



**DISTRICT OF HUDSON'S HOPE
AGENDA - SPECIAL COUNCIL MEETING**

Council Chambers

June 26, 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 the traditional unceded territory of the Treaty 8 First Nations.

1. Call to Order:

2. Dedication Page:

3. Delegations:

4. Notice of New Business:

Mayor's List:

Councillors Additions:

CAO's Additions:

5. Adoption of Agenda by Consensus:

6. Declaration of Conflict of Interest:

7. Adoption of Minutes:

M1 Regular Council Minutes – June 12, 2023

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8. Business Arising from the Minutes:

9. Public Hearing:

10. Staff Reports:

SR1 RFD – OCP Update Combined

Page 9

SR2 RFD Community Hall – Janitorial Services

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SR3 CAO June 2023 Update

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SR4 Monthly Report – Corporate Officer

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SR5 Monthly Report – Director of Public Works

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SR6	Monthly Report – Director of Protective Services	Page 72
SR7	Monthly Report – Recreation Coordinator	Page 76
SR8	Special Projects – Update Report	Page 78
SR9	RFD – Approving Officer and Corporate Officer Appointments	Page 79

11. Committee Meeting Reports:

12. Bylaws

B1	RFD – Council Remuneration Bylaw Adoption	Page 81
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13. Correspondence:

C1	Northern Health Board New President and CEO	Page 86
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14. Reports by Mayor & Council on Meetings and Liaison Responsibilities:

15. Old Business:

16. New Business:

17. Public Inquiries:

18. In-Camera Session

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19. Adjournment



COUNCIL MEETING
District Office – Council Chambers
6:00 P.M.
June 12, 2023

Present: Acting Mayor Tashana Winnicky
Councillor Kelly Miller
Councillor Debbie Beattie
Councillor James Cryderman
Councillor Tina Jeffrey

Staff: Chief Administrative Officer, Mokles Rahman
Director of Protective Services, Fred Burrows
Directory of Public Works, Robert Dauphinee
Corporate Officer, Andrea Martin

Other: 1 community member in the gallery

CALL TO ORDER

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

1. DEDICATION PAGE

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Acting Mayor's Additions:	NB1 – RCLC Update - Acting Mayor Winnicky
Councillor's Additions:	NB2 – PRRD Meeting Update - Councillor Miller
	NB3 – Solid Waste Management Transfer Station
	Councillor Miller
	NB4 – BC Hydro Maintenance of Lucas Subdivision Lots -
	Councillor Miller
	NB5 – Electric Vehicle Charging Station Update –
	Councillor Jeffrey
	NB6 – Offering Free Camping within Hudson's Hope
	Campgrounds during the Fire Evacuation - Acting Mayor
	Winnicky
CAO's Additions:	None

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

M1

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES MAY 29, 2023

RESOLUTION NO. 114 / 2023

M/S Councillors Miller / Jeffery

THAT the minutes of the May 29, 2023, Special Council Meeting be adopted.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

SR9 VOLUNTEER FIREFIGHTER REMUNERATION

Acting Mayor Winnicky requested Director of Protective Services, Fred Burrows, to advise the council on the timeline for this report. Fred says it will be a couple of months, but it is a priority over the Wildfire Risk Assessment.

SR9 WILDFIRE RISK ASSESSMENT

Acting Mayor Winnicky requested Director of Protective Services, Fred Burrows to advise the council on the timeline for this report. Fred advised that he reached out to other agencies on this and the expected return response is predicted to be a few months.

NB6 MoTI SIGNAGE ON CANYON DRIVE NEAR OSBORNE INTERSECTION

Councillor Miller requested an update on the additional sign that MOTI was supposed to place on Canyon Drive at Osborne Street. He also enquired why we put a “no left turn sign” on Osborne Street which was not Council’s wish. Also, added if the administration contacted MoTI on their plan of putting signed on the Canyon Drive. CAO Mokles Rahman replied that he will check the council motion and get back to the council and did add that he has contacted MoTI Field Manager and that they have not responded to him yet.

NB1 GATES ON BERM

Councillor Jeffrey provided an update, she has spoken to BC Hydro and they have no claim or use to the gates that they can be removed. Further discussion on controlling vehicle access to the berm by way of retractable bollards, this could pose a problem with emergency vehicle access as the bollard tends to stick going up or down. Further research into a solution is needed.

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 2022 DISTRICT OF HUDSON'S HOPE ANNUAL REPORT

RESOLUTION NO. 115 /2023

M/S Councillors Winnicky/ Jeffrey

THAT Council approve the 2022 Annual Municipal Report.

CARRIED

SR2 FINANCIAL GRANT IN AID REQUESTS 2023

RESOLUTION NO. 116 /2023

M/S Councillors Miller / Beattie

THAT Council approve a grant-in-aid to the Hudson's Hope Minor Soccer in the amount of \$550.00.

CARRIED

10. COMMITTEE MEETING REPORTS

11. BYLAWS

B1 COUNCIL REMUNERATION & REIMBURSEMENT OF EXPENSES BYLAW NO. 939, 2023

RESOLUTION NO. 117 / 2023

M/S Councillors Beattie / Jeffrey

THAT Council give three readings to Bylaw 939, 2023, a bylaw to provide for the remuneration of the Council and for the reimbursement of expenses.

CARRIED

Needs to go back to the Remuneration Committee to be amended to include special circumstances for when there is no mayor and the acting councillors are not acting they are the actual mayor and there needs to be compensation recognized for this.

12. CORRESPONDENCE

C1 MAYORS FOR PEACE NEWS FLASH

For Information

C2 NORTHERN HEALTH – FORT ST. JOHN COMMUNITY HEALTH SERVICES CENTRE

For Information

C3 COALITION OF CHILD CARE ADVOCATES OF BC – UBCM CHILD CARE RESOLUTION

For Information

C4 UBCM – HOUSING

For Information

**C5 ENVIRONMENTAL ASSESSMENT OFFICE – AMENDMENT ASSESSMENT
REPORT FOR BC HYDRO’S SITE C TEMPORARY STRUCTURES AMENDMENT**

Direction to staff to draft a letter from Acting Mayor Winnicky expressing concern that the retaining structure containing hardware and cables at locations 3 and 4 may pose a risk to recreational users.

**C6 CARIBOO RECOVERY – INVITATION FOR QUARTERLY UPDATE TO
STAKEHOLDERS**
For Information

**C7 MINISTRY OF WATER, LAND AND RESOURCES STEWARDSHIP – NE
ROUNDTABLE**
For Information

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

14. OLD BUSINESS

15. NEW BUSINESS

NB1 – RCLC – REGIONAL LIAISON COMMITTEE – ACTING MAYOR WINNICKY

The Site C lodge will be decommissioned once the project is complete. They will be accepting bids from communities and organizations. The buildings can be moved but there is the potential for them to stay in place. Received a tour of the facilities and the Site C dam. It didn't appear that anything would be overly suited to Hudson's Hope. There is interest that the facility be turned into social housing or an addictions and mental support facility.

NB2 – PRRD MEETING – COUNCILLOR MILLER

Councillor Miller provided an update on the meeting. The meeting was based on the PRRD proposal to a Treaty Land Sharing Network which would allow indigenous people limited access to private land on a volunteer basis. The landowners were not well informed and were there to protest this proposal. The PRRD rescinded the letter. The meeting was eventually closed because the amount of people was too large for the venue and its fire codes, police and fire were there to facilitate closure of the meeting.

NB3 – GARRETT LACY – SOLID WASTE MANAGEMENT - COUNCILLOR MILLER

Discussion with Councillor Miller and Mr. Lacy regarding Hudson's Hope residents not being allowed to put furniture items at the local transfer station unless it is cut in thirds. Councillor Miller passed on pictures that a concerned citizen provided showing large waste items in the wooded areas that had been set on fire as an attempt to burn the garbage.

Mr. Lacy informed Councillor Miller that Hudson's Hope is scheduled to receive a significant upgrade to its transfer station within the next year.

We will continue to accumulate larger items such as appliances, tires, wood and scrap metal and clear these items when necessary.

NB4 – LUCAS SUBDIVISION VACANT LOT MAINTENANCE – COUNCILLOR MILLER

Currently, the District employees maintain all of the vacant lots in Lucas Subdivision for aesthetic reasons, this puts a strain on our resources. It is Councillor Miller's wish to contact BC Hydro and have them either maintain their own lots or compensate the District for doing theirs.

NB5 – ELECTRIC CAR CHARGER LOCATIONS – UPDATE

Councillor Jeffrey updated the status of her communication with BC Hydro staff on EV Charging station and asked Director of Protective Services, Fred Burrows, to provide his opinion on the previous directors' concerns that the vehicles are at high risk of catching fire. Chief Fred Burrows states that there is nothing in the fire code that indicates that the electrical cars historically burn any more than those at gas stations and that the desired location of Beattie Park is allowed. This decision is left up to the local government to make.

RESOLUTION NO. 118 / 2023

M/S Councillors Miller / Beattie

THAT Council adopt the motion that Electric Car Location be that of Beattie Park.

CARRIED

NB6 – OFFERING FREE CAMPING WITHIN HUDSON'S HOPE CAMPGROUNDS DURING FIRE EVACUATION - ACTING MAYOR WINNICKY

Acting Mayor Winnicky started the discussion on how to accommodate surrounding communities Orders to Evacuate by way of offering free camping at our local site given availability and current reservation schedule. Discussion included the following:

- Waive all camping fees while the Order to Evacuate is in effect for any neighbouring community.
- Fees are waived only while the Order to Evacuate is in place with a grace period while evacuees transition back to their community.
- Direct those evacuated to the non-reservable sites.
- Direct those evacuated to sites closer to the community, so they have services, King Gething, Alwin Holland and Dinosaur Lake.
- While on evacuation the current policy states that campers have to move every 7 days this provision will be waived while the Order is in effect while camped in the non-reservable spots.

Direction to staff: Staff to bring a revised policy with the proposed changes.

16. PUBLIC INQUIRIES

17. IN-CAMERA SESSION

RESOLUTION NO. 119 / 2023

M/S Councillors Beattie / Miller

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

- **Community Charter Section 97 (1) (b):**
 - (b) **all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public**

➤ Closed Meeting Minutes – May 8, 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

CARRIED

18. RISE AND REPORT

19. ADJOURNMENT

Acting Mayor Tashana Winnicky declared the meeting adjourned at 7:48 pm.

DIARY

Diarized

Conventions/Conferences/Holidays

*Commercial Water Rate Increase-annual budget
Consideration*

08/04/19

ATV Campground – Naming / Memorial Plaque

2022

Council Remuneration Policy

2023

Certified Correct:

Tashana Winnicky, Acting Mayor

Andrea Martin, Corporate Officer

REQUEST FOR DECISION

RFD#: CC-2023-02	Date: May 26, 2023
Meeting#: CM061223	Originator: Chris Cvik, Special Projects
RFD TITLE: Official Community Plan (OCP) Review and Update	

RECOMMENDATION:

1. That Council waive the Purchasing Policy and direct award a contract to Urban Systems for an amount not to exceed \$64,000 + Taxes for a review and update of the District's Official Community Plan.
2. That Council authorize the Acting Mayor and CAO to sign the contract.

BACKGROUND:

At the January 25, 2021, Council Meeting, administration presented a background report on the current Official Community Plan (OCP). Based on the findings of the report, Council passed the following resolutions:

SR3 OFFICIAL COMMUNITY PLAN (OCP) BACKGROUND REPORT

RESOLUTION NO. 010/2021

M/S Councillors Paice / Quibell

THAT Council receive the District of Hudson's Hope Official Community Plan Background Report for information and discussion on the timing of any update to the Official Community Plan.

CARRIED

RESOLUTION NO. 011/2021

M/S Councillors Paice / Quibell

THAT the review and update of the Official Community Plan be postponed until 2023 due to a) COVID restrictions that would have a negative impact on public engagement; and b) current limits on staffing capacity.

CARRIED

Now that COVID is officially behind us, administration is planning on moving forward with a review and update of the OCP. Based on the District's Purchasing Policy, Council approval is required when sole-sourcing a contract.

As Council may recall, an Official Community Plan (OCP) is a document that sets out high-level vision and policies for our community. The OCP is the primary tool that guides the future development of the community and serves as the foundation for all policies, regulations, and decisions about land use and development. Municipalities are authorized to create and adopt the Official Community Plan through the *Local Government Act*.

Typically, OCP's are updated every 5 to 10 years, but their long-term vision means they set a course for many decades. The current OCP – Bylaw No. 822, 213, was adopted in June 2013.

DISCUSSION:

Urban Systems has worked with the District in the past on our OCP and has a large amount of background material and experience to undertake the review. In 2020, they were the consulting firm that prepared the Background Report on the OCP. The five phases of the project include:

Phase 1: Background Review, Project Start Up and Project Management

Phase 2: OCP Visioning Engagement

Phase 3: Draft OCP

Phase 4: OCP Wrap Up Engagement

Phase 5: OCP Approvals

The current project to review and update of the District's OCP will take approximately 9 – 12 months to complete and involve community engagement. Work would commence as quickly as possible, recognizing staffing constraints. For Hudson's Hope, there are a few things that will influence how long the process could take – these include:

- When the District would like to see engagement undertaken (it would be beneficial to do so in the summer but many, many people are away and turnout would like be less than wished for).
- The Council by-election
- Discussions with the Agricultural Land Commission (as the District has much land within the Agricultural Land Reserve in its boundaries) – ideally Agricultural Land Commission discussions earlier on in the process will ensure that there are no unforeseen issues that arise when the Official Community Plan is brought forward for adoption and referred to external agencies, as the Agricultural Land Commission must support the Official Community Plan

FINANCIAL CONSIDERATIONS:

The approved 2023 Operating Budget for the District included \$65,000 under Economic Development (cost centre #01-19-1900-4210) for the review and update of the OCP. The quote provided by Urban Systems in the amount of \$64,000 + GST is within the approved budget.

ALTERNATIVES:

1. Council direct Administration to develop and issue an RFP for the scope of work.
2. That Council direct Administration to continue to postpone the review and update of the OCP to a future date.
3. That Council direct Administration provide further direction to administration.

ATTACHMENT:

1. DOHH Official Community Plan (OCP) Background Report. *Presented at the January 25, 2021, Council Meeting.*

Prepared by:



Chris Cvik, Special Projects.

Reviewed by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: CC-2021-03	Date: January 8, 2021
Meeting#: CM012521	Originator: Chris Cvik, Special Projects
RFD TITLE: DOHH Official Community Plan (OCP) Background Report	

RECOMMENDATION:

1. That Council receive the District of Hudson's Hope Official Community Plan Background Report for information and discussion on the timing of any update to the Official Community Plan.

BACKGROUND:

At the September 14, 2020, Council Meeting, the following resolution was approved.

SR6 OFFICIAL COMMUNITY PLAN (OCP) REVIEW – BACKGROUND REPORT

RESOLUTION NO. 157/20

M/S Councillors Summer / Gibbs

1. **THAT** Council waive the Purchasing Policy and direct award a contract to Urban Systems for an amount not to exceed \$21,000 + taxes for the preparation of a background report on a review of the District's Official Community Plan.
2. **THAT** Council authorize the Mayor and CAO to sign the contract.

CARRIED

As Council is aware, the Official Community Plan (OCP) is a document that sets out high-level vision and policies for our community. The OCP is the primary tool that guides the future development of the community and serves as the foundation for all policies, regulations, and decisions about land use and development. Municipalities are authorized to create and adopt the Official Community Plan through the *Local Government Act*. Typically, OCP's are updated every 5 to 10 years, but their long-term vision means they set a course for many decades. The current OCP – Bylaw No. 822, 213, is seven years old and was adopted in June 2013.

The purpose of the background report by Urban Systems was to review the District's Official Community Plan in the context of the many amendments, legislative changes, shift in desires of the community, and identify what areas the District should be considering if and when it contemplates an update to the OCP. The background work will help focus the efforts to update the OCP, thereby having a more focused scope when the work is undertaken.

DISCUSSION:

There are thirteen recommendations that are outlined on Page 37 and 38 of the Background Report the District may want to focus on during any update. While the author believes that an update is the logical next step, the discussion question for Council is around timing of when the update or re-fresh should occur.

Timing of OCP Update.

As public engagement is an important part of any OCP re-fresh, undertaking the work in 2021 may not be a good idea for the following reasons:

1. COVID – It is unknown whether public gatherings will be allowed at all during 2021 and undertaking public engagement within COVID restrictions may be difficult and not as effective.
2. Staffing – Depending on other priorities and projects identified through the budget process, staff capacity may be an issue.

If the work is not undertaken in 2021, delaying it to 2022 does not look at better as the next municipal election is scheduled for October 15, 2022. As an OCP update is a significant event for a community, it is not recommended to undertake the update in the year of an election. Council could budget the work in 2022 to commence after the election in November/December with the bulk of work being for undertaken in 2023 or else budget for it entirely in 2023. This would allow the new Council to fully participate in the process if the new Council identifies the update as priority.

This Council will need to determine whether the recommendations identified in the report require the work be started sooner than 2022 or 2023.

FINANCIAL CONSIDERATIONS:

A high-level cost estimate to have external technical support involved to update the OCP ranges from \$43,000 to \$60,000 depending on the requested level of involvement by the consultant with the communications and public engagement elements of the project.

ALTERNATIVES:

1. That Council direct Administration to include funding in the 2021 budget to undertake an update of the OCP in 2021.

Attachment:

1. District of Hudson's Hope Official Community Plan Background Report.

Prepared by:



Chris Cvik, Special Projects.

Reviewed by:



Mokles Rahman, CAO



HUDSON'S
HOPE

PLAYGROUND OF THE PEACE

OFFICIAL COMMUNITY PLAN BACKGROUND REPORT



prepared by:

URBAN
SYSTEMS

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DECEMBER 2020

Regular Council Meeting June 26, 2023

DISTRICT OF HUDSON'S HOPE

OFFICIAL COMMUNITY PLAN BACKGROUND REPORT

DRAFT Report

Client: District of Hudson's Hope

Attention:
Mokles Rahman – Chief Administrative Officer

Prepared by: Urban Systems Ltd.
10808 100th Street
Fort St. John, BC V1J 2R4
Phone: (250) 785-9697

Draft issued: December 2020

Final issued:

Project No.: 0664.0051.01

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1.0 INTRODUCTION

1.1 PROJECT BACKGROUND

The District of Hudson's Hope (District) is planning to undertake an update of its Official Community Plan (OCP) Bylaw No. 822 within the next year. The current OCP was adopted in 2013, and there have been many changes in the District since this time, including the ongoing construction of Site C, which will have a lasting impact on the Hudson's Hope community.

The purpose of this document is to serve as a background report to help inform and guide the direction of the 2021 OCP update. The information and recommendations provided in this report were developed by reviewing the 2013 OCP bylaw and evaluating how the information within it relates to the current community context in Hudson's Hope, including population and demographic data and information contained in other District planning documents. By examining current community context and trends and evaluating what has changed in the community since the adoption of the 2013 OCP, the scope of the 2021 update can be refined and focused.

1.2 PURPOSE OF AN OFFICIAL COMMUNITY PLAN

An Official Community Plan is a policy document used by local governments to inform land use decisions and community planning. It is the primary policy document used to guide land use planning and development and is prepared and adopted according to requirements set out in Section 473 of the *Local Government Act (LGA)*.

An OCP sets out a community's long-term vision and provides a framework for future development. Community goals are identified and supported through associated objectives and policy statements. While a Zoning Bylaw regulates existing land uses in a community, an OCP is intended to inform long-range planning decisions and show how a community plans to grow and develop over time.

After the adoption of an OCP, all bylaws enacted and works undertaken by a local government must be consistent with the direction provided in the OCP, unless an OCP amendment is completed.

1.3 BACKGROUND REPORT OUTLINE

The background report is organized into the following sections:

Section 1.0 – introduces the background report and purpose of an Official Community Plan

Section 2.0 – provides contextual community and climate information and reviews and analyses a range of historical and current demographic, employment, and housing data

Section 3.0 – reviews the goals, policies, priorities and mapping in the current OCP

Section 4.0 – provides an overview of legislative requirements and a review of existing documents and plans

Section 5.0 – provides a high-level summary of the findings of the Background Report and provides recommendations to consider for next steps during the Hudson's Hope OCP update

2.0 COMMUNITY CONTEXT

2.1 HISTORY

Hudson's Hope is a rural community located on the banks of the Peace River in British Columbia. It was first established as a fur trading post in 1805 and is the third oldest European community in British Columbia. The community is located within Treaty 8 territory and is in close proximity to both the Saulneau and West Moberly First Nations communities.

The WAC Bennett Dam and GM Shrum Generating Station – one of the world's largest earthen dams – is situated just outside of the community. The Peace Canyon Dam is located approximately 6 kilometres southwest of Hudson's Hope and once completed, the Site C Clean Energy Project will become the third hydroelectric generating station on the Peace River in close proximity to the community. The Site C project has had, and is continuing to have, extensive impacts on the community of Hudson's Hope, most recently through the construction of a shoreline protection berm that is requiring the District to alter its current water supply system.

2.2 CLIMATE

Hudson's Hope is located in the Boreal Plains Ecozone and is part of the Interior Plains Region, which lies between the Cordillera and the Great Canadian Shield. Average daily temperatures range from -15.3°C in January to 22.2°C in July. The average annual variation in temperature is 28.8°C.

There is an annual average snowfall of 177cm and an annual average precipitation as rain of 307mm. April is on average the driest month, with precipitation reaching a peak average of 79mm in July.

The District acknowledges that climate change is occurring and has taken proactive steps to address it through the development of a Community Energy Plan and Solar Energy Initiative. Over 500 kilowatts of grid-tied solar photovoltaics (PV) power several municipal facilities, and many residents have also invested in solar power.

2.3 REGIONAL CONTEXT

The District of Hudson's Hope is a member of the Peace River Regional District (PRRD) and located within Electoral Areas E & B. As rural development occurring outside of the District's boundaries has a large impact on the local economy, it is important to ensure that the District and PRRD work together to ensure consistency, minimize conflict, and manage development in a cohesive way.

The District collaborates with the PRRD on regional planning projects, most recently in a regional Housing Needs Report project. The findings from the Hudson's Hope Housing Needs Report will be incorporated into the updated OCP according to *The Local Government Act Part 14, Division 22*.

2.4 SUMMARY

Hudson's Hope is a unique community in a resource-rich area of northeast BC. While many changes have occurred since the adoption of the 2013 OCP, there many historical and ongoing factors still at play. Current and historical local data can help inform how a community develops and evolves and large resource projects, while climate change, and regional projects are all contextual factors that also have the ability to impact the population and economy of Hudson's Hope. As such, they should all be taken into account during the 2021 OCP update.

2.5 LABOUR FORCE AND INCOME

Hudson's Hope is located in a highly productive area of the province – a region responsible for much of BC's grain and hydroelectricity production, as well as gas from the Montney Shale. Many temporary workers employed in the oil and gas sector as well as by the Site C Clean Energy Project reside in Hudson's Hope for the duration of their project work. Of the permanent Hudson's Hope population, people are primarily employed in the utility; construction; agriculture, forestry, fishing and hunting; accommodation and food services; and public administration sectors.

As a resource- and tourism-based municipality, proposed infrastructure projects can have a large impact on the community of Hudson's Hope. The presence of metallurgical coal – a valuable resource used in steelmaking – could lead to more industry activity in the future when market conditions are favourable.

2.5.1 MAJOR INFRASTRUCTURE PROJECTS

2.5.1.1 *Proposed Projects*

The 2013 OCP included job projections based on several proposed infrastructure projects. Based on the most recent information available, few, if any of these proposed projects will be proceeding forward in the foreseeable future. The following list provides updates – where available – about some of the proposed coal, wind and gas projects that were mentioned in the 2013 OCP. As it is not anticipated that many of them will be moving forward in the near future, it is not recommended that the projected job numbers associated with each project be used for job projections in the updated OCP. It is important that these potential job numbers are kept in mind however, as the global economy has a great deal of influence even on a small community such as Hudson's Hope, and the community has worked hard to set itself up to benefit from increased job opportunities when they do arise.

The Canadian Kailuan Dehua (CKD) Gething Coal Mine

The Gething Coal Mine is a proposed underground mine that would be located 30 kilometres west of Hudson's Hope. Once in peak operation, the mine will employ in excess of 1000 workers and have a 40-year working life. There is no timeline available regarding when this project would become operational or when it will move forward towards construction.

Cardero Resource Corporation Carbon Creek Coal Mine

Cardero Coal Ltd. proposes developing and operating an open pit metallurgical coal mine approximately 40 kilometres west of Hudson's Hope. This project is expected to employ 300 workers during mine construction and 600 to 800 during operation. There are no further updates about the project available at this time.

Centrepont Resources Cinnebar Peaks Coal Mine

It is estimated that this project – which is currently in the license application stage – will employ 600 workers. No further updates on project progress are available.

Jameson Resources Ltd. – Dunlevy project

This proposed project is located north and west of Hudson's Hope, overlying the northwest extension of the Peace River Coal Fields district. The project is currently on hold as Jameson Resources Ltd. is focused on its Crown Mountain project in the Elk Valley coal field.

TC Energy – Prince Rupert Gas Transmission

The Prince Rupert Gas Transmission is a proposed 900km natural gas pipeline that would extend from Hudson's Hope to Lelu Island near Prince Rupert. TC Energy estimates that this project will create approximately 2000 jobs.

However, in 2017 TC Energy was notified that Pacific NorthWest LNG would not be proceeding with their proposed LNG project near Prince Rupert, and the gas transmission pipeline project has been placed on hold as a result.

Northland Power BC Wind Inc.

Northland Power BC Wind Inc. is currently assessing the feasibility and competitiveness of a wind site in Hudson's Hope in anticipation of a Call for Power from BC Hydro.

2.5.1.2 Ongoing Projects

TC Energy North Montney Mainline

The North Montney Mainline (NMML) is a 206 km pipeline that was phased into service in 2020. TC Energy has ongoing commitments with local First Nations regarding the employment and training of qualified contractors. The Kobes Meter Station is a component of the project that is slated for future construction.

Site C Clean Energy Project

The Site C Clean Energy project has been under construction since 2015 and is slated to be completed in 2025. Once operational it will provide 1,100 megawatts of capacity and produce 5,100 gigawatt hours of electricity each year. It is estimated that the project will create approximately 13,000 person years of direct employment during construction. Construction activities were scaled back in spring of 2020 due to the global COVID-19 pandemic but had largely resumed in June 2020. A total of 3,908 workers from British Columbia were employed in July 2020, with 863 of these workers being from the Peace River Regional District.

Of the communities in the region, the District of Hudson's Hope is the most impacted by the construction of the Site C dam. Due to berm and reservoir construction the District will need to alter its current water supply system. Of the 30 kilometres of Highway 29 that need to be realigned, 10 km are within the District. The District is continuing to work with BC Hydro to mitigate and minimize the impacts of this project on the community.

2.5.1.3 Indirect Jobs

The addition of resource and mining sector jobs due to upcoming and ongoing projects can be anticipated to create indirect and induced jobs in the local economy. Indirect employment is created through spending associated with the direct employment, while induced employment is the employment that results due to new workers spending money in the community.

The proposed indirect and induced job numbers in the 2013 OCP were calculated using regional data from the "Fort St. John – Hudson's Hope Area" outlined in BC Stats Local Area Economic Dependencies data from 2006. As many of the projects used in the current OCP estimates are not moving forward, it is not advised to use them in calculations in the OCP update.

2.5.1.4 Temporary Jobs (Shadow Population)

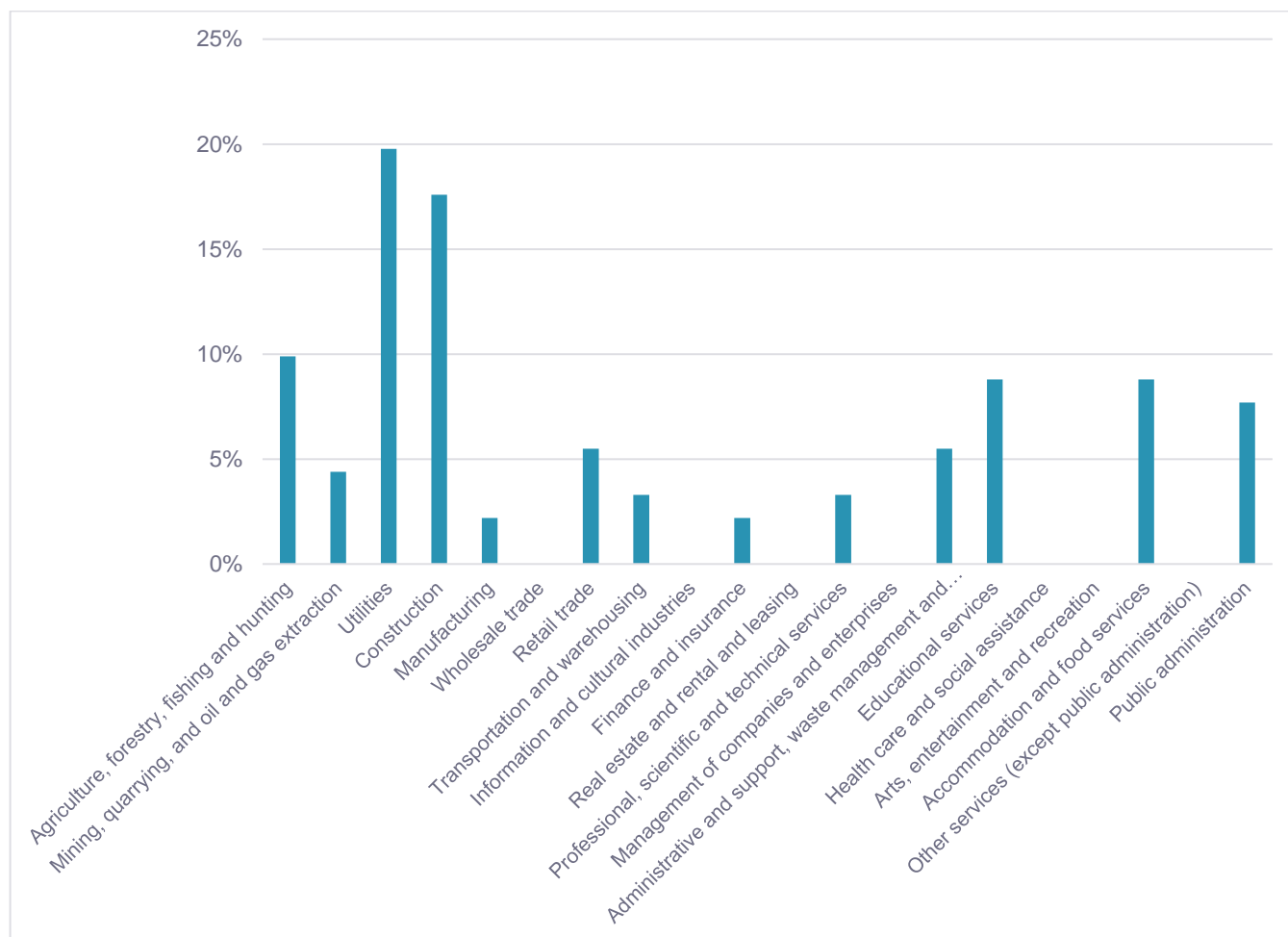
It is difficult to understand the true impact of the shadow population in Hudson's Hope and in the PRRD due to the lack of reliable and accurate data on the number of non-permanent workers.

While there can be potential for significant job creation and employment opportunities, a shadow population in Hudson's Hope can affect economic, social, environmental, demographic, and cultural factors. In many cases, the presence of work camps creates an increased need for community health services and social services as well as an increase in crime and safety concerns due to the non-permanent nature of the population.

2.5.2 LABOUR FORCE BY INDUSTRY

In 2016, the top five industries employing Hudson's Hope residents included utilities (20%), construction (18%), agriculture, forestry, fishing and hunting (11%), accommodation and food services (9%), and public administration (9%).

Figure 2-1: Labour Force by Industry, 2016

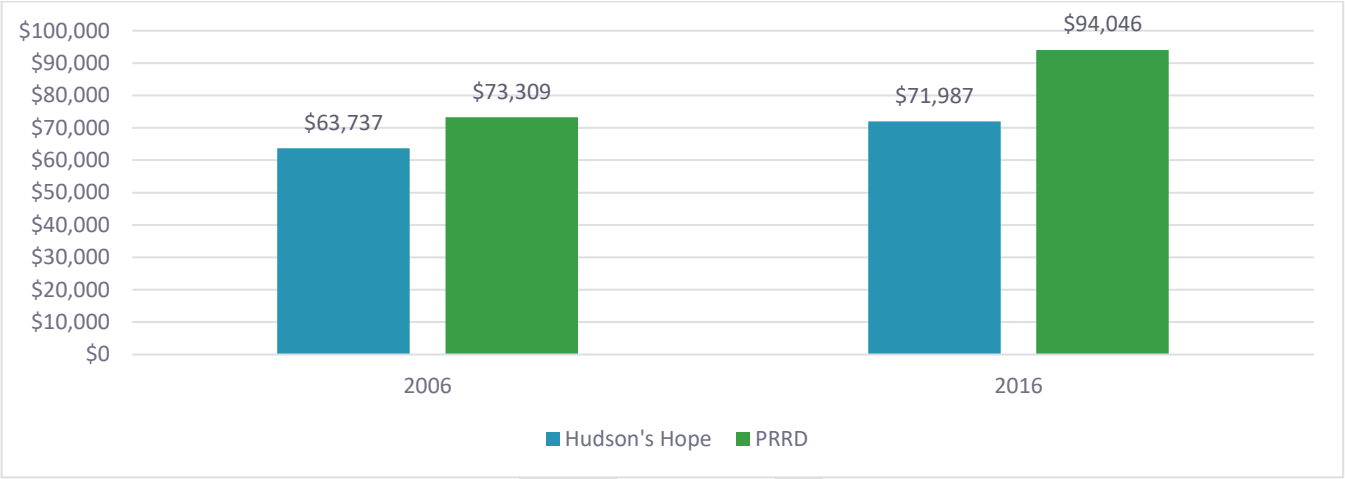


Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2.5.3 MEDIAN INCOME AND LABOUR FORCE PARTICIPATION

Between 2006 and 2016, median before-tax private household income grew by 13% in Hudson’s Hope, compared to 24% across the PRRD. Hudson’s Hope also has a lower median incomes than the PRRD, with the 2016 median income in Hudson’s Hope being \$71,987 as compared to the PRRD median income of \$94,046.

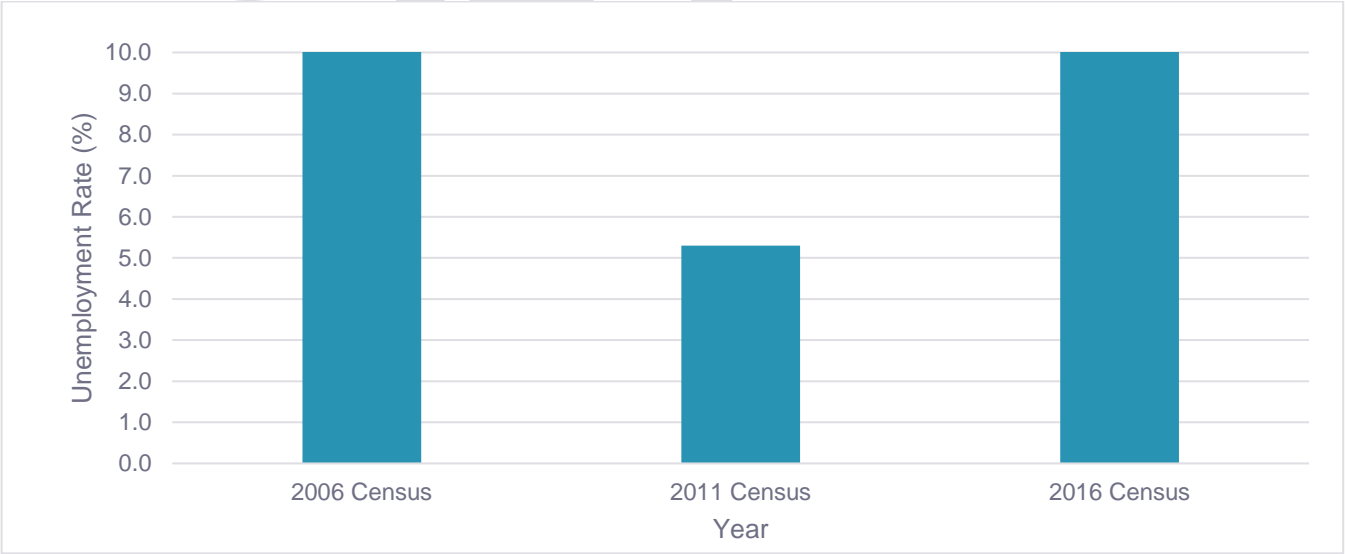
Figure 2-2: Median Before-Tax Private Household Income, 2006 - 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

Between 2006 and 2016, Hudson’s Hope saw a decrease in the labour force participation rate from 67% to 57%. The unemployment rate in Hudson’s Hope fluctuated between 5.5% and 14.1% over the same period. Comparatively, the PRRD participation rate also decreased from 76% to 73% and the unemployment rate increased from 5.5% to 12.1%, which may be related to the 2014-2015 downturn in the oil and gas industry.

Figure 2-3: Unemployment Rate



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

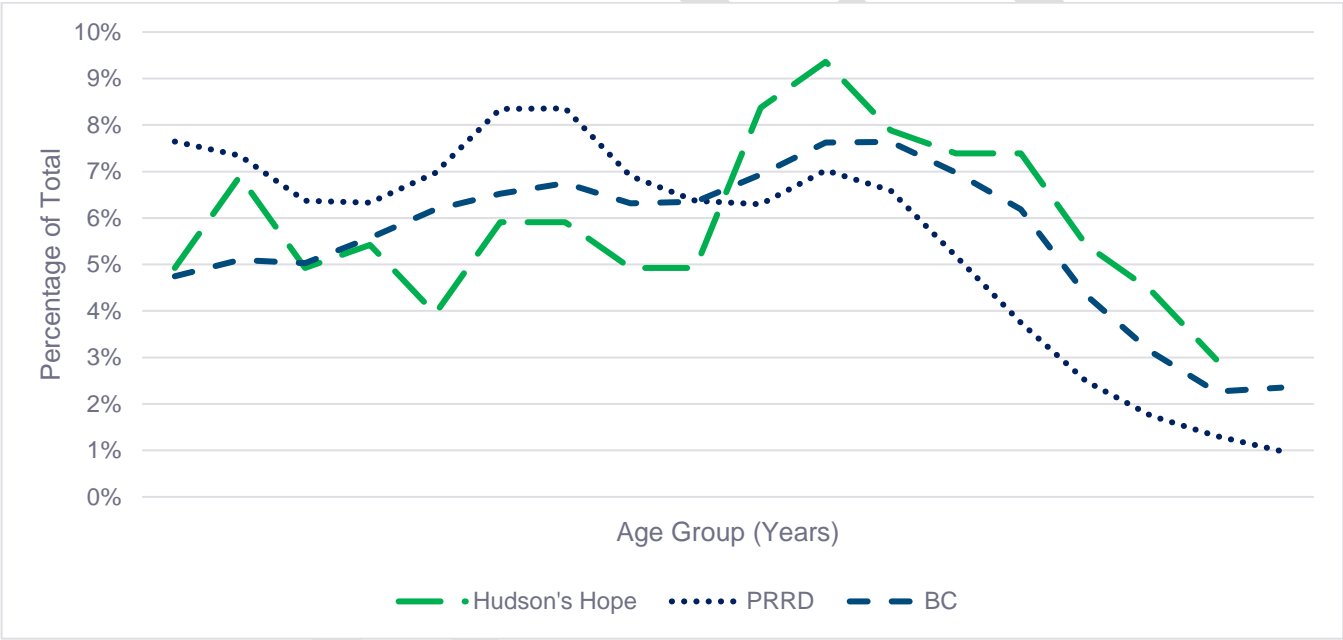
2.6 DEMOGRAPHICS

2.6.1 EXISTING POPULATION

The population of Hudson's Hope decreased by 4.2% between the 2006 and 2011 census periods, dropping from 1,013 to 970 residents. The number of residents increased by 4.6% between the 2011 and 2016 census periods, with a total of 1,015 residents being recorded in 2016. In general, Hudson's Hope population trends tend to remain fairly static, but in recent years, the community has seen families choosing to return to the community, and/or to relocate there for the quality of life afforded them.

From 2006 to 2016, the median age in Hudson's Hope increased from 42.7 to 46.6. During this same timeframe the median age in the PRRD remained relatively constant, decreasing from 34.2 in 2006 to 34.1 in 2016. The age distribution in Hudson's Hope shows that there are larger proportions of population between the ages of 45 to 84 years and smaller proportions of those aged 64 and younger than the PRRD and British Columbia as a whole. It is projected that between 2020 and 2025, the 0 to 14, 15 to 19, and 25 to 64 years age categories will experience a decline in population, and the median age is expected to increase slightly to 47.7 by 2025.

Figure 2-4: Population by Age Group

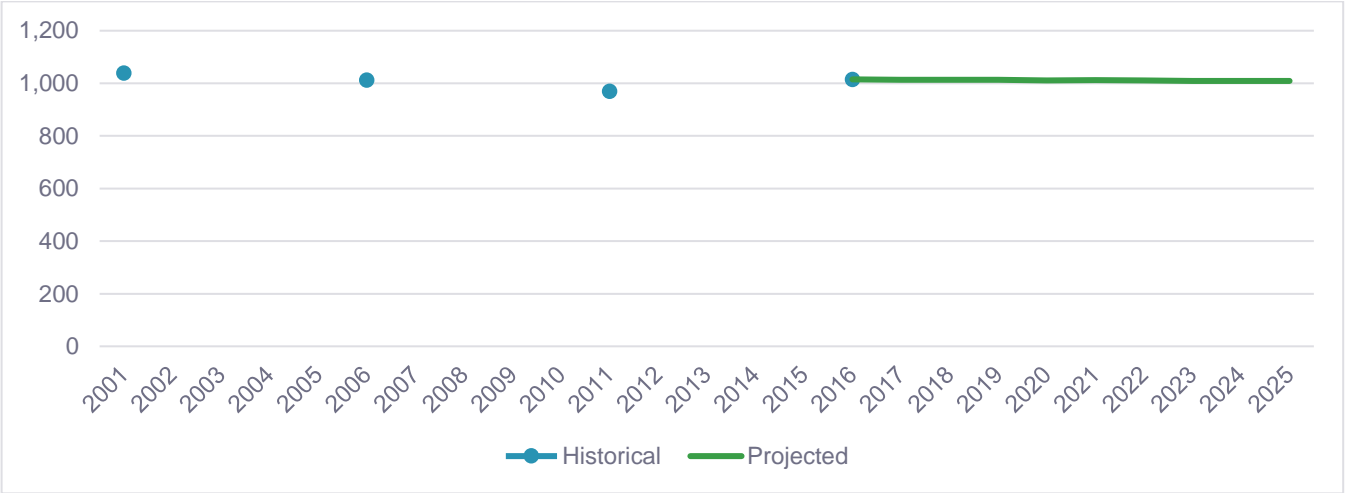


Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

2.6.2 POPULATION PROJECTIONS

Between 2001 and 2011, the population of Hudson’s Hope decreased slightly from 1,039 to 970, before increasing to 1,015 in 2016. From 2016 to 2025, the population is expected to remain relatively stable, with a slight decline to approximately 1,009 individuals.

Figure 2-5: District of Hudson’s Hope Historical and Projected Population



Source: Derived from Statistics Canada Census Program and Hudson’s Hope Population Projections

Figure 2-6: District of Hudson’s Hope Projected Population

	2016	2020	2025	Change from 2016 to 2020	Change from 2020 to 2025
Population Projections	1,015	1,011	1,009	-4	-2

Source: Derived from Statistics Canada Census Program and Hudson’s Hope Population Projections

2.6.3 AGE-FRIENDLY CONSIDERATIONS

Age-friendly design refers to design that adapts structures and services to be accessible and inclusive of older people with varying needs and capacities¹. While it focuses by definition on older people, age-friendly design is beneficial for people of all ages and abilities as it works to remove barriers often present in standard infrastructure and service provision.

As the median age in Hudson’s Hope is expected to increase and a large proportion of the population is aged 64 and older, it will be important to consider age-friendly development in the OCP update and future planning documents. Through conversations with the District it is understood that some of the priorities for age-friendly development are seniors housing, affordable transitional housing, and improved pedestrian connections and walkability.

¹ Global age-Friendly Cities: A Guide, World Health Organization, 2007, p. 1

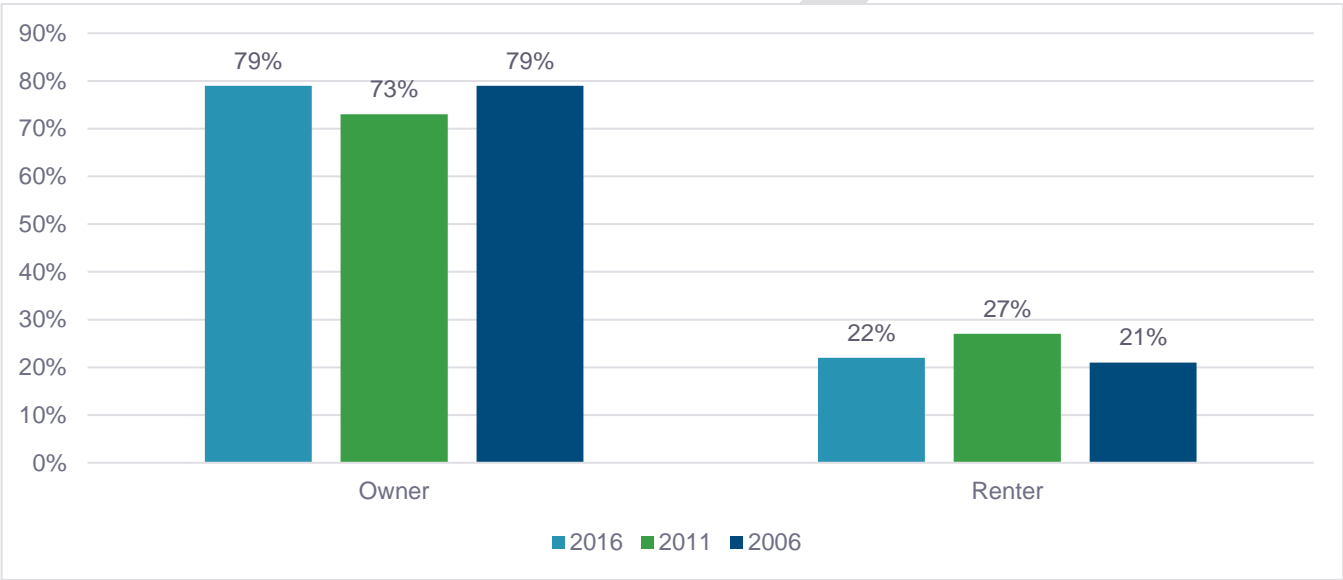
2.7 HOUSING INVENTORY AND PROJECTED NEEDS

Much of the following information will be presented in more detail in the final Hudson's Hope Housing Needs Report. It is provided here for reference and context.

2.7.1 HOUSING INVENTORY

The proportion of owner and renter households in Hudson's Hope has fluctuated over the past three Census periods. These fluctuations could be the result of the cyclical nature of industry-based economy and may reflect changes in the temporary population during larger projects.

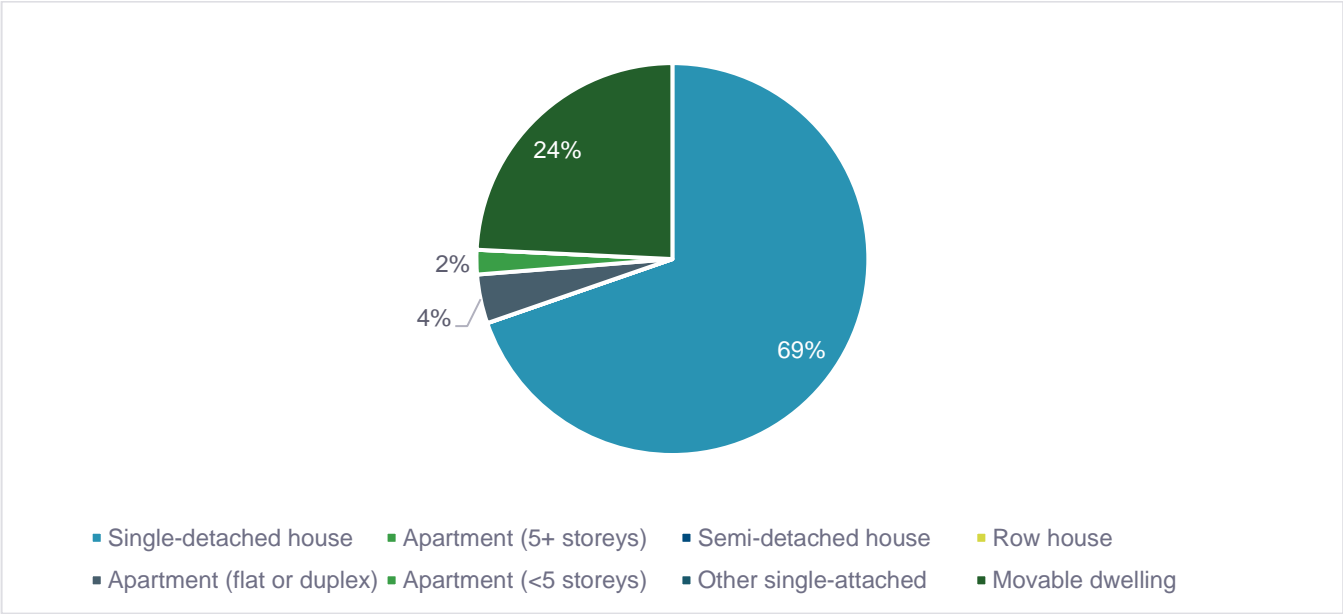
Figure 2-7: Housing Stock by Tenure



Source: Statistics Canada Census Program, Census Profiles 2006, 2016, NHS Profile 2011

The dominate form of housing in Hudson’s Hope are single-detached dwellings. The District also has a high portion of movable dwellings.

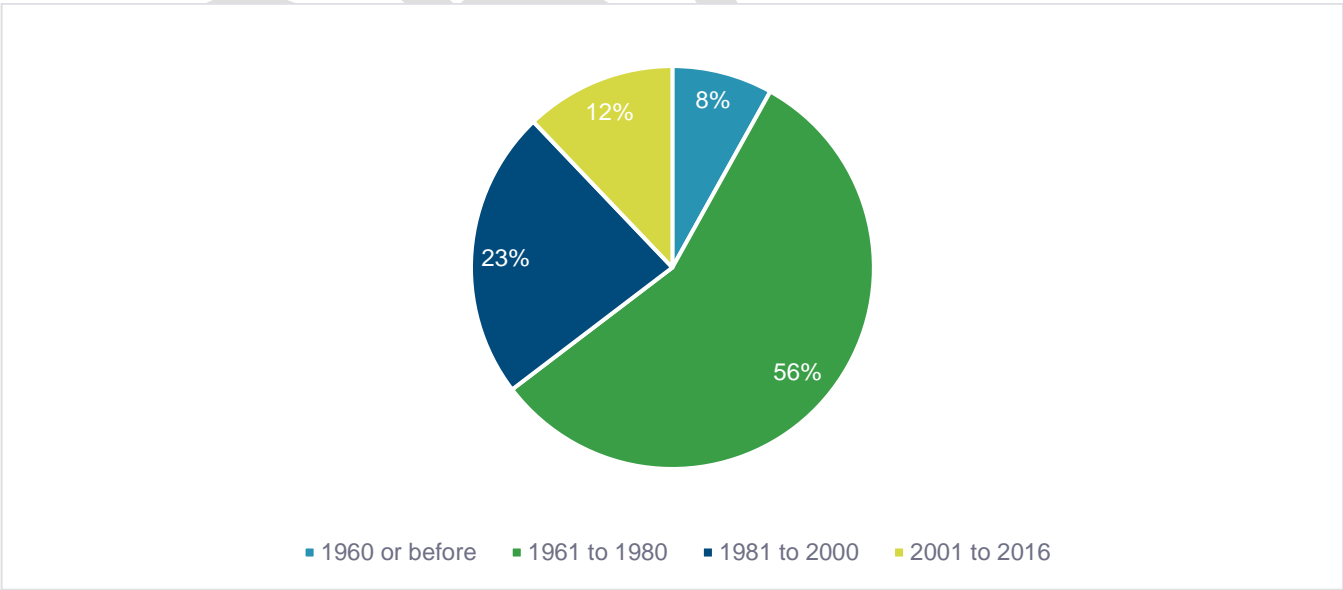
Figure 2-8: Housing Stock by Structure Type



Source: Statistics Canada Census Program, Census Profiles 2016

Much of the housing stock in the District was constructed between the years of 1961-1980, with almost half of them requiring minor repairs in 2016. An older housing stock often requires additional investment from homeowners and rental property owners to ensure dwelling units are maintained.

Figure 2-9: Housing Stock by Period of Construction



Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016227

Between 2011 and 2020, the District issued nine building permits for the construction/placement of modular homes, seven permits for the construction of log homes, 10 permits for single family homes, 12 permits for duplexes/townhouses/apartments, and two permits for industrial/commercial properties

Based on the information provided, the District has not issued any permits for the construction of single-family homes since 2016 (in 2018 a permit was issued for the construction of a demonstration house). Anecdotal information indicated that the applicant in 2016 acted as their own general contractor, an option that is not available to the majority of people looking to renovate or construct a home. Due to its remote location, there is also a significant cost premium associated with construction and renovation in Hudson's Hope as compared to nearby communities such as Fort St. John and Dawson Creek.

Figure 2-10: Recent Changes in Housing Stock – Building Permits

Building Permits										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Garage/Deck/Workshop	4	6	6	4	2	3	4	2	2	3
Addition/Renovation	6	4	5	3	7	2	5	4	2	5
New Construction/Placement - Modular Home	0	1	2	1	0	1	1	0	2	1
New Construction - Log Home	0	4	1	0	0	1	1	0	0	0
New Construction - Single Family	0	1	4	2	1	2	0	0	0	0
New Construction - Duplex/Townhouse/Apt	4	2	0	6	0	0	0	0	0	0
New Construction - Industrial/Commercial	1	0	1	0	0	0	0	0	0	0
Total	15	18	19	16	10	9	11	6	6	9

Source: District of Hudson's Hope, 2020

Figure 2-11: Recent Changed in Housing Stock – Demolition

Demolition Permits										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Garage/Deck/Workshop	1	0	0	0	0	0	0	0	0	1
Full Building/Unknown	0	0	2	1	0	0	0	0	2	9
Total	1	0	2	1	0	0	0	0	2	10

Source: District of Hudson's Hope, 2020

2.7.2 PROJECTED LAND AND HOUSING NEEDS

The information in this section will be presented and analyzed in more detail in the Housing Needs Report. It is included here for reference. The Housing Needs Report will also contain policy recommendations that will need to be incorporated into the OCP as per the *Local Government Act Part 14 Division 22*.

Table 2-1- Projected Households Growth, 2016-2025

	2016	2020	2025	Change from 2016 to 2020	Change from 2020 to 2025
Household Projections	454	457	460	3	3

Source: Derived from Statistics Canada Census Program, and BC Stats Custom Hudson's Hope Population Projections

	2016-2020	2020-2025	Cumulative Total
Anticipated Household Growth	3	3	6
Anticipated Housing Units	3	3	6
No Bedroom / Studio	1	0	1
1 Bedroom	0	1	1
2 Bedroom	1	1	2
3+ Bedroom	1	1	1

Source: Derived from Statistics Canada Census Program and Hudson's Hope Population Projections

The number of households in Hudson's Hope increased by 157 between 2016 and 2020 and is expected to increase again by 141 households by 2025. Only 6 new housing units are projected to be needed between 2016 and 2025; these new households can likely be accommodated within the current housing supply given that there are currently unoccupied dwellings in the community. However, the temporary worker population associated with major projects in the area such as the Site C Clean Energy Project can reduce the availability of rental units and inflate the price of rentals throughout the duration of the project.

2.8 SUMMARY

Many of the large resource projects used to calculate population and job projections for the 2013 OCP have been put on hold, and there is only one mention of the Site C project and its potential impacts on the Hudson's Hope community. Since the writing of the 2013 OCP, the unemployment rate in the District has increased while the labour force participation rate has decreased.

More recent population projections show a projected decrease in population over the next five years, as well as an increase in the median age of community members. Once completed, the Housing Needs Report will contain more detailed housing inventory information, needs projections, and recommendations for the District to consider during the 2021 OCP update.

Anecdotally, it has been noted that former residents are returning to the District with their families to establish roots in the community. Community engagement that will need to be undertaken as part of the 2021 OCP update will assist in determining the general composition of the community and how it has shifted since the 2016 Census. Findings regarding the number of young families, as well as the identified need for seniors' transition housing will influence the District's housing stock requirements as well as policies and land use designations regarding different forms of housing.

The 2013 OCP has many policies relating to community growth and planning for increases in population and labour force. Given that more current statistics do not indicate that this will be occurring, policies in the 2021 OCP update could shift to focus more on retaining current community members and assets as opposed to planning for significant growth.

3.0 OFFICIAL COMMUNITY PLAN REVIEW AND RECOMMENDATIONS

3.1 STRUCTURE

3.1.1 ORGANIZATION AND NUMBERING

It is recommended that all policies and goals be numbered for ease of reference by both District staff and community members or developers. While there are different methods of numbering, many OCPs use a system similar to the following:

- 1.0 Overarching Section
 - 1.1 Subsection
 - 1.1.1 Goal, strategy, objective, or policy

A particular item can thus be referred to according to its number to avoid confusion (e.g., Strategy 5.1.2 in the OCP).

3.1.2 OCP SECTIONS/PARTS

The current OCP is divided into four sections:

Part 1: Introduction

- » Introduction to the OCP process and purpose
- » Local community context – history, demographics, climate

Part 2: Land Use Plan

- » Objectives and policies for land use planning in the community
- » Includes Development Permit Area Guidelines and the Town Centre Plan (Schedule B)

Part 3: Community Development

- » Description of how the community intends to grow in the future and how it will address key issues such as economic development, housing, social needs, infrastructure, and other development

Part 4: Implementation

- » Outlines an action plan for implementing the OCP to ensure regular reviews and consistency of other documents with the OCP direction

3.1.3 AMENDMENTS AND UPDATES

There have been several amendments to the 2013 OCP since its adoption. All of these amendments must be incorporated into the new document to ensure that it reflects all changes. It has been noted that at time, the OCP does not appear to reflect all of the amendments that have been made through various bylaw amendments. Ideally, those amendments are summarized in an amendment table found at the front end of the OCP and/or filled out on the various schedules, depending on if a given amendments is a text amendment, mapping amendment, or both. Best practices include regularly updating or consolidating amendments and ensuring a consolidated bylaw is

readily available for the public. In the District's case, as OCP amendments appear few and far in between, it would be beneficial to ensure the OCP reflects any amendments as they occur.

The following table lists the amendments that have been made subsequent to the adoption of Official Community Plan Bylaw 822, 2013, however, it does not appear that these amendments are reflected in the OCP found on the District's website.

Table 3-1: Amendments to Official Community Plan Bylaw No. 822, 2013

Bylaw Name/Number	Date Adopted	Amendment (brief summary)
OCP Bylaw No. 822, 2013	June 10, 2013	Primary Bylaw (not amended)
OCP Amendment Bylaw No. 824, 2013	September 9, 2013	Schedule B: Figure 5 Replaced with figure identified in Schedule A Schedule H: Replaced with map identified in Schedule B
OCP Amendment Bylaw No. 854, 2015	January 25, 2016	Schedule A: Within Sections 19 & 30: from Protected Parks & Natural Space to Industrial (Served)
OCP Amendment Bylaw No. 872, 2017	July 10, 2017	Schedule C: 2 lots redesignated from Core Residential to General Residential *Appendix A (Atkinson Property) Schedule A: Part 2, Section 1, Subsection 1: strike out Paragraph 5 - Discourage the use of manufactured homes in any area designated "Core Residential" Schedule A: Part 2, Section 1, Subsection 2: strike out Paragraph 5 - Discourage the use of manufactured homes in any area designated "General Residential"
OCP Amendment Bylaw No. 888, 2017	August 28, 2017	Schedule C: 1 lots redesignated from Light Industrial to General Residential *Appendix B: shown in red

Source: District of Hudson's Hope, 2020

3.2 EXISTING GOALS

The following table outlines the land use goals currently listed in the OCP. As noted above, these goals should be reviewed with the community during the 2021 OCP update to ensure that they still align with the District's priorities.

Table 3-2: Existing OCP Goals

Land Use Designation/Description	Existing Goals
Residential	<ul style="list-style-type: none"> » Plan to accommodate residential growth using a phased approach » Ensure diversity in the types of housing available in Hudson's Hope » Ensure higher residential density is centrally located and complements a vibrant town centre » Ensure high quality residential development
Rural	<ul style="list-style-type: none"> » Maintain rural lands for rural uses » Ensure agricultural lands are protected » Ensure that gravel extraction in areas identified in Schedule J is accommodated and mitigates impact to adjacent lands » If and when natural resource extraction is accommodated, we ensure mitigation of impacts to adjacent lands
Town Centre	<ul style="list-style-type: none"> » Create an inviting and enjoyable town centre that is a destination and a home » Make town centre an easy place to get around, in all seasons, for all pedestrians, cyclists, vehicles and seniors » Create new and enhance existing formal and informal public gathering places in the town centre area » Encourage and support retail and commercial businesses to locate in the town centre area » Support and plan community events and programming year-round in the town centre area
Service Commercial	<ul style="list-style-type: none"> » Encourage a range of commercial opportunities » Ensure service commercial is attractive and accessible
Industrial	<ul style="list-style-type: none"> » Develop a diversified and stable industrial base » Ensure land is designated to accommodate measured industrial growth » Ensure suitable land use transitions between industrial uses and other uses
Civic and Institutional	<ul style="list-style-type: none"> » Ensure civic and institutional uses are planned to accommodate existing and future needs » Ensure civic and institutional uses are located in such a way as to reduce negative impact to surrounding uses
Protected Parks and Natural Spaces	<ul style="list-style-type: none"> » Ensure that protected parks and natural spaces are maintained for current and future generations » Ensure that these areas can be enjoyed by residents and tourists
Urban Service Boundary	<ul style="list-style-type: none"> » Ensure that development within Hudson's Hope is compact and efficient » Ensure that servicing extensions are effectively managed

Hazardous and Environmentally Sensitive Areas	<ul style="list-style-type: none"> » Ensure that development proposed in hazardous and/or environmentally sensitive areas are reviewed for appropriateness and safety » Ensure interfaces between development and potentially hazardous and/or environmentally sensitive areas are treated with care » Reduce risk for wildfire in the community
Agricultural Land Reserve	<ul style="list-style-type: none"> » Protect high quality agricultural lands from development that would detract from its ability to be used for agricultural purposes » Consider applications for exclusion from the ALR, where the potential development would allow for contiguous growth, and it is located within the Urban Service Boundary » Ensure the Agricultural Land Commission Act and the Local Government Act are applied in regard to any land use or building application submitted in the Agricultural Land Reserve

The current OCP contains a large number of goals found in each section of the plan. Some considerations that would be beneficial for the District to consider with respect to the articulation of goals in the OCP are:

- » Given the progress that the District has made on initiatives in recent years, a review of the goals above should be undertaken in conjunction with any potential land use designation changes, new legislative direction, and the desires of the community looking forward 15+ years
- » Ensuring that goals contained within specific sections of the OCP serve to implement an overall vision and/or objectives for the plan
- » Reviewing the goals currently contained within the plan to determine if they are best suited as goals, or potential policies
- » Development of an overarching vision and/or priorities (see Section 3.3.1 below) will enable the OCP to refine and focus its many goals in order to implement this policy document and additional plans, policies and bylaws. In addition, a vision and/or priorities that overarch specific goals within the OCP and clearly articulate the desires of the community as a whole help increase the commitment of all to implementing the OCP

3.3 CONSIDERATIONS FOR THE FUTURE OCP

3.3.1 PRIORITIES FOR THE FUTURE

Through conversations with the District, it is understood that there are several priorities to be considered during the 2021 OCP update. These priorities are listed below, followed by a summary of the goals in the existing OCP. When preparing the updated document, the existing goals should be reviewed to ensure that they are compatible with the overarching priorities that the District has for the future. Key priorities that were mentioned in conversation include:

3.3.1.1 Increasing the Population

The District would like to encourage population growth by facilitating development (such as in the new Light Industrial subdivision) as well as by providing high quality services and infrastructure. It is understood that one of the District's long-term goals is to have families move to town and establish businesses in the Town Centre. Some of the development that the District envisions includes services such as a welding shop, car wash, or store.

The District also wishes to ensure that the updated OCP – and any bylaws updated after its adoption – contain inclusive language that applies to both the rural and urban populations in the District. This may require relaxing or adjusting certain rules and regulations, as well as expanding the language in the OCP to be more comprehensive.

3.3.1.2 Improving the Quality of Life of Community Members

This priority is related to the District's goal of increasing the population, as the provision of high-quality services and infrastructure, as well as other amenities can encourage people to move to the community. The District already offers many valuable amenities, including the outdoor pool, an excellent school, a medical clinic, as well as numerous outdoor activities. Key actions that the District desires to take to improve quality of life include the construction of more sidewalks and trails to improve walkability as well as the installation of more benches and rest areas to encourage trail and sidewalk use. Age-friendly design elements, including seniors housing, are also important elements that the District has mentioned as being important to quality of life. It is understood that amenities need to be available for people of all ages and backgrounds in order to encourage families to move to town with their children.

3.3.1.3 Environmental Sustainability and Renewable Energy

The District is currently a leader in solar energy production and is next door to several hydroelectric dams. The District desires to further expand its profile in environmental sustainability and renewable energy. An energy tour of the region was mentioned as a potential method of increasing this profile and encouraging visitors to come to the region.

3.3.2 OCP SECTIONS

The following section outlines several items that were observed in the current OCP and recommendations for the District to consider during the 2021 OCP update.

3.3.2.1 Vision and Community Priorities

The creation of a section that speaks specifically to an overarching, long-term vision and priorities of the community would benefit the OCP. Ideally, a vision and priorities are things that one continues to strive towards, as opposed to something that can be considered as attained. A good vision and priorities may require adjusting here and there to reflect the current needs and desires of a community, but isn't generally often replaced. At times, redirection and adjustments are needed based on situations that were not anticipated at the time of developing a plan, but these kinds of major shifts are generally few and far in between. Finally, developing a section that speaks specifically to the overarching long-term vision and priorities of the community help set the tone of the OCP and provide guidance to the goals contained within the plan itself.

3.3.2.2 Community Context

The OCP would benefit from the separation of the current introduction into two separate sections: an introduction and a community context section. The purpose of this separation would be to craft an introduction that speaks to what an OCP is, the legislative framework it is developed under, why is an OCP needed, why is an update

required, highlighting what is new in the OCP, and also providing the user with information on how to use the OCP. A new Community Context section would highlight the history of the community, how it fits within the regional context, and how Hudson's Hope has changed since the adoption of the last OCP. Much of this data would incorporate the analysis undertaken as part of the District's Housing Needs Assessment, that is being done in partnership with the PRRD.

3.3.2.3 Growth Management

Creating a section that specifically addresses growth management within the community could provide guidance on the District's approach to managing future growth. This could be achieved by having a section that speaks to such elements as the Urban Service Boundary, the distinction between land uses in downtown Hudson's Hope versus those in the rural areas, and temporary uses within the community. A growth management section could also provide context as to how the District anticipates addressing any significant future growth for the community as a result of potential industrial development that continues to exist in the area, but does not currently have a time frame associated with it. Finally, a Growth Management section could also speak to the District's desire to increase its population by bringing families to town and to ensuring that the community grows and develops in an orderly, responsible manner that creates a sustainable community that people wish to reside in.

3.3.2.4 Land Use Plan

The OCP would benefit from increased clarity in its Land Use Plan. Currently, there are many sections within this section of the OCP that, while they impact the use of the land, may not specifically be a land use. Focusing the Land Use Plan on only those policies that pertain to specific land use designations helps improve clarity and usability of the OCP. For example, an Urban Service Boundary is not a land use designation specifically, but rather, identifies an area of focus for a more urban level of service. Policies related to an Urban Service Boundary could be separated from the land use plan designation policies.

In addition to this, land use policies for each land use designation should be reviewed in order to ensure alignment with the priorities identified as important to the community. Some observations noted in reviewing the land use policies in the current OCP include the following:

- » Rural
 - Consideration should be given to potentially changing "Rural" to "Agricultural" in order to ensure better alignment with the Agricultural Land Commission
- » Residential
 - The core residential area is generally comprised of smaller parcels, and in order to meet the needs of residents who want to have a larger home in the core residential area, lot consolidation would need to occur
 - There is currently a great demand placed on residential accommodation within Hudson's Hope as a result of industrial and construction activities in the region; this results in higher occupancy rates as well as inflated residential prices, which makes it more difficult to recruit professionals and their families
 - The shadow population that exists within the community, while seeming to have a similar population impact as in previous years, is having a much longer-term impact, as the duration of stays is significantly greater than previously (years, as opposed to months)

» Commercial

- The current OCP contains a policy regarding making new service commercial lands available only when it can be demonstrated that fewer than 10% of the lots located in the Won Centre remain vacant or underused. How is this policy being monitored, and has the presence of this policy aided in advancing development in the Town Centre?

» Landscaping

- Within the OCP, policy language exists with respect to screening and buffering between different land uses to minimize any potential conflicts, now or in the future. This buffer is also shown on the mapping (Schedules C and D) – is the buffer on the mapping necessary? Has the District found it helpful in minimizing land use conflicts between industrial and other development?

3.3.2.5 Agricultural Land Reserve

The Agricultural Land Reserve, while impacting what a property owner can do on their land, is not a land use designation in the context of an OCP. Instead, the Agricultural Land Reserve is a provincial notation on land, which supersedes any land use designation. Generally, all lands that are within the Agricultural Land Reserve should be designated as Agriculture in an OCP, and the types of development and activities that can occur on such parcels is limited to those that preserve, protect and promote agricultural activities. The District of Hudson's Hope does not have any lands designated as Agriculture, but rather Rural, and as the Agricultural Land Commission would have been involved and supported the previous OCP, this land use designation can likely remain, although confirming this with the Agricultural Land Commission and ensuring that legislative changes that have been implemented by the Agricultural Land Commission in recent years and appropriately reflected in the OCP is paramount.

3.3.2.6 Development Permit Areas

In reviewing any OCP, a review of Development Permit Areas should be undertaken to ensure that the needs of the community and of future developers are being met. Development Permit Areas balance the need to create an aesthetically pleasing community without impeding or limiting development opportunities. A high-level review to ensuring that the District's Development Permit Areas still reflect the direction of the community and provide the guidelines needed by the District to create the type of community desired is beneficial. In conjunction with reviewing the guidelines, the creation of a map that visually shows where the Development Permit Areas may be desired.

3.3.2.7 Community Development

Funding sources –

Review all community development policies to ensure alignment with the vision and priorities of the community

While the OCP has the full suite of sections one would expect to see in this section, an overview of these policies feels that they can be further refined and enhanced to better reflect the needs of Hudson's Hope today

- » Housing section should be updated to reflect the Housing Needs Assessment that the District is currently undertaking in partnership with the Peace River Regional District, and to better reflect the needs of the community, such as the need for more transition housing, as residents relocate from larger properties into the Town Centre, but still wish to live independently in their own smaller homes

- » Age-Friendly policies could be incorporated into the OCP, in conjunction with the policies on accessibility within the current plan
- » The Infrastructure section could be enhanced to better reflect the District's needs for current and future infrastructure, including water, sanitary sewer, storm sewer and drainage, and waste management. In addition, this section could be enhanced to better articulate the municipal facilities and services that the District of Hudson's Hope provides, and how the District will continue to maintain and enhance (where appropriate) those services and facilities
- » Fair Share funding is referenced in the current OCP; that agreement was replaced in 2015 by the Peace River Agreement; this key Memorandum of Understanding should be articulated and expanded upon within the OCP to better highlight and reflect its importance in Hudson's Hope, and the broader Peace region

3.3.2.8 Implementation

In recent years, implementation sections associated with OCPs have become much more robust in communicating clear ways in which OCPs are implemented. It is suggested that the District's updated OCP reflect these current best practices, as having a clearly articulated implementation section will help the District communicate how it plans to implement its OCP over the life of the plan. Implementation elements could include such elements as:

- » Identifying short, medium and long-term priorities
- » Setting out a timeline for reviewing and/or updating (consolidating) the OCP
- » Identifying key plans, policies and/or bylaws that will need to be updated following the adoption of the OCP in order to ensure alignment and consistency
- » Development approval information that may be requested by the District from a development standpoint
- » Ensuring that the District's processes and procedures are clear to facilitate the implementation of the OCP

3.3.3 POLICY GAPS

The current OCP contains policies regarding a number of topics, including land use, social needs, heritage, and culture, economic development, and housing. The following section describes some policy areas that are noted as appearing somewhat weak or lacking in the current OCP that the District could consider during the 2021 OCP update. These include:

- » Partnerships with other levels of government (local, provincial and federal) to address opportunities and challenges that exist on a regional scale. Speaking to these partnerships will also enable opportunities for increased collaboration among different jurisdictions to move initiatives forward or advocate for topics of importance to a larger geographic area than one specific jurisdiction
- » Indigenous communities and Treaty Land Entitlements is a topic that the current OCP is fairly silent on. As these are both topics that have seen a lot of attention and movement since the current OCP was adopted, it would be beneficial for the District to highlight these aspects and promote collaborative working relationships with Indigenous communities and those First Nations that are seeking resolution to their Treaty Land Entitlements

- » COVID-19 implications could also be incorporated, as the global pandemic will impact the speed at which policies and goals can be put into action, particularly those around community involvement and social development.
- » Climate Change Adaptation policies that build off of the great work that the District has done with respect to being more energy efficient through the installation of solar panels on key buildings and infrastructure within the District
- » Direction regarding leapfrog development (i.e; permitting development and servicing of a parcel at the edge of the Urban Service Boundary before one closer to the Town Centre has been developed)?
- » Expansion of policies related to age-friendly practices, and ensuring a welcoming, inclusive, and multi-generational community

3.3.4 MAPPING

The following section outlines several items that were observed in the current OCP mapping and recommendations for the District to consider during the 2021 OCP update.

3.3.4.1 Site C Implications

The construction of the Site C dam near Fort St. John and the resulting reservoir – which directly impacts the District of Hudson's Hope and its land base – should be reflected in both the mapping and the text of the OCP itself. For example, the acquisition of Crown Land north of Highway 29 and the redesignation of those lands to Industrial (Serviced) – OCP Amendment Bylaw No. 854, 2015, is a direct result of the effects that the construction of Site C will have on the District of Hudson's Hope. In addition, the lay of the land in the community will be changed as a result of Site C; the Transportation and Mobility Map (Schedule H) will require review as the berm being constructed as part of the Site C project will impact development of trails along the river's edge.

All maps should be reviewed to ensure that impacts from Site C are addressed and reflected in a policy document that guides the growth and development of a community over a 15+ year time frame.

3.3.4.2 Land Use

With respect to the District's land use mapping in the current OCP, consideration should be given to if there are any areas where the District would like to move in a different direction than what is shown on the current OCP? If so, why? The District has noted that a clearer distinction needs to be articulated in its plans and bylaws with respect to what community members are seeking for residential development, and the distinction between the type of residential development and levels of servicing in the town centre as compared to that in areas outside of the town centre (rural areas). This distinction could be better enhanced, and while much of this is most likely related to policies within the OCP, it would also be beneficial to ensure that the mapping reflects this distinction as much as possible.

As previously indicated, all land use amendments should be reflected in an updated OCP.

3.3.4.3 Buffering

On the 2013 OCP Land Use Maps (Schedules C and D), there is a blue gradient around the Urban Service Boundary labelled as "areas requiring buffering/screening to address future land use conflicts". Prior to updating the mapping for the 2021 OCP it should be determined whether this map icon is working as the District intends it to. Language regarding buffering and screening can be incorporated into the actual text of the OCP in order to specify which land uses need to be buffered from adjacent development (e.g., buffering requirements between

industrial and residential land uses). Direction regarding the type of buffering desired can also be included in the text.

3.3.4.4 Development Direction and Phasing

In general, the mapping in the current OCP should be reviewed to ensure that all areas still reflect the direction in which the District would like to move and how it would like to develop. For example, Schedule E outlines preferred phasing for future residential development. Does the preferred phasing identified in Schedule E of the current OCP still reflect the way in which the District wants residential land to be developed? Furthermore, given that more recent population projections do not show a drastic increase in population, a review of this map would be beneficial to ensure that it still reflects the District's goals and priorities.

3.3.4.5 Infrastructure

The infrastructure mapping provided on Schedule F should reflect the existing infrastructure within the community and should also highlight any infrastructure improvements that the District is considering in the future, as this information – both on the mapping and in the text – is critical in any future grant applications that the District may wish to pursue.

3.3.4.6 Development Constraints

Schedule G – Development Constraints contains information regarding the location of Agricultural Land Reserve (ALR) lands, as well as areas with a slope greater than 20%. The information in this map may also need to be adjusted due to work associated with Site C and could potentially be amalgamated with additional environmental and contextual information to create an “Environmental Considerations” or “Environmental Assets” map.

Watershed boundaries, floodplains, wetlands and other environmental considerations could all be included on such a map a

3.3.4.7 Transportation and Mobility

Schedule H presents the transportation and mobility plan for the District. This schedule presents the existing road classes within the community and identifies three phases of proposed improvements. This map would benefit from a review to address the following elements:

- » Impacts of Site C – these should be reflected on Schedule H
- » A review of the proposed improvements in each phase – have any improvements been undertaken that should now be shown as existing? Do the phases need to be revised? Are they still relevant?

3.3.4.8 Parks and Recreation

The parks, protected areas, open spaces and areas of recreational significance are all shown on Schedule I. As a result of many conversations with BC Hydro, and in conjunction with the construction of Site C, this map will benefit from a review to ensure that the parks and recreational spaces presented still reflect those that are within the District, and highlights any new areas that will be developed in the future (i.e. as a result of Site C).

3.3.4.9 Gravel Reserves

Schedule J presents the gravel reserves present in the District. This schedule would benefit from a review to ensure that the gravel pits/quarry reserves identified are still present, or if they have been made unavailable due to the construction of Site C and other development in the region. In addition, a slight adjustment in terminology would be beneficial, to reflect aggregate resources, which is a more encompassing term.

3.3.4.10 Urban Service Boundary

The Urban Service Boundary (USB) – shown in Schedules C, D, and F – outlines the maximum extent to which the District will extend municipal water, sewer, and storm drainage infrastructure. The overarching goals of the USB are to encourage development in the Town Centre wherever possible so that development in Hudson's Hope is compact and efficient and to ensure that servicing extensions are effectively managed. In order to encourage development, the District's new Light Industrial development will be fully serviced. Current un-serviced industrial uses in the District include industrial lay down areas, which operate under Temporary Use Permits.

As the District aims to concentrate development towards the Town Centre, consideration should also be given to how the District would like to approach leapfrog development (i.e., permitting development and servicing of a parcel at the edge of the USB before one closer to the Town Centre has been developed) and how servicing would be addressed in this type of situation.

One service that the District intends to expand outside of the USB is high speed internet. The District understand that, especially in light of the COVID-19 pandemic, many community members need to work remotely, something that is not possible without sufficient internet speed.

3.3.5 OTHER CONSIDERATIONS

In addition to the specific considerations noted with respect to sections of the current OCP and mapping, the following list identifies other considerations that may be worth contemplating in advance of the District embarking on an update to its OCP:

- » Consolidating the Integrated Community Sustainability Plan (ICSP) with the future OCP – The ICSP process was an excellent forum for discussing the community's desires and needs as they relate to the sustainability of Hudson's Hope. However, in reviewing the ICSP, many of the strategies contained therein could be incorporated into the OCP, as many priorities within the ICSP are already addressed under the framework of an OCP. Many aspects of the ICSP are normally found within an OCP and would make the District's OCP a more robust and comprehensive OCP. Finally, in conversations with the District, it was indicated that having multiple, similar documents was redundant and less effective in ensuring the implementation of both the ICSP and OCP.
- » Integration of the Housing Needs Assessment Report and Policies, once complete – as a key component of an OCP, as required by legislation – is for the OCP to reflect the housing needs of the community and provide guidance as to what type of housing is needed for at least the next five years.
- » All schedules contained within the OCP must be referenced to in the OCP, and any updates to the OCP maps should be reflected in the text of the OCP, where additional policy direction can be provided.

3.4 SUMMARY

Overall, the District's current OCP covers many things contained within newer, more recent OCPs. It is well thought-out and comprehensive for a community the size of Hudson's Hope. The OCP, while still relevant, would benefit from a re-fresh, reflecting current data and future trends, and incorporating the works that have been undertaken within the community over the past ~8 years. The addition of some key sections, review the mapping, reorganizing the structure and thereby the policies within the OCP, and ensuring that the OCP reflects the vision and priorities of the community, will aid in increasing its effectiveness for Hudson's Hope over the long term.

4.0 DOCUMENT AND LEGISLATION REVIEW

4.1 LEGISLATIVE CHANGES AND IMPLICATIONS

4.1.1 LOCAL GOVERNMENT ACT

The following section outlines the sections of the *Local Government Act (LGA)* that relate to Official Community Plans and summarizes key changes to the LGA that were introduced by the Government of BC in 2019.

4.1.1.1 Official Community Plan Content and Process Requirements

Part 14, Division 4 of the *LGA* outlines the content and process requirements for an OCP (*LGA Section 473*). According to this section, OCP's must include statements and map designations for the area covered by the plan that address the following:

- a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years
- b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses
- c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction
- d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development
- e) the approximate location and phasing of any major road, sewer and water systems
- f) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites
- g) other matters that may, in respect of any plan, be required or authorized by the minister

An OCP must also include housing policies of the local government respecting affordable housing, rental housing, and special needs housing. The *LGA* also requires OCP's to include targets for the reduction of greenhouse gas emissions, as well as policies and actions to help achieve these targets. Applicable guidelines under *LGA Section 582 (provincial policy guidelines)* should also be considered during the preparation of an OCP.

4.1.1.2 Optional Official Community Plan Content

In addition to the policy statements and information required by the *LGA*, an OCP may also include the following (*LGA Section 474*):

- a) policies of the local government relating to social needs, social well-being and social development
- b) a regional context statement, consistent with the rest of the plan, about how the content of the OCP applies in a regional context
- c) policies of the local government respecting the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the plan
- d) policies of the local government relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity

An OCP can only contain broad objectives related to topics that are outside of the local government's jurisdiction. This typically includes matters under provincial or federal jurisdiction, the jurisdiction of another local government, or areas regulated by agencies such as health authorities, school districts, or post-secondary institutions.

4.1.1.3 Effect of an Official Community Plan

A local government is not committed to proceeding with any project specified in the OCP (*LGA Section 478*). However, all bylaws enacted or works undertaken after the adoption of an OCP must be consistent with the direction and policies set out in it unless the OCP is first amended.

4.1.1.4 LGA Section 460 – Development Approval Procedures

A local government that has adopted an Official Community Plan bylaw or a zoning bylaw must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or the issue of a permit (*LGA 460*). A local government must consider every application for an amendment referred to in subsection (1) (a), or the issue of a permit referred to in subsection (1) (b) that requires a resolution of the council or board.

If a bylaw under subsection (1) establishes a time limit for reapplication, the time limit may be varied in relation to a specific reapplication by an affirmative vote of at least 2/3 of the local government members eligible to vote on the reapplication.

4.1.1.5 Division 22 – Housing Needs Reports

In 2019, the government of BC implemented changes to the *Local Government Act (LGA)*, requiring municipalities and regional districts to complete housing needs reports to improve the understanding of current and future housing needs (*LGA Division 22 – Housing Needs Reports*).

The District of Hudson's Hope is currently undertaking a Housing Needs Report in partnership with the PRRD. The information gathered during this assessment will be incorporated into the OCP and published publicly as per *LGA Section 585.4*. It will also need to be updated in accordance with the requirements in *LGA Section 585.31*.

The required information that is being collected through the assessment is as follows (*LGA 585.21*):

- » Statistical information about current and projected population
- » Statistical information about household income
- » Information about significant economic sectors
- » Information about currently available housing units and housing units that are anticipated to be available, including information about types of housing units
- » Any other prescribed information

As soon as possible, the Housing Needs Report will need to be published on an internet site that is maintained by the local government and publicly and freely accessible (*LGA 585.4*), and subsequent housing needs reports must be received by a local government no later than 5 years after the date that the most recent housing needs report was received (*LGA 585.31*).

4.1.2 AGRICULTURAL LAND COMMISSION

On February 22, 2019, the government of BC approved Bill 52, which brought changes to the *Agricultural Land Commission Act*. One of the key changes is the new oversight role of the Agricultural Land Commission (ALC) for

residential use and structures on ALR land. Where a landowner seeks to exceed a new residential limit in the ALR, such as more than one residence on a parcel, or a principal residence larger than the maximum size permitted, they must apply to the ALC for approval.

The Ministry of Agriculture has also extended the deadline to receive all required authorization to locate a manufactured home for family members in the ALR from December 31, 2020 to July 31, 2021.

Bill 15 received Royal Assent on May 30, 2019. Many elements of the Bill will be phased in over time. The following portions came into effect on September 30, 2020:

- » Application fees will be split equally between the local government and the ALC.
- » Non-Adhering Residential Use (NARU) application fee will be reduced to \$900: \$450 to local government and \$450 to the ALC.
- » The annual allowable amount of fill to maintain an existing farm road is increased to 50 m³ per 100 m of existing farm road.
- » For the purpose of maintaining an existing farm road, the definition of prohibited fill will be amended to permit the use of “recycled concrete aggregate” and “recycled asphalt pavement”
- » The CEO of the ALC will have the ability to register a remediation notice on a property’s certificate of title if such an order is issued through ALC compliance and enforcement
- » Individual landowners may no longer submit exclusion applications to the ALC. Local Governments, First Nation Governments, the Province of BC, and prescribed public bodies may make application to exclude land from the ALR**

The following table outlines the applications from the Hudson’s Hope area that were made to the ALC between 2013 and 2020.

Table 4-1: ALR Applications 2013 - 2020

Year	Application Class Code	Proposal Component Type
2013	Land Owner Application	Subdivision
2013	Land Owner Application	Subdivision
2014	Land Owner Application	Exclusion**
2014	Land Owner Application	Non Farm Use
2014	Notice of Intent	Extraction
2015	Notice of Intent	Extraction
2016	Notice of Intent	Extraction
2016	Notice of Intent	Extraction

Source: Agricultural Land Reserve Online Mapping Database

The District does not currently receive many referrals from the ALC as most people who acquire agricultural land in the area are purchasing existing farms from people willing to sell and relocate elsewhere. However, the 2021 OCP must contain language pertaining to the ALR as the ALC must review and support the OCP prior to adoption.

Recently adopted OCPs in other communities have integrated stronger language regarding the ALR, such as statements about when the community will support applications for exclusion and how the community will collaborate with the ALC to coordinate how development will proceed.

It is suggested that the District consider expanding policies regarding lands within the ALR in the updated OCP. The following list outlines some of the items that the District should consider addressing:

- » Support for agricultural uses on ALR land within and adjacent to the District Boundary
- » Evaluation of any Urban Service Boundary expansion proposal to ensure minimal impacts to agriculture
- » Collaboration with the ALC to assess community demand and assess exclusions where necessary

4.2 RELEVANT PLANS AND DOCUMENTS

Several community plans were reviewed to identify any information or priorities that pertain to the OCP and the 2021 update. Key aspects from the documents are summarized in the following section.

4.2.1 INTEGRATED COMMUNITY SUSTAINABILITY PLAN

The Integrated Community Sustainability Plan (ICSP) was developed in 2013 as a guide to long term decision-making and community development in Hudson's Hope. The priorities outlined in the ICSP were determined through community consultation with the goal of focusing on what the community values most. The plan is organized into priorities, followed by specific strategies, definitions of success, actions, and indicators for each priority area.

Table 4-2: Integrated Community Sustainability Plan Priorities and Strategies

Priority	Associated Strategies
We value and encourage a small-town feel	<ul style="list-style-type: none">» Promote a welcoming and inclusive community atmosphere» Honour our community's history» Ensure that all citizens feel safe» Facilitate strong community connections for new and existing residents» Ensure all new development promotes and considers small town character
We will strive to be an open and transparent community	<ul style="list-style-type: none">» Promote open communication throughout the community» Provide opportunities for two-way discussions in important community matters» Provide many ways in which all parties can participate in meaningful communication» Ensure the decision-making process is open and clearly understood by the public

<p>We are able to accommodate and retain a wide range of people, including families, youth and seniors</p>	<ul style="list-style-type: none"> » Ensure enough land is available to accommodate measured population growth » Ensure there is a true mix of development to accommodate ALL demographics and community needs, including single family housing, secondary suites, semi-detached housing, town housing, apartments, and supportive living » Offer accessible, market attainable housing » Ensure there is adequate medical and emergency services in the community » Ensure children and youth receive high quality education at all levels » Offer attractive sport and recreation opportunities for all ages » Review how to best accommodate non-permanent workers to ensure they benefit the community while they are there » Ensure public infrastructure is designed to » accommodate people with mobility challenges; ie. Seniors, disabled, etc.
<p>We want industry to be a complement to our community</p>	<ul style="list-style-type: none"> » Ensure industry is encouraged to invest in the local economy to distribute its economic benefit to other sectors » Help industry to identify ways it can contribute to community services and facilities to assist in employee retention and community opportunities » Create appropriate physical interfaces between industry, agricultural, and residential uses to ensure uses do not negatively impact one another » Foster ongoing and meaningful communication between citizens, industry, and the District to identify and address challenges
<p>We are a community that provides opportunities for citizens and businesses</p>	<ul style="list-style-type: none"> » Encourage existing local businesses » Ensure an adequate supply of available land for future commercial and industrial development » Ensure the downtown is vibrant and active » Promote area tourism » Foster an entrepreneurial environment through engaging partner organizations and providing local incentives » Attract new retail, professional, and service-oriented businesses to the community to round out available goods » Grow the visibility of the agricultural sector in Hudson's Hope » Support local food production
<p>We are ensuring that our community is built to last</p>	<ul style="list-style-type: none"> » Ensure community infrastructure is built to a high standard » Decision making on community infrastructure needs to consider full lifecycle costs, including replacement, operations, and ongoing maintenance » Ensure we know what infrastructure we are responsible for and its condition » Ensure we have a plan, including timelines and budget, for maintenance and replacement » Ensure that all new growth is compact and efficient to maximize investment in existing and new infrastructure » Grow regional partnership and cooperation

<p>We will work towards environmental sustainability</p>	<ul style="list-style-type: none"> » Make it easy for residents and tourists to access and experience the natural landscape that surrounds the community » Define places that need protection, including natural areas and agricultural land » Showcase our river valley
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In November 2013, a baseline assessment was completed as part of the ICSP and identified the current conditions and initiatives in the District in the categories listed below:

- » Demographics and population
- » Community engagement
- » Commerce
- » Physical development and infrastructure
- » Environment
- » Climate change mitigation and adaptation
- » Governance and accountability

There have been significant changes in the District since 2013 and the information gathered as part of an OCP update could potentially help update the baseline information from the original assessment.

In conversations with the District, it was indicated that the priorities listed in the ICSP are still important to the community of Hudson's Hope. In particular, it was indicated that the following three priorities still resonate:

- » We are a community that provides opportunities for citizens and businesses
- » We are ensuring that our community is built to last
- » We will work towards environmental sustainability

Hudson's Hope has already made strides towards environmental sustainability with the installation of solar photovoltaics on community buildings, and in conversations with the District interest was expressed in further expanding environmental initiatives and the profile of Hudson's Hope as a producer of green energy.

4.2.2 TOWN CENTRE PLAN

The Town Centre Plan (TCP) is a schedule in the District's current OCP and outlines a long-term vision for the downtown core of the community. The vision outlined in the TCP is based on the priorities in the ICSP and separates the Town Centre into three areas – the Commercial Area, the Institutional Area, and the Gateway Area. Key challenges identified in the TCP include the predominance of vehicle-oriented development and lack of gathering or resting space for pedestrians. The District has implemented several recommendations in the TCP, including beautification of the town centre through planting and other methods.

The TCP outlines general strategies for development of the Town Centre, including:

- » Encouraging mixed use development (commercial on the ground floor with residential above)
- » Improving signage, lighting, and street furniture
- » Encouraging the rehabilitation and retention of historically significant buildings and features

- » Investigating the feasibility of creating a position whose responsibilities would include event programming in the town centre

In addition to the general strategies above, the TCP outlines more specific strategies for each of the three areas. Key strategies for each of the areas have been outlined below:

Commercial Area

- » Consider incentives for commercial redevelopment and façade improvements
- » Initiate/support the formation of a Town Centre Business Association or a corresponding Business Improvement Area
- » Support and facilitate creative pilot project (e.g; seasonal patios)
- » Consider streetscape improvements to Gething Street and Beattie Drive to promote pedestrian access

Institutional Area:

- » Improve pedestrian accessibility and enhance pedestrian connections
- » Reinforce and enhance the civic feel of the area by encouraging public amenities/institutions to locate in this area and by encouraging landscape improvements
- » Create a community focal point and gathering space by redeveloping the parking lot south of the Municipal Hall

Gateway Area:

- » Encourage visitors to stop at the Visitor's Centre with upgraded signage
- » Slow traffic on Beattie Drive through measures such as roundabouts and medians, along with street trees and furnishings to establish a sense of arrival and identity
- » Engage local businesses and volunteer groups to promote and plan programming
- » Consider rescheduling Farmer's Market to weekend to accommodate tourists
- » Promote local history by developing a Historical Walking Tour

The TCP also outlines redevelopment strategies for specific vacant lots in the Town Centre. Currently, the proposed roundabout at Beattie Drive and Canyon Drive has not been implemented, but a crosswalk was completed to improve pedestrian connections and safety.

Based on conversations with the District, it is understood that the vision and goals of the TCP are still relevant and worth working towards. However, several implementation challenges were highlighted, including difficulties regulating private retail buildings and façades. While grants are often available for façade improvements, business owners may not be aware of them or understand how to navigate them.

In order to ensure that the TCP remains relevant, there is a desire to shift the focus primarily towards walkability and the installation of site furnishings such as benches along key pedestrian thoroughfares.

4.2.3 ZONING BYLAW NO. 823, 2013

The District's Zoning Bylaw was completed concurrently with the last OCP, and also adopted in 2013. One of the most important elements to review and update upon the completion of a new OCP is the Zoning Bylaw, in order to ensure its consistency with the District's highest policy document. In the preparation of this OCP background report, a few elements have come to the forefront for consideration in a future Zoning Bylaw update:

- Are all zones still relevant/required? For example, is a separate R1a Zone (Low Density Residential-Ellis Crescent) still needed? Does it help accomplish the District's development goals?
- Do all of the uses on rural agriculture/residential/resource align with ALC requirements, given the significant changes that the *Agricultural Land Commission Act* has seen in recent years? These should be reviewed in order to ensure consistency and compliance with higher-level provincial legislation
- All zones will need to be reviewed in order to ensure consistency with the direction set out in an updated OCP

It should be kept in mind that that an OCP and a Zoning Bylaw serve different purposes: an OCP indicates the future desired use of the land, while a Zoning Bylaw indicates the existing or current use of a particular parcel of land. An OCP is a higher level document, while a Zoning Bylaw is a much more specific and detailed document. Finally, OCP and Zoning maps do not necessarily need to align, however any Zoning Bylaw amendments should bring parcels into closer alignment with the future direction set out in the OCP.

4.2.3.1 Zoning Bylaw Amendments

Several amendments have been made to the Zoning Bylaw since its adoption in 2013.

Bylaw Name/Number	Date Adopted	Amendment (brief summary)
Zoning Bylaw No. 823, 2013	July 15, 2013	Primary Bylaw (not amended)
Zoning Amendment Bylaw No. 825, 2013	October 15, 2013	Schedule A: from RU3 (Rural Resource) to RU2 (Rural Agriculture)
Zoning Amendment Bylaw No. 828, 2013	October 15, 2013	Schedule A: from C1 (Town Centre Commercial) to C2 (Service Commercial) Schedule B: From RU2 (Rural Agriculture) to M2 (Light Industrial (Unserviced))
Zoning Amendment Bylaw No. 853, 2015	September 14, 2015	Rezoning lot north of Canyon Drive from P2 (Parks & Open Space) to RU1 (Rural Residential)
Zoning Amendment Bylaw No. 855, 2015	January 25, 2016	Schedule A: Rezoning 6.5 hectares, north of Highway 29, from P2 (Parks & Open Space) to M1 (Light Industrial (Served)) Schedule A: Rezoning 7.5 hectares, north side of Highway 29, from RU2 (Rural Agriculture) to M1 (Light Industrial (Served))

Zoning Amendment Bylaw No. 873, 2017	July 7, 2017	<p>R1(b) Zone: Low Density Residential (Atkinson) (to permit single-detached dwellings)</p> <p>Schedules D, E & F: from R2 (Multi-Unit Residential) to R1b (Low Density Residential) *areas identified in Appendix A</p> <p>Schedule A: Section 4, Subsection 6, Paragraph 6: reference to all R1 zones inserted</p> <p>Schedule A: Section 3 - Definition of "Privacy Fence" amended</p> <p>Schedule B: Section 7, Paragraph 6: amendment to off-street parking & loading in an R-Zone, C-Zone or Ru1 Zone</p>
Zoning Amendment Bylaw No. 889, 2017	August 28, 2017	Schedules D, E & F: from M1 (Light Industrial) to R2 (Multi-unit Residential) *areas identified in Appendix B
Zoning Amendment Bylaw No. 898, 2018	August 13, 2018	<p>Section 4.6.6: Landscaping Plans and Procedures – Replaced R1b Zone: from Low Density Residential (Atkinson) to Low Density Residential (Lucas)</p> <p>R1b Zone: from Low Density Residential Zone-Specific Regulation</p> <p>amended by adding "Exterior Cladding"</p>
Zoning Amendment Bylaw No. 899, 2018	August 13, 2018	<p>Section 3.0 Definitions: add Cannabis Related Business</p> <p>Section 4.0 General Regulations: add Section 417 "Prohibited Uses"</p>

In addition to the amendments above, the District may wish to consider how to best address the recent legalisation of cannabis and if any changes are required to its Zoning Bylaw to reflect that. Many communities initially took a conservative approach of prohibiting cannabis retail sales in their communities, while cannabis production facilities were permitted on agricultural land that was within the Agricultural Land Reserve. Finally, community engagement undertaken as part of the OCP update can assist with soliciting areas of concern related to zoning and also provide excellent opportunities for public education regarding the OCP and Zoning Bylaws and how they serve the community and property owners.

4.2.4 SUBDIVISION AND DEVELOPMENT SERVICING BYLAW NO. 848, 2015

The District's Subdivision and Development Servicing Bylaw (SDSB) establishes different service levels for each of the District's zones identified in the Zoning bylaw, as well as design parameters and other requirements for subdivision and development. Through conversations with the District, it is understood that there is currently a divide between the rural and more urban populations of Hudson's Hope, and the updated OCP needs to speak to the differences between these two populations and why different requirements and standards apply to each.

Community engagement undertaken as part of the OCP update can assist with public education regarding the different servicing and development standards that are applied to different areas.

4.2.5 HUDSON'S HOPE COMMUNITY ENERGY PLAN

In 2006, the District of Hudson's Hope contracted the Pembina Institute and Demand Side Energy to develop Hudson's Hope Community Energy Plan. The main focus of the plan was on energy consumption and greenhouse gas emissions from municipal recommendations. The final report provides several high-level recommendations for reducing emissions from municipal operations and are outlined below.

- » Implement cost-effective opportunities to improve building energy efficiency
- » Conduct more detailed energy audits of municipal buildings as needed
- » Commit to purchasing new vehicles that are efficient and 'right-sized'
- » Develop consistent and reliable emissions data collection and monitoring
- » Commit to becoming carbon neutral by 2012
- » Expand energy planning work to entire community

As energy efficiency and environmental sustainability remain important to the District and Hudson's Hope community, the recommendations from the Community Energy Plan remain relevant, and tracking of the recommendations that have been implemented could help the District with tracking progress towards its sustainability goals.

4.2.6 BC HYDRO PARTNERING RELATIONSHIP AGREEMENT

In 2017, BC Hydro and the District of Hudson's Hope reached a Partnering Relationship Agreement regarding the measures that BC Hydro would undertake to help offset the impacts of the Site C Dam on the community. BC Hydro's commitments include:

- » Work together with the District and fund the revitalisation of a residential sub-division that will provide additional serviced lots, supporting long term housing options for the community and BC Hydro's local employee attraction and retention efforts.
- » Build and maintain a demonstration home in the revitalized neighbourhood and make it available to a local doctor or other essential community services professionals.
- » Build and operate a permanent boat launch, including a seasonal dock and day use area, at the base of DA Thomas Road.
- » Provide approximately \$1-million in funding to the District, including:
 - A one-time donation of \$268,000 to the District to establish a Community Trust Fund to support community facilities and infrastructure.
 - A one-time payment of \$442,000 in recognition of District lands affected by the Site C project.
 - \$150,000 for enhancement of Alwin Holland Park or other community shoreline recreation areas.
 - A contribution of \$80,000 to support the District in making updates to its community plans to reflect the construction and operation of the Site C project.
 - Provide a one-time contribution of \$20,000 to support District emergency rescue services

The commitments that BC Hydro made to the District have the potential to support and enhance community infrastructure and facility improvements, all of which could further encourage people to move to the community.

During the 2021 OCP update the District could consider incorporating language and projects from the agreement into policy language to ensure that future projects are in alignment with the updated OCP. In addition, highlighting any measures already in progress and/or accomplished would be beneficial to demonstrate works occurring to implement the Community Measures Agreement.

4.2.7 ANNUAL MUNICIPAL REPORTS

The District's annual municipal reports lay out a summary of municipal objectives and progress measures, anticipated objectives and measures for the upcoming year, statements of tax exemptions, statements of disqualifications, and audited financial statements. The Annual Municipal Reports also serve as a way to monitor implementation of recommendations from the OCP and other District documents, such as the appointment of a recreation and special events coordinator in 2017, an action that was recommended in the Town Centre Plan. The summaries below outline key initiatives and undertakings that occurred in the District over the past few years and show how the community is progressing towards the goals outlined in several of its planning and visioning documents:

4.2.7.1 2017 Annual Municipal Report

- » Construction of new Public Works Shop
- » Two bathrooms in District parks
- » Purchase of wildfire suppression equipment
- » Retention of permanent doctor as well as continued operation of tele-pharmacy
- » Appointment of Recreation and Special Events Coordinator
- » Purchased land along Highway 29 to be designated as light industrial

4.2.7.2 2018 Annual Municipal Report

- » Completed work on 500 kilowatt solar generating project 0 received two awards at UBCM
- » Completed work on Lucas Subdivision (developed in cooperation with BC Hydro)
- » Hiring of new CAO and new Director of Public Works
- » 21 permanent employees

4.2.7.3 2019 Annual Municipal Report

- » Marketing strategy for 27 lot subdivision
- » Moving forward with infrastructure design of light industrial subdivision
- » Started asset management program
- » Planning for replacement of drinking water source

4.3 SUMMARY

Since the adoption of the 2013 OCP, the Government of BC has made changes to the Local Government Act. Key among these changes is the requirement for each community to complete a Housing Needs Report before 2022. The information and recommendations gathered as part of the District's Housing Needs project with the PRRD will need to be incorporated into the 2021 OCP as per the LGA requirements. In addition to the Housing

Needs Requirements, more robust language about the Agricultural Land Reserve and Agricultural Land Commission should be incorporated into the updated OCP.

From conversations with the District, it is understood that many of the priorities found in the ICSP, Town Centre Plan, and Community Energy Plan still resonate and should be considered in the 2021 OCP update. However, it was also noted that these visionary documents need to be balanced with concrete, achievable measures to ensure that the District is continually moving towards its goals. The goals and priorities in these documents, as well as those identified in the current OCP, should also be evaluated against any response received from the community during engagement for the upcoming OCP update.

DRAFT

5.0 CONCLUSION

Many changes have occurred in and around the District of Hudson's Hope since the adoption of Official Community Plan Bylaw No. 822 in 2013. Many of these changes, including construction of the Site C Clean energy project, are outside of the District's control, which will require the District to remain flexible and adaptable in the coming years. Moving forward, acknowledging the cyclical nature of a resource-based economy while continuing to invest in other sectors – including clean energy – will help ensure that the District remains sustainable into the future. Ensuring that the District continues to plan and develop a community that both meets the needs of current residents while being attractive to future residents is of paramount importance.

Sound land use planning that ensures that new development aligns with the District's long term vision, as well as investments in infrastructure and quality of life enhancements such as improved walkability, will allow the District to continue to move towards its overarching goals while remaining grounded in the context of the present day.

5.1 RECOMMENDATIONS

During the upcoming OCP update process, the District may wish to consider the following recommendations:

1. Remove job projections associated with major infrastructure projects as many of these projects are on hold and/or not moving forward. Update population projections based on more recent census information.
2. Incorporate the findings from the Housing Needs Report into the OCP as per *LGA Part 14 Division 22 – Housing Needs Reports*.
3. Integrate the priorities and strategies identified in the District's ICSP, as many are already naturally found in an OCP; this will reduce the redundancy of similar documents and ensure that the OCP is a robust and comprehensive policy document that clearly articulates the future desires of the community.
4. Expand policies regarding lands within the ALR in the updated OCP. The following list outlines some of the items that the District should consider addressing:
 - a. Support for agricultural uses on ALR land within and adjacent to the District Boundary;
 - b. Evaluation of any boundary extension proposal to ensure minimal impacts to agriculture; and
 - c. Collaboration with the ALC to assess community demand and assess exclusions where necessary.
5. Review the current organization and numbering system of the OCP and update for ease of reference to specific policies and strategies.
6. Incorporate a section into the OCP that articulates the overarching vision and priorities of the community and review all goals and policies within the body of the OCP itself to ensure alignment with the community vision and priorities.
7. Incorporate new sections into the OCP, including Vision and Community Priorities, Community Context, and Growth Management.
8. Review and expand existing sections within the OCP to ensure continued alignment with current best practices and the desires of the community.
9. Ensure that identified policy gaps are addressed in their relevant sections within the OCP.

10. Update OCP mapping to ensure consistency with any policy direction changes, and that maps reflect changes noted, including those due to the Site C Clean Energy project and support the District's vision and priorities.
11. Incorporate all amendments and legislative changes that have occurred since the adoption of the 2013 OCP.
12. Incorporate relevant information from supporting documents such as the ICSP and Community Energy Plan into the OCP.
13. Review the OCP policies to ensure that they are inclusive of all District residents, both urban and rural.

DRAFT

REQUEST FOR DECISION

RFD#: CC-2023-03	Date: June 19, 2023
Meeting#: CM062623	Originator: Chris Cvik
RFD TITLE: Community Hall - Janitorial Services - Report No. 4	

RECOMMENDATIONS / RESOLUTION:

1. That Council approves the one-year contract extension between Clover Janitorial Services and the District of Hudson's Hope for Janitorial Services at the Community Hall; and
2. The Council authorizes the Acting Mayor to sign the agreement on behalf of the District.

BACKGROUND:

Administration entered into a three-year agreement with Clover Janitorial for the provision of Janitorial Services at the Community Hall. The three-year agreement ran from June 1, 2020 to May 31, 2023. As part of the original contract, the agreement provides for the extension of the agreement without reissuing a Request for Proposal.

Language from the original contract reads:

5. The Contract is effective June 1, 2020 and remains in effect until 12:00 a.m. (midnight), May 31st, 2023, unless otherwise terminated in accordance with its terms. The District reserves the right to offer an extension to the contract by one year at a time for up to 2 years.

Admission and Clover Janitorial are desirous to extend the agreement for a further year.

DISCUSSION:

The previous contract called for increases of 2.5% in each of the year two and three of the agreement. Administration is proposing a similar 2.5% increase during the one-year contract extension.

FINANCIAL:

The flat rate for Janitorial Services at an event with no alcohol would be \$137 and \$187 for an event with alcohol.

**DISTRICT OF HUDSON'S HOPE
CONTRACT AGREEMENT FOR

JANITORIAL SERVICES**

This Agreement made and entered into this _____ day of June, 2023

BETWEEN:

Clover Janitorial Services
9799 Fredette Ave,
Hudson's Hope, BC V0C 1V0

(the "Contractor")

AND: **The District of Hudson's Hope**
9904 Dudley Drive
PO Box 330
Hudson's Hope, BC V0C 1V0

(the "District")

WHEREAS:

- A. The District wishes to engage the services of the Contractor to carry out the janitorial services in accordance with the *Work Plan*, attached as Appendix "A" – Work Plan;
- B. The Contractor wishes to provide the services to carry out the janitorial services in accordance with the *Work Plan*,

NOW THEREFORE the District and the Contractor agree as follows:

- 1. The following documents, together with this Contract Agreement, constitute the Contract:
 - a) General Conditions
 - b) Contract Specifications
 - c) Appendix "A" - Work Plan
 - d) Appendix "B" - Price
- 2. The Contractor undertakes and agrees to provide all necessary labour, equipment, cleaning supplies and supervision, unless otherwise

indicated, together with all work incidental thereto to perform all Work described in the Contract Documents.

3. The District undertakes and agrees to pay the Contractor, in Canadian funds, for the performance of the Contract in accordance with the amount stipulated in the Contract Documents.
4. The Contractor and the District for themselves, their successors, administrators and permitted assigns undertake and agree to the full performance of their respective obligations under the Contract.
5. The Contract is effective June 1, 2023 and remains in effect until 12:00 a.m. (midnight), May 31st, 2024, unless otherwise terminated in accordance with its terms. The District reserves the right to offer an extension to the contract by one year.

IN WITNESS WHEREOF the parties hereto have caused their respective signatures to be affixed (in the case of the District) in the presence of their duly authorized individuals.

For the Contractor

Authorized Signing Officer

For the District of Hudson's Hope

Authorized Signing Officer

GENERAL CONDITIONS – TABLE OF CONTENTS

ITEM

- 1.1 Scope of Work
- 1.2 Whole Contract
- 1.3 Labour Standards
- 1.4 Assignment of Contract
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- 1.7 District's Right to Terminate Contract
- 1.8 Contractor's Right to Stop Work or Terminate Contract
- 1.9 Voluntary Arbitration
- 1.10 Qualifications of Workmen
- 1.11 Indemnity
- 1.12 Permits and Regulations
- 1.13 Compliance with Workers Compensation Act
- 1.14 Payment
- 1.15 Payment Withheld
- 1.16 Changes in Work
- 1.17 Insurance
- 1.18 Inspection of Work
- 1.19 Contractor's Relationship to District

1.1 Scope of Work

This Contract is for the supply of all labour, supervision, machines, tools, and any cleaning supplies necessary to provide janitorial services in accordance with the following General Conditions and all other terms of this Contract.

1.2 Whole Contract

The Contract Documents constitute the whole of the agreement between the parties and no verbal agreement or conversation with any officer, agent, or employee of the District, either before or after the execution of the Contract Agreement, shall affect or modify any of the terms herein contained.

1.3 Labour Standards

The Contractor shall comply with the requirements of the *Employment Standards Act, the Workers' Compensation Act* of the Province of British Columbia and the Provincial legislation regarding wages and labour regulations.

1.4 Assignment of Contract

The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of this Contract or any portion hereof, or its right, title or interest therein, or its obligations hereunder without written consent of the District. No subcontractor shall be engaged without the written permission of the District.

1.5 District Business Licence

The Contractor shall at all times during the term of this Contract be in possession of a valid business licence issued in its name and pertaining to the Work being performed under this Contract.

1.6 District's Right to Do Work

If the Contractor should refuse or fail to supply adequate workmanship, products or machinery and equipment for the scheduled performance of the Work, or neglect to execute the Work properly, or fail to perform any of the provisions of this Contract, then the District may notify the Contractor, in writing, that the Contractor is in default of its contractual obligations, and instruct the Contractor to correct the default within two (2) calendar days.

If the correction of the default cannot be completed within the two (2) calendar days specified, the Contractor shall be considered to be in compliance with the District's instructions if it commences the correction of

the default within the specified time, and, in addition, provides the District with an acceptable schedule for such correction and completes the correction in accordance with such schedule.

If the Contractor fails to comply with these provisions, the District may, without prejudice to any other right or remedy it may have, correct such default and may deduct the cost thereof from payment then or thereafter due the Contractor.

1.7 District's Right to Terminate the Contract

If the Contractor should:

- a) be adjudged bankrupt, or make a general assignment for the benefit of creditors, or if a receiver is appointed on account of its insolvency, or
- b) fail to make sufficient payments due to its subcontractors or suppliers; or
- c) disregard laws or ordinances or the District's instructions; or
- d) abandon the Work; or
- e) otherwise violate the fundamental conditions of the Contract;

the District shall, by written notice, instruct the Contractor to correct the default within five (5) calendar days. If the default is not corrected within five (5) calendar days, then the District may, without prejudice to any other right or remedy it may have, terminate the Contract.

If the District terminates the Contract under the conditions set out above, the District shall be entitled to:

- a) finish the Work by whatever method it may deem expedient but without undue delay or expense;
- b) withhold any further payments to the Contractor until the Work is finished;
- c) upon completion of the Work, determine the full cost of finishing the Work, including compensation to the District for its additional services and a reasonable allowance to cover the cost of any corrections required under the guarantee, and charge the Contractor the amount of which the full cost exceeds the unpaid balance of the Contract Price; or if such cost of finishing the Work is less than the unpaid balance of the Contract Price, pay the Contractor the difference.

The District and the Contractor both agree that the District, at its sole discretion, and for any reason, on giving 90 days' notice in writing to the Contractor may terminate this contract and the District and the Contractor shall have no further obligation to one another.

1.8 Contractor's Right to Stop Work or Terminate the Contract

If the District should be adjudged bankrupt, or makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of its insolvency, the Contractor may, without prejudice to any other right or remedy it may have, by giving the District five (5) days written notice, hold the District in default.

The Contractor may notify the District in writing that the District is in default of its contractual obligations if the District, subject to requirements of these General Conditions, fails to pay to the Contractor when due any amount provided for in this Contract or awarded by arbitrators.

Such written notice shall advise the District that if such default is not corrected within fifteen (15) calendar days from the receipt of the written notice the Contractor may, without prejudice to any other right or remedy it may have, stop the Work and terminate the Contract for fundamental breach.

If the Contractor terminates the Contract under the conditions set out above, it shall be paid for all Work performed.

The Contractor and the District both agree that the Contractor, at its sole discretion, on giving 90 days' notice in writing to the District may terminate this Contract, and the District and the Contractor shall have no further obligation to one another.

1.9 Voluntary Arbitration:

If both parties agree, in the case of any dispute arising between the District and the Contractor as to their respective rights and obligations under this Contract, or in the event of an alleged breach of this Contract, either party may give to the other notice of such dispute and request arbitration thereof. The parties may agree to submit such matters to arbitration by a single arbitrator in accordance with the provisions of the *Commercial Arbitration Act* of the Province of British Columbia. The decision of the arbitrator shall be final and binding and each party shall bear its own costs of the arbitration.

No action at law shall be commenced by either the Contractor or the District until the arbitration proceedings have been dispensed with.

The Contractor shall not cause a delay of the Work while the arbitration proceedings are pending or in progress.

1.10 Qualifications of Workmen

The Contractors shall at all times enforce discipline and good order among its employees. Any persons employed in the Work who become intoxicated,

intemperate, disorderly, incompetent or willfully negligent shall be removed from the Work.

1.11 Indemnity

The Contractor shall indemnify and save harmless the District from and against all losses and all claims, demands, payments, suits, actions, damages, recoveries, and judgments of every nature and description brought or recovered against the Contractor, or the District, by reason of any act or omission or alleged act or omission of the Contractor, its agents, employees or subcontractors in the execution or purported execution of the Work.

1.12 Permits and Regulations

The Contractor, at its own expense, shall procure all permits, certificates and licences required by law for the execution of the Work.

1.13 Compliance with Workers' Compensation Act

The Contractor shall ensure compliance, on its part and on the part of all its subcontractors with the *Workers Compensation Act* and the Industrial Health and Safety Regulations.

In any case, where pursuant to the provisions of the *Workers' Compensation Act* an order is given to the Contractor, or one of its subcontractors in respect to their operations under this Contract to cease operations because of failure to install or adopt safety devices or appliances or methods as directed or required by the Act or Regulations thereunder, or because conditions of immediate danger exist that would be likely to result in injury to any person, and the Contractor is not available or capable of removing the danger to life or equipment resultant from the Contractor's operations, then the District may issue written notice to the Contractor and may immediately arrange for the removal of this danger and the Contractor shall be liable for the costs of such arrangements, but such act by the District shall not relieve the Contractor of responsibility for injury, loss of life or damage which may occur in the situation.

In the event that the Contractor refuses or fails to comply with an order under the *Workers' Compensation Act* or Regulations therein so that the performance of the Work is stopped, the District may, upon written notice, terminate the Contract and proceed in accordance with Item 1.7.

The Contractor shall, during the terms of this Agreement, maintain Workers Compensation Insurance in order to fully protect both its employees and the District as may be required by the law during the term of this Agreement, and

shall on demand, if requested by the District, show proof of payment and good standing with the Board.

1.14 Payment

The District shall, upon receipt of an invoice for payment from the Contractor, pay the Contractor the amount agreed to and as outlined in the Contract Documents.

1.15 Payment Withheld

The District may withhold or nullify the whole or part of any payment in the following circumstances:

1. when the Contractor is not performing the Work satisfactorily in accordance with this Contract
2. when defective Work is not being remedied;
3. when the Contractor is failing to make prompt payments as they become due to subcontractors or for material or labour;

When subcontractors or suppliers of materials are not receiving prompt payment, the District may make payment to such subcontractors or suppliers directly and deduct the amount of such payments from amounts otherwise due to the Contractor.

Changes in the Work

The District may order changes in the Work through additions, deletions, modifications or variations without invalidating the Contract. The value, if any, of such changes shall be taken into account in ascertaining the final amount of the Contract Price. All such Work shall be executed under the conditions of the contract.

No extra Work shall be carried out and no charge shall be made, unless authorized in writing by the District.

If the Contractor claims that any instructions by the District involves extra costs under this Contract, it shall give the District written notice thereof immediately, and it shall then follow the instructions of the District regarding doing the Work in question. No such claim shall be valid unless so made. If the Contractor's claim is approved, it shall be paid.

When there is a change in the Work not covered by the Contract Prices, the value of such a change shall be determined by agreements on a lump sum in each instance between the District and the Contractor.

1.16 Insurance

Prior to commencing any Work under the Contract, the Contractor shall, at its own expense, obtain and maintain in force at all times during the Contract, insurance providing coverage to the Contractor, any subcontractor performing Work provided by this Contract and the District, as named insured, in policies of insurance providing coverage called for by this article. Such insurance shall contain a provision that the insurance shall apply as though a separate policy had been issued to each named insured. Each policy shall contain a clause stating that the policy shall not be cancelled or materially changed without the insurer giving at least fifteen (15) days notice by registered mail to the District.

Insurance coverage referred to in this article shall be by an insurance company and in a policy of insurance acceptable to and approved by the District. The Contractor shall deposit with the District certified copies of the policies for all insurance herein required.

PUBLIC LIABILITY

Two Million Dollars (\$2,000,000.00) for death or injury to any one or more persons arising from any one occurrence.

ALTERNATIVELY

Two Million Dollars (\$2,000,000.00) all-inclusive risk policy covering public liability and property damage.

The deductible or reimbursement for any policy required under this section shall not exceed Five Thousand Dollars (\$5,000.00) per claim.

1.17 Inspection of Work

The District and its representatives shall at all times have access to the Work whenever it is in progress. Periodic inspections of the Contract area will be made by the Staff appointed by the District to verify that the service supplied by the Contractor is adequate in all respects. Such periodic inspections shall not relieve the Contractor in any way from making its own inspections to ensure that the Work is being satisfactorily performed.

1.18 Contractor's Relationship to the District of Hudson's Hope

It is understood and agreed that the relationship of the Contractor to the District under the provisions of this Contract is one of an independent Contractor, and nothing herein contained shall be construed as creating any employer-employee relationship between the District and the Contractor.

APPENDIX A: COMMUNITY HALL – WORK PLAN

Janitorial Services Cleaning Schedule	After Booking – No Alcohol	After Booking – Alcohol Served	Monthly	Quarterly	Twice Per Year	Yearly
Community Hall						
Clean downstairs washrooms – including wash & mop floor, sink, toilet, stall doors, walls, front and back of main door, mirror, counter	X	X				
Clean upstairs washrooms – including floor, sink, toilet, stall doors, walls, front and back of main door, mirror, counter	X	X				
Wash & mop entire upstairs floor area	X	X				
Wash & mop entire downstairs floor area	X	X				
Clean front entrance – mop floor, vacuum rug	X	X				
Clean coffee counter and dishes						
Vacuum rugs in front entry	X	X				
Vacuum stairs	X	X				
Clean floor in kitchen (mop)	X	X				
Clean area behind the bar		X				
Wash entire floor area (excluding kitchen)				X		
Clean area around back exit doors				X		
Clean and wipe down walls in downstairs				X		
Clean and wipe down walls in upstairs and in stair wells				X		
Clean all light fixtures				X		
Bar top – clean with bleach				X		
Upstairs tables and chairs – clean with bleach				X		
Downstairs conference room tables and chairs – clean with bleach				X		
Move table/chair storage carts - clean and mop floor underneath				X		
Wipe down ledges (including around columns)				X		
Clean stage area				X		
Vacuum downstairs furniture				X		

APPENDIX B: PRICE

Proponent supplies all cleaning supplies.

COMMUNITY HALL – June 1, 2022 – May 31, 2023

	Flat Dollar Amount (\$)
Event with no alcohol	\$131.33
Event with alcohol	\$183.86
GST	To be added to invoice.

RATE INCREASE FOR ONE-YEAR EXTENSION: 2.5 %

COMMUNITY HALL – June 1, 2023 – May 31, 2024

	Flat Dollar Amount (\$)
Event with no alcohol	\$136.66 ~ \$137.00
Event with alcohol	\$188.46 ~ \$187.00
GST	To be added to invoice.

Note: Cleaning Products - Cleaning Supplies refers to bleach or other cleaning chemicals, cleaning rags, toilet bowl cleaner, and other items typically required in the performance of janitorial duties.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Acting Mayor and Council
SUBJECT: CAO Update
DATE: June 21, 2023
FROM: Mokles Rahman, CAO

Below please find highlights of some of the major activities either done or underway in the Office of the Chief Administrative Officer (CAO) during the period May 18 to June 20, 2023, 2023.

- This is my last monthly report as the Chief Administrative Officer of the District of Hudson's Hope. Thank you all for your support to me in performing my jobs.
- A by-election to elect a mayor and a councillor is scheduled for July 29, 2023.
- Water Treatment Plant (WTP):
 - Both rental clarifier and UV Reactors are performing with some operational challenges.
 - Received good results from water bacteriologic testing and chemical analysis.
 - Application submitted to Northern Health (NH) to rescind the Boil Water Advisory.
 - North Health inspected the plant on Tuesday, June 20th, 2023 and is supposed to get back to us by Friday or early next week.
- Human Resources:
 - Chris Cvik is working as the Interim CAO until the District hire a CAO. I had several in-person meetings with him involving the concerned Department Heads for the handover of the major activities.
 - Robert Dauphinee, new Director of Public Works started on June 5, 2023.
 - Andrea Martin has been promoted to the position of Corporate Officer effective June 12, 2023.
 - Orientation of Director of Public Works and Corporate Officer is going on.
 - Performance goal-setting meeting with the Director of Public Works and new Corporate Officer done.

Prepared by:



Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Office Administration Update
DATE: June 26, 2023
FROM: Andrea Martin, Corporate Officer

PURPOSE

To provide Council with an update for the Administration Department

GENERAL

- Onboarding and orientation to new position as Corporate Officer.
- Organizing staff coverages for both administration seats.
- Re-organizing summer holidays to ensure coverage for staff shortages.
- Ongoing ICBC staff training for summer holiday coverage.
- Orientation for new Casual Custodian employee, Shawn Shepherd.

BY-ELECTION – JULY 30, 2023

- Working with Bill Lindsay and Becky to accept Nomination Packages for upcoming by-election.

LAND ADMINISTRATION

- Working on FOI Request from Evan Cook Eyford Partners LLP for Block B DL 1092, Peace River District (PID: 023-841-842) Summer Road.
- Subdivision File 2021.003 CANTRILL, Teryl
- Subdivision File 2023.001 BASHA, Richard
- Several building constructions underway in the community without Building Permits. Bylaw is attempting to follow up with landowners.



Andrea Martin, Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Public Works Department Update
DATE: June 26th, 2023
FROM: Robert Dauphinee, P.Eng, Director of Public Works

Below, please find highlights of some of the activities completed or underway in the Public Works Department from May 27th to June 22nd, 2023.

A. OPERATIONS

- Grounds Work
 - Flower beds, boarders, hanging baskets and pots are completed.
- Large item pickup completed.
- Ball diamond infield grass sprayed and fertilized, and shale sprayed for grass and weed growth.
- Road edge and ditch cutting started.
- Gravel roads were graded and dust control "calcium chloride" was applied.

B. CAPTIAL PROJECTS 2023

- Dinosaur Lake ATV Campground Phase
 - Two picnic shelters are 75% complete, and 80% of the signage has been erected.
- Kendrick Lift Station
 - Pre-Design Report received from DGH Engineering.
 - A Consultant will need to be selected for the Design Phase
- King Gething Sani
 - Project awarded to GT Xcavating, having challenges sourcing material.
- Manhole Replacement - Highway 29
 - Project awarded to GT Xcavating, likely a late-season project.
- Lynx Creek Paving
 - Awarded to Terus Construction (DGS Astro Paving) waiting on documentation and a proposed start date.
- Valve, Hydrant and Curb stop Replacement.
 - The proposal received from Urban Systems is now under review.
- Swimming Pool Rehabilitation
 - Reviewing pool liner cost from a new contractor and seeking a concrete contractor.
- New Playground
 - Reviewing costs and now discussing options with the supplier
- Replacement Garbage Truck
 - Need to prepare tender and advertise.
- New Community Hall
 - Waiting on direction from the Recreation Committee.
- 2021 Capital Purchase – Plow Truck Tender in development.
- 2022 Capital Purchase – Rubber Tired Backhoe – Arrived at the dealership, waiting on final preparations for delivery.

C. OPERATING PROJECTS

- Swimming Pool – Temporary repair of wall jets has mitigated some water loss.
- Transfer Station – Meeting with PRRD on site changes
- Line Painting – Contractor should be in early July to do crosswalks and parking lots.

D. UPCOMING ACTIVITIES

-

- Plant Tres from BC Hydro Tree Grant
- Roadside Mowing

Prepared and submitted by:



Robert Dauphinee, P.Eng.

Director of Public Works

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Update

DATE: June 21, 2023

FROM: Fred Burrows, Director of Protective Services

The Protective Services Division is pleased to provide Council with the following highlights for the period of May 17 until June 20, 2023.

Incidents

Burning Complaints – 4

Brush Fires – 3

First Responder –4

Vehicle Accident – 1

Emergency Management

During the Wildfire events affecting the different local municipalities and rural areas, the fire chief has been participating on the daily Wildfire Co-ordination calls along with the ESS Co-ordination calls. These calls update the situation at each fire location, regional weather forecasts, and Emergency Support Services (ESS) and the needs in the Northeast region.

The PREOC (Provincial Regional Emergency Operations Centre) put in a request to the District for ESS personnel to assist at the Dawson Creek ESS Registration. The Lead from our ESS Team, Kelsey Shewfelt was requested and worked in the Dawson Creek ESS from June 14 thru 17.

Bylaw

During this period there were five by law complaints.


- Animal Control, 17 cats at large at a single resident, SPCA is involved in this file.
- Land zoning issue at 10625 Monteith St. This is presently being reviewed to see if the complaint is valid.
- Three files in regards no building permits, we are waiting for the landowners to respond.

Fire Department Operations

The annual Junior Fire Fighter Demonstration & Barbeque was held on June 13. It was considered a success considering the weather conditions for that evening.

During this event a recruitment table was set up and received application from 7 interested parties.

Prepared by:



Fred Burrows, Director of Protective Service

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services- FCABC Conference & Education Summit Report

DATE: June 21, 2023

FROM: Fred Burrows, Director of Protective Services

On June 4 till 8 the Annual Fire Chief's Association of British Columbia Conference and Education Summit was held in Penticton BC.

The conference is a combination of educational sessions along with association business.

The association is broken up to be inclusive of both geographical zones and types of fire services.

There are five zones within the province and some areas broken into subzones based on their physical size.

We are in zone 5 which goes from the Haida Gwaii to the Alberta border at Valmont, south to the 100-mile area north to the Yukon Border.

The association is broken into career and volunteer sectors to provide fire chiefs with the assistance they require based on the structure of the fire department.

The conference was broken down in the following manner.

- Day 1 -Trade show – inside and outside the Penticton Trade and Convention Center
- Two – one hour business sessions
- Two – 30-minute business sessions
- Sunrise sessions each morning from 07:00 – 08:00, educational topics that are provided within an hour period - 8 different topics offered.
- Day 2 – 2-hour presentation from the Keynote Speaker.
- The rest of the day is built around 2-hour sessions that provide more depth and detail.

I attended the following sessions –

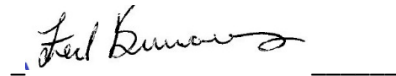
- *Lytton Fire Destruction – Opportunities for Preventing Wildland Urban Interface Disasters*
- *Performance Evaluation of Current Service Delivery*
- *BC Wildfire Update – Provincially*
- *Stress Mastery for Fire Chiefs*
- *Office of the Fire Commissioner – Commissioner Godlonton*
- *Fire Chief's Guide to Fire Underwriters Assessments*
- *Exposure control practices to reduce cancer risk in the fire service.*

The conference is always a valuable event, for both education, information and networking with department that face the similar issues.

The 1.5 days of the trade show gives the opportunity so see fire service-related products that we would never see with travelling salespeople. With the cost of fuel & freight we never see items for demo. At the trade show you are in contact with the manufacturer's rep. This presents the opportunity to be included on a demo route for a product as they set up a demo at the station or at a regional event based on interest within the Peace Region.

I would like to thank council for the opportunity to be part of this event which allows our department to be heard on a provincial level.

Prepared by:

A handwritten signature in cursive script, appearing to read "Fred Burrows", written over a horizontal line.

Fred Burrows, Director of Protective Service

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Recreation & Special Events Update
DATE: June 21, 2023
FROM: Kelsey Shewfelt, Recreation Officer

Below, please find highlights of some of the activities either completed or underway in the Recreation Department during the period of May 17, 2023, to June 21, 2023. The report is being submitted by the Recreation Officer.

A. COMPLETED ACTIVITIES AND EVENTS:

1. Emergency Support Services Deployment (June 14-16, 2023) – The Dawson Creek ESS team requested assistance with their Reception Centre operations. Kelsey was deployed for three operational periods and assisted with set up, daily operations and take down. The experience and knowledge gained from this opportunity was invaluable for the development of our local Emergency Support Services program.

B. UPCOMING ACTIVITIES AND EVENTS:

1. Swim Instructor Training (July 2023) – We have arranged for two Junior Lifeguards to attend Swim Instructor training in Chetwynd. This will allow more sets of swimming lessons to be offered and more flexibility in scheduling.
2. ParticipACTION Community Better Challenge (June 2023) – This event is currently underway.
3. Canada Day (July 1, 2023) – Planning for this event is currently underway.
4. Summer Guided Hikes (multiple dates) – Planning for these events is currently underway. The next scheduled hike is 20 Mile Ridge on July 15, 2023.
5. Summer Camps (multiple dates throughout summer months) – Planning for these camps is currently underway.
6. Pride at the Farmer's Market (July 11, 2023) – Planning for this event is currently underway.
7. Volunteer Appreciation Ceremony and Dinner (August 8, 2023) – Planning for this event 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:

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

Kelsey Shewfelt, Recreation Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Acting Mayor Winnicky and Council
SUBJECT: Special Projects – Update Report
DATE: June 2023
FROM: Chris Cvik

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

- Worked with the CAO to complete the Corporate Officer recruitment.
- Worked with the CAO and external recruitment consultant to complete the Director of Public Works recruitment.
- Working with the CAO and Director of Public Works on the recruitment for a Manager of Public Works. On hold to allow the new Dir. Public Works opportunity to assess department.
- 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).
- Worked with the CAO to complete the draft annual report.
- Prepared report on updating Official Community Plan (OCP) for Council's consideration.

Upcoming

- Will assume Interim CAO position effective June 23, 2023, during the recruitment to find a new CAO. Posting closes June 30th.



Chris Cvik

REQUEST FOR DECISION

RFD#: AM-2023-00	Date: June 26, 2023
Meeting#: CM062623	Originator: Andrea Martin, CO
RFD TITLE: Corporate Officer Appointment and Interim Approving Officer Appointment	

RECOMMENDATION:

1. **THAT** Council appoint Andrea Martin to the position of Corporate Officer effective June 12, 2023.
2. **THAT** Council appoint Chris Cvik, Acting CAO, as Approving Officer for the District of Hudson's Hope on an interim basis until such time that a permanent CAO is appointed.

BACKGROUND:

1. The District of Hudson's Hope Bylaw 903, 2019 establishes Officer Positions and set out the administrative structure under which the business of the District shall be conducted. The position of Corporate Officer is identified as an Officer Position within the District. Under Section No. #7 Section Appointment, Termination, and Suspension;

7. Officers shall be appointed by resolution of Council. Appointment to all other positions shall be made by the Administrator or his/her designate.

2. The District of Hudson's Hope Bylaw 903, 2019 establishes Officer Positions and set out the administrative structure under which the business of the District shall be conducted.

The recommendation to appoint an Approving Officer is as per section 77(1) of the *Land Titles Act*, an excerpt of which follows.

Appointment of municipal approving officers

77 (1) For land within a municipality, the municipal council must appoint a person as an approving officer.

(2) An approving officer appointed under this section must be

- (a) the municipal engineer,
- (b) the chief planning officer,
- (c) some other employee of the municipality appointed by the municipal council, or
- (d) a person who is under contract with the municipality.

DISCUSSION:

Section No. 148 of the Community Charter requires that the Corporate Officer is one of the municipal officer positions that must be assigned. As outlined in the Community Charter, the duties and responsibilities of the role include:

Corporate officer

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) certifying copies of bylaws and other documents, as required or requested;
- (e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- (f) keeping the corporate seal, if any, and having it affixed to documents as required.

FINANCIAL CONSIDERATIONS:

N/A

Attachments:

Chris Cvik, Interim CAO

REQUEST FOR DECISION

RFD#:	2023-MR-38	Date:	June 19, 2023
Meeting#:	CM-06-26-23	Originator:	Mokles Rahman, CAO
RFD TITLE: Council Remuneration Bylaw (Bylaw #939, 2023)			

RECOMMENDATION:

THAT Council adopt the Bylaw 939, 2023, a bylaw to provide for the remuneration of the Council and for the reimbursement of expenses.

BACKGROUND:

At the Council Meeting on June 12, 2023, the following resolution was approved:

B1 COUNCIL REMUNERATION & REIMBURSEMENT OF EXPENSES BYLAW

RESOLUTION NO. 117 / 2023

M/S Councillors Beattie / Jeffrey

THAT Council give three readings to Bylaw 939, 2023, a bylaw to provide for the remuneration of the Council and for the reimbursement of expenses.

CARRIED

DISCUSSION:

The Council Remuneration and Expense Select Committee report was given to Council at the May 29, 2023 meeting which outlined all the findings and the above recommendation was approved by Council.

This bylaw is needed to be updated as per the recommendation for remuneration increases.

ATTACHMENTS:

1. Bylaw 939, 2023, a bylaw to provide for the remuneration of the Council and for the reimbursement of expenses.
2. Council Remuneration Policy – for information

Report submitted by:



Mokles Rahman, CAO



BYLAW NO. 939, 2023

A bylaw to provide for the remuneration of the Council and for the reimbursement of expenses.

The Council of the District of Hudson's Hope, in an open meeting assembled, enacts as follows:

1. This Bylaw may be cited as "Council Remuneration and Reimbursement of Expenses Bylaw No. 939, 2023".
2. Remuneration:
 - a) The Mayor shall be paid \$22,112.45 annually as remuneration for carrying out his or her duties of office.
 - b) Each Councillor shall be paid \$10,910.76 annually as remuneration for carrying out his or her duties of office.
 - c) When a member of Council is away from Hudson's Hope and engaged in municipal business, or attending a meeting, course or convention related to municipal matters, in addition to the remuneration paid under subsections 2(a) and (b), he or she shall be paid \$100 per day for any function lasting up to 4 hours, \$200 for meeting days 4-8 hours, and \$300 per day for any function lasting over 8 hours. The time spent travelling to and from the function is included in calculating the duration of the function.
 - d) Should a member of the Council participate in a municipal benefit plan the cost of the annual premiums for such plans will be deducted from the remuneration paid under subsections 2(a) or (b).
 - e) Notwithstanding the specific amounts established in section 2(a) and (b) of this Bylaw, the remuneration payable to the Mayor and to each Councillor shall be adjusted on an annual basis by a percentage equal to the year-by-year British Columbia Consumer Price Index for all items, as reported by Statistics Canada for December 31 of each year.

- f) The Treasurer shall maintain a record of the Statistics Canada British Columbia Consumer Price Index for all items on which the annual adjustment to the remuneration of Council members is based.

3. Expenses:

Council members shall be reimbursed and/or paid an allowance or per diem for expenditures made and expenses incurred by them when they are traveling outside the municipality or attending a function within the municipality, as authorized by Council, for types of expenses and expenditures as per the Travel Expense Policy and to the level of payment listed in the policy where the Council member is:

- (a) Representing the District;
- (b) Engaged in District business; or
- (c) Attending a meeting, course, or convention.

4. The following Bylaw is repealed:

- (a) Council Remuneration and Reimbursement of Expenses Bylaw NO. 902, 2019

Read for a First Time on the _12___day of June, 2023.

Read for a Second Time on the _12___ day of June, 2023.

Read for a Third Time on the _12___ day of June,
2023. Adopted on the _____ day of June, 2023.

_____, Acting Mayor

_____, Corporate Officer

Certified a true copy of Bylaw No.
939, 2023, this day of

Corporate Officer

COUNCIL REMUNERATION POLICY

Council Resolution No. 041/19
Effective Date: February 11, 2019

Section: Legislation

Purpose:

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

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

Definitions:

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

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

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

Procedures and/or Guiding Principles:

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

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

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

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

Principles for RSC determining Council Remuneration

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

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

From: [Chris Cvik](#)
To: [Andrea Martin](#)
Subject: FW: Northern Health Board selects new President & CEO
Date: June 20, 2023 1:13:11 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[20230620-NR-NH CEO Selecton.pdf](#)

Can include under correspondence for the 26th.

From: Collins, Eryn [NH] <Eryn.Collins@northernhealth.ca>
Sent: Tuesday, June 20, 2023 12:17 PM
To: Collins, Eryn [NH] <Eryn.Collins@northernhealth.ca>
Subject: Northern Health Board selects new President & CEO

Please see the statement below from Colleen Nyce, Chair of the Northern Health Board of Directors. A related NH News Release is attached.

"It's with great pleasure that I am introducing Ciro Panessa as the next President & CEO of Northern Health. Ciro will be starting in the role on September 5, 2023.

Ciro was born in Prince Rupert and raised in Vancouver. He holds a Bachelor and Master of Science in Nursing from the University of British Columbia and a Family Nurse Practitioner Advanced Graduate Diploma from Athabasca University. Ciro has lived in Terrace since 2014, first as the Regional Director, Chronic Diseases and since 2017 as the Northwest Health Service Delivery Area (HSDA) Chief Operating Officer. Prior to relocating to northern BC, Ciro worked in a Ministry of Health policy position as the Director, Blood Borne Pathogens. Ciro has been the recipient of the Premier's Award for Innovation, the UBC Young Alumnus Award, a CIHR Fellowship for the National Canadian Research Training Program in Hepatitis C and the Canadian Nurses Foundation Fellowship for Hepatology Nursing. Ciro and his family have chosen to live in the north and thoroughly enjoy the outdoors and all that northern living offers.

The Northern Health Board and Pinton Forrest & Madden Executive Search Firm (PFM) completed the search process with a very strong pool of internal and external candidates. The Board is very satisfied with the process conducted by PFM which included multiple interviews, testing and reference checking to ensure we would have a strong candidate to lead Northern Health into the future. The Board feels privileged to have had a group of such strong candidates from which to select and would like to thank all the people that expressed interest in the position.

Ciro will be relocating to Prince George over the summer and his office will be based at Suite 600-299 Victoria Street. He can be reached through Desa Chipman, Executive Assistant, President & CEO and NH Board of Directors at Desa.Chipman@northernhealth.ca. The recruitment process for the NW COO position will begin right away, and interim coverage for the NW COO will be shared soon.

We continue to be grateful that Cathy Ulrich has continued to lead Northern Health in her role as President & CEO while the executive search and recruitment process was completed. Cathy's last day as President & CEO will be Friday, September 1, 2023. Cathy will continue to be available to the Northern Health Board to support the CEO orientation and transition process into the fall.

Please join me in congratulating Ciro and welcoming him to the President & CEO role, and in thanking Cathy for her many years of dedicated service to the people of Northern BC."

=====

Eryn Collins
Regional Manager, Public Affairs & Media Relations
Northern Health
600-299 Victoria St., Prince George, BC V2L 5B8
Media Line: 877.961.7724
Cell: 250.640.0616
Office: 250-645-8591

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the northern way of caring

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For Immediate Release
June 20, 2023

Northern Health Board selects new President & CEO

After an extensive international recruitment process, Northern Health's Board of Directors has selected **Ciro Panessa** as the next President & CEO of Northern Health (NH). **Ciro** will be starting in the role on September 5, 2023.

"After a thorough selection process, I'm thrilled to welcome **Ciro Panessa** as the next president and CEO of Northern Health," said **Adrian Dix**, Minister of Health.

"**Ciro** brings a wealth of experience that will greatly benefit people in the north, and I look forward to working together to continue to improve the health-care services that people rely on. I would also like to thank **Cathy Ulrich** for her many years of exceptional dedicated service to the people of Northern B.C. and wish her well during her retirement."

The NH Board completed the search and selection process, which attracted an impressive pool of both internal and external candidates and included multiple interviews, testing and reference checking to ensure a strong candidate was selected to lead Northern Health into the future.

"The board is very happy with our selection of **Ciro Panessa** as the next President & CEO," said **Colleen Nyce**, Chair of the Northern Health Board of Directors. "We are especially pleased that after the rigorous selection process we were able to find our next leader from within the Northern Health organization."

Ciro was born in Prince Rupert and raised in Vancouver. He holds a Bachelor and Master of Science in Nursing from the University of British Columbia and a Family Nurse Practitioner Advanced Graduate Diploma from Athabasca University. **Ciro** has lived in Terrace since 2014, first as the Regional Director, Chronic Diseases and since 2017 as the Northwest Chief Operating Officer. Prior to relocating to northern BC, **Ciro** worked in a Ministry of Health policy position as the Director, Blood Borne Pathogens. **Ciro** has been the recipient of the Premier's Award for Innovation, the UBC Young Alumnus Award, a CIHR Fellowship for the National Canadian Research Training Program in Hepatitis C and the Canadian Nurses Foundation Fellowship for Hepatology Nursing. **Ciro** and his family have chosen to live in the north and thoroughly enjoy the outdoors and all that northern living offers.

"I'm excited to welcome **Ciro Panessa** as the next president and CEO of Northern Health," said **Jennifer Rice**, Parliamentary Secretary for Rural Health. "**Ciro's**

extensive experience in health care along with his lived experience of residing in the Northwest for many years will well-support people in rural communities across the Northern Health region. I offer much gratitude to Cathy Ulrich for her inspired leadership during her many years of service with Northern Health.”

With the selection process complete, board members wish to acknowledge and thank the each of the very strong candidates who expressed interest in the position, and who put their names forward.

“We continue to be grateful that Cathy Ulrich will continue to lead Northern Health in her role as President & CEO until Ciro’s start date,” added Colleen Nyce. “Please join me in congratulating Ciro and welcoming him to the President & CEO role, as well as in thanking Cathy for her many years of dedicated service to the people of Northern BC.”

Cathy’s last day as President & CEO will be Friday, September 1, 2023. Cathy has agreed to be available to the Northern Health Board to support the CEO orientation and transition process into the fall.

Media Contact: NH media line – 877-961-7724

Note: A higher resolution version of this and photos of additional NH Executive members can be found here: <https://stories.northernhealth.ca/news-and-media/media-resources>



Ciro Panessa

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Mokles Rahman, CAO
DATE: June 26, 2023
SUBJECT: NOTICE OF CLOSED SESSION

RECOMMENDATION:

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

- **Community Charter Section 97 (1) (b):**
 - (b) *all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public*
 - *Closed Meeting Minutes – June 21, 2023*

- **Community Charter Section 90 (1) (g):**
 - (g) *litigation or potential litigation affecting the municipality*
 - *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”

Mokles Rahman, CAO