CARRIED

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

CR1 HUDSON'S HOPE HEALTH CLINIC – LAB SERVICES

The Mayor advised the following:

- The current lab/X-ray technician is now on maternity leave, possibly for 12-18 months;
- Contacted Northern Health to express concerns over lack of service for the Community, especially for seniors and during winter conditions;
- Northern Health confirmed that the position was to be temporarily filled by an interested person, but unfortunately they declined at the last minute; and
- Northern Health is now considering several options to provide lab service and this will be shared with the Community when confirmed.

CR2 PEACE RIVER REGIONAL DISTRICT – BROADBAND INTERNET & MOBILITY COMMITTEE – NOVEMBER 23, 2022

The Mayor provided an update as follows:

- A Regional Service function has now been established to provide dedicated funding;
- The Province has mandated 50/10 internet service to rural and remote areas by 2027;
- The Committee is working toward supporting the Province to achieve this goal;
- Initial work includes conducting a “gap analysis” to identify underserved areas; and
- Star Link (Low Earth Orbit) satellites may be an option.

CR3 PEACE RIVER REGIONAL DISTRICT – BOARD MEETING, NOVEMBER 24, 2022

The Mayor provided an update as follows:

- *Electoral Area C:*
 - the Supreme Court of B.C. ruled that the Area C Director's seat will remain vacant until a new election can be held and the earliest timeline will be toward the end of February 2023; and
 - this vacancy may have quorum implications for the Airport Society.
- *STARS:*
 - PRRD will provide funding of \$170,000 for three years; and
 - STARS flew 15 missions in the Peace River Region in 2022.
- *Gravel Discussion:*
 - the PRRD supports the Rural Roads Task Force initiative to remove as much MOTI spec gravel from the Site C poundage prior to flooding as gravel is considered a precious resource.

CR4 PEACE WILLISTON ADVISORY COMMITTEE (PWAC) – NOVEMBER 25, 2022

The Mayor noted that this Committee provides an opportunity for Hudson's Hope to share concerns with senior BC Hydro staff and provided an update as follows:

- The DA Thomas walking trail is now open for Community use and the Mayor thanked BC Hydro;
- The day use area and car top boat launch will be constructed in 2023 and the walking trail will be closed during the construction;
- Challenges and next steps were discussed regarding the Water Treatment Plant;
- Community concerns regarding the debris burning program were discussed; and
- Lynx Creek road realignment project will be completed in 2023. Access to the "old" boat launch may be affected. The Mayor stressed that this is a very popular boat launch and keeping it open to the public would be very much appreciated.

15. OLD BUSINESS

OB1 COMMUNITY HALL COMMITTEE

The CAO advised that a draft RFP has been prepared, however the Community Hall Committee will provide direction to Staff.

16. NEW BUSINESS

NB1 ELECTRIC VEHICLE CHARGING STATIONS

RESOLUTION NO. 186/2022

M/S Councillors Winnicky / Cryderman

THAT Council approve Councillor Jeffrey to work with the Chief Administrative Officer on the electric vehicle charging station project in conjunction with BC Hydro.

CARRIED

17. PUBLIC INQUIRIES

18. IN-CAMERA SESSION

RESOLUTION NO. 187/2022

M/S Councillors Beattie / Winnicky

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

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

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

- Closed Meeting Minutes – November 7, 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 – Purchase Offer for Lot 13

CARRIED

19. RISE AND REPORT

20. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 8:39 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#: | 2022-MR-53 | Date: | December 12, 2022 |
| Meeting#: | CM-12-19-22 | Originator: | Mokles Rahman |
| RFD TITLE: Water Treatment Plant Ph -2 (Temporary fix) - Sole Source Contract award | | | |

RECOMMENDATIONS:

THAT Council authorize the administration to amend the current contract with McElhanney as a sole source consultant for providing consulting services for the design, tender, and construction project management services for the temporary modification/ upgrade of the Treatment Plant (Ph-2) up to UV installation, and

THAT Council authorize the administration to amend the current contract with Clear Blue Water Systems as a sole source contractor to perform the temporary upgrade of the Treatment Plant (Ph-2) up to UV installation. This contract is to include electrical sub-contracting services by Epscan Industries who hold the District's Electrical Permit, and

THAT Council authorize the administration to sign a contract with Delco Automation as a sole source equipment and chemical supplier to provide new filtration 1-micron (absolute rating) filter cartridges and RO preservative chemicals to allow for the treatment of the surface water sourced from the Peace River.

BACKGROUND:

In accordance with the phased plan for converting the existing Water Treatment Plant from well water to water from the Peace River/Reservoir, the installation of new ultraviolet (UV) disinfection reactors is required. These units will be installed in the existing plant and will be used to inactivate any viruses, cysts and oocysts in the water. They are necessary equipment new and into the future to maintain complete disinfection of harmful biota in the water and allow the Water Treatment Plant to conform to the 4-3-2-1-0 objective for the treatment of surface water in BC. The work will be completed by extending the existing ClearBlue Water Systems Contract for the supply and installation of the UV system. McElhanney Limited has been contracted to provide the engineering and design services related to UV installation.

The work is to be completed in 2023, once the UV units can be ordered and delivered to the WTP. It is imperative to order the units as soon as possible, because deliver times can be up to eight (8) weeks, but there is a process of approved "Shop Drawings" which will take a couple of weeks as well. With this in mind, the sooner the units are on order the sooner they can be installed, further ensuring the residents of Hudson's Hope are access potable water of the highest standard and quality.

These units will be used in the permanent plant, once the whole system is properly designed and re-configured.

In addition to the above UV units, there is a need to sign a contract with Delco Automation to provide new 1-micron (absolute rating) cartridges to replace the existing 5-micron cartridges, and the temporary surface water treatment system will not require the operation of the RO units in the Water Treatment Plants. The RO membrane units will be bypassed when the surface water is supplied to the WTP instead of the Well Water. Taking these RO units offline requires that they be properly cleaned before shutdown, and that a preservative agent be pumped into the RO membrane canisters to ensure that the membranes would be available for use if they should be needed while this temporary water system is in use. The RO units would only be used in an emergency, such as complete freezing of the surface water pumping system, or a failure in the surface water treatment system that requires the District to temporarily return to well water. The Delco Automation budget allows for an initial pallet of 1-micron cartridge filters, plus the services of Delco technicians to supply and install the preservative chemical and assist the District with taking the RO units offline.

DISCUSSION:

The quotes provided by the three parties are summarized below:

| Name of the company | Quoted price | Comments |
|---|---------------------|---|
| McElhanney | \$76,328.00 | Consulting services for the Ph-2. |
| Clear Blue Water Systems, including electrical subcontractor EPSCAN | \$220,544.50 | Mechanical Process and Electrical Contracting Services for installation of 2 UV units for disinfection. |
| Delco Automation | \$28,875.00 | 240 units of 2.5" x 40" 1-micron (absolute rating) filter cartridges, and preservative chemicals for RO preservation. |
| Sub-total | \$325,747.50 | |
| Contingencies (12%) | \$39,089.70 | |
| Total | \$364,837.20 | |
| GST (5%) | \$18,241.86 | |
| Grand Total | \$383,079.06 | |

FINANCIAL CONSIDERATIONS:

The total cost of the project for the Ph-2 is \$364,837.20 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:



Mokles Rahman, CAO

REQUEST FOR DECISION

| | | | |
|-------------------|--|--------------------|-------------------------|
| RFD#: | 2022-MR-55 | Date: | December 8, 2022 |
| Meeting#: | CM-12-19-22 | Originator: | Mokles Rahman |
| RFD TITLE: | Open House on Water Treatment Plant | | |

RECOMMENDATION:

THAT Council receive this report for information and discussion.

BACKGROUND:

During the Regular Council Meeting on November 28, 2022, Council considered the following motion.

RESOLUTION NO. 159 /2022

M/S Councillors Jeffrey / Winnicky

THAT Council authorize bringing Mark DeGagne, McElhanney, to Hudson's Hope in January 2023 regarding the Water Treatment Plant.

CARRIED

DISCUSSION:

As directed by Council, an Open House for the Water Treatment Plant will be organized as per the following schedule;

Date: January 10, 2023
Time: 7:00 to 9:00 pm
Venue: Community Hall

The schedule has been set in consultation with Mark DeGagne, MSc, PEng, of McElhanney, and confirmed that he will attend the open house.

Staff communicated this schedule with the residents by PSA, our website, Facebook page, and notice boards. Another reminder will be issued few days prior to the event.

The main purpose of this open house is to communicate the current state of the Water Treatment Plant, and three-phased temporary (three years) plan to return to the river as the source of water for the Plant.

The methodology of the session comprised of PowerPoint presentation, handout distribution, and flip chart display.

FINANCIAL CONSIDERATIONS:

This open house is not part of the original budget of McElhanney. They will submit a change order for the costs of the trip and associated time for the preparation and facilitation of the session.

The source fund is BC Hydro funded Water Treatment Plant project.

Prepared by:

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

Mokles Rahman, CAO

REQUEST FOR DECISION

| | | | |
|-------------------|--|--------------------|-------------------------|
| RFD#: | 2022-MR-54 | Date: | December 6, 2022 |
| Meeting#: | CM-12-19-22 | Originator: | Mokles Rahman |
| RFD TITLE: | Strategic Planning Session with New Council | | |

RECOMMENDATION:

1. *THAT the 2019 – 2022 Strategic Plan be received for information; and*
2. *THAT Council be authorized to attend a one-day Strategic Planning Session on Saturday, January 14, 2022, to develop a new Strategic Plan for 2023 to 2026.*

BACKGROUND:

The District Council attended a ½ day Pre-Strategic Planning session on November 5, 2022, involving the CAO and the Corporate Officer.

Strategic Plans help Council focus on priorities they would like to achieve during their term in office (2023 to 2026). They also provide direction to staff and aid in the budget process as funding should flow to the initiatives that Council has identified as being the priority.

DISCUSSION:

A copy of the last Strategic Plan (2019-2022) has already been provided to the Council which is included in this report.

The draft outcomes of the pre-strategic planning session were sent to Council for review. This will allow Council to review the initiatives prior to the planned Strategic Planning Session on Saturday, January 14, 2022.

There will be no external consultant to facilitate the one-day workshop, the session will be facilitated by Mayor Heiberg and the CAO. The concerned Department Staff will participate in the session too.

FINANCIAL CONSIDERATIONS:

Lunch and refreshments will be provided to the participants of the Strategic Planning session, and are covered through the 2023 budget.

ATTACHMENTS:

1. Strategic Plan (2019-2022).

Prepared by:



Mokles Rahman, CAO

District of Hudson's Hope
Strategic Objectives 2019-2022

Council met on December 8, 2018, to determine a list of initiatives it would like to see completed over their term of office. These initiatives feed into the budget process and availability of staff to do the work. Initiatives that were identified relate to three main areas and form the strategic objectives for 2019 – 2022. They are:

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

Supporting Actions

Council and staff have identified deliverables and timelines to achieve the intent of the three strategic objectives over the next four years.

1. Provide quality infrastructure services in a sustainable manner.

Year 1

- Asset Management – Establish inventory and condition of assets
- Research asset management software that is compatible with existing financial software.
- Complete repair work on Beattie Street Life Station.
- Complete replacement work on seven remaining water valves.

Year 2

- Completed condition assessment on 25% of assets in inventory
- Develop plan to address dead-end water lines, need to first identify number and location

Year 3

- Completed condition assessment on 50% of assets in inventory
- Complete assessments on 2 other Lift Stations (note: Beattie would have been updated in 2019)
- Complete 50% installation and/or replacement of hydrant flushing devices.

Year 4

- Complete remaining 50% installation and/or replacement of hydrant flushing devices.

2. Provide quality recreational and cultural opportunities in an affordable manner.

Year 1

- Develop a plan and budget for repairs to the Pool that address the pool membrane and hydro chlorination pump systems. This is a short-term solution that will allow the pool to operate in 2019.
- Develop recommendation for long term facility replacement – Recreation Committee. Committee to provide Quarterly Reporting to Council.

Year 2

- Facility – Pool (Quarterly) Reporting

Year 3

- Facility – Pool (Quarterly) Reporting

Year 4

- Facility – Pool (Quarterly) Reporting

3. Encourage economic growth and development in the area.

Year 1

- Complete remediation – Lucas/Atkinson deficiencies within budget
- Develop Marketing Plan – how are we going to sell the lots
- Update costs and apply for grant to assist with development of light industrial sub-division
- Develop a process to monitor capital spending for Council's consideration (this is during the entire process, planning, during, post).
- Website Update
- Promotion – Solar panels, electric cars

Year 2

- Develop zoning and OCP bylaws for light industrial subdivision.
- Revisit marketing of Light Industrial Sub-Division.

Year 3

Year 4

- Use data to drive budget (75%)
- Initiate Official Community Plan (OCP) review

REQUEST FOR DECISION

| | |
|--------------------------------------|-------------------------|
| RFD#: 2022RA-24 | Date: December 14, 2022 |
| Meeting#: CM121922 | Originator: Ruhul Amin |
| RFD TITLE: Purchase of a new Backhoe | |

RECOMMENDATION / RESOLUTION:

THAT Council approve the purchase of a new Backhoe from the low cost bidder, Inland Truck & Equipment, Fort St. John, at a cost of \$231,500.00 plus GST.

THAT Council approve the trade-in of existing Volvo Backhoe from the highest bidder, Inland Truck & Equipment, Fort St. John, at a price of \$40,000.00 plus GST.

BACKGROUND:

The Request for Tender (RFT) for a New Backhoe was posted on BC BID and District website on November 14, 2022 with a closing date December 13, 2022. No addendum was issued for this tender call.

There is an approved budget of \$170,000.00 available in 2022 capital Budget for the purchase of a new Backhoe. As per the Purchasing Policy, Council will consider all tenders where the value exceeds \$75,000 and approve the award by resolution.

DISCUSSIONS:

Three (3) Bids were received in the tender call from the following proponents in response to this RFP. A summary of all submissions is provided below:

| Name of Company | Inland Truck And Equipment (CASE: 580SN 4) | Brandt (Jhon Deere: 410P) | Finning Canada (Caterpillar: 430) |
|---------------------|---|------------------------------|--------------------------------------|
| Equipment Price | \$ 216,500.00 | \$ 254,900.00 | \$ 303,676.00 |
| 5 years Maintenance | \$ 14,500.00 | \$ 23,937.80 | \$ 24,655.00 |
| Total | \$ 231,000.00 | \$ 278,837.80 | \$ 328,331.00 |

All bids met the minimum requirements of the tender. Inland Truck & Equipment, Fort St. John is the lowest out of the three (3) proponents.

Careful analysis was performed on the bids to determine the best value for the District in terms of replacement of the existing unit. The assessment included capacity/capability, as well as cabin features. Inland Truck & Equipment, Fort St. John (2023 CASE: 580SN 4) is the lowest in price of the qualified bids, meets most of all the specifications.

All bids exceeded our budgeted amount of \$170,000.00. However, the lowest bid \$231,000.00 from Inland Truck & Equipment is close to our budget, and they are the proponent based in Fort St. John.

As part of the tendering process, bidders were asked to provide a trade-in value for our existing Volvo Backhoe. Highest trade-in offered is \$40,000.00 by Inland Truck & Equipment. Based on staff evaluation, the trade-in value is reasonable.

Three (3) Bids were received in the tender call in response to Trade-in proposal from the following proponents. A summary of all trade-in submissions is provided below:

| Name of Company | Inland Truck And Equipment | Brandt | Finning Canada |
|-----------------|----------------------------|--------------|----------------|
| Trade-in Value | \$ 40,000.00 | \$ 30,400.00 | \$ 27,000.00 |

Total cost for the Case Backhoe (CASE: 580SN 4) including extended warranty and five year maintenance: \$231,500.00 plus GST.

ALTERNATIVES:

New Backhoe:

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

Trade-in:

1. Do not accept the trade-in offer and ask staff to retender.

FINANCIAL CONSIDERATIONS:

A budget of \$170,000.00 was allocated for this New Backhoe. The recommended bid from Inland Truck and Equipment comes in at \$231,000.00 plus taxes including extended warranty and 5 year maintenance. There is a short fall of \$61,000.00, which can be accommodated within the existing approved budget under the same account code 08-80-1100-5717 (machinery and equipment).

Prepared by:



Ruhul Amin, Director of Public Works

Approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

| | |
|---|------------------------|
| RFD#: 2022RA23 | Date: December 7, 2022 |
| Meeting#: CM121922 | Originator: Ruhul Amin |
| RFD TITLE: Pre-Budget Approval for ATV Campground Phase III Constructions in 2023 | |

RECOMMENDATIONS:

1. **THAT** Council approve a pre-budget amount of \$200,000 plus GST for the ATV Campground Phase III Project in 2023 and
2. **THAT** Council approve the Peace River Agreement as the source of funding for the project unless another source is decided during the 2023 Capital Budget deliberations.

BACKGROUND:

Pre-approval of budget is requested so that administration can tender the project early in the season and find competitive price with competition among the contractors.

Proposed Phase-III Scope:

Phase III (Final Phase) is planned for 2023, Followings are the major items in the scope for this project:

- Install one (1) set of outhouse style washroom M/F with self-contained below grade storage tanks and venting.
- Place picnic tables – one (1) per site, Total 16.
- Fire pit rings (600mm), one (1) per site, Total 16.
- Install two Campground Signs and one First Nation Acknowledgement Sign.
- Bear proof garbage bin and Bear proof recycle bin- one of each.
- Picnic Shelters. Total 2 (optional).
- Campground Information Shelter (optional).
- Campground Signs two of them on both accesses.

DISCUSSION:

Phase I was completed in 2021, the scope included the followings:

- Complete striping, grading and gravel for Campgrounds, Service Roads, Alleys and parking.

Phase II was completed in 2022, the scope included the followings:

- Completed striping, grading and gravel for Group Campgrounds and Group parking.
- Installed two (2) sets of outhouse style washrooms M/F with self-contained below grade storage tanks and venting at one north side and another at Group Camping area.
- Placed picnic tables – one (1) per site, total 20.
- Fire pit rings on 13 Campsites and Group Camping area.
- Bear proof garbage bin and Bear proof recycle bin. 2 sets.
- Signs for north side.

The proposed Scope for Phase III or Final Phase is to complete all remaining works of this Campground. Pre-budget approval will allow staff to tender the project early and complete the project early in the construction season. Please note that one (1) Information Shelter and Two (2) Post & Beam Picnic Shelter will be included in the tender as Optional Items.

Following are the expected benefits of Pre-budget approval for this project:

1. Early tender will create more competition among interested contractors and the district likely to receive better price proposals from interested companies.
2. Early construction will end up with finishing the constructions earlier in the season. The District can generate increased revenues.
3. Most important that, it will be available to ATV campers earlier in the camping season.

ALTERNATIVES:

Wait until the capital budget approval for 2023. This delay of approval may delay the tendering process which ultimately may result in delay in construction completion or incomplete project.

FINANCIAL CONSIDERATIONS:

Recommended option : \$200,000 plus GST. The source fund will be the Peace River Agreement.
Alternate Option: same as the recommended option.

Prepared by:



Ruhul Amin, Director of PW

Approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

| | |
|---------------------------------|--|
| RFD#: 2022BM10 | Date: December 19, 2022 |
| Meeting#: CM121922 | Originator: Brad Milton, Director of Protective Services |
| RFD TITLE: ENGINE 3 REPLACEMENT | |

RECOMMENDATION:

THAT Council approve the award to Rocky Mountain Phoenix for the purchase of one (1) Rosenbauer Coyote Pumper at a cost of \$764,345.93 + GST; and

THAT Council authorize the Mayor and the Chief Administrative Officer to sign the contract with Rocky Mountain Phoenix.

BACKGROUND:

The District of Hudson's Hope maintains a fire service consisting of 23 members, 2 stations and 6 pieces of rolling apparatus. Fire department apparatus are regulated by the National Fire Protection Association and the Fire Underwriters Survey.

The Fire Underwriters Survey is the governing body for age and serviceability of apparatus. They also set the insurance standards for insurance providers based on the age and abilities of the fire equipment that services a municipality. The Fire Underwriters Survey require Pumpers (engines) to be replaced every 20 years. An extension of 5 year can be granted pending a pump test and mechanical inspection deemed acceptable by the Fire Underwriters Survey.

NFPA 1901 is the Standard for Automotive Fire Apparatus, this standard specifies the minimum requirements for new automotive fire apparatus and trailers. This standard covers items such as pump capacity, water capacity, minimum equipment required on each type of apparatus and third-party testing standards.

The current Engine 3 stationed at the Beryl Prairie Fire Hall is a 1999 International. This vehicle was due for replacement in 2019. A 5-year extension from Fire Underwriters Survey was received April 1, 2019, to extend our insurance rating with the current Engine 3 until December 31, 2024. If the vehicle is not replaced Fire Underwriters Survey could downgrade our insurance rating. If our insurance rating is changed or down graded, our residents would face an increase in their insurance premiums, that for some, could be quite substantial.

DISCUSSION:

HHFR put out a request for proposal on October 1, 2022, with a closing date of October 31, 2022. The closing date was extended until November 28, 2022. In this time HHFR and the District only received 2 bids, 1 from Rocky Mountain Phoenix and 1 from Fort Garry Fire Trucks.

Hudson's Hope Fire Rescue's intent is to purchase a new fire engine to replace a 23-year-old Engine currently in use at the Beryl Prairie Fire Hall. The current Engine 3 is a Type 1 Engine, HHFR is looking to purchase a Type 3 Engine that would hold the same amount of water of 750 Gal and maintain the same pumping capacity of 1250 GPM as the current Engine 3. The new vehicle will also be equipped with 4x4, a bumper turret, pump and roll capability, and a booster reel.

A Type 3 Engine is beneficial and the most appropriate fit to HHFR with the consideration of the large wildland urban interface that Hudson's Hope is located in. A vehicle with 4x4 and pump and roll will enable HHFR to access our remote areas and larger pastures that a type 1 street engine can not easily access due weight and size.

This new Engine will meet all the NFPA 1901 standards for equipment and initial attack for structural firefighting, while enabling the department to easily engage in the wildland firefight as needed. It will also meet the requirements of Fire Underwriters Survey to maintain our current rating.

With the current market of fire truck builders, supply and demand, inflation and the cost of the US dollar, the costs of emergency vehicles have increased significantly. Current build times for new trucks are 530 days. Currently that would put a new truck on ground in Hudson's Hope around June 1, 2024, assuming no delays in equipment, products, or parts of the vehicle. This only allows for 6 months of buffer room with the current market's volatility in supply and price.

Vehicle warranty is another item of note. This new vehicle will see a 5-year, 100,000-mile warranty on the engine, transmission, and drive train. With the purchase of used Engines from the USA, these vehicles do not come with any warranty at all.

HHFR and Chief Milton explored the option of a used Engine. Cost and age were considering factors when exploring the used market. What was faced during the used market search was limited and expensive. All vehicles that are used come from the US market; cost varied from \$675,000.00 + tax, shipping, border fees, and inspections for a 2017 spartan Type 1 Engine to 1.5 million + tax, shipping, border fees and inspections for a 2020 Pierce Type 1 Engine. There were no similar Type 3 Engines available in the used market.

Another factor of buying a used vehicle is life expectancy. If a 5-year-old used Engine was purchased, we would be faced with replacement sooner due to the age of the vehicle. This is a large consideration due to the current age of the fleet. Over the next 10 years, 3 more fire vehicles will require replacement to remain current under the NFPA and Fire Underwriters Survey.

The intention of HHFR regarding the current Engine 3 is to retain this vehicle as part of the Protective Services Fleet. As per the NFPA and the Fire Underwriters Survey, an Engine can not be a front-line vehicle after 20 years. This vehicle could be utilised as a second line engine or as a spare should there be a mechanical issue with any of the front-line Engines.

HHFR could also utilize the old Engine for deployments with the BC Wildfire Service. This would enable members of HHFR to garner experience with wildland firefighting, task forces and strike teams, while helping other communities in need. Additionally, during deployments, the District and HHFR can bill the engine as part of the group under the BCWFS Inter-Agency Operational and Reimbursement rates 2022.

FINANCIAL SUIMMERY

The cost associated with the 2 bids are as follows. All Bids met the minimum requirements of the RFP, Rocky Mountain Phoenix is the lowest of the two (2) proponents. The price submitted by Rocky Mountain Phoenix is reasonable and acceptable according to District staff.

| BID | VEHICLE TYPE | COST |
|------------------------|----------------------------|--------------------------------|
| Rocky Mountain Phoenix | Type 3 Engine (Rosenbauer) | Basic Price: \$714,342.00 |
| | | PST: \$50,003.94 |
| | | Sub Total: \$764,345.94 |
| | | GST: \$35,717.10 |
| | | Total: \$800,063.04 |
| | | |
| Fort Garry Fire Trucks | Type 3 Engine (Terminator) | Basic Price: \$814,012.13 |
| | | PST: \$53,253.13 |
| | | Sub Total: \$867,265.26 |
| | | GST: \$38,037.95 |
| | | Total: \$852,050.08 |
| | | |

ALTERNATIVES:

1. Do not proceed with the purchase and attempt re-tendering.

Implications: Due to inflation and lack of supply of vehicle chassis, it is expected that emergency vehicle will see another \$100,000.00 increase in price in the new year. This would lead to a significant increase in the total price. Additionally, due to the time required to tender and conduct comparative analysis, the District and HHFR would not receive the truck within the allotted time of the Fire Underwriters Survey extension, causing a decrease in fire rating.

2. Cancel the tender and plan for replacement in 2 years.

Implications: Fire Underwriters Survey would reduce our fire rating; this would initiate an increase of insurance premiums to residents. Additionally, with a truck that is 23 years old, mechanical issues and break downs are inevitable. If Engine 3 were out of service due to a mechanical issue or a break down, response times to Beryl Prairie would be significantly increased due to travel time for Engine 1 responding from downtown. NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments, seeks to have volunteer fire departments arriving on scene within 10 Minutes, 80 percent of the time.

FINANCIAL CONSIDERATIONS:

Financial considerations of this project are as follows:

During the 2022 Capital Budget, Council had approved \$550,000.00 before taxes and contingency for a total of \$677,600.00 for this project. Unfortunately, due to shortages in the supply chain along with inflation and the US exchange rate, we have seen a substantial increase in prices.

The funding for the project will be from the Protective Services Capital Reserves. Currently there is \$913,976.00 in the Protective Services Reserves, with an annual addition of \$126,100 to the reserves.

On opening of the 2023 budget year there will be \$944,076. After finalization costs for radios, Command 1, and the initial payment of 10% required for the new Engine, there would be a year end balance of \$674,870.00.

In 2024, the opening balance will be \$800,970.00. Once the vehicle is delivered, the final payment for Engine 3 will be processed, leaving a Protective Services Reserve balance at the end of 2024 of \$72,713.00.

| Item | Priority | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--|----------|------------------|------------------|-----------------|------------------|-------------------|-------------------|-----------------|
| Turn Out Gear | | | \$ 7,500 | \$ 8,000 | \$ 8,000 | \$ 8,200 | \$ 8,200 | \$ 8,200 |
| Structural Protection Unit | | \$ 45,000 | | | | | | |
| Special Operations Trailer | | \$ 22,000 | | | | | | |
| Potable Radios | | | \$ 4,800 | | | | | |
| Wireless Headset | | | \$ 6,500 | | | | | |
| P25 Radio Upgrade | | | | | \$ 88,000 | \$ 55,000 | | |
| Command 1 Replacement | | | | | | \$ 126,000 | | |
| Engine 3 Replacemnet | | | | | | \$ 80,006 | \$ 720,057 | |
| Rescue 1 replacement | | | | | | | | |
| Engine 1 replacement | | | | | | | | |
| Squad 1 Replacement | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total | | \$ 67,000 | \$ 18,800 | \$ 8,000 | \$ 96,000 | \$ 269,206 | \$ 728,257 | \$ 8,200 |
| reserves + new years addition = | | | | 763454 | \$ 913,976 | \$ 944,076 | \$ 800,970 | \$ 198,813 |
| total reserves - capital expenditure = | | | | | \$ 817,976 | \$ 674,870 | \$ 72,713 | \$ 190,613 |

Other financial considerations will be the increase of vehicle insurance and registration annually with in the Operational Budget. Currently Engine 3's insurance and registration are \$1800.00 annually. The new vehicle will be approximately \$3866 annually.

Additionally, the cost breakdown of a new Engine versus a used Engine over the life span of the vehicles are as follows:

New Engine: \$800,063.04 / 20 year = \$40,003.15 Annually
Used Engine: \$756,000.00 / 15 years = \$50,400.00 Annually

Note: The used calculation only includes taxes, it does not include shipping, border fees, or inspection. Also, the 2017 used Spartan would only have a lifespan of 15 years, as the vehicle is already 5 years old.

Prepared by:



Brad Milton, Director of Protective Services

Approved by:

Mokles Rahman, CAO

REQUEST FOR DECISION

| | |
|------------------------------------|--|
| RFD#: 2022BM11 | Date: December 19, 2022 |
| Meeting#: CM121922 | Originator: Brad Milton, Director of Protective Services |
| RFD TITLE: MUTUAL AID CHARLIE LAKE | |

RECOMMENDATION:

THAT Council approve the Fire Protection Mutual Aid Agreement between the Peace River Regional District (Charlie Lake Fire Department) and the District of Hudson's Hope; and

THAT Council authorize the Mayor and CAO to sign the agreement on behalf of the District.

BACKGROUND:

HHFR maintains Mutual Aid Agreements with Charlie Lake Fire Department, Moberly Lake Fire Department and Chetwynd Fire Department.

Mutual Aid is used to assist and support fire response during larger events or events that departments may face with not enough equipment, staffing or materials.

HHFR has called for assistance from Moberly Lake Fire Department in 2022 for 2 incidents. HHFR had also provided coverage to Moberly Lake Fire, responded to the West Fraser Sawmill Fire in Chetwynd under mutual aid agreements in the past.

DISCUSSION:

This Mutual Aid Agreement is a renewal of the previous agreement due to expire December 31, 2022. HHFR will continue to support our neighbouring departments and communities. Mutual Aid Agreements provide additional supports to communities when needed for fire response.

The length of the Agreement is five (5) years, but the District of Hudson's Hope can terminate the Agreement by providing ninety (90) days written notice.

It is important for Council to recognize that if the District of Hudson's Hope receives a request for assistance, the Director of Protective Service for the District maintains the sole discretion as to what, if any, equipment, and assistance will be provided. This ensures the needs of the District are always considered first before providing assistance.

FINANCIAL SUIMMERY

There are no costs associated with this agreement.

| |
|--|
| ALTERNATIVES: 1. That Council suggest changes to the agreement prior to approval |
| FINANCIAL CONSIDERATIONS: N/A |

Prepared by:



Brad Milton, Director of Protective Services

Approved by:



Mokles Rahman, CAO

This Agreement made the ____ day of _____, 2023.

AMONG:

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, BC V1G 4H8

(the “Regional District”)

OF THE FIRST PART

AND:

District of Hudson’s Hope
9904 Dudley Dr.
Hudson’s Hope, BC V0C 1V0

(the “District”)

OF THE SECOND PART

WHEREAS

- A.** The District has established, maintains and operates a fire protection service within the boundaries shown on Schedule ‘B’ hereto attached; and,
- B.** The Regional District has established, maintains, and operates a fire protection service in the rural area around the community of Charlie Lake, through the Charlie Lake Fire Protection Service Area Establishment Bylaw No. 1360, 2001. The fire protection service contemplated in this agreement is defined as the Charlie Lake Fire Protection Service Area as shown on Schedule ‘A’ attached to and forming part of this agreement; and,
- C.** The parties desire to enter into an agreement whereby emergency resources can be deployed to assist any of the other parties during an emergency; and,
- D.** Each of the parties are authorized to enter into this Agreement and have empowered their authorized signatories to execute this Agreement.

NOW THEREFORE this agreement witnesses that in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions herein set, the parties agree as follows:

1. DEFINITIONS

In this Agreement:

“Agreement” means this agreement cited as the District of Hudson’s Hope and Peace River Regional District, on behalf of the Charlie Lake Fire Protection Service Area, Mutual Aid Agreement, hereinafter referred to as Hudson’s Hope/ PRRD (C. Lake) Mutual Aid Agreement;

“Charlie Lake Fire Protection Area” means the area identified as the Charlie Lake Fire Protection Area in Schedule ‘A’ attached to and forming part of this agreement, and any other area mutually identified for inclusion in the agreement and agreed to in writing through a duly authorized amendment to the agreement as per clause 7(ii);

“District of Hudson’s Hope Fire Protection Area” means the area identified as the Hudson’s Hope Fire Protection Area in Schedule ‘B’ attached to and forming part of this agreement, and any other area mutually identified for inclusion in the agreement and agreed to in writing through a duly authorized amendment to the agreement as per clause 7(ii);

“Fire Chief” means for each Party, the senior employee or appointed person responsible for the fire services of that Party and includes the deputy or delegate of the Fire Chief or the Officer-in-Command;

“Emergency resources” means all persons and equipment held by, in the service of, or directly available to the fire services of the Party;

“Primary Mutual Aid” is defined as:

- one (1) engine;
- one (1) tender;
- for a wildfire event one (1) wildland unit and/or one (1) tender;

plus available personnel. The Fire Chief of the Requesting Party may request additional resources as required but their dispatch will be at the discretion of the Providing Party Fire Chief based on the situation;

“Party” means either the District of Hudson’s Hope or the Peace River Regional District as the case may be and the context so requires;

“Providing Party” means a Party receiving a request for assistance under this Agreement;

“Requesting Party” means a Party requesting assistance under this Agreement.

2. REQUESTS FOR MUTUAL AID

i. Where a Fire Chief of a Requesting Party determines that an emergency is occurring or is imminent, they may request emergency resources from the Fire Chief of the Providing Party.

ii. A Fire Chief who receives a request for emergency resources from the Requesting

Party shall determine in their sole discretion the extent of the emergency resource available and thereupon shall dispatch such emergency resources to control the emergency; but nothing in this Agreement shall require a Fire Chief to dispatch emergency resources that they consider are not available or that they consider are required for service in the jurisdiction of the Providing Party.

- iii. No Requesting Party shall bring any action, claim, or demand in relation to a decision of a Fire Chief of a Providing Party concerning the provision of emergency resources.
- iv. The Fire Chief of the Fire Department that is responding to an incident within its own boundaries shall be responsible for the overall direction and control of fighting the fire.
- v. It is understood and agreed by and between the parties hereto that the responding Fire Departments personnel and equipment will be under the control of the Requesting Party's Fire Chief.
- vi. The Fire Chief or Incident Commander of the Providing Party may withdraw assistance if an emergency situation arises within its own fire protection boundaries.
- vii. It is further understood and agreed by and between the parties hereto that the jurisdiction in which the emergency occurs will utilize its full complement of fire fighters prior to calling for assistance, unless they do not possess the training or resources to expeditiously deal with the emergency on their own.
- viii. The Providing Party shall be responsible for all costs incurred in connection with the gathering, movement, and deployment of emergency resources to the Responding Party.

3. COMMUNICATION

- i. Each party must be able to communicate with the other parties by radio. The Requesting Party's fire departments radio channel will be utilized as the primary channel.

4. POWERS/ AUTHORITY

- i. Notwithstanding clause 2 (iv), the Providing Party is granted the same power and authority to operate in the Requesting Parties Fire Protection Area as it enjoys in its own Fire Protection Area.

5. TRAINING AND IDENTIFICATION

The parties are required to:

- i. agree on a common system for identifying the different levels of competencies as per the British Columbia Structure Firefighter Minimum Training Standards for firefighters operating at an incident and ensure that the use of such a system matches the actual competency for that firefighter;
- ii. agree to the implementation of a uniform incident command system for mutual aid calls;

- iii. consult with each other annually regarding improving mutual responses (including joint training) and to ensure interoperability of equipment and connections.

6. INSURANCE/INDEMNIFICATION

- i. When emergency resources are provided by a Providing Party to a Requesting Party pursuant to this Agreement, the Requesting Party shall indemnify the Providing Party from and against all claims, demands, loss, costs, damages, actions, and other proceedings caused or contributed by any person, by any action taken or thing done in connection with this Agreement.
- ii. Notwithstanding Clause 6 (i), where emergency resources are provided by a Providing Party to a Requesting Party pursuant to this Agreement, a Requesting Party shall not be responsible or in any way liable with respect to any claims, demands, loss, costs, damages, actions, or other proceedings arising from or through the negligence of the Providing Party, its servants, agents, or employees in connection with or in consequence of this Agreement.
- iii. No Party to this Agreement shall be liable in damages to the other Party for failing to respond to a request for assistance under this Agreement or for failure to render adequate assistance.
- iv. Each party agrees to procure and maintain in force at its own cost, during the entire term of this agreement, a comprehensive general liability policy, in the amount not less than \$5,000,000.00, and each party shall be added as an additional insured to each other's respective liability insurance policy for the purposes of mutual aid. Confirmation shall be provided in writing with a copy from the insurance provider as a condition of execution of the agreement and an updated copy shall be provided annually thereafter.

7. EXTERNAL COORDINATION

- i. The parties shall set out a process for dealing with their dispatch provider(s) to ensure that Mutual Aid resources are properly activated. The dispatch provider(s) shall be provided with written notice of any changes to the agreement and any changes to the Fire Protection Areas shall be included in discussion of Mutual Aid responses which have occurred.
- ii. Any changes to the Charlie Lake Fire Protection Service Area or the Hudson's Hope Fire Protection Service Area requires a duly authorized amendment to this agreement. For certainty, if consent is not given in writing, the agreement is not amended, Mutual Aid will not apply to the additional area(s) and Emergency Resources will not be provided.

8. REIMBURSEMENT

- i. The Providing Party shall be responsible for all costs incurred in connection with the gathering, movement, and deployment of Primary Mutual Aid to the Requesting Party.
- ii. If Emergency Resources in excess of Primary Mutual Aid are requested by a Requesting Party and provided by a Providing Party, the Providing Party will be entitled to request compensation from the Requesting Party for such excess Emergency Resources.

the *British Columbia Inter-Agency Working Group Reimbursement Rates* for the current year.

- iii. Notwithstanding Clause 8 (ii), costs incurred in rendering Mutual Aid to residential properties in excess of Primary Mutual Aid shall be the responsibility of the Providing Party. For certainty, costs incurred in providing Emergency Resources in excess of Primary Mutual Aid for fires or emergencies related to properties used for commercial or industrial purposes are subject to Clause 8 (ii).
- iv. Expenses for consumables in excess of \$1,500.00 borne by a Providing Party while providing Mutual Aid may be billed to the Requesting Party prior to the end of the calendar year. Any invoice will be accompanied by an inventory of consumables used, including the location and date of the incident requiring the use of the consumables.
- v. Responses to Commercial/Industrial properties that exceed the defined “Primary Mutual Aid” response may be billed out at the British Columbia Inter-Agency Working Group Report Reimbursement Rates, for the current year.

9. NOTICE

- i. Either Party may terminate its rights and obligations under this Agreement by giving to the other Party ninety (90) days written notice of its intentions to do so,
- ii. Notices of other communications (other than requests for assistance) under this Agreement shall be sufficiently given if delivered to the following addresses:

Chief Administrative Officer, Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, BC V1G 4H8

Chief Administrative Officer, District of Hudson’s Hope
9904 Dudley Dr.
Hudson’s Hope, BC V0C 1V0

- iii. This Agreement shall not be assignable by any of the Parties to this Agreement without the prior written consent of each of the Parties, and any attempt to assign the rights, duties and obligations hereunder without such consent shall be of no effect.
- iv. In the case of any dispute arising between the Parties as to their respective rights and obligations under this Agreement, a Party shall be entitled to give the other Party notice of such dispute and to request arbitration thereof; and the Parties may, with respect to the particular matters in dispute, agree to submit the same to arbitration in accordance with the *Commercial Arbitration Act*.
- v. This Agreement shall inure to the benefit and be binding upon the Parties hereto and their respective successors and assigns.

12. TERM

- i. The term of this Agreement (hereinafter called “the Term”) shall be for a period of five (5) years commencing January 1, 2023, and ending December 31, 2027.

-
- ii. This Agreement shall be construed according to the laws of the Province of British Columbia.

IN WITNESS WHEREOF the Parties hereto have affixed the signatures of their respective officers duly authorized for such purpose.

SIGNED on behalf of the District of Hudson's Hope by:

Mayor

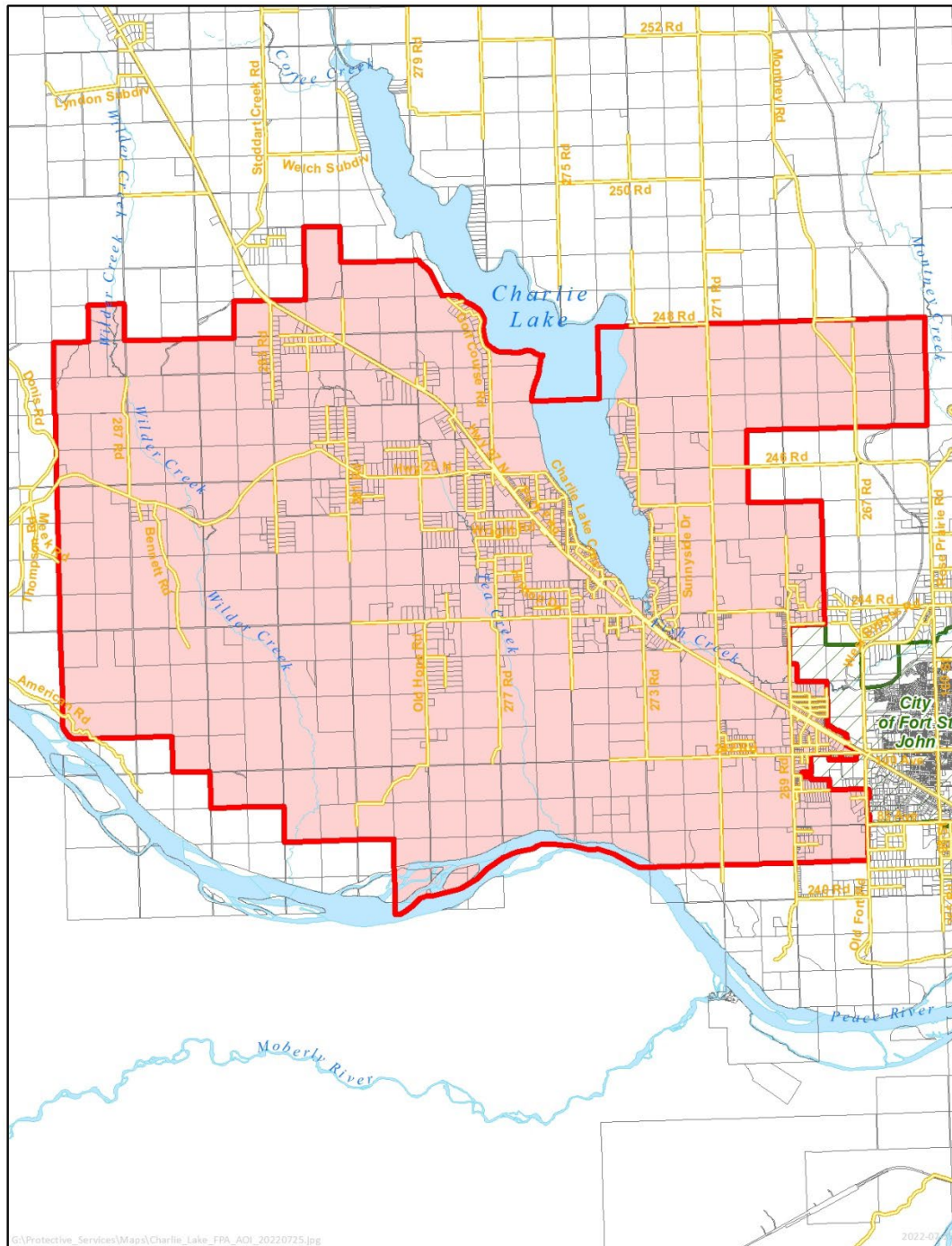
Chief Administrative Officer

SIGNED on behalf of the Peace River Regional District by:

Chair

Chief Administrative Officer

Schedule 'A'
Charlie Lake Fire Protection Area Map



SCHEDULE 'B'
Hudson's Hope
Fire Protection Area

Fire Station
Parcel
Sections
Hudson's Hope FPA
Roads
1:110,000

Twp 82 R 26 W 6M
Twp 82 R 25 W 6M
Twp 81 R 26 W 6M
Twp 81 R 25 W 6M

JAGSMAN ST
BERNIE PRARIE RD
HWY 29 N
HWY 29 S
HWY 29 E

Portage Cr
Bullfinch Cr
Peace River
Jagman Cr
Bernie Cr
Portage Cr
Bullfinch Cr
Peace River

PRRD
Compiled and produced by the
Peace River Regional District
Feb. 2018
G:\Protection Services\Fire Dept

UTM Zone 10, DATUM: NAD83

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: December 19, 2022
SUBJECT: Hudson's Hope Health Care & Housing Society
- Land Transfer

RECOMMENDATION:

THAT Council receive the Hudson's Hope Health Care & Housing Society – Land Transfer report for information.

INFORMATION:

The Hudson's Hope Health Care & Housing Society (Society) is a not-for-profit society that operates the Silver Willow Court Seniors Housing Complex (Silver Willow Court). In 2019, the Society requested that a parcel of District-owned land that is located between the Silver Willow Court and the Legacy Village Market be transferred to the Society for the purpose of improving the feasibility for a future supportive living facility expansion of Silver Willow Court.

Council approved the following resolutions on April 23, 2019:

RESOLUTION NO.122/19

M/S Councillors Miller/Quibell

That Council approve entering into a Partnership Agreement between the District of Hudson's Hope and the Hudson's Hope Health Care & Housing Society for the purpose of transferring PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan PGP17871.; and

That Council direct Administration to proceed with Public Notice that it intends to dispose of land identified as: PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan PGP17871."

CARRIED

Note: The accompanying Council report dated April 23, 2019 provides an explanation and is attached.

Council approved the following resolution on June 10, 2019:

RESOLUTION NO. 177/19

M/S Councillors Miller/Gibbs

That Council authorize Administration to complete the sale of PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan PGP17871 to the Hudson's Hope Health Care & Housing Society.

CARRIED

Council further approved the following resolution on January 13, 2020:

RESOLUTION NO. 017/20

M/S Councillors Miller / Markin

THAT Council approve the transfer of PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan PGP17871 from the District of Hudson's Hope to the Hudson's Hope Health Care and Housing Society in support of the Society's proposed supportive living facility.

CARRIED

Note: This resolution effectively duplicates Resolution No. 177/19.

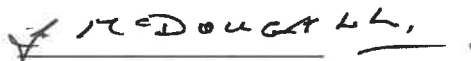
The partnership agreement between the District and the Society was entered into as of April 26, 2019 and, in accordance with sections 24 & 26 of the *Community Charter*, notice of land disposition was issued. The following items now remain to complete the land transfer:

1. Conveyancing documents need to be processed; they currently reside with the Society's legal counsel in Fort St. John;
2. A charge on title reflecting that freight trucks delivering to the Legacy Village Market may continue to traverse a section of the property for business purposes. As at the time of writing this report, the precise nature of the charge is to be determined, eg whether an easement or a covenant.

ATTACHMENTS:

- *Report to Council "Land Decision – Hudson's Hope Health Care & Housing Society", April 23, 2019*
- *Partnership Agreement between the District of Hudson's Hope and the Hudson's Hope Health Care & Housing Society, April 26, 2019*
- *Notice of Disposition of Land*

PREPARED BY:



Jeanette McDougall,
Corporate Officer

APPROVED BY:



Mokles Rahman, CAO

REQUEST FOR DECISION

| | |
|--|--|
| RFD#: CC-2019-40 | Date: March 29, 2019 |
| Meeting#: CM040819 | Originator: Chris Cvik, Interim CAO |
| RFD TITLE: Land Decision – Hudson’s Hope Health Care & Housing Society – Rpt #2 | |

RECOMMENDATION:

1. The Council authorization Administration to complete the sale of PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan PGP17871 to the Hudson’s Hope Health Care & Housing Society.

BACKGROUND:

Council had previously passed the following recommendations that were released to the open agenda:

1. The Council approve in principle the transfer of District owned land (Plan #17811) to the Hudson’s Hope Health Care & Housing Society to allow the Society to move forward with a funding request; and
2. That Administration work with the Society to finalize a land transfer agreement for Council’s consideration.

At the Council Meeting on April 23, 2019, the following draft resolutions were released.

RESOLUTION NO.122/19

M/S Councillors Miller/Quibell

That

"Council approve entering into a Partnership Agreement between the District of Hudson’s Hope and the Hudson’s Hope Health Care & Housing Society for the purpose of transferring PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan PGP17871."

And That

"Council direct Administration to proceed with Public Notice that it intends to dispose of land identified as: PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan PGP17871."

CARRIED

DISCUSSION:

Public Notice of the land sale was advertised in the Alaska Highway News on May 16, 2019 and May 23, 2019 in accordance with Section 26 of the Community Charter.

Now that the requirement for Public Notice has been satisfied and Council has agreed to enter a partnership with the Hudson's Hope Health Care and Housing Society, the District can move forward with the completion of the land sale.

The next step is for the Society to engage a solicitor to process conveyance and for the District to review and execute the sale agreement.

FINANCIAL CONSIDERATIONS: N/A

Chris Cvik, Interim CAO



**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

Partnership Agreement

Between

The District of Hudson's Hope

And

Hudson's Hope Health Care & Housing Society

The District of Hudson's Hope has agreed to enter a partnership agreement with the Hudson's Hope Health Care & Housing Society, a registered not-for-profit organization. Under this agreement, the District of Hudson's Hope agrees to dispose of property PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan PGP17871. The Property is being sold below market value for \$1.00 to the Hudson's Hope Health Care & Housing Society. The land is being sold to support an expansion of the Silver Willow Court Seniors Housing Complex so that the District and the Housing Society may improve the feasibility for a future supportive living facility in the community.

The Society agrees to use the acquired property for the stated purpose and further agrees to register a charge on title that should the non-profit society operating the Silver Willow Court Seniors Housing Complex become a 'for profit' entity, the District would be entitled to receive 17% of the current fair market value of the consolidated land (Lot 1 plus Lot 16) to properly compensate the municipality for its original contribution to this housing project.

Dated on this 16 day of APRIL, 2019.

On behalf of the District of Hudson's Hope



Dave Heiberg, Mayor

On behalf of Hudson's Hope Health Care & Housing Society



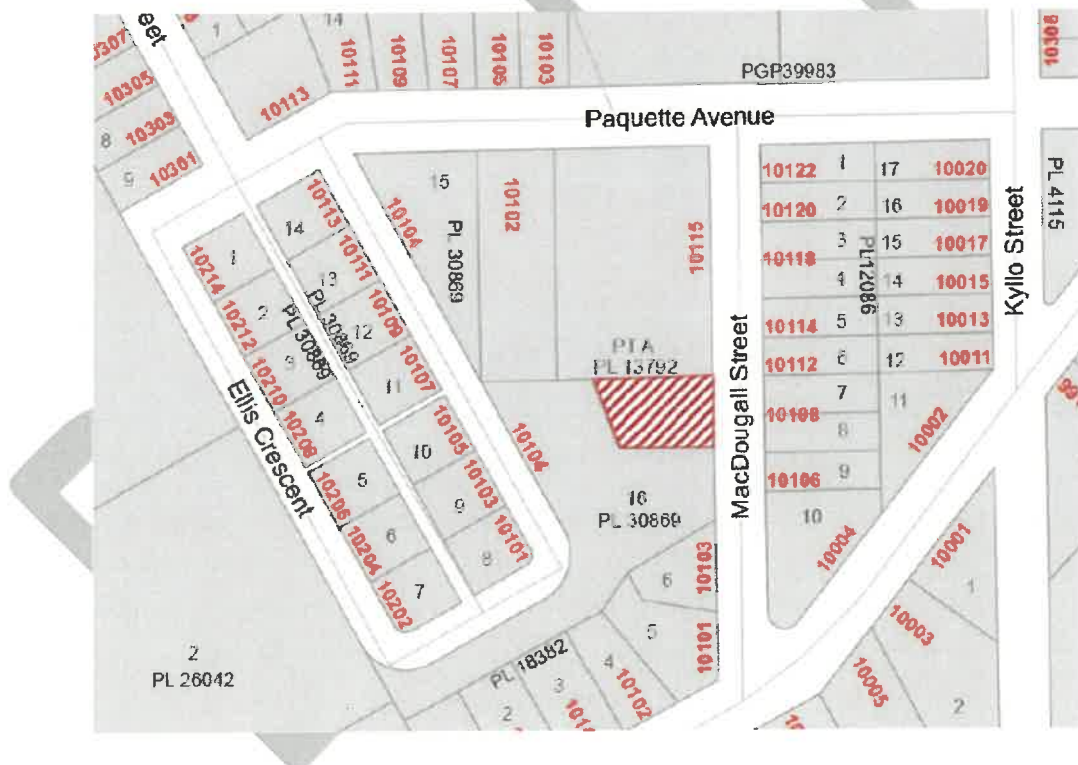
Valerie Bashforth, Chair

NOTICE OF DISPOSITION OF LAND

In accordance with Sections 24 and 26 of the Community Charter, the Council of the District of Hudson's Hope (the "**District**") gives notice that it intends to dispose of lands and premises legally described as:

- (1) PID: 011-373-601
Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan
PGP17871

and substantially as highlighted in the sketch plan below (the "**Property**"). The Property will be sold to the Not-for-profit Hudson's Hope Health Care & Housing Society for \$1.00 and is expected to be completed on or about April 30, 2019. The Property is being sold to improve the feasibility for a future supportive living facility expansion of the Silver Willow Court Seniors Housing Complex.



Council will be considering this matter at the regularly scheduled Council Meeting on Monday, May 27, 2019.

For more information please contact the undersigned.

Tammy McKeown, Corporate Officer

District of Hudson's Hope
9904 Dudley Drive, PO Box 330
Hudson's Hope, BC V0C 1V0
Office: 250-783-9901
Fax: 250-783-5741
Email: clerk@hudsonshope.ca

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: December 19, 2022
SUBJECT: Council Calendar / Meeting Schedule 2023

RECOMMENDATION:

THAT Council adopt the schedule for Regular Council Meetings to be held during 2023.

BACKGROUND:

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

s. 12 Notice of Council Meetings

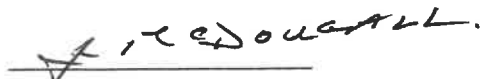
- (1) A schedule for the date, time and place of regular Council meetings shall be made available to the public and notice shall be given annually, on or before January 30, of the availability of the schedule in accordance with Section 94 of the *Community Charter*.

The proposed schedule for 2023 factors in Statutory Holidays and the following conventions:

- BC Natural Resources Forum, January 17 – 19, 2023, Prince George
- BC Council of Forest Industries, April 12 – 14, 2023, Prince George
- North Central Local Government Association, May 9 – 12, 2023, Dawson Creek
- FCM (Federation of Canadian Municipalities), May 25-28, 2023, Toronto
- UBCM (Union of BC Municipalities) Convention, September 18 - 22, 2023, Vancouver


In addition, and providing that public notice is given in accordance with s. 94 of the *Community Charter*, Council has the discretion to add, delete, or change any of the meeting dates at any time, including whether to hold meetings during the summer months of July and August (traditionally one meeting has been held during each of the summer months).

PREPARED BY:



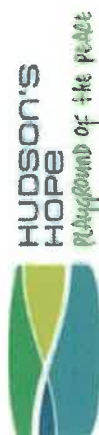
Jeanette McDougall,
Corporate Officer

APPROVED BY:



Mokles Rahman, CAO

District of Hudson's Hope Calendar 2023



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

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

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

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

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

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

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

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

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

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

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

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

| Council Meetings | | Stat Holidays | | NCLGA | | UBCM | | FCM | | BC Natural Resources Forum | | BC Council of Forest Industries | |
|------------------|--|---------------|--|-------|--|------|--|-----|--|----------------------------|--|---------------------------------|--|
|------------------|--|---------------|--|-------|--|------|--|-----|--|----------------------------|--|---------------------------------|--|

| | | | | | | | |
|--------|---------------------------|----------|---------------|--------|-------------------------------|--------|---------------|
| Jan 1 | New Year's Day | April 10 | Easter Monday | Sep 4 | Labour Day | Dec 25 | Christmas Day |
| Jan 2 | New Year's Day (observed) | May 22 | Victoria Day | Sep 30 | National Day for Truth & Rec. | Dec 26 | Boxing Day |
| Feb 20 | Family Day | Jul 1 | Canada Day | Oct 9 | Thanksgiving | | |
| Apr 7 | Good Friday | Aug 7 | Civic Holiday | Nov 11 | Remembrance Day | | |

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: CAO Update
DATE: December 14, 2022
FROM: Mokles Rahman, CAO

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 November 1 to December 14, 2022.

- Organized and conducted a half-day Pre-Strategic Planning session with the new Council on November 5, 2022, to discuss high-level strategic objectives.
- A full-day Strategic Planning session involving Council and concerned department staff is scheduled for January 14, 2023 (Saturday) to discuss detailed strategic objectives for the Council's four (4) years term.
- Water Treatment Plant (WTP):
 - Open house: The District Administration has planned an open house on the Water Treatment Plant for January 10, 2023 from 7:00 pm to 9:00 pm at the Community Hall. Mark DeGagne of McElhanney, consultant of the WTP, will be in attendance.
 - Operations and Maintenance: Backwashing of the pre-filters of the Water Treatment Plant continues to experience challenges. However, the biweekly water test results done by Northern Health are good and the water is safe to drink.
 - Upgrade of the WTP (Temporary): McElhanney is working with BC Hydro in getting approval to cross the BC Hydro Berm and signing a License of Occupancy (LOC) for the 1st phase of the work, immediate return to the river as source water for the WTP. The contractor delayed the work to January to meet the approval requirements and the materials supply chain issues. Tendering work for the 2nd phase of the construction work is going on.
- Lucas subdivision: The District sold fourteen (14) out of seventeen (17) lots in Lucas Subdivision. Out of the fourteen (14) lots sold, the deals closed for eleven (11) lots.
- HR:
 - Quarterly performance reviews (4th quarter) for the Director of Public Works, and Director of Protective Services are done.
 - Annual performance appraisals of the Director of Protective Services done.
 - In the process of hiring a General Trade (GT), which became available because of the resignation of a GT.

Upcoming Activities:

- Open House on Water Treatment Plant on January 10, 2023
- Strategic Planning workshop on January 14, 2023.
- 2023 Operating and Capital Budget preparation.
- To send the Annual Development Plan 2023 and 2022 Activity report to the Province under the Peace River Agreement.
- Annual performance evaluation and 4th quarter review of Corporate Officer.
- Manager of Public Works position advertisement in January 2023.

Prepared by:



Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: December 19, 2022
SUBJECT: CORPORATE DEPARTMENT – MONTHLY UPDATE

PURPOSE

To provide Council with an update for the Corporate Department.

- **CORPORATE**

- **Council Agendas / Minutes**

- Prepped Regular & In Camera Agendas for November 28th & December 19th, 2022.
- Drafted Regular & In Camera Minutes for November 28th, 2022.

- **November 28, 2022 Council Minutes – Action Items**

- ***Certified Resolutions***
 - ❖ Issued 7 Certified Resolutions as per the November 28, 2022 Council Minutes (Committee appointments, ESS Grant Application).
- ***Correspondence***
 - ❖ Drafted 3 letters for the Mayor's signature (E. Edinger re Traffic on Osborne Street; F. Lavallee re Clock in Beattie Park; L. Rhymer re Water Filter Fountains).
- ***Saulteau First Nations - Calendars***
 - ❖ Ordered & received 4 calendars; distributed to the Mayor's Office, the District Meeting Room, District Front Counter area and the Visitor Centre.
- ***Royal Canadian Legion***
 - ❖ Ordered advertising in the Military Service Recognition Book.

- **Council Biographies**

- Requested short biographies from Council for posting on the District website, annual report.

- **Commissioner for Oaths, Affidavits (2x)**

- Witnessed signatures for various documentation, eg conveyancing documents for land transfers, pensions).


- **District Logo**

- Brief meeting with Office Staff re requirement to preserve the integrity of the existing District logo; advised a local organization that authorization is required before using the District Logo and that the graphic cannot be altered.

- **Strategic Planning – January 14, 2023**

- Organized meeting room, refreshments/lunch ordered, etc.

- **Water Treatment Plant – Town Hall - January 10, 2023**
 - Organizing Live-Streaming, working with T. Quibell.
- **INSURANCE**
 - **Insurance Renewals 2023**
 - Liaising with Willis Canada re 2023 policies; to be issued prior to December 31, 2022.
 - **ICBC**
 - Training for Office Staff – on-going.
- **LAND ADMINISTRATION**
 - **Comfort Letters**
 - Comfort letter issued for 10050 Beattie Drive, Hudson's Hope, BC.
 - A consulting firm requested comfort letters for 97 properties, however they are checking with their client before proceeding as the District's fee is \$100 per letter.
 - **Lucas Subdivision – Conveyancing Documents**
 - Liaised with legal counsel re conveyancing documents for Lots 2, 3, 4, 5, 12, 13 & 27; obtained District signatures & witnessed as a Commissioner.
- **LOCAL GOVERNMENT ELECTION – 2022**
 - **Election Materials**
 - Reviewing Election materials that can now be disposed of; archiving materials that need to be stored as per legislative requirements.
- **OFFICE**
 - **Scheduling – Office Staff**
 - Approving / monitoring vacation, flex time & sick time – on-going
- **TECHNOLOGY**
 - **Computers (Surface Laptops)**
 - Received the new Surface Laptops; distribution to Council in progress.
 - Reviewing computer replacement schedule for 2023.
- **VISITOR CENTRE**
 - Year-end Report - verifying statistics with Destination BC; report to be included in the January 9, 2022 Council Agenda.


 Jeanette McDougall,
 Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Public Works Department Update
DATE: December 14, 2022
FROM: Ruhul Amin, Director of Public Works and Engineering

Below, please find highlights of some of the activities either completed or underway in the Public Works Department during the period of November 7, 2022, to December 12, 2022. The report is being submitted by the Director of Public Works and Engineering.

A. OPERATIONS

1. Arena: Arena is operating without any major issues since we started on October 11th, 2022
2. Curling Rink: Ice making is running now. We experienced another mechanical problem in the week of November 28th, 2022. It was fixed on December 1st, 2022.
3. Sewer Flushing: Completed in last week of October.
4. Hydrant Flushing: Completed in 2nd week of November.
5. Winter Maintenance: Kudos to PW staff for great job this year. Some staff start early to plow snow before office hours. It is working well and the improved the level of service.
6. Christmas Lightings: PW staff and Recreation Officer did great work. Kudos to RCMP and Fire Department for their supports. We experienced some electrical issues at Visitor's Center. EPSCAN is notified and they will be scheduled a visit to fix it.

B. CAPTIAL PROJECTS

1. 2022 Water Valve and Hydrant Replacements – Completed.
2. Road Rehabilitation in Thompson Subdivision – Completed: Contractor notified of deficiencies – deficiencies will be done next year.
3. Chlorine Booster and Piping Upgrades at Reservoir. Contractor being utilized for Water Treatment Plant rehabilitation. The Contractor started installation on December 12, 2022.
4. New Plow Truck: Expected to receive early next year.
5. Beryl Prairie Ditch Lining: Deferred to 2023.

C. OPERATING PROJECTS

1. Arena Roof Repair: Completed.
2. Curling Rink Roof Repair: Completed .
3. Visitor's Center Lightings and Safety repairs: Completed.

Prepared and submitted by:



Ruhul Amin, Director of PW

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Update

DATE: December 19, 2022

FROM: Brad Milton, Director of Protective Services

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

- Oct 31, 2022 – December 14, 2022, HHFR received 10 calls for service. – 7 - First Responder (medical), 2 - Alarms Ringing, 1 - Chimney Fire.
- To date HHFR has responded to 80 calls for service in 2022.
- Chief Milton has applied for the UBCM Emergency Support Services Grant.
- HHFR planned and organized the Halloween Fire Works show with HHFR members, this year's show was a great success and enjoyed by all.
- HHFR members conducted the Annual HHFR Food Drive on November 8, 2022, HHFR was able to collect \$980 in cash donations along with a substantial amount of food.
- 1 Office staff member attended Planning and Disaster Recovery Training in the District of Taylor.
- RFP for Engine 3 closed, RFD submitted to Council.
- Chief Milton continues to prepare and finalize 2 grants hosted through UBCM.
- HHFR JR Firefighters began their program on November 2, 2022, Students have been learning the basics of firefighting including gear, SCBA's, tools, and command and control.
- 4 HHFR members attended an Air Brakes Course hosted by Charlie Lake Fire Department. All members were successful in attaining their certification.
- HHFR drove 3 students to school who won the Fire Prevention Week contest. Students were very happy to play with the siren during the drive.
- HHFR will be holding their Annual Holiday Dinner and Awards on December 17, 2022. HHFR will have a duty crew available for emergency response.
- 1 member has successfully passed their Fire Officer 2 examination.
- HHFR members participated in the Christmas Parade with 4 fire vehicles.
- There have been 0 bylaw complaints and 0 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 & Special Events Update
DATE: December 12, 2022
FROM: Kelsey Shewfelt, Recreation Officer

Below, please find highlights of some of the activities either completed or underway in the Recreation Department during the period of November 7, 2022, to December 12, 2022. The report is being submitted by the Recreation Officer.

A. COMPLETED ACTIVITIES AND EVENTS:

1. Remembrance Day Ceremony (November 11, 2022) – Ceremony was held at the District Office with a tea held after at the community hall. Approximately 90 residents were in attendance. Total costs for this event were \$367.50.
2. Veteran's Dinner (November 11, 2022) – Dinner was held at the community hall. Event was small and intimate. Dinner was catered by local company. Total costs for this event were \$1189.90.
3. Christmas Parade & Light Up (December 5, 2022) – Event was very successful, and attendance was great. There were 17 floats in all. Due to electrical issues at the Visitor Info Centre, we could not serve hot chocolate but, donuts were handed out to residents. Total costs for this event were \$1108.96.
4. Santa Skate (December 11, 2022) – Event was held at the arena from 1-3PM. Activities included were Christmas themed skating drills, skating with Santa, decorating cookies and ornaments. Approximately 60 residents were in attendance. Total costs for this event were \$522.46.
5. Town Light Up Contest (December 11, 2022) – Residents were invited to enter contest to have their Christmas decorations judged by residents. There were 9 entries and almost 80 residents who voted. Total costs for this event were \$300.12.

B. UPCOMING ACTIVITIES AND EVENTS:

1. Winter Fest (January 27, 2023 – February 4, 2023) – Planning for this event is currently underway.
2. Family Day (February 20, 2023) – Planning for this event is currently underway.
3. St. Patrick's Day (March 17, 2023) – Planning for this event is currently underway.

C. GRANTS:

1. Heritage Day Grant – Application has been submitted.
2. Canada Summer Jobs Grant – Application is currently underway.
3. ParticipACTION Community Better Challenge Grant – Application is currently underway.

Prepared and submitted by:



Kelsey Shewfelt, Recreation Officer



THE DISTRICT OF HUDSON'S HOPE

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

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

- Submitted amended Notice of Work application on November 14, 2021, on the District of Hudson's Hope Gravel Pit License of Occupation extension – awaiting a response. 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: Submitted Fossil Chance Find Protocol.
- Working with the CAO on Council follow-up on Osborne Street (historical reports).

Upcoming

- Assist with CAO as necessary.



Chris Cvik



Tel: 604-273-5722 | **Fax:** 604-273-5762 | **Toll Free:** 1-866-273-5766 | **Toll Free Fax:** 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

November 4, 2022

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

Dear Mayor Dave Heiberg and City Councilors,

I want to first congratulate all of you on your election or re-elections, and also thank those who did not run or were unsuccessful, your service is appreciated and honourable.

As we reflect on our week at UBCM and the relationship we have built over the past years with you and your communities, we are grateful for the connection, engagement and collaboration between all levels of government and stakeholders. We appreciated the opportunity to meet with so many mayors, councilors, and community leaders, and we hope you had a chance to visit our booth.

In case you missed it, we invite you to check out the following website link with documents that were available at our booth and explore the versatile skillset that uniquely qualifies paramedics to address public safety, emergency first response, patient transportation and community-based health innovation across BC.

[UBCM – Paramedic Services in your Community](#)

I am reaching out today to extend an invitation to you to set a time to meet and follow-up on the initiatives and solutions available to your community and address paramedic, dispatch, and ambulance resources.

At your earliest convenience please contact our office by phone at 604-273-5722 or by email at info@apbc.ca or troy.clifford@apbc.ca.

I look forward to connecting with you, virtually or in person, and continuing to work collaboratively to support paramedic services in your community.

Sincerely,

Troy Clifford
Provincial President
Ambulance Paramedics of BC
CUPE Local 873

December 9, 2022

Mayor David Heiberg and Council
District of Hudson's Hope
Box 330
Hudson's Hope, BC V0C 1V0

Mayor David Heiberg and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2022/2023**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2022/2023. An electronic transfer of \$51,276.07 is expected to occur in December. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see Section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our [website](https://www.ubcm.ca).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Jen Ford
UBCM President

PC: Mokles Rahman, Chief Administrative Officer

From: Abby Lodge <Abby.Lodge@unbc.ca>
Date: December 13, 2022 at 12:08:04 PM CST
To: Dave Heiberg <mayor@hudsonshope.ca>
Subject: Northern Medical Programs Trust Board Member

Hello Hudson's Hope Mayor & Council,

I am emailing to inquire who the Hudson's Hope Council has elected as the Representative to the University of Northern British Columbia Northern Medical Program Trust (NMPT) Board post-election. Mayor Dave Heiberg was the previous NMPT board member, but the mayor and council can elect any council member to the board.

There will be a meeting taking place in Prince George on January 17 in conjunction with the BC Natural Resource Forum and I would like to send an invite to the NMPT board member from Hudson's Hope.

Thank you,
Abby Lodge
NMPT Admin Assistant
250-960-6800
abby.lodge@unbc.ca

December 14, 2022

Sent by Email: cao@hudsonshope.ca

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

RE: NOTIFICATION LETTER
Prince Rupert Gas Transmission Project ("the Project")
Permit Extension Application
Location: Section 1 from c-27-I, 94-B-1 to b-89-C, 93-O-10
RN File: 130316 PRGT File: 2-933
Disposition: Institutional Lease - Miscellaneous 0302366 (Map ID 04025)
Peace Canyon Road (Map ID 06038)

This letter is to advise you that in compliance with Section 32 (3) of the *Oil and Gas Activities Act* (**OGAA**) Prince Rupert Gas Transmission Project (**PRGT**) intends to submit a permit extension application to the BC Oil and Gas Commission (**the Commission**). This permit was previously applied for in 2014, approved in 2015 and there are no changes to the pipeline and its relationship to your land interest. This is only an application to extend the permit expiry date. Your interest in relation to the Project is shown on the enclosed map with the ID number noted above.

PRGT has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 900 km in length, starting from the area near the community of Hudson's Hope, BC. to the proposed meter site on Lelu Island, near Port Edward, BC. The current permit approval will expire on May 6, 2023 and will be renewed for a total of one year.

Should you have any questions regarding this application, please do not hesitate to contact one of the following representatives.

Company Contact

Any questions or objections regarding this project can be directed to the following personnel:

Tammy Dickson – Project Manager
Email: tammy.dickson@roynorthern.com

Roy Northern Land Service
Phone: 250-261-2300

Sheri Wannamaker – Senior Land Representative
Email: sheri_wannamaker@tcenergy.com

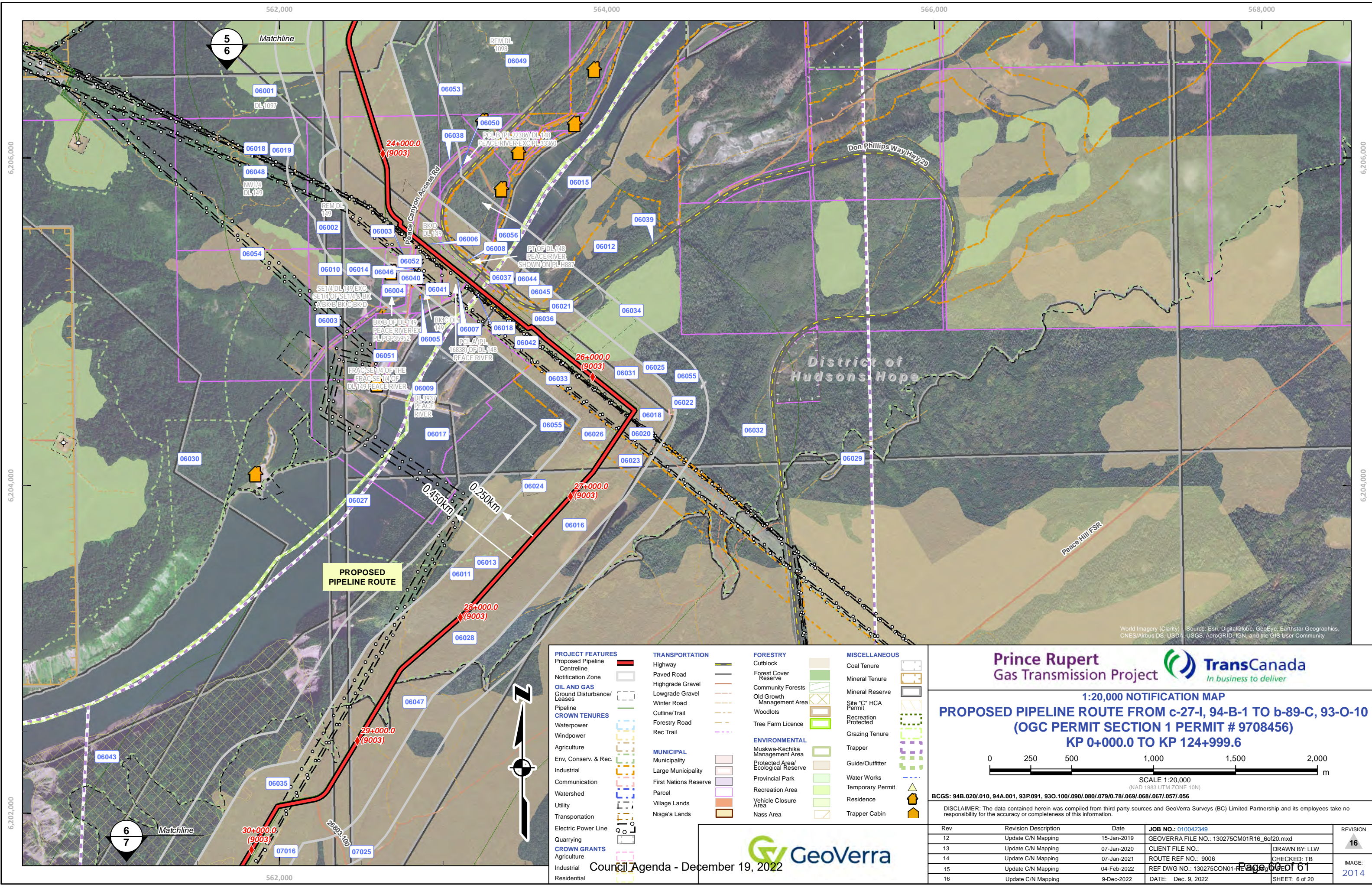
Prince Rupert Gas Transmission Limited Partnership
Phone: 403-920-3767

Yours truly,

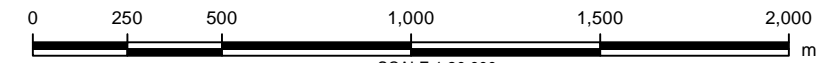
**Prince Rupert Gas Transmission
Limited Partnership**



Sheri Wannamaker
Senior Land Representative



1:20,000 NOTIFICATION MAP
PROPOSED PIPELINE ROUTE FROM c-27-I, 94-B-1 TO b-89-C, 93-O-10
(OGC PERMIT SECTION 1 PERMIT # 9708456)
KP 0+000.0 TO KP 124+999.6



BCGS: 94B.020/010, 94A.001, 93P.091, 93O.100/090/080/079/078/069/068/067/057/056

DISCLAIMER: The data contained herein was compiled from third party sources and GeoVerra Surveys (BC) Limited Partnership and its employees take no responsibility for the accuracy or completeness of this information.

| Rev | Revision Description | Date | JOB NO.: 010042349 | REVISION |
|-----|----------------------|-------------|--|-------------|
| 12 | Update C/N Mapping | 15-Jan-2019 | GEOVERRA FILE NO.: 130275CM01R16_6of20.mxd | 16 |
| 13 | Update C/N Mapping | 07-Jan-2020 | CLIENT FILE NO.: DRAWN BY: LLW | |
| 14 | Update C/N Mapping | 07-Jan-2021 | ROUTE REF NO.: 9006 CHECKED: TB | IMAGE: 2014 |
| 15 | Update C/N Mapping | 04-Feb-2022 | REF DWG NO.: 130275CON01-REV 01 | |
| 16 | Update C/N Mapping | 9-Dec-2022 | DATE: Dec. 9, 2022 SHEET: 6 of 20 | |

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

FROM: Jeanette McDougall, Corporate Officer

DATE: December 19, 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 – November 28, 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 – Purchase Offer for Lot 13*
 - *Contract Extension – C. Cvik, Special Projects*
 - *Water Treatment Plant – Unpaid Invoice*
 - *Summer Road - Fence*

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”

Jeanette McDougall,
Corporate Officer