



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

Council Chambers

May 23, 2023

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:**

D1          Enbridge – 2023 Regional Update          Page 3

**4. Notice of New Business:**

Mayor's List:

Councillors Additions:

CAO's Additions:

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

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

**7. Adoption of Minutes:**

M1          Regular Council Minutes – May 8, 2023          Page 5

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

**9. Public Hearing:**

**10. Staff Reports:**

SR1          By-Election Report - 2          Page 11

SR2          Tender Evaluation – Lynx Creek Phase 3          Page 22

SR3          Tender Evaluation – Highway 29 Manhole          Page 24

SR4          Water Use Restriction          Page 26

SR5          Love Hudson's Hope Grant Application - 2          Page 54

SR6	Emergency Management Grant Application	Page 60
SR7	CAO Monthly Update	Page 63
SR8	Public Works Monthly Update	Page 64
SR9	Protective Services Monthly Update	Page 66
SR10	Recreation & Special Events Monthly Update	Page 68
SR11	Special Projects – Update Report	Page 70
 <b>11. Committee Meeting Reports:</b>		
CM1	2023 Council Remuneration & Expense Select Committee Submission	Page 71
 <b>12. Bylaws</b>		
 <b>13. Correspondence:</b>		
C1	Lori Kelly – Community Hall Rental	Page 73
C2	District of Coldstream – Homes for People Action Plan	Page 74
 <b>14. Reports by Mayor &amp; Council on Meetings and Liaison Responsibilities:</b>		
 <b>15. Old Business:</b>		
 <b>16. New Business:</b>		
 <b>17. Public Inquiries:</b>		
 <b>18. In-Camera Session</b>		
ICSR1	Notice to Closed Meeting	Page 76
 <b>19. Adjournment</b>		



Email:  
district@hudsonshope.ca

## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Enbridge - Presenter TBD

Subject of presentation: 2023 Regional Update

Purpose of presentation:

- ☒ information only
- ☐ requesting a letter of support
- ☐ requesting funding
- ☐ other (provide details)

Contact person (if different than above):

Jennifer Prochere.

Telephone number: 250 261-8152

Email address: jennifer.prochere@enbridge.com

Will you be providing supporting documentation? ☒ Yes ☐ No

If yes: ☒ handouts at meeting  
☐ publication in agenda (one original due by 12:00 the Wednesday prior to your appearance date)

Technical requirements:

- ☐ flip chart
- ☒ multimedia projector
- ☐ laptop
- ☒ other screen.

**Rules for Delegations:**

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

**Helpful Suggestions:**

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Jennifer Prochers

Name of Delegate or Representative of Group

Jennifer Prochers

Signature

April 29, 2023

Date

**For Office Use**

☐ Approved

☐ Rejected

By (signature): \_\_\_\_\_

☐ Mayor ☐ CAO

Appearance date if applicable: \_\_\_\_\_

Applicant informed of approval/rejection on (date): \_\_\_\_\_

By (signature) \_\_\_\_\_

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





**COUNCIL MEETING**  
**District Office – Council Chambers**  
**6:00 P.M.**  
**May 8, 2023**

Present: Mayor Dave Heiberg  
Councillor Kelly Miller  
Councillor James Cryderman  
Councillor Tashana Winnicky  
Councillor Debbie Beattie  
Councillor Travous Quibell

Absent: Councillor Tina Jeffrey (*with notice*)

Staff: Chief Administrative Officer, Mokles Rahman  
Director of Protective Services, Fred Burrows  
Manager of Public Works, Gordon Davies  
Administration, Becky Mercereau

Other: Youth Councillor Quentin Kenny  
1 community member in the gallery

**1. CALL TO ORDER**

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

**2. DEDICATION PAGE**

**3. DELEGATIONS**

**4. NOTICE OF NEW BUSINESS**

Mayor's Additions: CM1 – Community to Community Forum  
CM2 – North Peace Airport Society  
CM3 – Peace River Regional Board Meeting Update

Councillor's Additions: N/A

CAO's Additions: Protective Services Coordinator Recruitment update

**5. ADOPTION OF AGENDA BY CONSENSUS**

**6. DECLARATION OF CONFLICT OF INTEREST**

Councillor Beattie declared a conflict of interest for SR2 – Agreement with HHHC and Housing Society.

**M1**

**7. ADOPTION OF MINUTES**

**M1 REGULAR COUNCIL MINUTES APRIL 24, 2023**

**RESOLUTION NO. 091 / 2023**

**M/S Councillors Winnicky / Cryderman**

**THAT the minutes of the April 24, 2023, Regular Council Meeting be adopted.**

**CARRIED**

**8. BUSINESS ARISING FROM THE MINUTES**

**9. PUBLIC HEARING**

**10. STAFF REPORTS**

**SR1 2022 – STATEMENT OF FINANCIAL INFORMATION (SOFI)**

**RESOLUTION NO. 092 /2023**

**M/S Councillors Winnicky / Miller**

**THAT the District of Hudson's Hope Council adopt the Statement of Financial Information (SOFI) for the year end December 31, 2022 as presented, and**

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

**CARRIED**

**SR2 AGREEMENT WITH HHC AND HOUSING SOCIETY**

*Councillor Beattie declared a conflict of interest and left the meeting at 6:03 pm.*

**RESOLUTION NO. 093 /2023**

**M/S Councillors Miller / Quibell**

**THAT Council approve the Land (PID: 001-373-601, Lot 1, Section 13, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 17871) Transfer Agreement with the Hudson's Hope Health Care & Housing Society (HHHC&HC), and**

**THAT the Mayor and the Chief Administrative Officer be authorized to execute the Land Transfer Agreement.**

**CARRIED**

*Councillor Beattie returned to the meeting at 6:05 pm.*

**SR3 BY-ELECTION – APPOINTMENT OF ELECTION OFFICERS**

**RESOLUTION NO. 094 /2023**

**M/S Councillors Beattie / Cryderman**

**THAT the District of Hudson's Hope Council appoint William Lindsay as Chief Election Officer and Becky Mercereau as Deputy Chief Election Officer to administer the required by-election for Mayor effective Wednesday, May 10, 2023.**

**CARRIED**

#### **SR4 KING GETHING RECREATION VEHICLE SANI-DUMP - TENDER**

**RESOLUTION NO. 095 /2023**

**M/S Councillors Cryderman / Beattie**

**THAT Council accept the tender submitted by GT Xcavating Ltd. for the construction of the King Gething Recreation Vehicle Sani-Dump Station, and**

**THAT Council approve awarding the King Gething Recreation Vehicle Sani-Dump Station contract to GT Xcavating Ltd. and authorize the Mayor and CAO to sign the contract.**

**CARRIED**

The Manager of Public Works advised that the project is scheduled to be completed prior to the May Long weekend. The Contractor is however, having difficulties finding materials and could cause delay in the project completion. Looking for alternative sites in case of delay and this will be communicated to the public.

#### **SR5 SWIMMING POOL – REHABILITATION UPDATE**

**RESOLUTION NO. 096 /2023**

**M/S Councillors Cryderman / Winnicky**

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

**CARRIED**

The Chief Administrative Officer updated that the rehabilitation of swimming pool was planned end of August 2023, to avoid interruption of most of the swim season. McEhlanney is doing an assessment of the status of the concrete floor of the pool. If the concrete does not need replacement, we should be able to move forward this year if we can get a new contractor. If concrete is required to be fixed, then this project may need to be pushed to 2024 with the disruption of the entire swimming season. Staff will update the Council once a contractor and schedule are confirmed.

#### **SR6 PROTECTIVE SERVICES COORDINATOR (DEPUTY FIRE CHIEF) POSTING**

Staff advised that the job posting has been sent out with a deadline of June 2, 2023.

### **11. COMMITTEE MEETING REPORTS**

### **12. BYLAWS**

### **13. CORRESPONDENCE**

#### **C1 COMMUNITY FUTURES – REQUESTING LETTER OF SUPPORT FOR FUNDING A REGIONAL BUSINESS LIAISON POSITIONS IN THE NORTHEAST REGION**

**RESOLUTION NO. 097 / 2023**

**M/S Councillors Winnicky / Cryderman**

**THAT the District of Hudson's Hope supports the application to Northern Development Trust from Community Futures for funding for a full time and two half time Regional Business Liaison positions to service the communities in the Peace River Regional District and Northern Rockies Municipal Regional District.**

**CARRIED**

**C2 CITY OF DAWSON CREEK – REPEAT OFFENDERS LETTER**

**RESOLUTION NO. 098 / 2023**

**M/S Councillors Winnicky / Beattie**

**THAT the District of Hudson's Hope support the City of Dawson Creek's repeat offenders' initiative by sending a letter to support as requested.**

**CARRIED**

**C3 MINISTRY OF EMERGENCY MANAGEMENT & CLIMATE READINESS – EMERGENCY PREPAREDNESS AND RESOURCES AVAILABLE**

Staff to investigate the funding opportunities and report back to Council.

**C4 PUBLIC WORKS WEEK PROCLAMATION**

Council reviewed the correspondence on the Public Works Week proclamation. Mayor Heiberg proclaimed the week of May 21 – 27, 2023 as Public Works Week.

**C5 PEACE RIVER REGIONAL DISTRICT – INVITATION TO COLLABORATE ON ACCESSIBLE BRITISH COLUMBIA ACT INITIATIVES**

**RESOLUTION NO. 099 / 2023**

**M/S Councillors Winnicky / Miller**

**THAT the Council authorize the District of Hudson's Hope to join the collaborative effort on Accessible British Columbia Act being administered by the Peace River Regional District.**

**CARRIED**

**C6 CIRCUS WONDERLAND – ARENA RENTAL**

**RESOLUTION NO. 100 / 2023**

**M/S Councillors Quibell / Cryderman**

**THAT Circus Wonderland be authorized to rent the Hudson's Hope Arena on Friday, June 9<sup>th</sup> for the amount of \$700, with a \$300 refundable cleaning deposit.**

**CARRIED**

Staff to confirm liability insurance is provided.

**C7 SILVER WILLOW – LETTER OF SUPPORT – BC HYDRO GO FUND**

**RESOLUTION NO. 101 / 2023**

**M/S Councillors Quibell / Miller**

**THAT the District of Hudson's Hope supports the application to Northern Development Initiative Trust from the Hudson's Hope Health Care & Housing Society for a grant of up to \$10,000.00 from the BC Hydro GO Fund.**

**CARRIED**

**C8 RIVER OF THE PEACE METIS SOCIETY – LETTER OF SUPPORT – BC HYDRO GO FUND**

**RESOLUTION NO. 102 / 2023**

**M/S Councillors Quibell / Winnicky**

**THAT the District of Hudson's Hope supports the application to Northern Development Initiative Trust from the River of the Peace Metis Society for a grant of up to \$10,000.00 from the BC Hydro GO Fund.**

**CARRIED**

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

**CM1 COMMUNITY TO COMMUNITY FORUM WITH SAULTEAU**

Mayor Heiberg advised of his attendance at the Community-to-Community Forum. They discussed the governance models, caribou maternity pens, upcoming election, and other issues affecting the communities. There was a follow up meeting with all the Chiefs and Mayors from the region to learn about all the issues each community is dealing with.

**CM2 NORTH PEACE AIRPORT SOCIETY**

**RESOLUTION NO. 103 / 2023**

**M/S Councillors Beattie / Quibell**

**THAT the Council approve Dave Heiberg to remain on the North Peace Airport Society as a member of the public on behalf of the District of Hudson's Hope.**

**CARRIED**

Mayor Heiberg advised that he would stay on the board as a member of the public, if Council wishes. He is willing to step down if the new Mayor would like to attend once elected. He advised of the recent meeting with discussions on the lease expiration happening in 2027, airport improvement fees and Vantage Services helping with staff.

**CM3 PEACE RIVER REGIONAL BOARD MEETING UPDATE**

Mayor Heiberg gave updated information from PRRD meeting regarding the Hudson's Hope Transfer Station. New compacter along with required infrastructure will be installed soon. A new share shed is also planned for the site. Staff to talk with Gerritt Lacey of PRRD about future expectations at the station.

**15. OLD BUSINESS**

**16. NEW BUSINESS**

**17. PUBLIC INQUIRIES**

**PI1 WINONA ROSENBERG – AGING PIPING**

Ms. Rosenberg questioned the age of the water pipes in the community. Staff advised that the infrastructure is old, most piping was completed in the 1960s. There is an Asset Management plan in place for infrastructure replacements, and repairs.

Staff continue to replace old water valves, and hydrants, to enhance the lifespan of the infrastructure.

## PI2 YOUTH COUNCILLOR QUENTIN KENNY - UPDATE

Youth Councillor Kenny advised that student council is preparing for a variety of events at the school.

## 18. IN-CAMERA SESSION

### **RESOLUTION NO. 104 /2023**

**M/S Councillors Beattie / Cryderman**

**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 – April 24, 2023
- **Community Charter Section 90 (1) (g):**
  - (g) litigation or potential litigation affecting the municipality
    - Summer Road – Blocked Access – verbal update
    - Water Treatment Plant – Future direction

**CARRIED**

## 19. RISE AND REPORT

## 20. ADJOURNMENT

*Mayor Heiberg declared the meeting adjourned at 7:14 pm.*

## DIARY

***Diarized***

### ***Conventions/Conferences/Holidays***

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

*08/04/19  
2022  
2023*

Certified Correct:

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Dave Heiberg, Mayor

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Becky Mercereau, Administration



## REQUEST FOR DECISION

<b>RFD#:</b> 2023-MR-32	<b>Date:</b> May 16, 2023
<b>Meeting#:</b> CM-05-23-23	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> By-election – Report #2	

### RECOMMENDATION:

*THAT Council appoint William Lindsay as Chief Election Officer and Becky Mercereau as Deputy Chief Election Officer to administer the by-election for a councillor.*

### BACKGROUND:

Councillor Travous Quibell resigned as Councillor effective May 15, 2023, as he intends to run in the upcoming By-Election for the office of Mayor.

### DISCUSSION:

On May 08, 2023 during the Council Meeting, Council appointed William Lindsay as Chief Election Officer and Becky Mercereau as Deputy Chief Election Officer to administer the by-election for Mayor. The same Chief Election Officer and Deputy Chief Election Officer may administer the by-election for a councillor if the council approve it.

Based on section 54 (5) of the Local Government Act, the chief election officer already set a general voting day for the election, which is Saturday, July 29, 2023

The necessary forms and notices are being developed for Mayor election which can be used for a councillor election too, the only addition will be printing separate ballots for a councillor election.

### FINANCIAL IMPLICATIONS:

In addition to the original plan for a by-election for a Mayor, this addition of a by-election for a councillor would not add any major costs except the ballot printing.

As communicated before, Mr. Lindsay will be charging us \$30 per hour for the time that he will be working. If the by-election is decided by acclamation, the cost will obviously be less.

### ATTACHMENT:

SAMPLE - By-election date calculator

Report approved by:



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Mokles Rahman, CAO

**This Calculator is an Informational and Planning Tool and Does Not Constitute Legal Advice - nor is it a Substitute for Provincial Legislation.**

**May 2023**



DAY OF THE WEEK	CALCULATED DATE	EVENT OR DEADLINE	CALCULATION/LEGISLATIVE PROVISION (LGA = Local Government Act ; LECFA = Local Elections Campaign Financing Act ; CC = Community Charter ; IA = Interpretation Act )	LEGISLATIVE REFERENCE	NOTES
	Date of Vacancy	Start of Election Period	In the case of a by-election, on the day the local authority office that is to be filled by the by-election becomes vacant	LECFA: s.10(1)(a)(ii)	<b>This date can vary - based on when candidate submits nomination documents (calculated as same day six months earlier, less a day IA: 25.3(2)(b)).</b>  <b>This date can vary - based on when resident elector registers to vote (calculated as same day six months earlier, less a day IA: 25.3(2)(b)).</b>  <b>This date can vary - based on when non resident property elector registers to vote (calculated as same day six months earlier, less a day IA: 25.3(2)(b)).</b>
	TBD	Candidate B.C. Residency Deadline	A person is qualified to be nominated for office, and to be elected to and hold office, on a local government if at the relevant time the person meets all the following requirements: (c) the person must have been a resident of British Columbia, as determined in accordance with section 67, for at least 6 months immediately before the relevant time	LGA: s.81(1)(c)	
	TBD	Elector Residency Deadline - Resident Elector	The person must have been a resident of British Columbia, as determined in accordance with section 67 [rules for determining residence], for at least 6 months immediately before the day of registration	LGA: s.65(1)(c)	
	TBD	Elector Residency Deadline - Non-resident Property Elector	The person must have been a resident of British Columbia, as determined in accordance with section 67, for at least 6 months immediately before the day of registration	LGA: s.66(1)(d)	
	May 1, 2023	Election Bylaw Adoption Deadline	In order for a bylaw referred to in subsection (1) to apply in relation to an election under section 54 [by-elections] , the bylaw must be adopted at least 42 days before the first day of the nomination period for the election	LGA: s.56(2)(b)	
	May 7, 2023	Start of Period for Notice of End of Advance Elector Registration (If advance elector registration is available)	At least 6 days but not more than 30 days before the start of the closed period under subsection (4), the designated local government officer must give public notice of the close of advance registration in accordance with section 50 [newspaper publication]	LGA: s.71(5)	
	May 10, 2023	Appointment of the Chief Election Officer (Earliest Date to appoint the Chief Election Officer)	As soon as practicable after a vacancy occurs for which an election under this section is to be held, the local government must: (4)(a) appoint a chief election officer for the election  The chief election officer must set a general voting day for the election, which must be on a Saturday no later than 80 days after the date the chief election officer was appointed	LGA: s.54(4) & s. 54(5)	
	May 14, 2023	Start of Period for Notice of Nominations	At least 6 days but not more than 30 days before the nomination period begins, the chief election officer must issue a notice of nomination under this section in accordance with section 50 [newspaper publication]	LGA: s.85(1)	

	May 14, 2023	Start of Period for Notice of List of Registered Electors (If applicable)	At least 6 days but not more than 30 days before the first day on which the list of registered electors is required to be available under subsection (3), notice must be given in accordance with section 50 [newspaper publication]	LGA: s.77(6)
	May 30, 2023	End of Period for Notice of Close of Advance Elector Registration (if advanced registration is available)	At least 6 days but not more than 30 days before the start of the closed period under subsection (4), the designated local government officer must give public notice of the close of advance registration in accordance with section 50 [newspaper publication]	LGA: s.71(5)
	June 6, 2023	End of Period for Notice of Nominations	At least 6 days but not more than 30 days before the nomination period begins, the chief election officer must issue a notice of nomination under this section in accordance with section 50 [newspaper publication]	LGA: s.85(1)
	June 6, 2023	End of Period for Notice of List of Registered Electors (If applicable)	At least 6 days but not more than 30 days before the first day on which the list of registered electors is required to be available under subsection (3), notice must be given in accordance with section 50 [newspaper publication]	LGA: s.77(6)
	June 6, 2023	End of Advanced Elector Registration (If advance elector registration is available)	Advance registration closes 53 days before general voting day and does not reopen until the Monday after the close of general voting, subject to any extension of this closed period in relation to an election under section 152 [runoff election if tie vote after judicial recount]	LGA: s.71(4)
	June 6, 2023	Last Day for Withdrawal of Non-resident Property Elector Consent	Once a withdrawal of consent has been delivered in accordance with subsection (7), the person registered as the non-resident property elector in relation to the property ceases to be entitled to be registered and vote as such if the number of individuals referred to in subsection (6) falls below a majority of the registered owners, with this effective (a) for the next election, in the case of a withdrawal delivered at least 52 days before general voting day for the election, and (b) following the next election, in the case of a withdrawal delivered less than 52 days before general voting day for the election	LGA: s.66(8)
	June 7, 2023	Adoption of Provincial Voters List (If applicable)	A bylaw under subsection (1) must require that the Provincial list of voters becomes the register of resident electors no later than 52 days before general voting day for any election to which the bylaw applies	LGA: s.76
	June 13, 2023	Start of Nomination Period	The period for receiving nominations begins at 9 a.m. on the 46th day before general voting day and ends at 4 p.m. on the 36th day before general voting day.	LGA: s.84(1)
	June 13, 2023	Start of Challenge to Nomination Period	The time period during which a challenge may be made is between the time of the delivery of the nomination documents in accordance with section 89 and 4 p.m. on the 4th day after the end of the nomination period	LGA: s.91(2)

	June 13, 2023	Start of Challenge to Endorsement Period	The time period during which a challenge may be made is between the time of the filing of the endorsement documents in accordance with section 93 [endorsement documents] and 4 p.m. on the 4th day after the end of the nomination period	LGA: s.96(2)
	June 13, 2023	Start of Public Inspection of List of Registered Electors Period (If applicable)	From the 46th day before general voting day until the close of general voting, a copy of the list of registered electors as it stands at the beginning of that period must be available for public inspection at the local government offices during its regular office hours	LGA: s.77(3)
	June 13, 2023	Start of Objections to Elector Registration Period (If applicable)	From the 46th day before general voting day until the close of general voting, a copy of the list of registered electors as it stands at the beginning of that period must be available for public inspection at the local government offices during its regular office hours	LGA: s. 77(3)
	June 19, 2023	Start of Period for Notice of Required Advance Voting	At least 6 days but not more than 30 days before a required advance voting opportunity, the chief election officer must give notice in accordance with section 50 [newspaper publication] of (a) the date, location of the voting places and voting hours for the voting opportunity, and (b) the documents that will be required in order for a person to register as an elector at the time of voting	LGA: s.107(5)
	June 23, 2023	End of Nomination Period	The period for receiving nominations begins at 9 a.m. on the 46th day before general voting day and ends at 4 p.m. on the 36th day before general voting day	LGA: s.84(1) & s.89(5)
	June 23, 2023	Declaration of Candidates	Immediately following the end of the nomination period, the chief election officer must declare as candidates for an elected office all persons who have been nominated for the office	LGA: s.97(1)
	June 23, 2023	Start of Extended Nomination Period (if required)	If there are fewer persons declared as candidates than there are to be elected, additional nominations must be received by the chief election officer from the time of the declaration under subsection (1) up until 4 p.m. on the 3rd day after the end of the nomination period	LGA: s.97(2)
	June 23, 2023	End of Period of Objections to Elector Registrations (If applicable)	An objection must be received by the designated local government officer, or a person authorized for this purpose by that officer, before 4 p.m. on the 36th day before general voting day	LGA: s.79(2)
	June 26, 2023	End of Extended Nomination Period (if required)	If there are fewer persons declared as candidates than there are to be elected, additional nominations must be received by the chief election officer from the time of the declaration under subsection (1) up until 4 p.m. on the 3rd day after the end of the nomination period	LGA: s.97(2)
	June 27, 2023	End of Challenge to Nomination Period	The time period during which a challenge may be made is between the time of the delivery of the nomination documents in accordance with section 89 and 4 p.m. on the 4th day after the end of the nomination period	LGA: s.91(2)
	June 27, 2023	End of Challenge to Endorsement Period	The time period during which a challenge may be made is between the time of the filing of the endorsement documents in accordance with section 93 [endorsement documents] and 4 p.m. on the 4th day after the end of the nomination period	LGA: s.96(2)

	June 28, 2023	Deadline to Become Resident Elector (if Registering on General Voting Day)	In order to be registered as a resident elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration: (d) the person must have been a resident of the municipality or electoral area, as determined in accordance with section 67, for at least 30 days immediately before the day of registration	LGA: s.65(1)(d)
	June 28, 2023	Deadline to Become Non-Resident Property Owner (if Registering on General Voting Day)	In order to be registered as a non-resident property elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration: (e) the person must have been a registered owner of real property in the municipality or electoral area for at least 30 days immediately before the day of registration	LGA: s.66(1)(e)
	June 29, 2023	Start of Period for Notice of Election by Voting	At least 6 days but not more than 30 days before general voting day for an election by voting under section 98 (2), the chief election officer must issue a notice of election in accordance with section 50 <i>[newspaper publication]</i>	LGA: s.99(1)
	June 30, 2023	Nomination Documents Originals to local Chief Election Officer Deadline	If the originals of nomination documents delivered by fax or email are not received by the chief election officer before the end of the 29th day before general voting day, the person nominated is deemed to have withdrawn from being a candidate in the election	LGA: .89(5)
	June 30, 2023	Candidate Nomination Withdrawal Deadline	At any time up until 4 p.m. on the 29th day before general voting day, a person who has been nominated may withdraw from being a candidate in the election by delivering a signed withdrawal to the chief election officer, which must be accepted if the chief election officer is satisfied as to its authenticity	LGA: s.101(1)
	June 30, 2023	Elector Organization Endorsement Withdrawal Deadline	An elector organization endorsement must not appear on a ballot if, before 4 p.m. on the 29th day before general voting day, (a) the candidate withdraws his or her consent to have the elector organization endorsement appear on the ballot by delivering a signed withdrawal to the chief election officer by that time, or (b) the elector organization withdraws its endorsement of the candidate by delivering to the chief election officer by that time a written withdrawal signed by the authorized principal official of the elector organization	LGA s. 95
	June 30, 2023	End of Election Period (12:00 Midnight)	The election period in relation to an election is the period that (b) ends at the beginning of the campaign period for the election	LECFA: s.10(1)(b)
	July 1, 2023	Start of Campaign Period (12:01 am)	The campaign period in relation to an election is the period that (a) begins on the 28th day before general voting day for the election	LECFA: s.10(2)(a)
Monday	TBD	Declaration of Election by Voting	At 4 p.m. on the Monday following the last day for determining a challenge under section 91 [challenge of nomination], the chief election officer must declare the election in accordance with this section. If there are more candidates for an office than there are to be elected for the office, the chief election officer must declare that an election by voting is to be held	LGA: s.98(2)

**Manually adjust to the Monday following the end of the Challenge to Nomination Period.**



Monday	TBD	Declaration of Election of Candidates by Acclamation	At 4 p.m. on the Monday following the last day for determining a challenge under section 91 [challenge of nomination], the chief election officer must declare the election in accordance with this section. If no more candidates for an office are nominated than there are to be elected for that office, the chief election officer must declare the candidate or candidates elected by acclamation	LGA: s.98(3)	Manually adjust to the Monday following the end of the Challenge to Nomination Period.
	July 12, 2023	End of Period for Notice of Required Advance Voting	At least 6 days but not more than 30 days before a required advance voting opportunity, the chief election officer must give notice in accordance with section 50 [newspaper publication] of (a) the date, location of the voting places and voting hours for the voting opportunity, and (b) the documents that will be required in order for a person to register as an elector at the time of voting	LGA: s.107(5)	
	July 19, 2023	Required 10 Day Advance Voting Opportunity	At least 2 advance voting opportunities must be held for an election by voting, (a) one on the 10th day before general voting day	LGA: s.107(1)(a)	
	July 22, 2023	End of Period for Notice of Election by Voting	At least 6 days but not more than 30 days before general voting day for an election by voting under section 98 (2), the chief election officer must issue a notice of election in accordance with section 50 [newspaper publication]	LGA: s.99(1)	
	TBD	Required Second Advance Voting Opportunity (If Applicable)	At least 2 advance voting opportunities must be held for an election by voting (b) on another date which the local government must establish by bylaw  As an exception to subsection (1) in relation to a municipality or electoral area with a population of 5,000 or less, the local government may, by bylaw, provide that the advance voting opportunity referred to in subsection (1) (b) is not to be held for the municipality or electoral area	LGA 107(1)(b) & s. 107(2)	
Saturday	July 29, 2023	General Voting Day		LGA: s. 54	Must be a Saturday Manually Enter Election Date for Calculation Enter Date as YYYY-MM-DD
	July 29, 2023	Deadline to Receive Mail Ballots	In order to be counted for an election, a mail ballot must be received by the chief election officer before the close of voting on general voting day and it is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the chief election officer within this time limit	LGA: s.110(9)	
	July 29, 2023	Announcement of Preliminary Election Results by Voting (optional)	The chief election officer may announce preliminary results of an election before the determination under section 145 [determination of official election results] is completed	LGA: s.144(1)	
	July 29, 2023	End of Period for Inspection of List of Electors	From the 46th day before general voting day until the close of general voting, a copy of the list of registered electors as it stands at the beginning of that period must be available for public inspection at the local government offices during its regular office hours	LGA: s.77(3)	

	July 29, 2023	End of Campaign Period	The campaign period in relation to an election is the period that (b) ends, as applicable,(i) in the case of an election by voting, at the close of general voting for the election, or (ii) in the case of an election by acclamation, at the end of general voting day	LECFA: s.10(2)(b)	
	July 29, 2023	First Day for Declaration of Official Election Results by Voting	As the final counting proceeding subject to a judicial recount, the chief election officer must determine the results of an election in accordance with this section	LGA: s.145	
	July 30, 2023	First day candidate elected through acclamation can make oath of office	in the case of an electoral area director elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required	LGA s.202(1)(a) CC: s. 120(1)(a)	
	August 2, 2023	Last Day for Declaration of Official Election Results by Voting	Before 4 p.m. on the 4th day following the close of general voting, the chief election officer must declare the results of the election as determined under section 145	LGA: s.146(1)	
	August 2, 2023	Start of Period for Application to the Supreme Court to Invalidate Election	The time limit for making an application is 30 days after the declaration of official election results under section 146	LGA s.153(3)	*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.
	August 2, 2023	Start of Period to Apply for Judicial Recount	The time period during which an application may be made is limited to the time between the declaration of official election results under section 146 and 9 days after the close of general voting	LGA: s.148(3)	
	August 2, 2023	Start of Public Inspection of Voting Day Materials	From the time of the declaration of the official election results under section 146 until 30 days after that date, the following election materials must be available for public inspection at the local government offices during regular office hours: (a) the voting books used for the election; (b) any copies of the list of registered electors used for the purposes of voting proceedings; (c) any records required under this Part to be made during voting proceedings; (d) any solemn declarations taken and any signed written statements or declarations required under this Part in relation to voting proceedings	LGA: s.160(3)	
	August 7, 2023	End of Period to Apply for Judicial Recount	The time period during which an application may be made is limited to the time between the declaration of official election results under section 146 and 9 days after the close of general voting	LGA: s.148(3)	
	August 8, 2023	First Day Candidate Elected By Voting Can Make Oath of Office (if no application for Judicial Recount has been made)	A candidate declared elected under section 146 is not entitled to make the oath of office until the time period for making an application for a judicial recount has ended	LGA: s.147(1)	

	August 11, 2023	Deadline for Completion of Judicial Recount	A judicial recount must be conducted in accordance with this section and completed by the end of the 13th day after the close of general voting	LGA: s.149(1)	
	August 12, 2023	First Day Candidate Elected by Voting Can Make Oath of Office Following Conclusion of Judicial Recount	If an application for a judicial recount of an election is made, a candidate declared elected in the election is not entitled to make the oath of office until the recount has been completed and the candidate's election has been confirmed unless permitted by the court under subsection (3)	LGA: s.147(2)	*This date relates to the date of the completion of the judicial recount. The default date assumes the judicial recount was completed on the last possible day. If the judicial recount is completed earlier this date would need to change accordingly.
	August 12, 2023	First Day of Notification of Runoff Election	As soon as practicable after the judicial recount, the chief election officer must notify the candidates referred to in subsection (3) that an election is to be held and that they are candidates in the election unless they deliver a written withdrawal to the chief election officer within 3 days after being notified.	LGA s. 152(4)	
	September 1, 2023	End of Period for Public Inspection of Nomination Documents	Nomination documents delivered to the chief election officer (a) must be available for public inspection in the local government offices during its regular office hours from the time of delivery until 30 days after the declaration of the election results under section 146, and (b) if a bylaw under subsection (8) applies, must be made available to the public in accordance with the bylaw	LGA: s.89(7)	*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.
	September 1, 2023	End of Public Inspection of Voting Day Materials	From the time of the declaration of the official election results under section 146 until 30 days after that date, the following election materials must be available for public inspection at the local government offices during regular office hours: (a) the voting books used for the election; (b) any copies of the list of registered electors used for the purposes of voting proceedings; (c) any records required under this Part to be made during voting proceedings; (d) any solemn declarations taken and any signed written statements or declarations required under this Part in relation to voting proceedings	LGA: s.160(3)	*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.
	September 1, 2023	End of Period for Application to the Supreme Court to Invalidate Election	The time limit for making an application is 30 days after the declaration of official election results under section 146	LGA: s.153(3)	*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.

	September 1, 2023	Last Day for Chief Election Officer to Submit Election Report	Within 30 days after the declaration of official election results under section 98 for an election by acclamation or under section 146 for an election by voting, the chief election officer must submit a report of the election results to the local government	LGA: s.158(1)	<p><b>*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.</b></p> <p><b>*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.</b></p>
	September 16, 2023	End of Period to Make Oath of Office (by Voting)	<p>A person elected or appointed to office on a council must make an oath or solemn affirmation of office within the following applicable time limit: (b) in the case of a person elected by voting, within 45 days after the declaration of the results of the election</p> <p>A person elected or appointed to office on a board must make an oath or solemn affirmation of office within the following applicable time limit: (b) in the case of an electoral area director elected by voting, within 45 days after the declaration of the results of the election</p>	CC: s. 120(1)(b) LGA: s.202(1)(b)	
	September 17, 2023	End of Period to Make Oath of Office (by Acclamation)	<p>A person elected or appointed to office on a council must make an oath or solemn affirmation of office within the following applicable time limit: (a) in the case of a person elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required</p> <p>A person elected or appointed to office on a board must make an oath or solemn affirmation of office within the following applicable time limit: (a) in the case of an electoral area director elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required</p>	CC: s. 120(1)(a) LGA: s.202(1)(a)	
	September 28, 2023	Start of Period to Destroy Election Material	The following materials must be destroyed as soon as practicable following 56 days after the declaration of the official election results under section 146: (a) the ballots used in the election; (b) any stubs for ballots used in the election; (c) any copies of the list of registered electors used for the purposes of voting proceedings; (d) the voting books used in the election; (e) any solemn declarations and any written statements or declarations in relation to voting proceedings, other than those used for the registration of electors	LGA: s.160(8)	

Saturday	September 30, 2023	End of Period for Runoff Election	The chief election officer must set a general voting day for the runoff election, which must be on a Saturday no later than 50 days after the completion of the judicial recount	LGA: s.152(5)	<b>Manually adjust to a Saturday</b>  *This date relates to the date of the completion of the judicial recount. The default date assumes the judicial recount was completed on the last date possible. If the judicial recount is completed earlier this date would need to be changed accordingly.
	October 27, 2023	End of Period to File Campaign Financing Disclosure Statement with Elections BC	A disclosure statement must be filed (a) within 90 days after general voting day for the election or assent voting to which it relates, or (b) if applicable, within the period established under section 90 [late filing extensions in extraordinary circumstances].	LECFA: s.47(1)	
	November 26, 2023	End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	If a disclosure statement is not filed within the applicable time period under subsection (1), it may be filed within 120 days after general voting day for the election or assent voting on payment to the BC chief electoral officer of a late filing penalty fee of \$500.	LECFA: s.47(2)	

## REQUEST FOR DECISION

<b>RFD#:</b> 2023-MR-33	<b>Date:</b> May 16, 2023
<b>Meeting#:</b> CM-05-23-23	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Lynx Creek Road Repavement (Ph-3) – Tender Evaluation and Award	

### RECOMMENDATIONS:

THAT Council accept the bid received from Terus Construction Ltd (dba: DGS Astro Paving) for the Re-Pavement of the Lynx Creek Subdivision Road (Phase-3); and

THAT Council approve awarding the Lynx Creek Road Re-Pavement contract to Terus Construction Ltd. and authorize the Acting Mayor and CAO to sign the contract.

### BACKGROUND:

The tender for Lynx Creek Road Re-Pavement project was posted on the MERX, BC BID and District website on April 24, 2023, with a closing date of May 10, 2023. Three (3) bids were received within the closing date.

There is an approved Capital Budget of \$250,000 in 2023 for the re-pavement of the remaining segment of Reschke Road in the Lynx Creek subdivision. The source of this fund is Peace River Agreement (PRA) grant.

As per the Purchasing Policy, Council will consider all tenders where the value exceeds New West Partnership Trade Agreement (NWPTA) threshold which is \$200,00 for construction, and approve the award by resolution.

### DISCUSSION:

Bids were received from the following proponents for the Re-Pavement of Phase-3 (the last phase) of the Lynx Creek subdivision.

A summary of all submissions is provided below:

Name of the company	Meeting Specifications	Bid Bond Received	Price	GST	Total
Terus Construction Ltd dba. DGS Astro Paving	Yes	Yes	\$202,838.00	\$10,141.90	\$212,979.90
Peters Bros. Construction Ltd.	Yes	Yes	\$226,618.00	\$11,330.90	\$237,948.90
Knelsen Sand and Gravel Ltd	Yes	Yes	\$295,780.00	\$14,789.00	\$310,569.00



All 3 bids met the minimum requirements of the tender. Terus Construction Ltd is the lowest out of the 3 proponents.

The project cost summary is as follows:

<b>Terus Construction Ltd. (dba:DGS Astro Paving)</b>	<b>\$ 202,838.00</b>
Quality Assurance	\$ 5,000.00
Sub- total	\$ 207,838.00
Contingencies (10%)	\$ 20,783.80
Engineering	\$ 12,000.00
<b>Total</b>	<b>\$ 240,621.80</b>
GST (5%)	\$ 12,031.09
<b>TOTAL with GST</b>	<b>\$ 252,652.89</b>

The total cost of the project before GST is \$240,621.80 which is within the approved budget. The scope of the project is to pulverize the existing road structure, add 100 mm thickness of 20 mm minus gravel base and apply 75 mm thickness of asphalt surface. In addition, driveways will be adjusted up to the property line with the existing driveway materials. The ditches will not be re-graded, and shoulder dressing is not part of this scope of work to save money. Like previous years, the shoulder will be re-graded by the Public Works summer crew. This cost is excluding the cost of gravel, as the contractor will be using gravel from District Gravel Pit.

**ALTERNATIVES:**

1. Award the tender to Terus Construction Ltd. (dba:DGS Astro Paving).
2. Do not award the tender and continue repairing potholes during wintertime based on the need and spot repair the asphalt during summertime.

**FINANCIAL CONSIDERATIONS:**

The cost for Re-Pavement of the Lynx Creek subdivision Phase-3 is \$240,621.80 (plus GST), including contingencies and engineering. The source of funds is 2023 PRA grants of the 2023 Capital Budget.

Prepared by:



Mokles Rahman, CAO

## REQUEST FOR DECISION

RFD#:	Date: May 17, 2023
Meeting#: <b>CM-05-23-23</b>	Originator: Gordon Davies, A.Sc.T.
RFD TITLE: <b>Highway 29 Sewer Manhole</b>	

### RECOMMENDATIONS:

*THAT Council accept the tender submitted by GT Xcavating for the construction of the Highway 29 Sewer Manhole; and*

*THAT Council approve awarding the Highway 29 Sewer Manhole contract to GT Xcavating and authorize the Mayor and CAO to sign the Contract.”*

### BACKGROUND:

The Highway 29 Sewer Manhole is proposed due to the fact that sewerline cleaning is difficult due to the change in direction of the line with no access to it. The manhole should have been installed when the line was originally put in but was not. Each year during sewer line cleaning the operators have difficulty.

Work was approved in the 2023 Capital Budget in the amount of \$56,000 including engineering.

Urban Systems prepared a Master Municipal Construction Document (MMCD) tender on the District's behalf as an Invitational Tender to the following contractors:

GT Xcavating – Fort St. John  
Knappet Industries – Fort St. John  
Swamp Donkey Oilfield Service – Dawson Creek

The scope of work for the project is construction of a 1050 mm diameter manhole directly overtop of the deflection point of the two pipes. The project is located in the center of Beattie Drive (Ministry of Transportation jurisdiction) requiring single lane alternating traffic control during the entire project.

### DISCUSSION

The District received three bids for the project. Please see details on the submission in the table below.

<b>Name</b>	<b>Meeting Specifications</b>	<b>Price</b>	<b>GST</b>	<b>Total</b>
GT Xcavating Ltd.	Yes	\$35,550.00	\$1777.50	\$37,327.50
Knappett Industries (2006) Ltd.	Yes	\$44,660.00	\$2,233.00	\$46,893.00
Swamp Donkey Oilfield Services Inc.	Yes	\$120,342.25	\$6,017.11	\$126,359.36
<b>ALTERNATIVES</b>				
Do not award the tender and retender earlier next year.				
<b>FINANCIAL CONSIDERATIONS</b>				
As the GT Xcavating Ltd. Tender submitted is the low tender and is reasonable and meets specifications in the amount of \$35,550.00 plus GST and the construction portion of the budget is \$46,000.00, no additional funding is required to complete the project.				

Prepared and submitted by:

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Gordon Davies, A.Sc.T.  
Manager of Public Works

## REQUEST FOR DECISION

RFD#: 2023-MR-34	Date: May 16, 2023
Meeting#: CM-05-23-23	Originator: Mokles Rahman
RFD TITLE: Water Use Restriction	

### RECOMMENDATIONS:

*THAT Council direct administration to communicate with residents and water users within the water distribution network to reduce the water usage until September 30, 2023, and*

*THAT administration remind the residents and water users from time to time through relevant communication media.*

### BACKGROUND:

On June 13, 2022 council defeated the following recommendations from the administration;

#### **B1 BYLAW NO. 930, 2022 – WATER SERVICES REGULATIONS**

##### ***M/S Councillors Quibell / Summer***

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

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

***THAT the District of Hudson's Hope Water Service Regulations Bylaw No. 930, 2022 be read a third time.***

##### ***DEFEATED***

##### ***Direction to Staff***

Council directed Staff to revise the proposed Bylaw No. 930, 2022 Water Services Regulation to remove Schedule D: Water Use Restriction Stages and to hold a future discussion on a bylaw revision to address the concern of the water meters.

As per section 5.3.1 of the Water Service Regulations Bylaw (Bylaw No. 930, 2022) the District council has the following authority;

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

**DISCUSSION:**

The water usage by Hudson's Hope users is picking up day by day as we are approaching the summer season. At this moment average water usage is 1200 M<sup>3</sup> per day. With the water demand picking up, high temperatures, and high turbidity, our operators are facing serious operational challenges.

The Water Treatment Plant is running with temporary treatment systems. At this moment the rental clarifier is in the commissioning stage and the UV reactors are in the process of installation. Even if the rental clarifier and UV reactors are functional, we have to restrict water usage as the system is temporary and the rental clarifier has a capacity from 620 to 1000 M<sup>3</sup> per day whereas our summer demand may peak up to 1600 M<sup>3</sup> per day. It may be mentioned here that our old treatment plant was designed for 2000 M<sup>3</sup> per day.

Immediate water use reduction is required to save the water treatment plant from failure again. Northern Health reminded us of water restriction a few times and BC Hydro was following up on our action.

**ALTERNATIVES:**

1. Council may re-consider the tabled bylaw which is attached herewith with the proposed Schedule – D.

**ATTACHMENTS:**

Council report dated June 13, 2022.

**FINANCIAL CONSIDERATIONS:**

N/A

Prepared by:



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Mokles Rahman, CAO

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>2022-MR-30</b>	<b>Date:</b>	<b>June 7, 2022</b>
<b>Meeting#:</b>	<b>CM 06-13-22</b>	<b>Originator:</b>	<b>Mokles Rahman</b>
<b>RFD TITLE: Water Service Regulations Bylaw Amendment 2022 (Bylaw No. 930, 2022)</b>			

### RECOMMENDATIONS:

1. *THAT District of Hudson's Hope Water Service Regulations Bylaw Amendment (**Bylaw No. 930, 2022**) be read a first time as prepared by L&M Engineering with input from administration.*
2. *THAT Bylaw No. 930, 2022 be read a second time.*
3. *THAT Bylaw No. 930, 2022 be read a third time.*

### BACKGROUND:

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

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

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

### DISCUSSION:

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

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

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

### FINANCIALS:

N/A



**ALTERNATIVES:**

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

**ATTACHMENTS:**

1. Traffic Bylaw No. 930, 2022.

Prepared and approved by:



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Mokles Rahman, CAO



# Water Service Regulations

## Bylaw No. 930, 2022

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

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

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

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

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Dave Heiberg, Mayor

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Mokles Rahman, CAO

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## 1.0 DEFINITIONS

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

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

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

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

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

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

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

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

**DISTRICT** means the District of Hudson's Hope.

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

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

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

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

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

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

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

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

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

## 2.0 BASIC PROVISIONS

### 2.1. Conditions of Water Supply

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

### 2.2. User Fees

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

### 2.3. Enforcement

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



## 3.0 COMMUNITY WATER SYSTEM

### 3.1 Requirement to Connect

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

### 3.2 Application to Connect

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

### 3.3 Installation of Service Connection

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

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

### 3.4. Turning the Water Supply On

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

### 3.5. Shut-Off and Disconnection

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

### 3.6. System Extensions

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

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

### 3.7. System Failures

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

### 3.8. Prohibited Activities

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

## 4.0 PRIVATE WATER SERVICES

### 4.1. Establishment

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

### 4.2. Maintenance and Repairs

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

### 4.3. Bulk Water and Private Sales

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

## 5.0 WATER PROTECTION & CONSERVATION

### 5.1. Cross-Connections

.1 No person shall:

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

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

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

### 5.2. Fire Hydrant Use

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

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

### 5.3. Water Use Restrictions

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

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

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

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

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

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

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

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

#### **5.4. Unnecessary Water Use**

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

## 6.0 WATER METERS

### 6.1. Water Meter Requirements

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

### 6.2. Installation of Water Meters

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

### 6.3. Reading, Maintenance and Testing

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

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



## 7.0 OFFENCES AND PENALTIES

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

# SCHEDULE A

## Penalties

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

# SCHEDULE B

## Municipal Ticket Information Offences

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

# SCHEDULE C

## Service Application Form (Connection & Abandonment)

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

Today's Date: \_\_\_\_\_  
Work to Begin Date: \_\_\_\_\_

### Owner Information

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

### Property Information

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

### Services Requested

Property Type	Mark "X"
Residential	
Commercial	
Industrial	
Institutional	

Service Type	Size
Water	
Sewer	
Storm	
Hydrant	

Abandonment Required
Yes
No

### Contractor Information

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

### Declaration

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

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

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

# SCHEDULE D

## Water Use Restriction Stages

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### Stage 1 – Water Supply Conditions: “Normal”

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

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

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

### Stage 2 – Water Supply Conditions: “Moderate”

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

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

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

### Stage 3 – Water Supply Conditions: “Acute”

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

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

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

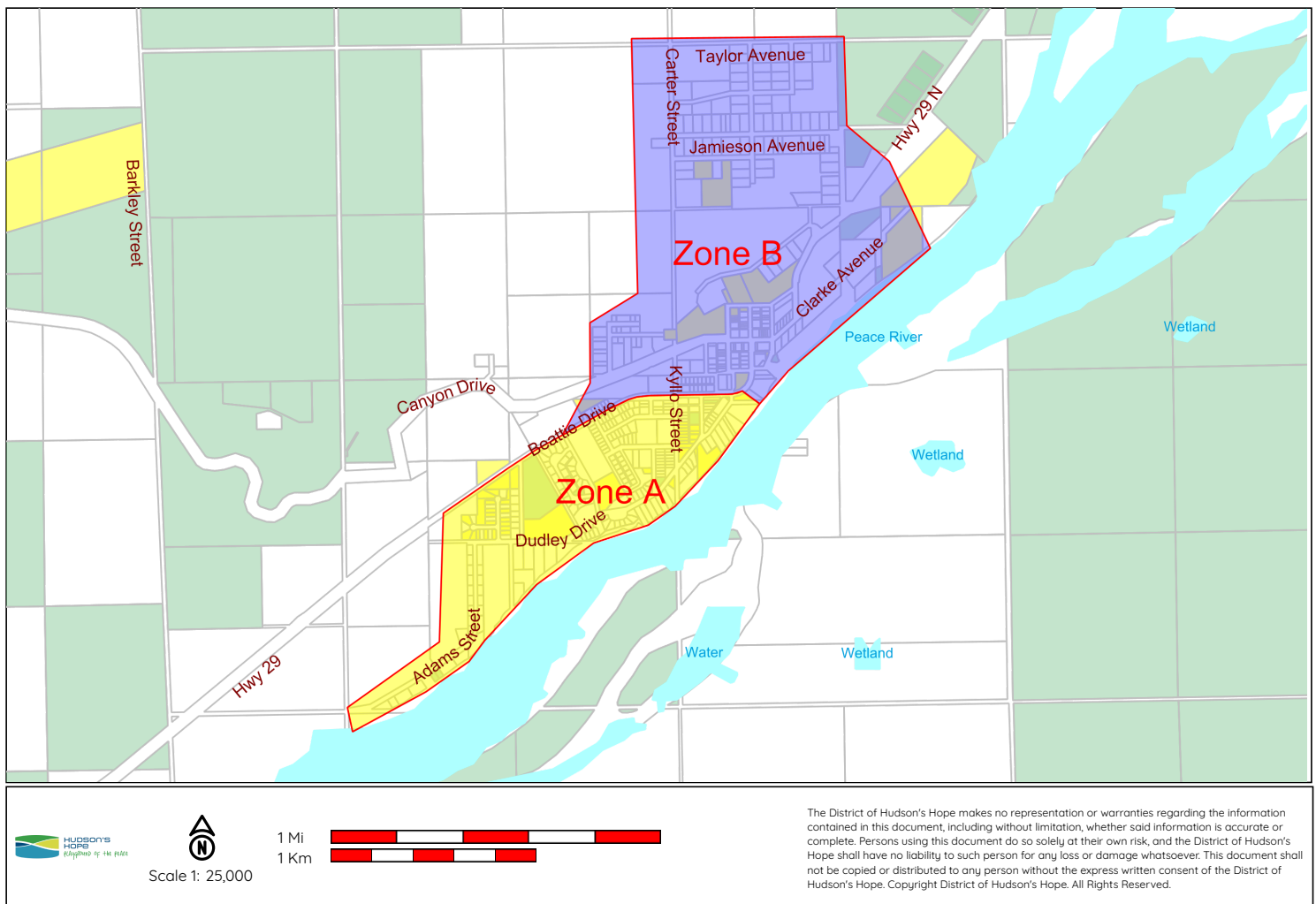
- (c) The *Operations Manager* may establish a separate schedule for sprinkling and irrigation of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Municipal sprinkling of other landscaped areas and ornamental gardens follow the same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

#### **Stage 4 – Water Supply Conditions: “Severe”**

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

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





District of Hudson's Hope

District of Hudson's Hope

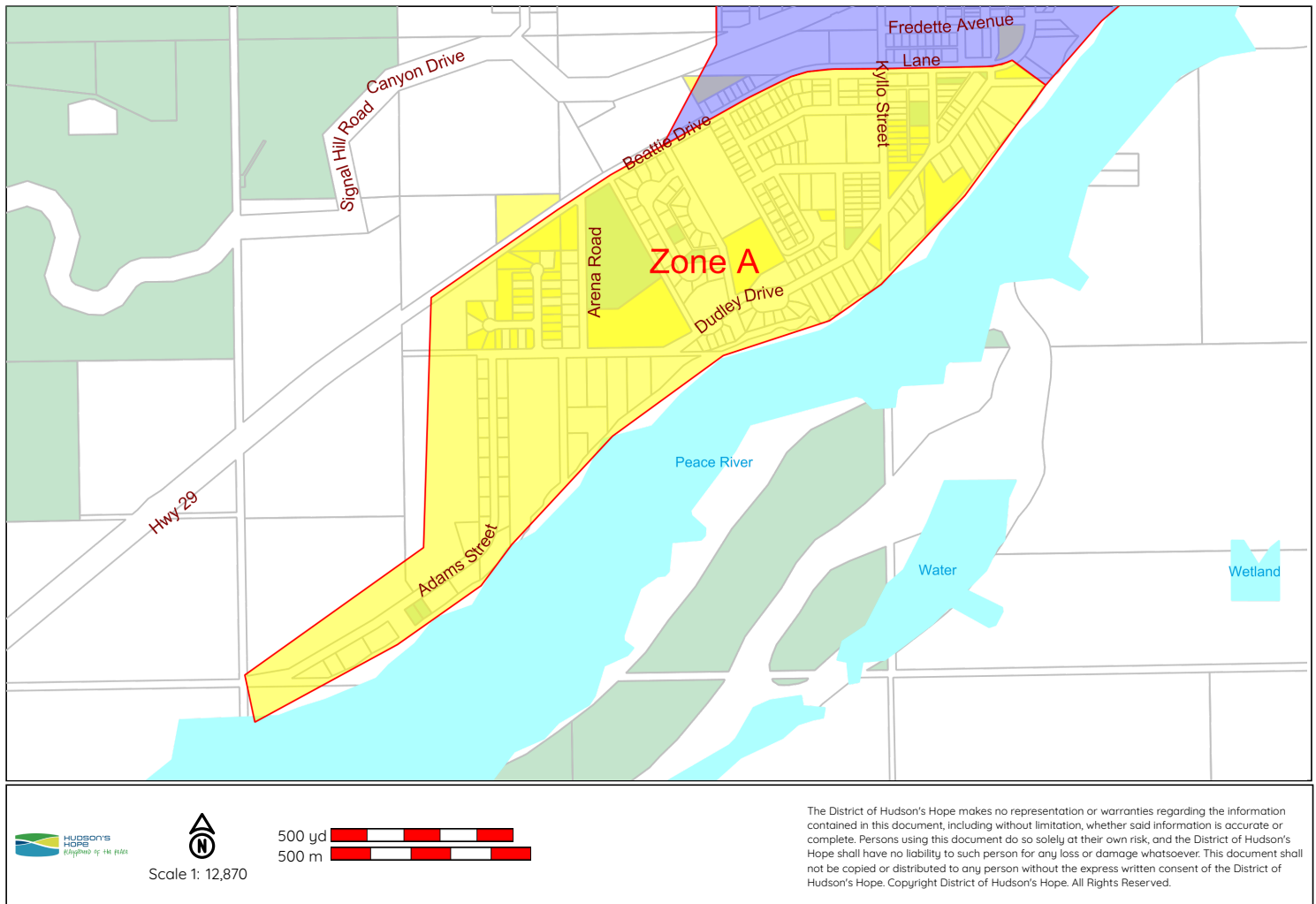
Date Created: 6/6/2022

## Buildings Per Zone

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

Zone A: 207

Zone B: 191



District of Hudson's Hope

District of Hudson's Hope

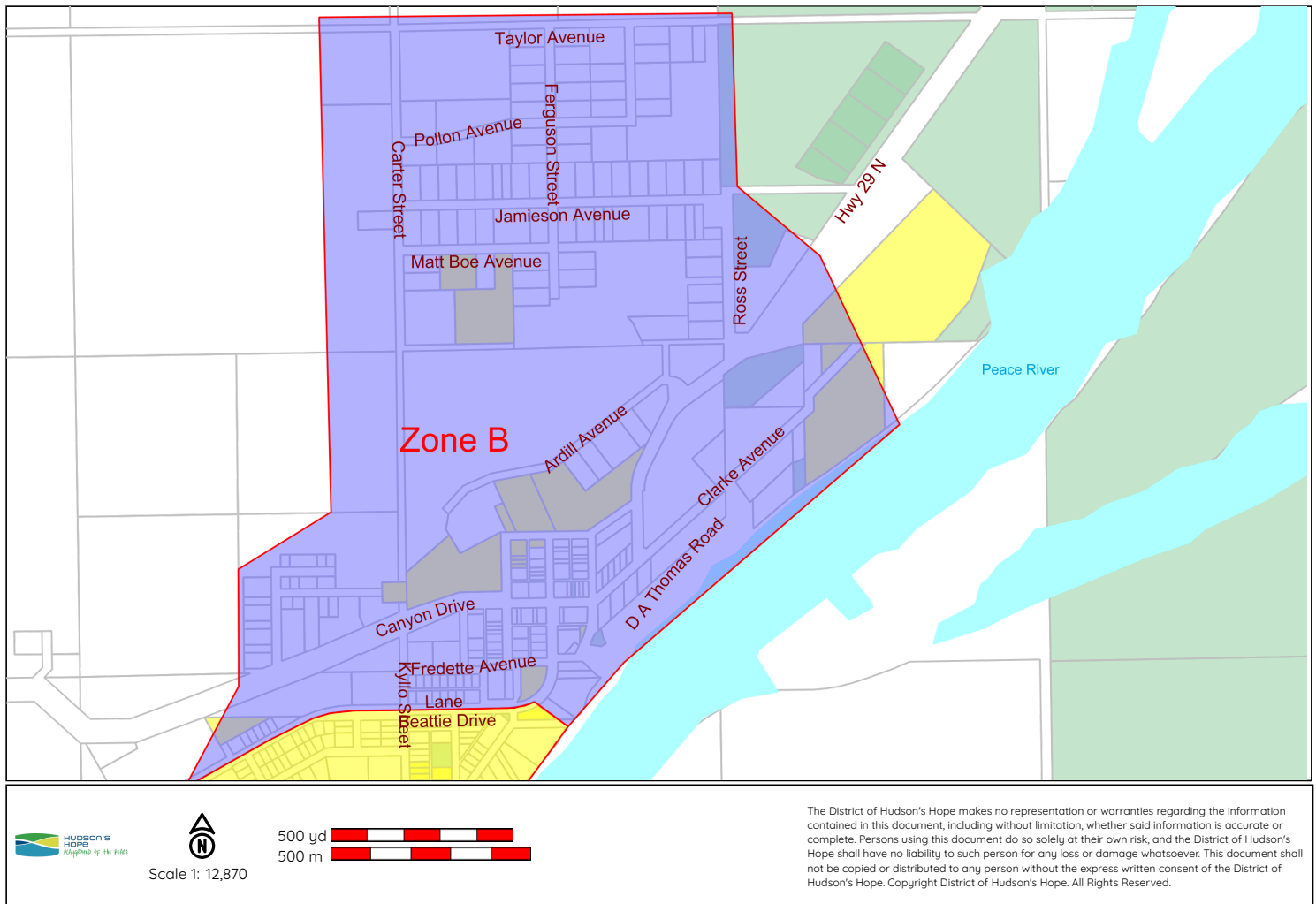
Date Created: 6/6/2022

## Buildings Per Zone

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

### Zone A: 207





District of Hudson's Hope

District of Hudson's Hope

Date Created: 6/6/2022

## Buildings Per Zone

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

### Zone B: 191

## REQUEST FOR DECISION

RFD#:	Date: May 16, 2023
Meeting#: <b>CM-05-23-23</b>	Originator: Becky Mercereau
RFD TITLE: <b>Love Hudson's Hope Grant Application</b>	

### RECOMMENDATIONS:

*THAT Council approve the grant application for the New Shop Local Initiative through Northern Development Initiative Trust.*

### BACKGROUND:

At the April 24, 2023, Council meeting Council approved staff to proceed with an application to Northern Development Initiative Trust for Love Northern BC for a new shop local initiative.

Staff was advised to brainstorm ideas on what the new initiative would like and report back.

Attached in the grant application outlining the proposal for the \$10,000.00 which would include a new website using lovehudsonshope.ca URL, with a wider variety of businesses in our community, as we won't have the franchise stipulation included.

All funds will be distributed prior to December 16, 2024. We plan to continue with promotion of our current site and start developing new one this winter, as we will still have access to our current site until December 31, 2024.

Staff will also work on a policies and procedures for joining this program, requirements needed and if there will be a one-time fee or yearly fee. This will forth be coming once grant is approved and we can start planning.

### FINANCIAL CONSIDERATIONS:

After grant money has been spent to start up this program, we would request Council set aside some funding each year in the budget to continue with this economic development program.

### ATTACHMENT:

1. Love Northern BC New Shop Local Initiative Application

Prepared by:

**SR5**

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Becky Mercereau, Admin

Approved by:

---

Mokles Rahman, CAO

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.  
Adobe Reader is a free download available at: <https://get.adobe.com/reader/>



✦ **Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

### 1. Project Name

Provide a name for the project that is proposed in this funding application:

New shop local program in Hudson's Hope. Still using Love Hudson's Hope.

### 2. Applicant Profile

Applicant organization (legal name):	Non-profit society registration no. (if applicable):
District of Hudson's Hope	Municipality
Mailing address:	Telephone:
Box 330, Hudson's Hope, BC V0C 1V0	250-783-9901
Email:	Website (URL):
office2@hudsonshope.ca	www.hudsonshope.ca

### 3. Primary Contact Information

Primary contact (for this application):	Position/title:
Becky Mercereau	Administrative Assistant

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:

#### 4. Letter of Support

A letter of support is required IF the applicant(s) differs from the original organization that administered the Love program. The original organization (eg) local government, Chamber of Commerce, etc. must provide a letter to support the new applicant.

N/A - same organization.

The letter of support is:

Attached.

Not attached. Reason: Not applicable.

Communities can partner to create a regional shop local initiative, however only one \$10,000 grant is available per initiative. (eg) If Quesnel and Williams Lake want to create a shop regional program, only one community can apply for the grant.

Are you partnering with another Community:

Yes

No

If yes, indicate which Community(s):

If yes, do you have permission from the additional Community(s):

Yes

No

If yes, the letter(s) of support from applicable Community(s) is:

Attached.

Not attached. Reason:

#### 5. Project Overview

Provide a description of the project:

✦ Clearly define how the project is distinct and meets a Shop Local objective to replace Love Northern BC.

We are planning to create a new shop local initiative. We plan to keep the already established name of Love Hudson's Hope. We will start by creating a new website. We would like to invite all businesses already on the site, plus some that were not eligible in the past due to franchise stipulations.

We will do a campaign to create interest in the new program and reach out to all the businesses. Promotional events and swag will be organized. Business meetings will be set up. We hope to sponsor some events in the community to create buzz around the new initiative.

## 6. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)
1) Project start date	01-Jan-2024
2) Create new website	01-May-2024
3) Gathering and uploading information	01-Jun-2024
4) Hiring photographer and uploading images	01-Aug-2024
5) Launch event, promotion	15-Sep-2024
6) Campaigns to promote new program	31-Oct-2024
7) Advertising, purchasing swag, sponsoring events, etc.	31-Oct-2024
8) Project completion date ( <i>no later than September 30, 2025</i> )	31-Dec-2024

✦ Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

## 7. Project Budget

Expense item:	Amount (\$):	Vendor: (if applicable)
Create new website	\$ 4,000.00	New Harvest Media
Photo library	\$ 2,500.00	
Purchase Love Hudson's Hope domain	\$ 100.00	
Campaign to announce new program	\$ 1,000.00	
Sponsor WinterFest event to promote	\$ 1,325.00	
Business cards and promotional items	\$ 250.00	
Advertisements	\$ 725.00	
Meetings - snacks, etc.	\$ 100.00	
<b>TOTAL PROJECT BUDGET: \$ 10,000.00</b>		

✦ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

## 8. Funding Request

The following funding is requested from Northern Development, up to \$10,000:

Funding type:	Amount (\$):
Grant	\$ 10,000.00

## 9. Authorization

I have read and understand the [Application Guide](#) and confirm ineligible expenses have been excluded.

I have read and understand the Love Northern BC – New Shop Local Application Guide.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I understand that any material changes to the project scope will require prior approval from Northern Development.

I also agree to submit [reporting](#) as required by Northern Development within 60 days of project completion, or within 2 years of payment of the grant, whichever is earlier.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ★ Please type name.	Position/title:	Date:
District of Hudson's Hope	Mokles Rahman, CAO	

## 10. Submitting Your Application

Completed Application Form, including attachment(s) if applicable, must be provided electronically to Northern Development by email to [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca) by end of day June 30, 2023. ★ Please do not scan this form.

## REQUEST FOR DECISION

RFD#:	Date: May 18, 2023
Meeting#: <b>CM-05-23-23</b>	Originator: Fred Burrows Fire Chief
RFD TITLE: Grant Application Review	

### RECOMMENDATIONS:

*This report is for information and discussion.*

### BACKGROUND:

Council requested that staff investigate two potential grant applications under the Community Emergency Preparedness Fund.

The funding was and is available for two specific intakes.

1. **Public Notification and Evacuation Route Planning.** The intake for this funding stream closed on April 28, 2023
2. **Extreme Temperature Risk Mapping, Assessment and Planning.**  
Eligible Projects To qualify for funding, projects must be:
  - A new project (retroactive funding is not available), or a subsequent phase of an existing extreme temperature risk reduction-related project.
  - Capable of completion by the applicant within one year from date of grant approval.
  - In alignment with:
    - Extreme Heat Preparedness Guide o BC Provincial Heat Alert and Response System (BC HARS): 2022
    - Extreme Weather Response Program Framework (2011) •
    - Able to show that extreme temperature risk assessments and disaster risk reduction-climate adaptation planning will consider climate change. This must include using emissions scenarios RCP 8.5 or SSP5\_8.5 for return periods and extreme events with long return periods and using scenarios until the end of the century (2080s). Examples of climate information sources:
      - Climate Data.ca - Pacific Climate Impacts Consortium Climate Explorer
      - Climate Atlas of Canada Regional Projects Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-



efficiencies in the total grant request. The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 7 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

**Requirements for Funding** As part of the approval agreement, approved projects must agree to the following requirements.

- Approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify, and distribute, all of the spatial data products acquired/produced using CEPF funding.
- Approved applicants will work with EMCR and GeoBC to support integration of Value-Added Products, derived products and methodology into the Provincial Data Repository and Web Mapping Platforms. This will include transferring knowledge to replicate the solutions created on proprietary mapping platforms managed by the applicants.
- GeoBC will work with all applicants to ensure an integrated and collaborative approach is taken to collect, capture, analyze, visualize data.

#### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application is not eligible for grant funding.

This includes:

- Purchase of equipment and supplies
- Routine or ongoing operating costs or activities
- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Regular salaries and/or benefits of applicant staff or partners.
- Development or amendment of plans or maps primarily intended for wildfire risk reduction.
- Duplication of existing information, maps, or imagery (e.g., Light Detection and ranging mapping - LiDAR)
- Qualitative Hazard, Risk and Vulnerability Assessment (HRVA) activities not directly related to extreme temperature risk assessments.
- Activities funded under the Extreme Weather Response program (BC Housing).

Grant applications for this funding close June 2, 2023.

#### **DISCUSSION**

If this grant and the Extreme Temperature Risk Mapping, Assessment, and planning was something of interest to council the partner communities' approach would be probably the most beneficial but require large amount of time investment regarding planning and discussion with our neighbor communities.

Presently we are working with KMPG on a ***Water Scarcity Management Plan*** for Hudson's Hope. Based on all information available, this project has been going on for several months and will continue to be a work in progress for many more months to come.

#### **ALTERNATIVES**

Review again in another fiscal year.

#### **FINANCIAL CONSIDERATIONS**

Over and above the grant funding it would be difficult to determine what further financial risks the district would be responsible for during the project with out engaging partner communities along with experts in this type of work.

Prepared and submitted by:



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Fred Burrows  
Fire Chief

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** CAO Update  
**DATE:** May 17, 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 April 20, 2023 to May 17, 2023.

- Mayor Heiberg and subsequently Councillor Quibell submitted their resignation. Both of their last day of work was May 15, 2023. A by-election is scheduled for July 29, 2023.
- Submitted Statement of Financial Information (SOFI).
- Water Treatment Plant (WTP):
  - The rental clarifier was installed at the site and was in the commissioning stage during the last few weeks.
  - The UV Reactors were delivered to the site and the installation is scheduled to be completed by the end of May.
  - With the water demand picking up, high temperatures, and high turbidity due to the low water level at the peace river, District operators are facing serious operational challenges in running the Water Treatment Plant.
- Preliminary Letter of Approval (PLA) issued for Basha subdivision at Freer Road.
- Human Resources:
  - Summer employees started on May 8, 2023 for the season.
  - Hired Director of Public Works who will start on or about June 5, 2023.
  - Reposted the Manager of Public Works and Corporate Officer with a closing date of May 26, 2023 for both positions
  - Lead Hand position advertised internally and externally with a closing date of May 15, 2023. Received applications from one internal and 2 external candidates.
  - Posted Protective Service Coordinator position with a closing date of June 2, 2023
  - Performance goal-setting meeting with the Director of Protective Service done.

### Upcoming Activities:

- Annual Report preparation and posting for public view.
- Hiring of Manager of Public Works, Corporate Officer, Lead Hand, and Protective Service Coordinator.
- By-election for a new Mayor and a new councillor scheduled for July 29, 2023.

Prepared by:



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Mokles Rahman, CAO

**SR7**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Public Works Department Update  
**DATE:** May 17, 2023  
**FROM:** Gordon Davies, A.Sc.T.

---

Below, please find highlights of some of the activities either completed or underway in the Public Works Department during the period for April and May 2023.

### A. OPERATIONS

- Swimming Pool – Fort St. John repair person completed major repairs of 1 panel, 5 cracked water jets, 5 minor locations and 2 major incisions with District supplied repair materials.
- Pool Concrete Assessment completed by McElhaney assisted by District with floor membrane incisions repaired at same time as pool repairs.
- Water service curb stop on Freddette Avenue excavated and replaced by GT Xcavating as service rod rusted off and could not turn on as per Owner request.
- Preparing garden and border flower beds for transplanting of flowers.
- Preparing campgrounds for opening May 19<sup>th</sup>, including site cleaning and preparation, picnic table repairs, washroom maintenance, etc.
- Water Treatment Plant – Viola Clarifier Trailer requiring more Operator time than originally anticipated.

### B. CAPITAL PROJECTS 2023

- Dinosaur Lake ATV Campground Phase 3 – have received “Letter of Credit” for Performance Guarantee. Preconstruction meeting will be week of May 23-26.
- King Gething Sani-Dump – awarded to GT Xcavating, Fort St. John. Difficulty getting materials. Project will not proceed before campground opening.
- Highway 29 manhole near school – Award Recommendation to Council.
- Lynx Creek Paving – Award Recommendation to Council.
- 2021 Capital Purchase – Plow Truck delivered and accepted.
- 2022 Capital Purchase – Rubber Tired Backhoe – has arrived at dealer but is incomplete – not accepting until completed.

### C. OPERATING PROJECTS

- Swimming Pool – completing water chemistry/balancing prior to opening – excessive algae growth from May 13 and 14 heating and circulating without chlorine still causing problems.
- Rainbow Crosswalk Project – Public Works will pressure wash and clean area and provide barricades and traffic cones for safety of participants.

- Pothole repairs – first round partially completed.
- Road grading for dust control application has not started due to other crew priorities.
- Planting of flowers to commence June 1<sup>st</sup>.

#### **D. UPCOMING ACTIVITIES**

- Planting of 12 trees as per BC Hydro Tree Grant.
- Application of calcium chloride proposed for June 19<sup>th</sup>.

Prepared and submitted by:



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Gordon Davies, A.Sc.T.

Manager of Public Works

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Update

**DATE:** May 18, 2023

**FROM:** Fred Burrows, Director of Protective Services

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The Protective Services Division is pleased to provide Council with the following highlights for the period of April 19 until May 17, 2023.

### Incidents

Burning Complaints – 1	First Responder – 6
Grass Fires – 3	Brush Fires – 3
Automatic Alarm – 1	Motor Vehicle Fire – 1
Vehicle Accident – 1	Rubbish Fire - 1

### Emergency Management

During the Wildfire events affecting the different local municipalities (Charlie Lake – Peace River Regional District) The fire chief has been participating on the daily Wildfire Co-ordination calls for the past two weeks. These calls update the situation at each fire location, region weather forecasts, and Emergency Support Services (ESS) and needs in the Northeast region.

Currently, there has been no official requests from the PREOC (Provincial Regional Emergency Operations Centre) to the District of Hudson's Hope.

### Bylaw

During this period there were two by law complaints.

- 1 - Burning Complaint, it was a campfire – homeowner was compliant.
- 1 - Watering Complaint – the complainant nothing found at the address.

### Fire Department Operations

The Skid Unit for the new pickup has been delivered to public works. We are waiting on the deck liner to be installed before the unit is permanently mounted in the back of the new pickup.

All maintenance issues on Engine 1 which I reported in the April Report to Council have been corrected or in progress of repair.

#### Fire Department Training

April 29 & 30 the BC Wildfire Training Course WSPP – 115 was held here in Hudson's Hope. This program was designed to qualify fire fighters in the use of the SPU (Structural Protection Unit) and provincial deployment should the request come from the province. The program is run by BC Wildfire and provided two Instructors to for the two-day training session.

There were 16 participants in the program which included members from Taylor, Charlie Lake, Moberly Lake, BC Wildfire and Hudson's Hope.

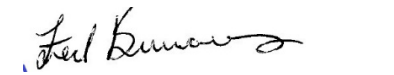
The old public works shop and the smaller outbuildings were used for different scenarios in building assessments, creating water delivery systems, and sprinkler deployment.

This was a valuable training weekend for all participants.

#### Other Items

On May 16, 2023, at approximately 08:00 it was noticed the Lions Club Van had received a broken window on the left side behind the driver's seat. Local RCMP were notified at that time and investigated. At the present time the events that led up to the damage have not been determined by police. The Lions have taken steps to cover the window and will ensure its repaired.

Prepared by:



Fred Burrows, Director of Protective Service

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Recreation & Special Events Update  
**DATE:** May 17, 2023  
**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 April 19, 2023, to May 17, 2023. The report is being submitted by the Recreation Officer.

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

1. Annual Day of Mourning (April 28, 2023) – Small and intimate ceremony was held on April 28, 2023. Ceremony was led by Fred Burrows and WorksafeBC had representatives attend. There were no incurred costs for this event.

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

1. Swimming Pool Opening (May 20, 2023) – Pool is set to open on schedule. It is fully staffed with one supervisor, two senior lifeguards, six junior lifeguards and two receptionists. We are currently devising a training plan to have more lifeguards certified to teach swimming lessons so we can provide more flexibility on scheduling. All staff has completed mandatory in-house safety training/orientation.
2. Visitor Information Centre Opening (May 19, 2023) – Visitor Info Centre is set to open on schedule. It is fully staffed with one supervisor and two summer students. These positions have been filled with returning employees. We are currently devising a plan to utilize Visitor Info Centre staff more effectively this season and setting standards regarding cleanliness/community engagement. All staff has completed mandatory in-house safety training/orientation.
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.
5. Summer Camps (multiple dates throughout summer months) – Planning for these camps is currently underway.

### **C. GRANTS:**

1. Heritage Day Grant (Canada Day) – Application for \$1920 was successful.



2. Canada Summer Jobs Grant – Application for \$30,243.38 was successful.
3. ParticipACTION Community Better Challenge Grant – Application for \$3800 was successful.
4. BC Family Day Grant – Application for \$1000 was successful.
5. New Horizons Senior's Programs (Senior Swim/Bus trips) – 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:** Acting Mayor Winnicky and Council  
**SUBJECT:** Special Projects – Update Report  
**DATE:** May 2023  
**FROM:** Chris Cvik

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

- Worked with the CAO and external consultant on the recruitment for a Director of Public Works.
- Working with the CAO on Corporate Officer recruitment.
- Working with the CAO on the recruitment for a Manager of Public Works.
- 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).
- Working on Annual Report. **NOTE:** *The report must be presented at a public meeting before June 29, 2023, and made available for public inspection at least 14 days prior to that meeting.*

### Upcoming

- Assist with CAO as necessary.



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Chris Cvik

## 2023 Council Remuneration and Expense Select Committee Submission

### BACKGROUND

In reference to RFD#:2022-MR-47:

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

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

The BC CPI for all items as reported by Statistics Canada for December 31, 2022 was 6.9%, which is a significant increase over 0.8% in 2021 and 2.8% in 2022. Due to the level of CPI increase, Council proposed a select committee review to provide fair recommendation on their annual remuneration and expense allowance amounts for 2023. Remuneration in 2022 for Mayor is \$20,685.17, and Council is \$10,206.51.

Call-outs to community for volunteers were made with the intention of obtaining two community members for the committee. After lack of responses to repeated community volunteer call-outs, the committee was finalized with one community member (Julie Romine) and one council member (Tashana Winnicky).

The select committee initially met on March 24th and reviewed all relevant information: Council Remuneration Policy, RFQ for Council Remuneration and Expense Allowance, Bylaw 902, 2019, CPI Stats, and the UBCM Council Remuneration Guide (to ensure all applicable factors were considered in undertaking of the review). Additionally, remuneration and expense information was gathered from comparable/regional communities to ensure parity. Continued committee correspondence was conducted through email exchanges to finalize the options and recommendations.

### REMUNERATION: OPTIONS and RECOMMENDATION

Option 1 - Status Quo Policy (**Recommended**) – apply current policy increase based on CPI of 6.9%. Mayor’s remuneration to be \$22,112.45, Council to be \$10,910.76 for 2023. This option recognizes the actual cost of living increases experienced by British Columbians and ensures remuneration remains attractive to future candidates in recognizing participation on Council is not full time employment yet is fairly compensated for council commitments.

Option 2 – Reduced Increase Outside of Bylaw- apply a one time max 5% increase to remuneration for increases to \$21,719.43 and \$10,716.84 respectively. This option provides for

an increase slightly comparable to the CPI rate and provides prudence in the use of public funds.

Option 3 – Apply a CPI Cap – revise bylaw/policy to apply the annual CPI plus 1% to a cap of 3%. For 2023, cap of 3% would be applied resulting in Mayor’s remuneration increased to \$21,305.73 and Council to \$10,512.71. This option is the most prudent and stable option for use of public funds, but does not account for actual CPI increases and may lead to future remuneration disparity.

#### **EXPENSE ALLOWANCE: OPTIONS and RECOMMENDATION**

Option 1 – **(Recommended)** Revise Bylaw 902, 2019 to include: \$100 for any meeting day up to 4 hours, \$200 for meeting days 4-8 hours, \$300 for meeting days beyond 8 hours.

Option 2 – Status Quo – Maintain existing bylaw for expense reimbursements.

Option 3 – Revise Existing Bylaw Amounts – change rate from \$150 to \$200 for functions up to 6 hours and from \$200 to \$300 for functions beyond 6 hours.

#### **ADDITIONAL INFORMATION:**

As a result of the select committee research and findings, they respectfully submit a recommendation for the development of a Benchmark Communities to guide future comparisons and collection of data.

Lori Kelly  
10015 Gaylor Ave.  
P.O. Box 207  
Hudson's Hope,  
B.C. V0C 1V0  
May 9, 2023.

District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope, B.C. V0C 1V0

To the District of Hudson's Hope Council:

Thank-you for this opportunity, to  
bring together our community. This is  
my itinerary for the Community Hall, for  
the week-end that will be chosen in August, 2023.

FRIDAY: 6:00 pm - 9:00 p.m.  
Registration  
meet and greet.

Saturday: 12:00 pm. →  
Open House

Dinner: 5:00 p.m. - 7:00 p.m.

Dance: 9:00 p.m. - 1:00 a.m.

Sunday: Say Good-Bye  
Clean-Up.

Thank-You  
Lori Kelly

C1



## DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

Phone 250-545-5304 Fax 250-545-4733

Email: [info@coldstream.ca](mailto:info@coldstream.ca) Website: [www.coldstream.ca](http://www.coldstream.ca)

*"Rural Living At Its Best"*

### OFFICE OF THE MAYOR

File: 0410-01

May 9, 2023

Honourable Ravi Kahlon  
Minister of Housing  
Room 248 Parliament Buildings  
Victoria BC V8V 1X4

VIA EMAIL: [ravi.kahlon.MLA@leg.bc.ca](mailto:ravi.kahlon.MLA@leg.bc.ca)

Dear Honourable Kahlon:

**Re: Homes for People Action Plan**

At their Regular meeting held on May 8, 2023, the District of Coldstream passed the following resolution:

*"THAT the Mayor be authorized to send a letter to the Minister of Housing, with copies to the MLA for Vernon-Monashee and all members of the Union of British Columbia Municipalities, regarding the recently announced action plan "Homes for People" and request that the Minister take into consideration the following:*

- 1. the diversity and size of communities throughout the province and their unique housing needs;*
- 2. the differences between rural and urban communities and their availability of infrastructure; and*
- 3. the significant impact on existing local infrastructure capacity to service increased development and density;*

*AND THAT the Minister be further advised that the District of Coldstream is concerned that broad legislative changes may curtail the local planning authority vested in local governments and expressed in their Official Community Plans and Zoning bylaws, for which significant public input has been received and accounted for in these important planning instruments.*

In addition to the points enumerated above, we would also bring to your attention that a large portion of Coldstream is served by septic systems, which are not equipped to manage the type of densification the Homes for People Action Plan contemplates. To provide the appropriate infrastructure would have a considerable financial impact to our residents without guaranteed and predictable funding/grants from the Province.

.../2

C2



A good portion of Coldstream is in the Agricultural Land Reserve (ALR); as such, we have concerns regarding the potential conflict between residential and agricultural land use. We have struggled with this very issue in recent years as have other communities surrounded with rural areas and have experienced development pressure.

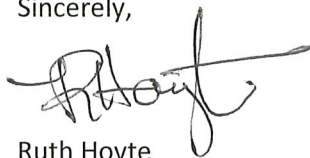
The portion of Coldstream that would be characterized as urban is very much residential and we lack access to local services such as shopping, health care, employment, and transit. These types of services and amenities are located in Vernon, a neighbouring community which acts as a the commercial 'hub' for many of our residents.

The District of Coldstream values and is known for our carefully managed growth which has always respected the wishes of the members of this community. Our Official Community Plan and Zoning Bylaws have been developed with considerable input from the residents. Coldstream is a desirable place to live, farm and enjoy the abundance of natural amenities we are fortunate to have. We have worked diligently to balance the need for a variety of housing types and density with moderate growth while preserving the much sought after rural lifestyle that Coldstream is known for.

Respectfully, we request you consider that there are other communities, just as unique as ours, for which a province-wide, "one-size-fits-all", approach to increasing housing supply may not be in their best interest and may result in communities that no longer resemble the ones that people chose to live in. If the Province targeted support to communities either better suited or desirous of increased density, British Columbians would have the ability to choose the housing type and the community that is the best fit for them.

We thank you for your thoughtful consideration of our concerns on this very important initiative.

Sincerely,



Ruth Hoyte  
Mayor

cc: Council, District of Coldstream (via email)  
MLA Harwinder Sandhu ([Harwinder.sandhu.MLA@leg.bc.ca](mailto:Harwinder.sandhu.MLA@leg.bc.ca))  
Members of the Union of British Columbia Municipalities

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Mokles Rahman, CAO  
**DATE:** May 23, 2023  
**SUBJECT:** NOTICE OF CLOSED SESSION

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### RECOMMENDATION:

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

- **Community Charter Section 97 (1) (b):**
  - (b) *all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public*
    - *Closed Meeting Minutes – May 08, 2023*
- **Community Charter Section 90 (1) (g):**
  - (g) *litigation or potential litigation affecting the municipality*
    - *Summer Road – Blocked Access – verbal update*
    - *Water Treatment Plant – Future direction*
    - *Personnel*

### 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)*).

*"Mokles Rahman"*

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Mokles Rahman, CAO