



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

Council Chambers

February 27, 2023

*(Start Time to follow the In Camera Meeting that is being held at 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.**

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**1. Call to Order:**

**2. Dedication Page:**

**3. Delegations:**

**4. Notice of New Business:**

Mayor's List:

Councillors Additions:

CAO's Additions:

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

**6. Declaration of Conflict of Interest:**

**7. Adoption of Minutes:**

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

**9. Public Hearing:**

**10. Staff Reports:**

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SR2	Monthly Report – CAO	Page 5
SR3	Monthly Report - Protective Services	Page 7
SR4	Monthly Report – Recreation and Special Events	Page 8
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**11. Committee Meeting Reports:**

**12. Bylaws**

**13. Correspondence:**

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C2	Ombudsperson BC – Information and Webinar	Page 14
C3	FCM – Annual Conference and Trade Show	Page 16
C4	Peace Valley Arts Society – Letter of Support	Page 18
C5	North District Provincial Support Team – December 20 <sup>th</sup> HH Fire	Page 19
C6	BC Hydro – Project to Decommission the Durack Brook Dam	Page 20

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

**15. Old Business:**

**16. New Business:**

**17. Public Inquiries:**

**18. In-Camera Session**

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**19. Adjournment**

# REQUEST FOR DECISION

RFD#: 2022BM09	Date: February 22, 2023
Meeting#: CM022723	Originator: Brad Milton
RFD TITLE: ENGINE 3 PRECONSTRUCTION PRICE CHANGE	

## RECOMMENDATION / RESOLUTION:

THAT Council approve the increase of \$2771.30, and

THAT Staff approve and sign the change order to have Engine 3 enter the build queue.

## BACKGROUND:

Council has approved the purchase of a replacement engine for the Beryl Prairie Fire Hall. The current engine is 23 years old and requires replacement to maintain the current Fire Underwriters Survey insurance rating. On December 19, 2022, Council approved the purchase of engine 3's replacement for a price of

Basic Price:	\$714,342.00
GST (5%)	\$ 35,717.10
PST (7%):	<u>\$ 50,003.94</u>
<b>TOTAL:</b>	<b>\$ 800,063.04</b>

## DISCUSSION:

HHFR has completed the preconstruction meeting with Rocky Mountain Phoenix. Due to changes in price of equipment and minor change orders there is an increase of \$2771.30. That equates to a new price as seen below.

## FINANCIAL SUMMARY

Please see attached Quotation.

Basic Price:	\$716,932.00
GST (5%)	\$ 35,846.60
PST (7%):	<u>\$ 50,185.24</u>
<b>TOTAL:</b>	<b>\$ 802,963.84</b>

## ALTERNATIVES:

1. Delete items from the truck to lower the price.

**FINANCIAL CONSIDERATIONS:**

The funding for the new radio system is from the Fire Department Capital Reserves. Currently the reserve fund sits at \$875,454.00. With the current funding available in the reserves there will be enough to purchase the radios, engine (Engine 3) and Unit 61 command truck.

Prepared by:



Brad Milton, Director of Protective Services

Approved by:

Mokles Rahman, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** CAO Update  
**DATE:** February 23, 2023  
**FROM:** Mokles Rahman, CAO

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Below please find highlights of some of the major activities either done or underway in the Office of the Chief Administrative Officer (CAO) during the period January 19, to February 23, 2023.

- Strategic Plan (2023-2026) has been approved by Council and is posted on the District Website.
- Submitted the “2023 Annual Development Plan” and “2022 Activity Progress Report” to the Province under the Peace River Agreement (PRA).
- Annual Financial Audit for the District performed by KPMG. The Audit team is planning to present the draft financial statement (2022) to the Council on March 27, 2023.
- Council member access to MuniSight has been provided. Now, all council members will be able to register to view the information on District Asset Management on the MuniSight website. The new owner of MuniSight is CATALIS.
- Water Treatment Plant (WTP):
  - Boil water advisory is still in place and hope to withdraw beginning of March 2023 as long as Northern Health is satisfied with the water test results.
  - The source water for Water Treatment Plant has been switched back to the Peace River on February 03, 2023.
  - Pre-filter media sand has been replaced.
  - Delco water service came here and preserved the Reverse Osmosis membranes.
  - In addition to the pre-filters, the Plant is now running with 5 microns and 1-micron cartage filters.
- Attended a zoom meeting organized by Untapped Accessibility. All municipalities in BC are required to have an Accessibility Plan by September 1, 2023 as per the Accessible British Columbia Act and Regulations.
- HR:
  - Manager of Public Works posting closed on February 6, 2023 and interviewed three (3) candidates but could not select anybody. We brought our old Manager of PW effective February 16, 2023, who may work with us for four (4) months.

- Director of Public Works posting closed on February 16, 2023, and interviewed two (2) candidates but could not find a suitable candidate. The administration will submit a report to the council for future plans.
- Director of Protective Service resigned effective March 31, 2023 and posted the position on February 22, 2023.
- Annual performance evaluation (2022) and 1<sup>st</sup> quarter (2023) review for the Corporate Officer done.
- Re-call letters to all eligible summer employees sent.

**Upcoming Activities:**

- Presentation of the draft financial statement by KPMG to the Council.
- Operating and Capital Budget finalization.

Prepared by:



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Mokles Rahman, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Update

**DATE:** February 21, 2022

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

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

- December 14, 2022, and February 21, 2023, HHFR received 11 calls for service. – 7 - First Responder (medical), 1 - Alarms Ringing, 1 - Chimney Fire, 1 – Vehicle Fire, 1 – Structure Fire.
- Engine 3 preconstruction planning complete.
- HHFR JR Firefighters continue training on the various aspects of the fire services, each student has been working hard and participating fully in all activities.
- Chief Milton completed the Road to Mental Readiness train the trainer program in Vancouver.
- The new HHFR pick up truck is due for delivery in the next 2-3 weeks. Petron Communications is currently installing the emergency lights, siren, and decals.
- Chief Milton has completed operating and capital budgets and submitted to CAO.
- There have been 1 bylaw complaints and 1 complaint resolutions this reporting period.

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

Prepared by:



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Brad Milton, Director of Protective Service

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Recreation & Special Events Update  
**DATE:** February 22, 2022  
**FROM:** Kelsey Shewfelt, Recreation Officer

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Below, please find highlights of some of the activities either completed or underway in the Recreation Department during the period of December 12, 2022, to February 22, 2023. The report is being submitted by the Recreation Officer.

### **A. COMPLETED ACTIVITIES AND EVENTS:**

1. Winter Fest (January 27 – February 3, 2023) – Events were held at multiple locations throughout the community. Community members were encouraged to attend as many events as possible to collect raffle tickets, which were used to try to win prizes at the Wind-Up Dinner. All events were at no cost to attendees. Total costs for this event and a complete list of donations will be available for March report.
  - Friday, January 27, 2023 – Movie night and skating at the Arena with approximately 60 people in attendance. Attendees were provided popcorn and juice.
  - Saturday, January 28, 2023 – Fun Day at the Ski Hill with approximately 70 people in attendance. Activities that were offered were skiing, snowboarding, tobogganing, snowshoeing and snow painting. Attendees were provided hamburgers, hotdogs, refreshments, and cookies.
  - Sunday, January 29, 2023 – Winter Games at Cameron Lake Outdoor Ed Center with approximately 50 people in attendance. Activities that were offered were logger sports, skiing, and snowshoeing. Attendees were provided hotdogs, chilli, and refreshments.
  - Monday, January 30, 2023 – Guided hike along the new berm with approximately 15 people in attendance. Yoga at Silver Willows with approximately 10 people in attendance. Pickleball at the School with approximately 10 people in attendance.
  - Tuesday, January 31, 2023 – Family Bingo Night at the Community Hall with approximately 130 people in attendance. Popcorn and refreshments were provided.
  - Wednesday, February 1, 2023 – CanSkate Workshop held at the Arena with approximately 40 people in attendance. Shakti Flow Dance Class held at the Pearkes Center with approximately 10 people in attendance.
  - Thursday, February 2, 2023 – Archery Workshop held at the Riding Arena with approximately 30 people in attendance. Macrame class held at the Pearkes Center with approximately 20 people in attendance.



- Friday, February 3, 2023 – Family Dinner and prize draws held at the Community Hall with approximately 135 people in attendance. Dinner, dessert, and refreshments were provided.
2. Family Day (February 19, 2023) – Event was held at the Arena with approximately 35 people in attendance. Activities that were offered were multiple “Minute to Win It” style games, skating, “Laser” room and snow painting. Attendees were provided hot dogs, refreshments, and cupcakes. Total costs for event will be available for March report.

**B. UPCOMING ACTIVITIES AND EVENTS:**

1. St. Patrick’s Day (March 17, 2023) – Planning for this event is currently underway.
2. Easter (April 8, 2023) – Planning for this event is currently underway.
3. ParticipACTION Community Better Challenge (June 2023) – Planning for this event is currently underway.
4. Canada Day (July 1, 2023) – Planning for this event is currently underway.

**C. GRANTS:**

1. Heritage Day Grant – Application has been submitted.
2. Canada Summer Jobs Grant – Application has been submitted.
3. ParticipACTION Community Better Challenge Grant – Application has been submitted.
4. BC Family Day Grant – Application for \$1000 was successful.
5. New Horizons Senior’s Programs – Application for \$7100 was successful.

Prepared and submitted by:



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Kelsey Shewfelt, Recreation Officer



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council  
**SUBJECT:** Special Projects – Update Report  
**DATE:** February 2023  
**FROM:** Chris Cvik

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

- Submitted amended Notice of Work application on November 14, 2021, on the District of Hudson's Hope Gravel Pit License of Occupation extension – awaiting a response. Update: Since the recent Blueberry First Nation successful legal challenge over cumulative impacts, the province has been moving slowly on making any final decisions on applications. UPDATE: Submitted Fossil Chance Find Protocol. No change from previous month(s).
- Submitted the South Peace Mackenzie Trust (SPM) grant application for funding to complete the Dinosaur Lake ATV Campground Phase III project and awaiting a decision.

### Upcoming

- Completed draft South Peace Mackenzie Trust (SPM) grant applications for the construction of a new playground at Dinosaur Lake and replacement of playground equipment at the Hudson's Hope pool.
- Work with the CAO on the recruitment for a Director of Public Works, Director of Protective Services, and Public Works Manager.
- Develop a Social Media Policy for Council's consideration.
- Start work on Annual Report.
- Assist with CAO as necessary.



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Chris Cvik

February 10, 2023

Ref: 272022

Dear Mayors and Regional Chairs:

I am pleased to let you know of the significant investment our government has made to support all our municipalities and regional districts around the province. This is in direct response to my mandate letter to support growing municipalities and regional districts with funding for infrastructure and community amenities.

Today Premier David Eby and I announced the [B.C. building stronger communities with \\$1-billion Growing Communities Fund | BC Gov](#) News. The fund will provide a one-time total of \$1 billion in direct grants to all 188 of B.C.'s municipalities and regional districts. Your local government can use it to address your community's unique infrastructure and amenities demands, such as recreation facilities, parks and water treatment plants, as well as other community infrastructure. It will help communities prepare for future growth and build the amenities needed to support new home construction, especially with the *Housing Supply Act* where targets are set.

These grants will complement existing infrastructure funding programs for projects such as sewer, water and recreation facilities. The province will distribute them to B.C.'s 188 municipalities and regional districts by the end of March 2023. The Growing Communities Fund arises from the surplus shown in the Second Quarter Financial Report. The province is putting this year's surplus to work for people to support them now and for the long term.

The province has heard from local governments about the need for infrastructure and amenities to support their growth. Infrastructure funding programs are routinely significantly oversubscribed. For example, there were six times more requests for funding through the "Investing in Canada Infrastructure Program Community Culture and Recreation" stream than what was available. This one-time fund also supports priorities identified by the Union of British Columbia Municipalities (UBCM).

The Ministry will issue a direction letter to each local government in March 2023 including further details on this one-time direct grant. This will include information on the formula used to allocate the funds, the amount your local government will be receiving and the province's expectations for the use and reporting of the funds.

As this is a direct grant from the province to each municipality and regional district in B.C., your local government will not have to apply for the funds. Your council or board will be required to make decisions on the use of the funds in compliance with this second letter coming in March 2023. Projects that support neighboring First Nations communities are strongly encouraged.

.../2



I trust you will join me in acknowledging the importance and value that this fund will have to focus on building a secure, low emission, sustainable economy and a province where everyone can find a good home – whether you live in a rural area, a city, or in an Indigenous community. Together we can make life better for people in B.C., improve the services we all rely on, and ensure a sustainable province for future generations.

I look forward to connecting with you again soon in person or virtually as I continue to tour and meet with local elected officials. In the interim, any questions can be directed to myself at: [Minister.MUNI@gov.bc.ca](mailto:Minister.MUNI@gov.bc.ca). Staff are available at: [LGIF.Infra@gov.bc.ca](mailto:LGIF.Infra@gov.bc.ca).

Sincerely,



Anne Kang  
Minister  
Ministry of Municipal Affairs

pc:       The Honourable David Eby, Premier  
          The Honourable Katrine Conroy, Minister of Finance  
          Chief Administrative Officers  
          Okenge Yuma Morisho, Deputy Minister, Municipal Affairs  
          Jen Ford, President UBCM  
          Gary MacIsaac, Executive Director, UBCM



**OMBUDSPERSON**  
BRITISH COLUMBIA

February 14, 2023

*Delivered via email*

Mayor Dave Heiberg  
District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope BC V0C 1V0

Dear Mayor Heiberg:

With many new municipal mayors and council members elected and now sworn in across the province, I wanted to reach out and let you know how the Office of the Ombudsperson can work with, and help, local governments in British Columbia.

If you are continuing in your elected position, thank you for your service to British Columbians. And if you are newly elected, welcome to your very important role.

My office takes complaints from the public about all of the local governments in BC. We are an oversight body, one of the independent offices of the Legislature, and our mandate is to be BC's independent voice for fairness and accountability of the public sector. When we receive people's concerns about public services, we conduct impartial investigations and address the fairness problems that we find. For local governments, that means you may hear from us when we have received a complaint about your municipality and are investigating to determine whether the standard of fair and reasonable service set out in the *Ombudsperson Act* has been met. Where fairness issues are identified, we can consult with you to find a way to address the issues in order to ensure fairness moving forward.

We are also available to help. Our [Public Authority Consultation and Training team](#) can assist you with any questions about fairness you may have. A number of [useful resources](#) are also available on our website, including:

- A [Complaint Handling Guide](#), which contains a [Model Complaints Policy](#);
- Our Quick Tip resource [On Complaint Handling for Local Governments](#);
- [Bylaw Enforcement: Best Practices Guide for Local Governments](#);
- [Open Meetings: Best Practices Guide for Local Governments](#);
- Our 1-hour online [Fairness 101 course](#); and
- Educational [webinars](#).

Our office is also offering a [webinar](#) for public bodies on our recently released [Fairness by Design guide](#). In the webinar, we'll outline the fairness standards found in the guide and how they can be used to ensure your programs are delivered fairly. We will also answer your questions. Webinar details are below:

- **Thursday, March 16, 2023 from 10:00 a.m. – 11:00 am**
- [Register here](#)

Please share this invitation with anyone in your organization who may be interested.

Once again, thank you for the important local government role you took on. We look forward to working with you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jay Chalke', with a stylized, cursive script.

Jay Chalke  
Ombudsperson  
Province of British Columbia

## Mokles Rahman

**From:** FCM Events <events@fcm.ca>  
**Sent:** February 21, 2023 7:00 AM  
**To:** Mokles Rahman  
**Subject:** Don't miss out! Registration for FCM's 2023 Annual Conference and Trade Show launches today

[View email in browser](#)



February 21, 2023



## Registration for AC 2023 launches today

Canada's largest gathering of municipal officials is back!

**FCM's 2023 Annual Conference and Trade Show** will take place from May 25-28 at the Metro Toronto Convention Centre in downtown Toronto, ON.

Join us this year, as we help **local success go national**: connecting dynamic local leaders with the ideas, tools, and insights to deliver powerful results and build a stronger nation.

**Registration launches today—Tuesday, February 21 at 2 p.m. ET.**

Are you most interested in AC2023's practical workshops, great networking opportunities, or our renowned trade show? Feel free to preview our [program](#) and start to plan your trip.

**Study and Companion Tours:** Don't forget, when registering, you can **reserve your spot for one [study tour](#) of your choice**. We invite you to consult the detailed descriptions in advance of today's launch, as study tour registration operates on a first come, first registered basis. Our 2023 study tours will showcase a range of Toronto municipal projects and facilities, with eye-opening visits that will provide insight on some of the most important and timely issues affecting communities across the country. Guidance will be provided by experienced City of Toronto staff during these tours.

If you're expecting to have company on your trip to AC2023, take a look at our wide range of [companion tours](#) and review the options before registration launch. The exceptional range of



activities will provide a wealth of insights into Canada's largest and most diverse city, and its unique history.

**Booking your trip to AC2023:** For help booking a trouble-free and discounted trip to Toronto, please see the [Travel](#) and [Accommodation](#) pages on our website. These outline transportation options to get to Toronto (with discount codes) and list hotels where FCM has reserved blocks of rooms. **Please note that the reservation for these blocks will open today at 2 p.m. ET.**

FCM's Annual Conference and Trade Show is a once-a-year opportunity to learn best practices, influence the national municipal agenda, network with local leaders from all kinds of communities, and forge the relationships that will help make your community stronger.

**We're looking forward to seeing you at this exciting event in May!**

[See the program now](#)



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This email was sent to [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca).

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emma

[WARNING: This message is from an external source]

**From:** PeaceValley ArtsSociety <[peacevalleyartssociety@gmail.com](mailto:peacevalleyartssociety@gmail.com)>

**Date:** February 20, 2023 at 12:29:03 PM MST

**To:** Jeanette McDougall <[jeanette@hudsonshope.ca](mailto:jeanette@hudsonshope.ca)>, Dave Heiberg <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>

**Subject:** Letter of Support for NDIT Fabulous Festivals Grant Application

Hello,

Can you please submit to council our request for a letter of support for the Peace Valley Arts Society Grant Application to the NDIT Fabulous Festivals & Events Grant for \$4200 to host 8 Artist Workshops over two days during the Peace Valley Folk Festival.

We are hosting the Artist Workshop Series in conjunction with the Folk Festival in order to benefit from the Artists already being in our community. It will save us a huge amount of money to cost-share with the festival instead of having to try to organize and fund these Artist Workshops on our own. These Workshops will be open to the general public, as well as Festival Attendees, by donation to the Arts Society.

Thank you for your time and consideration.

Cheers,  
Caitlin Vince  
Secretary/Treasurer  
Peace Valley Arts Society

**From:** Wood, Blair <[Blair.Wood@rcmp-grc.gc.ca](mailto:Blair.Wood@rcmp-grc.gc.ca)>  
**Sent:** February 10, 2023 5:32 PM  
**To:** Brad Milton <[brad@hudsonshope.ca](mailto:brad@hudsonshope.ca)>  
**Subject:** Dec 20th Fire.

Good afternoon Brad,

On December 20<sup>th</sup>, 2022 I had the opportunity to work closely with you and the members of the Hudson's Hope Volunteer Fire Department at a house fire within the community. This is the second large fire I attended with you and your department, the first being the large Beryl Prairie fire last year. I want to pass along how impressed I was with your leadership as the Fire Chief and with the quality and abilities of your volunteer members in suppressing both of these fires. With the fire in December, the temperatures were hovering near -40 Celsius at the time which certainly was challenging for everyone involved. I observed you to provide clear direction to your members and to communicate professionally and effectively with BC Ambulance, BC Hydro and myself as partner agencies. You also demonstrated the ability to think outside of the box by requesting a local bus to keep everyone warm, to liaise with a nearby business to provide hot coffee and reaching out to other contacts in the community for tools and equipment in order to cut the floor to gain access to the fire. I have attended dozens of structure fires as a member of the Prince George and Kamloops RCMP Detachments over the course of my service with the RCMP. Although your team is comprised of volunteers working part time I did not notice any difference between your members and the full time City departments. Please share my comments with Mayor and Council.

Cpl. Blair Wood  
North District Provincial Support Team  
4020 5<sup>th</sup> Avenue  
Prince George, BC  
250-613-3101

**From:** Kellett, Mike <[Mike.Kellett@bchydro.com](mailto:Mike.Kellett@bchydro.com)>

**Sent:** February 21, 2023 1:37 PM

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

**Subject:** Project to Decommission the Durack Brook Dam near Hudson's Hope

Hi Mayor Heiberg and Mr. Rahman,

I wanted to alert you to a operation that BC Hydro is considering carrying out near Hudson's Hope later this spring and get any feedback you might have about it.

Durack Brook Dam is a small earth fill structure located on the hillside to the left of WAC Bennett Dam. The Dam was originally constructed to service the WAC Bennett Dam construction camp. Subsequently, it was used to provide non-potable water to the GT Shop and Visitor Centre via a supply line.

The dam's performance is considered unacceptable due to progressive seepage problems that may lead to dam failure.

Essentially, the operation we are considering would involve:

- Decommissioning the Durack Brook Dam and auxiliary diversion ponds to ensure the structures will no longer retain water thereby eliminating the dam failure risk.
- Divert Durack Brook to the adjacent Gillis Creek that flows down to the Peace River.
- Review downstream water crossings with regards to the design flood for Durack Brook and Gillis Creek.
- Minimize the environmental impact of decommissioning Durack Brook Dam.

I wanted to reach out to you to ask you if you are aware of the Durack Brook Dam (I expect many people are not) and ask if you or members of the Hudson's Hope community would have any concerns about BC Hydro carrying out this operation.

Can you let me know you thoughts per the above at your earliest convenience?

Thank you

---

**Mike Kellett, APR** | Manager, Northern Community Relations

**BC Hydro**  
3333 – 22<sup>nd</sup> Avenue  
Prince George, BC V2N 1B4

**P** 250 561 4929  
**M** 250 613 9087  
**E** [mike.kellett@bchydro.com](mailto:mike.kellett@bchydro.com)

[bchydro.com](http://bchydro.com)

**Smart about power in all we do.**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Becky Mercereau, Office Assistant  
**DATE:** FEBRUARY 27, 2022  
**SUBJECT:** NOTICE OF CLOSED SESSION

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### RECOMMENDATION:

***“THAT** Council move to a Closed Meeting for the purpose of discussing personnel matters:*

- ***Community Charter***

### 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)).

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Becky Mercereau  
Office Assistant