



DISTRICT OF HUDSON'S HOPE AGENDA - REGULAR COUNCIL MEETING

Council Chambers

September 11th, 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:

D1	Nicole Gilliss – Business Association	Page 3
D2	Lynette Mikalishen – Child Care	Page 11
D3	Fay Lavallee – Beattie Park Clock	Page 44

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 – August 28 th , 2023	Page 46
----	--	---------

8. Business Arising from the Minutes:

9. Public Hearing:

10. Staff Reports:

SR1	Traffic Signage	Page 51
-----	-----------------	---------

SR2	Liability Insurance - Bullhead Mountain Curling Club	Page 75
SR3	2023 UBCM Meeting Request	Page 81
SR4	2023 Board and Committee Appointments	Page 84
SR5	Architect Services for New Community Hall	Page 86
SR6	Community Beautification	Page 142
SR7	Water Treatment Plant (Late Report)	Page

11. Committee Meeting Reports:

12. Bylaws

13. Correspondence:

C1	Destination Development Workshop	Page 148
C2	Northern Health [Population Health]	Page 149
C3	BC Natural Resources	Page 152
C4	Notice of Site C Construction Activities: October to December 2023	Page 153
C5	MPAP webinar invitation	Page 161

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

15. Old Business:

16. New Business:

17. Public Inquiries:

18. In-Camera Session

ICSR1	Notice to Closed Meeting	Page 162
-------	--------------------------	----------

19. Adjournment



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Hudson's Hope Business Association

Subject of presentation:

Grant Application for
an Economic Development Officer

Purpose of presentation:

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

Contact person (if different than above):

Nicole Gilliss

Telephone number: (250) 783 1076

Email address: nikker_hunt@hotmail.com

Will you be providing supporting documentation? ☒ Yes ☐ No

If yes:

- ☐ handouts at meeting
- ☒ publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements:

- ☐ flip chart
- ☐ multimedia projector
- ☐ laptop
- ☐ other _____

Rules for Delegations:

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

Helpful Suggestions:

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

I understand and agree to these rules for delegations

Nicole Gulliss
Name of Delegate or Representative of Group

[Signature]
Signature

July 12/23
Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____

July 7, 2023

District of Hudson's Hope Senior Management, Mayor and Council

I am writing on behalf of our newly formed, or more accurately, "forming" group that consists of local Hudson's Hope Business owners and Business managers.

Please see attached link <https://www.northerndevelopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/> printed Documents attached.

Our Business Association met June 20th for our initial meeting. At that meeting we had Kathleen Connolly the Executive Director for the Fort St. John Chamber of Commerce come to speak to us about opportunities and ideas. As well, we gave general introductions and had general discussions focused on HH businesses' unique needs and challenges.

Kathleen is truly knowledgeable regarding the many grants and funding opportunities available to businesses. We as a "Business Association" are asking to attend the DOHH council meeting September 11, 2023, as a delegation. At our delegation we will speak to Council and Staff about the program and ask you, our Local Government, to apply for the grant to hire an Economic Development Officer through the NDIT program.

We know there will be countless advantages to having this position in our HH business community. As we all know, being a business owner is a full-time job therefore, no member of our Business Association has the time, capacity, or Economic Development experience to take on an unpaid role. However, as business owners and entrepreneurs, we can tell you what supports our businesses need. You, as local government, can utilize our group for information on how you can support our business needs. Sometimes the challenge is in finding a way to expand and thrive and/or just to keep our doors open.

A brief explanation of the monetary commitments from Local Government when utilizing this grant is as follows; applicants accessing funding for economic development wages will receive a 50% advance upon approval (if the position has been filled). The remaining 50% will be reimbursed upon submission and approval of the final reporting. Applicants accessing funding for approved activities will be reimbursed upon submission and approval of the final reporting.

Due to our hands-on knowledge, we ask to be connected to this EDO position. We would like to ask to have a representative assist in the interviewing and selection process for the EDO position. We would also see value in being included in the reporting body for the EDO. This would be a vitally important aspect to make sure we are not just creating “another job” but that we are achieving our goals. Our goals are to see our current businesses grow and prosper, as well as promote and support new, much needed businesses to become established within our community.

Thank you for time and consideration.

Kind Regards,

Nicole Gilliss Realtor Century 21 Energy Realty

Cait Vince

Ben Matchett

Scott Linley

Diania Harris

Kristi Alsop

Economic Development Capacity Building Application Guide



Program Overview

The Economic Development Capacity Building program provides a financial incentive for local governments to hire and maintain an Economic Development Officer, or to pursue economic development activities.

Funding Terms

- Up to \$50,000 grant each calendar year

Application Intake Deadlines

Northern Development approves Economic Development Capacity Building applications on an annual basis.

Applications are accepted starting November 1 and must be received prior to midnight on March 31 to be eligible for consideration in that funding year.

The application will not be approved until reporting on the prior year has been received and processed by Northern Development.

Eligibility

Eligible Applicants

*All applicants must be located within [Northern Development's service region](#).

- Local governments

Eligible Economic Development Wages

Staff or contract wages to support an economic development position where economic development is at least 50% of the workload.

Eligible Economic Development Activities

Projects, third party contracting, and consulting services that align with a community's economic development plan and fits within the following categories:

Economic Development Planning

- **Developing Plans and Strategies**
Including but not limited to: producing economic development plans, business retention and expansion plans, community and downtown revitalization plans, marketing plans and workforce attraction planning
- **Conducting Applied Research and Analysis to Support Planning/Priority Setting**
Including but not limited to: conducting sector or economic analysis, collaborative research studies or evaluations, feasibility studies and market research

Economic Development Implementation

- **Sector Development and Economic Diversification**
Activities and efforts aimed at diversifying the economy, expanding current sectors and attracting new businesses or sectors to a community
- **Marketing and Promotion**
Marketing activities that promote a specific economic opportunity for investment (ie. entrepreneurship attraction videos)
- **Business Retention and Expansion**
Conducting business retention and expansion activities and implementing specific action items identified from a business retention and expansion plan
- **Business and Investor Hosting (max \$5,000)**
Hosting of trade missions and/or investor tours where business or investment attraction is the primary focus. Can include costs associated with transportation, accommodations and facility/venue rentals

Ineligibility

Ineligible Costs

- Salary costs or wages for:
 - Combined chief administrative officer/economic development positions
 - Combined chief financial officer/economic development positions
 - Combined Mayor or council/economic development positions
 - Combined positions where economic development is less than 50% of the total workload
- CPP, EI, WCB and other benefits, bonuses, or allowances such as vehicle, phone, or living
- Projects that directly influence or lobby any level of government
- Honorariums, membership costs
- Website hosting and regular website maintenance
- GST, legal, insurance costs
- Local government operational costs
- Capital projects and beautification
- Grants-in-aid or sponsorships
- Projects not being led by the applicant local government
- Purchase of office supplies, equipment, tools, furniture, clothing or uniforms
- Hospitality costs including meals or alcohol, entertainment and all giveaways
- Costs related to recruiting, hiring, relocating or terminating economic development staff
- Costs associated with projects that would be eligible and qualify for funding under other Northern Development programs
- Costs incurred in time periods outside the year approved for funding support
- Costs incurred for activities in electoral areas outside of Northern Development's region

Application and Program Requirements

Applicants are required to submit the following documents. Only applications that meet these requirements will be processed.

- Complete [Application Form](#)
- Local government's latest economic development strategic plan
- If applying for wages, copy of the job description
 - Combined positions should specify the % of time allocated to economic development
- If applying for activities, copies of quotes
 - If quote(s) cannot be obtained, a detailed budget breakdown must be provided
 - Proposed activities must be completed within the approved calendar year

Reporting

Applicants accessing funding for economic development wages will receive a 50% advance upon approval (*if the position has been filled*). The remaining 50% will be reimbursed upon submission and approval of the final reporting. Applicants accessing funding for approved activities will be reimbursed upon submission and approval of the final reporting.

The applicant must submit a final report **by February 28** of the following year in order to receive a reimbursement for the approved calendar year. Applicants will have until May 31 to submit any revised reporting or requested information. Applicants are required to submit the following documents:

- Complete [Reporting Form](#)
- If reporting on pre-approved position:
 - Pay stub or summary
- If reporting on pre-approved activities:
 - Ledger from accounting software
 - Completed [Reporting Attachment](#)
 - Northern Development reserves the right to request copies of invoices

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Completed application forms with all supplementary materials are to be provided electronically through the [Online Application System](#) by **March 31**.

Resources

- [Funding Program Matrix](#)
Available funding programs and eligibility criteria.

Questions?

Northern Development Initiative Trust

301-1268 Fifth Avenue

Prince George, BC V2L 3L2

250-561-2525

info@northerndevelopment.bc.ca

www.northerndevelopment.bc.ca



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

YMCA of BC

Subject of presentation: Child Care

Purpose of presentation:

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

YMCA BC has been contacted by community members and stakeholders regarding the emergent need for child care in the community. I will be presenting on how we have worked with other communities in the North and what possible support and partnership would the DOHH be interested in if any.

Contact person (if different than above):

Lynette Mikalishen, Director of Child Care

Telephone number: 250-961-7046

Email address: lynette.mikalishen@bc.ymca.ca

Will you be providing supporting documentation? ☒ Yes ☐ No

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

Technical requirements:

- ☐ flip chart
- ☒ multimedia projector
- ☒ laptop
- ☐ other power point presentation as sent

Rules for Delegations:

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

Helpful Suggestions:

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

I understand and agree to these rules for delegations

Lynette Mikalishen

Name of Delegate or Representative of Group

September 6, 2023

Signature

Date

For Office Use

☐ Approved

☐ Rejected

By (signature): _____

☐ Mayor

☐ CAO

Appearance date if applicable: _____

Applicant informed of approval/rejection on (date): _____

By (signature) _____

Date: _____



YMCA BC, NORTHERN REGION HELPING CHILDREN, FAMILIES AND SENIORS THRIVE

Regular Council Meeting September 11, 2023

Page 13 of 162

Stronger together, officially.



On January 3, 2023 the YMCA of Northern BC, YMCA/YMCA of Kamloops and the YMCA of Greater Vancouver came together from a place of strength to unify as YMCA BC.

Our mission is to serve more British Columbians! Together we are more resilient today and for generations to come.

Local Leadership and Regional Connection:

Lynette Mikalishen, Director of Child Care Services

Amanda Alexander, Chief Health Equity Officer

Regular Council Meeting September 11, 2023





Overview

1. YMCA – Who we Are
2. YMCA Child Care
3. YMCA of Northern BC Capital Projects
4. Recruitment Challenges
5. Areas of opportunities
6. Discussion





YMCA's Across Canada

There are 39 YMCA/YWCA's across Canada serving over **1000 communities** at over **1700 locations**. We serve programs and services to over **2 million people** per year!

Worldwide, the Y serves more than **58 million people** in **119 countries**.

We strive to create safe inclusive spaces where everyone feels a sense of belonging





YMCAs of BC

- Across BC, for 136 years, we have provided access to opportunities, support and safe places to learn and grow.
- We help individuals and families achieve their full potential.

YMCA of BC

YMCA-YWCA of Vancouver Island

YMCA of Southern Interior BC

Over 216,000 British Columbians served at the YMCA/year.



YMCA of Northern BC: Our Mission...

The YMCA of Northern BC is a charity dedicated to strengthening the foundations of community.





Our Impact:

How we fulfill our mission...

The YMCA is committed to strengthening the foundations of community by:

Promoting healthy living

Helping children, families and seniors thrive

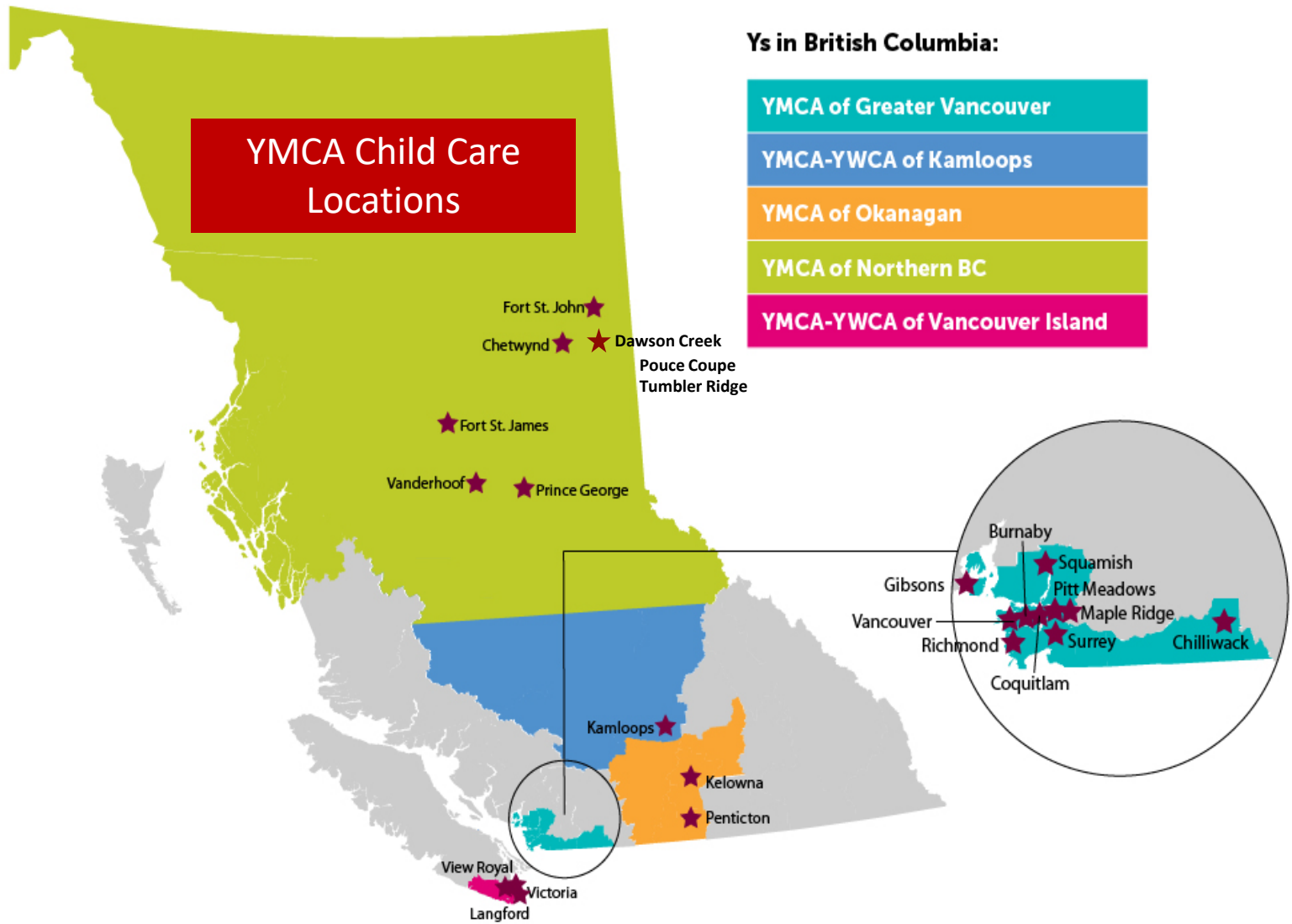
Fostering belonging, connection and inclusion



Our Vision: The Future We Will Create



*Communities
in Northern
BC are
vibrant and
healthy
because
children,
families and
seniors
belong, grow,
thrive and
lead.*





Global Initiatives



Community Outreach

Youth Engagement

Education and Training



Immigrant Services



Employment Services



Health, Fitness and Aquatics



Health Programs



Child and Family Development



Early Learning and Child Care

Housing Services



Newcomer Services



Camps



Youth Mental Wellness

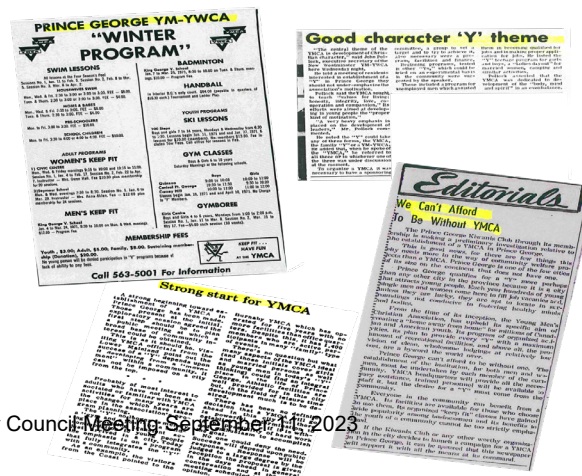


YMCA OF NORTHERN BC HISTORY



YMCA of Northern BC

- 1948 YMCA Men's club
- 1964 YMCA Society incorporated
- 1969 First professional staff hired
- 1975 YMCA facility opened
- 1978 Licensed Child Care begins
- 2014 YMCA of Northern BC
- 2022 YBC





Child Care History

The YMCA of Northern BC has been operating child care over 40 year. Started with Preschool and After School.

- 2007 Early Learning Centre opens and CCRR moved to Massey Drive 88 new spaces
- 2008 Playing to Learn implementation began
Highland Family Development Centre opens 84 spaces. Partnership with School District.
- 2009 Westwood ASC (move from Peden Hill)
- 2010 Lac Des Bois ASC opens
Immaculate ASC opens
- 2012 Massey Infant and Toddler opens
Lac Des Bois second room for ASC opens
Y Citizens opens
- 2013 Ospika ASC opens
Massey ASC opens
- 2014** Child Care opens in Vanderhoof (no IT spaces)



- 2014 Local Playing to Learn Champion program started
YMCA recognized by the Province with *Innovation award*
Lynette Mikalishen recognized with *Leadership award*
- 2017 Lac Des Bois Care and Learning Centre 80 spaces
Vanderhoof Infant and Toddler and opening of purpose built Child Care at ICC with family model.
Fort St James child care and Preschool
Springwood ASC PG
YMCA awarded Readers Choice Award for Best Daycare.
- 2018 A Place to Connect implementation begins
Fort St. John Margaret Ma Murray opens. 85 new spaces
YMCA awarded Readers Choice, Best Daycare
Highland chosen one of fifty two \$10.00 a day Prototypes
- 2019 5th Avenue School Age Child Care Opens in PG (was to be an expansion but contract at St. Giles not renewed for SACC)
Chetwynd Care and Learning Centre opens
- 2020 Ron Brent School Age Program opens
Chetwynd Little Prairie School Age Program opens
Anne Roberts Young Care and Learning opens in **Fort St. John**
- 2021 Open in **Dawson Creek**. Ecole Frank Ross and Crescent Park B/ASC
Lynette Mikalishen receives Child Care *Award of Excellence*.
- 2022 Park House Care and Learning opens 85 spaces in Prince George
Extended hours pilot at Robert Ogilvie, **Fort St. John**
Four new \$10.00 a day programs





2023

Seven Northern Communities:

- Prince George: 530 spaces
- Vanderhoof: 78 spaces
- Fort St. James: 16 spaces
- Chetwynd: 49 spaces
- Fort St John: 172 spaces
- Dawson Creek: 48 spaces
- Pouce Coupe: 24 spaces
- Tumbler Ridge: 81 spaces

998 Spaces





**Partnerships
are Key**

Early Learning Centre – MCFD Capital, YMCA
continued investment. Opened 2007

**Moved to
Family
Model after
the success
of Highland**



Highland Family Development Centre Partnership with School District #57 and MCFD 2008



Built on the family model, one centre for all children ages 3 months to twelve years. Outcomes are not only convenience for parents and caregivers, but for the children who can see their siblings throughout the day, grow in the programs – true home away from home.

Lac Des Bois – not only includes the family model but allows children to grow relationship with the school and supports a smooth transition to Kindergarten



Vanderhoof Integris Community Centre – a true partnership with Integris, YMCA, District, MCFD, NKTi to truly create a centre of community



- This partnership has led to the YMCA being contracted to deliver recreation and aquatics for the district of Vanderhoof.

YMCA Fort St. James Care and Learning Centre.

Spaces built by Nechako
Community Services (now
Connexus) YMCA asked to
operate.



YMCA Margaret Ma Murray Care and Learning Centre

School District # 60, BC
Hydro, MCFD

Home to 61 Children



BC Hydro, Treaty Six First Nation have priority access to six of the twelve infant and toddler spaces and 12 of the 25 Group 3-5 spaces.



YMCA Chetwynd Operations

- Chetwynd
- 12 new Infant and Toddler spaces opening spring 2024.
- Partnership with NLC





Anne Roberts Young, Fort St. John. Priority access to School District and Northern Health





Park House Care and Learning Centre

- Partnership with City of Prince George.
- Priority access 21 spaces Northern Health



Robert Ogilvie

Partners: School District #60
and MCFD on space

Northern Health on contract

Home to 26 Children

Extended hours pilot. 6:30 am until 7:30 pm.

Monday to Friday on rotating shifts.

Ability to provide some drop in spaces to maximize utilization of spaces.



Tumbler Ridge Care and Learning Centre



- In summer 2022 was asked by SD #59 to attend the Tumbler Ridge Task Force. TR was afraid the only licensed child care was closing. As well, they had very limited spaces.
- Fall 2022 we worked with the local child care society to take on operations of child care within a District of Tumbler Ridge facility.
- December 2022 – officially became the operators.
- Thriving with 25 \$10.00 a day spaces for Group 3-5, 32 Preschool spaces and we have opened a Before and After School Location.
- Capital Child Care Application with SD for Infant and Toddler and more group 3-5.





National Curriculum

Why is a YMCA Playing to Learn centre different from other child care centres?

- **Home Like Environment**
- **Small groups, using primary care model**
- **Planning follows the child's interest. Educators scaffold and extend**
- **Research based on latest neuroscience with proven outcomes**

Our YMCA Playing to Learn Educators

- YMCA Playing to Learn Educators make sure every day is a special day for your child. They are qualified professionals who receive in-house training, mentorship and coaching:
- Completed supplemental trainings in the YMCA Playing to Learn curriculum
- Trained in developing respectful and responsive relationships with children
- Trained in intentional program planning to build environments where children can feel physically and emotionally safe to play and therefore learn

Annual Evaluations

- Each YMCA Playing to Learn classroom is evaluated annually by external auditors in order to assess quality curriculum standards.



A Place to Connect

How we ensure program quality

Staff receive on-going training that supports their existing knowledge and experience, including:

- Introduction to YMCA A Place to Connect/Child Development
- Relationship Building
- Program Planning
- Topics such as Physical Activity, Bullying Awareness, Healthy Child Development and Developmental Assets
- The trainings cover policies and procedures, child safety and protection, program planning, healthy child development, relationship-based approach to care, physical activity and nutrition, games and activities, etc.

Annual Evaluations

- Every school age program is assessed on an annual basis. The assessment is comprehensive, examining program planning, relationships, aesthetics, choice and activities.

Our goal is to be an employer of choice



- Ongoing training and development
- Funding through BC Jobs Grants, ECE BC Bursaries, and the YMCA
- Pension, extended benefits
- Vacation starts at three weeks or six percent
- Sick time for staff or their children
- Paid professional development days and much more

Opportunities for Hudson Hope



Given the community needs, is the District of Hudson Hope ready to work with other community stakeholders as well as the YMCA to apply for a new spaces grant to renovate or add to an existing community facility to create purpose built child care spaces that will bring positive impact to the local economy as well as help children and families thrive!

The YMCA is experienced in design, development and operations. Opportunity to work with us as an experienced operator to bring much needed child care to the community.





Questions?



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Fay & Wallace

Subject of presentation:

clock

Purpose of presentation:



information only



requesting a letter of support



requesting funding



other (provide details)

Asking if an old fashioned clock can be erected in the middle of Beattie Park

Contact person (if different than above):

Telephone number:

250-783-5516

Email address:

Will you be providing supporting documentation?



Yes



No

If yes:



handouts at meeting



publication in agenda (one original due by 12:00 the Wednesday prior to your appearance date)

Technical requirements:



flip chart



multimedia projector



laptop



other

Rules for Delegations:

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

Helpful Suggestions:

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

I understand and agree to these rules for delegations

FAY E. LAVALLEE
Name of Delegate or Representative of Group

Fay E. Lavallee
Signature

Sept 3/23
Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____



REGULAR COUNCIL MEETING
District Office – Council Chambers
August 28, 2023, 6:00 P.M.

Present: Mayor Travous Quibell
Councillor Kelly Miller
Councillor Debbie Beattie
Councillor James Cryderman
Councillor KK Charlesworth
Councillor Tashana Winnicky

Absent: Councillor Tina Jeffrey (with notice)

Staff: Interim Chief Administrative Officer, Chris Cvik
Director of Public Works, Robert Dauphinee
Director of Protective Services, Fred Burrows
Corporate Officer, Andrea Martin

Other: Nine (9) community members in the gallery.

1. CALL TO ORDER

The meeting was called to order at 6:00 pm with Mayor Quibell presiding.

2. DEDICATION PAGE

3. DELEGATIONS

D1 BC CONSERVATION SERVICES AND HUDSON'S HOPE RCMP

Corporal Erich Schmidt, Detachment Commander with the Hudson's Hope RCMP and Sergeant Brad Lacey of the BC Conservation Services shared concerns with Mayor and Council that residents of Hudson's Hope are not complying with requests to remove attractants such as fruit trees and berry bushes, and that failure to do so, is causing an increase in bear activity and creating concerns for public safety.

Sgt. Lacey states that he has worked with other communities with similar problems, and it has always come down to local council enacting bylaws that compel residents to clear their attractants and ensure that vacant or abandoned properties are properly maintained. In addition, to bylaw enforcement tools, Sgt. Lacey and Corporal Schmidt would like to see more public awareness created to educate residents.

RESOLUTION NO. 142 / 2023

M/S Councillors Winnicky / Beattie

THAT Staff review existing bylaws and bring back a report on how to address these over the next four years.

CARRIED

M1

The discussion clarified that Staff should start its' review of bylaws Property Maintenance Bylaw No 791, 2010, which is a priority at this time.

D2 DISTRICT FLOWERS AND SIGNAGE

Teena Pridham and Debbie Brough presented to Council several ideas and initiatives as to how to upgrade the border flowers planted by the District and to introduce new subdivision signs throughout the community.

RESOLUTION NO. 143 / 2023

M/S Councillors Miller / Cryderman

THAT Staff review and present a report outlining the procedure and timing and cost used to order, plant, maintain the district flower borders and beds.

CARRIED

4. NOTICE OF NEW BUSINESS

Mayor's Additions: NB1 Verbal Update from PRRD meeting August 17, 2023.

Councillor's Additions: n/a

CAO's Additions: n/a

5. ADOPTION OF AGENDA BY CONSENSUS

6. DECLARATION OF CONFLICT OF INTEREST

7. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES AUGUST 14, 2023

- NB8 – Corrected the word 'Councill' to 'Council'.
- PI1 – Corrected the word 'hours' to 'hour'.

RESOLUTION NO. 144 / 2023

M/S Councillors Beattie / Winnicky

THAT the minutes of the August 14, 2023, Regular Council Meeting be adopted as amended.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

Councillor Miller wished to thank Staff for the PSA with regards to the Transtor Site instructing the community on how to dispose of larger items.

9. PUBLIC HEARING

10. STAFF REPORTS

SR1 RFD - 2023 UBCM ATTENDANCE

RESOLUTION NO. 145 / 2023

M/S Councillors Beattie / Miller

THAT Council authorize the attendance of four (4) member of Council to attend the 2023 UBCM Conference.

CARRIED

SR2 RFD - TEMPORARY USE PERMIT

RESOLUTION NO. 146 / 2023

M/S Councillors Miller / Cryderman

THAT Council authorize the Approving Officer or designate to approve in principle the TCUP for the laydown yard and materials building located at PID 014 825 597 Block B Part NW1 /4 of District Lot 1202 in the District of Hudson's Hope.
and

THAT Council directs administration to bring back a final report for consideration once the technical review is complete, feedback from referrals has been received and public notice has been undertaken.

Discussion questions that Council asked Staff to report back on:

- What type of materials were going to be stored and if they are hazardous?
- Will any new access road be built onto the property because of the TUP?
- What will happen to the proposed storage building at the end of the TUP?
- What about the mobile home and log cabin that also exists on the property?

SR3 CAO COUNCIL REPORT

Received for Information

SR4 CORPORATE OFFICER COUNCIL REPORT

Received for Information

SR5 FIRE CHIEF COUNCIL REPORT

Received for Information

SR6 PUBLIC WORKS COUNCIL REPORT

Received for Information

SR7 RECREATION OFFICER COUNCIL REPORT

Received for Information

11. COMMITTEE MEETING REPORTS

12. BYLAWS

13. CORRESPONDENCE

C1 STRONGER BC FUTURE SKILLS GRAND OPPORTUNITY AT NLC SERIES

Received for Information

C2 OBUDSPERSON BC QUARTERLY REPORT
Received for Information

C3 INVITATION TO GRAND OPENING OF BISON GUY MEAT PROCESSING PLANT
Received for Information

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

15. OLD BUSINESS

15. NEW BUSINESS

NB1 VERBAL UPDATE FROM PRRD MEETING AUGUST 17, 2023

- Dawson Creek hospital is projected to be opening on time and on budget for 2027.
- New legislation and regulations are coming into place for communities to be more proactive before and during wildfires.
- Minister of Agriculture spoke in Fort St. John of how the drought is affecting feed for beef in the province.

16. PUBLIC INQUIRIES

PI1 WENONAH ROSENBERGER - NON-PROFIT SOCIETY'S

Wenonah expressed concern for non-profit society's that are struggling in Hudson's Hope and recommended the District hire a grant person to assist the non-profits obtaining additional funds.

Wenonah also suggested better advertising of events being promoted by the District i.e., Teen Movie Night at the Pool.

P12 JEANETTE MCDUGALL - COUNCIL PROCEDURE

- Jeanette inquired if Council had made any progress on Live Streaming council meetings, Interim CAO, Chris Cvik replied that he had restarted conversations with 'Sound in Town' to move forward with the process.
- Jeanette asked if Council had amended their procedure Bylaw No. 765, 2009, as any motions that arise from delegations should be brought forward under New Business on the Agenda.

17. IN-CAMERA SESSION

RESOLUTION NO. 147 / 2023

M/S Councillors Winnicky/ Beattie

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 – August 14, 2023

- **Community Charter Section 90 (a):**

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

CARRIED

18. RISE AND REPORT

19. ADJOURNMENT

Mayor Travous Quibell declared the meeting adjourned 8:04 pm.

DIARY

Diarized

Conventions/Conferences/Holidays

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

08/04/19
2022
2023

Certified Correct:

Travous Quibell, Mayor

Andrea Martin, Corporate Officer

REQUEST FOR DECISION

RFD#: CC-2023-14	Date: September 11, 2023
Meeting#: CM091123	Originator: Chris Cvik
RFD TITLE: Traffic Signage	

RECOMMENDATIONS:

1. That Council direct Administration to send a letter to the Ministry of Transportation & Infrastructure requesting that an updated Corridor Review be undertaken.
2. That Council direct Public Works to update the 2019 Traffic Sign Inventory list and bring an updated report back to Council outlining where new signage is required and where existing signage needs to be removed or repaired.

BACKGROUND:

During the Council Meeting on August 21, 2023, C4 Cassie Stark – Request for Help and passed the following resolution:

C4 CASSY STARK - REQUEST FOR HELP

RESOLUTION NO. 131 / 2023

M/S Councillors Winnicky / Beattie

THAT Council authorize the CAO to set up a meeting with MoTI and the RCMP to discuss signage and report back to Council.

CARRIED

DISCUSSION:

On August 22, 2023, Administration held a virtual meeting with Cpl. Erich Schmidt, Detachment Commander, Nikki Hogg, North Peace Operations Manager, Ministry of Transportation, and Stephanie Lorentz, Area Manager, Roads to discuss signage.

Cpl. Schmidt identified two areas of concern or 'hot spots'. The first is a lack of a signaled crosswalk along Beattie Drive by Beattie Park. Vehicles traveling South off Highway 29 along Beattie Drive may not see pedestrians crossing the road when they are traveling South as the road does a sharp curve. MOTI discussed the fact their engineering department follows guidelines for the placement of crosswalk signals and there is an existing crosswalk close by at the bottom of Canyon Drive and Beattie Drive. This crosswalk was installed to address concerns about large trucks coming down Canyon Drive as part of the Site C clean energy project construction. MOTI suggested that an updated Corridor Review might assist the District in looking at whether the existing crosswalk at Canyon/Beattie can be relocated or other signage.

The second hot spot was along Beattie Park by the school. School Zone signs are posted; however, by the time some drivers see the school zone sign and reduce speed, they are already well into the 30km School Zone. There was some discussion about the installation of high visibility signage 'flashing lights' being installed further out from the existing School Zone signs to give drivers more notice they are approaching a school zone. There are similar signs installed at Baldonnel School, but these were paid for by Petronas and permission had to be obtained from MOTI before they were installed.

The intersection of Osborne Street and Canyon Drive was also discussed. Both MOTI and the RCMP felt that with the recent changes which include a 'No right-hand turn from Canyon onto Osborne' - coming down the hill, and a 'No left turn from Osborne onto Canyon - turning up the hill', the issues have been addressed and it is now a driver education issue.

Under the Motor Vehicle Act, unless otherwise posted, the speed limit inside a municipality is 50km an hour and outside is 80km an hour. Around schools and playgrounds, it's 30km an hour during posted hours. With respect to Ms. Stark's email, it is important to note there is not a District-owned/operated Playground in the Jamieson Subdivision and that is why there are no playground signs present.

Artificially high or low posted speeds have little impact on actual operating speeds and can result in increased non-compliance. The 85-percentile speed factor is generally used as a predominant indication of the appropriate speed limit. This represents the speed at which 85% of the motorists are traveling **at or below**.

As part of the meeting preparation, Administration found a 2019 Report to Council on traffic signage (see attached). The report identified the number and location of all signs within the District that are managed by the District. Unfortunately, that document has not been kept up to date. From an Asset Management perspective, it would be useful to update the information in that report and repair/replace/remove signs as required.

In terms of future requests for changes to speed zones, there are two reference documents that are industry standard that can be used to assist decision-making:

1. School and Playground Areas and Zones: Guidelines for Application and Implementation.
2. Canadian Guidelines for establishing Posted Speed Limits (TAC Guidelines). TAC Guidelines is a method that can be applied for reviewing and developing maximum speed limits.

ALTERNATIVES:

1. That Council provide further direction to Administration.

FINANCIAL CONSIDERATIONS: N/A**ATTACHMENTS:**

1. Traffic Signs Report to Council – November 2019.
2. Traffic Bylaw No. 925, 2022



Chris Cvik, Interim CAO

REQUEST FOR DECISION

RFD#: 2019MR19	Date: November 20, 2019
Meeting#: CM 291119	Originator: Mark Sture, Manager of Public Works
TITLE: Traffic Signs	

BACKGROUND:

At the April 8, 2019 Council meeting, Council passed the following resolution

RESOLUTION NO.107/19

M/S Councillors Quibell/Gibbs

That

"Council direct the Public Works department to investigate the signage needs within the District and to bring back a report outlining where new signage is required and where existing signage needs to be removed."

CARRIED

As per the Council direction, staff visited all of the roads of the District of Hudson's Hope to gather information on traffic signage. These include Regulatory and Warning Signs. A further assessment will be required for Information signs.

Traffic signs should be designed and installed in accordance with the Canadian Manual of Uniform Traffic Control Devices (CMUTCD) and/or the Provincially adopted variations. The CMUTCD is the nationally recognized document for traffic control signs in Canada and is endorsed by all provinces.

Signs are broken into four (4) prime categories, Regulatory, Warning, Construction and Information. Each of these sign groups have individual characteristics, although there is overlap in the Warning and Construction signage with the prime difference being colour.

Regulatory signs include such items as "Stop", "Speed", "No Parking", etc. and are primarily black on white with a red border. Warning signs include, "Sharp Turn", "Checkerboard", "Playground Ahead", etc. and are usually black on yellow background with a black border. Information signs are primarily destination guidance signs, such as tourism information, street names, points of interest; these are typically a blue background.

Uniformity in traffic signs has led to standards which have adopted pictograms as opposed to written messaging wherever possible. The pictures are more universally understood and do not typically require any translation from one language to another. In addition, signs are assigned a number which is mostly consistent across the country.

Staff have identified 142 regulatory and warning signs in the District. These signs were identified by travelling around the District and physically recording them. Of these 142 signs, 70 were stop signs (Rb-1); all of these but one is a standard 60cm x 60cm size.

*Ra-1
STOP sign*

The purpose of a STOP sign is to clearly assign right-of-way between vehicles approaching an intersection from different directions when traffic signals are not warranted or not yet installed, and it is determined that a YIELD sign is inadequate. The STOP sign requires the driver to stop the vehicle before entering the intersection, yield to any traffic in or approaching the intersection and then proceed when safe to do so. STOP signs are not intended, nor should they be used as a speed control device. There use should be limited to the control of right-of-way conflicts.

It was noted that there was some misuse of signs (or incorrect signage) at various locations. This included using a "TAB" sign (Rb-7T) for speed control as opposed to a full speed limit sign (Rb-1). Also, the use of "Playground Ahead" (Wc-3) has been used where there are no playgrounds such as Ferguson Street at Jamieson Ave, Kruger Street at Canyon Drive, Paquette Ave at Kylo Street, Peck Ave at Dr. Greene Street etc. Further assessment of these signs should be undertaken with a view to removing signs which do not serve their intended purpose.

*Wa-31
No Exit*

The purpose of the NO EXIT sign is to warn motorists at an entrance to a side road that the side road has no outlet. The sign is intended to divert through traffic and prevent unnecessary and potentially hazardous back-tracking manoeuvres.

The NO EXIT sign must be used at the entry point to a roadway that has no outlet. The sign must be posted conspicuously on both sides of the entrance, at an angle of 45 degrees to the centreline of the no exit road, so as to be easily seen by traffic approaching from the left, right or head-on.

The use of the bulbous CU-DE-SAC sign has fallen out of favour over the last few years and the NO EXIT sign is the preferred replacement.

Condition Assessment

Of the 142 signs installed, 52 were considered "good", 45 were considered "fair", the balance (45) were in "poor" condition.

Approximately half of the signposts were leaning – an indication of weak base. This can be remedied by reinstalling the posts into a firmer footing. Older "U-Channel" posts or leaning round posts should be replaced with "Square tube" posts. Solid round posts can be sanded and repainted to a bright white (perhaps a summer student task).

At the intersection of Kylo Street and Fredette Avenue, all three STOP signs are missing the "3-Way" TAB. This is an indication to motorists that traffic stops on all approaches and should be installed.

Speed limit signs indicated only by a TAB sign should be replaced with a proper Rb-1 SPEED sign. The KM/H tab is not required as all speed limits in Canada are measured in kilometres. There are ten (10) SPEED signs, three are TAB signs only and half of all SPEED signs are in "poor" condition.

Of the 70 STOP signs, 12 are in "POOR" condition and should be replaced, sooner rather than later.

On Holland Street, immediately north of MacIntosh Crescent there is a SCHOOL CROSSING sign over a PLAYGROUND AHEAD sign. The PLAYGROUND AHEAD sign is superfluous as the SCHOOL CROSSING sign conveys the message that children are present.

Missing Signs

The District has numerous dead-end roadways. These should all be marked with the two (2) "No Exit" signs and at the end of each there should be a CHECKERBOARD (Wa-8) sign. There are at least nine (9) CHECKERBOARD signs in the core area alone.

Installation

Installation of multiple traffic signs is best completed with a crew of three, one to auger holes and two to follow up with the post and sign blade and backfill the hole. Replacement of sign blades can typically be completed by a single employee, removing and reinstalling the sign only.

Reassessment of Need

Many of the signs in town can be removed (e.g. Rose Ave at Stage St. STOP sign) or replaced with a sign with lesser regulatory control, e.g. STOP sign to YIELD sign or no sign.

All regulatory, warning and construction signs now have some level of reflectivity to improve visibility. The recommended replacement schedule for signs is a maximum of ten (10) years. At this age the reflectivity of the signs is gone.

ALTERNATIVES:

1. Develop a multi-year plan to replace signs deemed to be in "poor" condition, replace the signs which are incorrectly used, and those that are "missing" from the road network.
2. Do nothing

FINANCIAL ASSESSMENT:

The average cost for installing a traffic sign is \$300 per sign (materials, equipment and labour). This cost goes down if several signs are being installed at the same time and in the same vicinity. Based on a recent purchase, the material cost for a typical sign is \$55 and a post is \$120.

To replace signs on an on-going basis, approximately 10% of all signs should be replaced every year – not including damaged or new signs. After an initial replacement of worn signs and wrong/missing signage an annual budget of about \$2,000 per annum for next 10 years should be sufficient to maintain the installed sign inventory.

RECOMMENDATIONS:

THAT Administration consider traffic sign replacement cost under Operating Budget to commence a multi-year replacement/ management strategy for traffic signs.



Mark Sture,
Public Works Manager



Supported by Mokles Rahman,
Director of Public Works



Approved By: Mokles Rahman, Acting CAO

Number	Street On	Street At	Facing	Sign	Description	Post	Height from Ground	Condition	Comment
New	Ardill Ave	West End	WB	Wa-8	Checkerboard				
46	Arena Driveway (E)	Dudley	Dudley	Wa-33L	Keep Left	U Channel	80	Poor	Should be Wa 33-R (right facing)
106	Arena Driveway (E)	Dudley	SB Traffic	Ra-1	Stop	U Channel	169	Poor	
50	Arena Rd	Beattie Dr	Arena Rd	Ra-1	Stop	U Channel	178	Fair	Street Names on top
45	Arena Rd	Dudley Dr	Arena Rd	Rb-1	Stop	Square	154	Good	Street names on top
78	Barr St	Reschke St	Barr St	Ra-1	Stop	Square	169	Fair	Should be max Ra-2 Yield
62	Beaton St	Taylor Ave	Beaton St	Ra-2	Yield	Square	160	Fair	Street Names on top
87	Beckman Rd	Hwy #29	Beckman Rd	Ra-1	Stop	Square		Fair	MOTI responsibility
35	Boynton St	Beattie Dr	Boynton St	Ra-1	Stop	Square	154	Fair	
34	Boynton St	Paquette Ave	Boynton St	Ra-1	Stop	Square	153	Fair	
New	Carter St	East End	EB	Wa-8	Checkerboard				
117	Carter St	Ferguson St	NB Traffic	Rb-1	Speed	Square	180	Good	50km/h
118	Carter St	Ferguson St	EB Traffic	Wa-8	Checkerboard	U Channel	100	Poor	
116	Carter St	Matt Boe Ave	SB Traffic	Wa-31	No Exit	U Channel	185	Fair	Should be Cul-deSac / Leaning
New	Carter St	Taylor Ave	NB		No Exit				Just north of Taylor
New	Carter St	West End	WB	Wa-8	Checkerboard				
77	Chapman St	Reschke St	Chapman St	Ra-1	Stop	Square	170	Fair	Should be max Ra-2 Yield
120	Chapman St	Reschke St	Reschke St	Wa-31	No Exit	U Channel	174	Fair	Should be Cul-deSac
64	Clarke Ave	Canyon Dr	Clarke Ave	Ra-1	Stop	Square	167	Good	Street Names on top
65	Clarke Ave	Canyon	Canyon	Wa-31	No Exit			Missing	
121	Clarke Ave	DA Thomas	EB	Rb-51	No Parking	U Channel	93	Poor	Wrong Angle
122	Clarke Ave	DA Thomas	WB	Rb-51	No Parking	U Channel	110	Poor	Wrong Angle
New	Clarke Ave	East End	EB	Wa-8	Checkerboard				
70	Clarke Ave	Sigma (E)	Clarke	Rb-51	No Parking	U Channel	159	Poor	Wrong angle on sign
68	Clarke Ave	Sigma (W)	Clarke	Rb-51	No Parking	U Channel	157	Faded	Wrong angle on sign / Idel Free Zone Sign
69	Clarke Ave	Sigma (W)	Clarke	Rb-51	No Parking	U Channel	147	Poor	Wrong angle on sign
71	Clarke Ave	Tanglefoot	Clarke	Rb-51	No Parking	U Channel	110	Poor	Wrong angle on sign
79	Coulson Ave	Beryl Prairie Rd	Coulson Ave	Ra-1	Stop	Square	110	Poor	Damaged & Leaning - Street Names on top
129	Coulson Ave	Beryl Prairie Rd	WB	Wa-3	Playground Ahead	U Channel	160	Good	Facing wrong direction for playground - Trees need pruning
66	DA Thomas	Clarke	DA Thomas	Ra-2	Yield	U Channel		Fair	Hidden by Road Closed
67	DA Thomas	Clarke	Clarke		Road Closed Constr.	U Channel		Good	Construction sign
126	Drew Rd	1/2 km from E end	WB		School Bus Ahead	Wood	135	Good	2x2 wood
124	Drew Rd	1st Driveway	EB	Rb-1	Speed	Wood	145	Good	30 km/h - 2x2 wood
125	Drew Rd	2nd Driveway	EB		School Bus Ahead	Wood	144	Good	2x2 wood

Number	Street On	Street At	Facing	Sign	Description	Post	Height from Ground	Condition	Comment
81	Drew Rd	Beryl Prairie Rd	Drew Rd	Ra-1	Stop	Square	186	Good	Facing angle wrong - Street Names on top
127	Drew Rd	Beryl Prairie RD	WB		School Bus Ahead	Wood	175	Good	2x2 wood
28	Dr. Greene St	Hwy #29	Dr. Greene St	Ra-1	Stop	Square	161	Fair	
109	Dudley Dr	At Arena Entrance	EB	Rb-1	Speed	Square	165	Fair	30 km/h - loose post
31	Dudley Dr	Beattie	Dudley	Ra-1	Stop	U Channel	144	Fair	Street names on top - leaning
44	Dudley Dr	east of McDougall	Dudley (WB)	Rb-1	30 km/h Speed	Round Steel		Poor	
132	Dudley Dr	Garbit Cres	WB	Wa-3	Playground Ahead	Round Steel	190	Good	
103	Dudley Dr	Jones Cres (E)	EB	Wc-3	Playground Ahead	U Channel		Faded	
104	Dudley Dr	Jones Cres (W)	EB	Rb-1	Speed	Round Steel	113	Fair	30 km/h
105	Dudley Dr	Jones Cres (W)	EB	Wc-2	Playground Ahead	"	183	Faded	
130	Dudley Dr	McDougall St	WB	Rb-1	Speed	Round Steel	180	Poor	30km/h w tab
131	Dudley Dr	McDougall St	EB	Rb-85T	Speed Ends	U Channel	136	Poor	Tab Only
New	Dudley Dr	West End	WB	Wa-8	Checkerboard				
90	Ellis Cres (west leg)	Paquette Ave	Ellis Cres	Ra-1	Stop	Square	154	Fair	Street Name on top - missing Paquette
36	Ellis Cres (East leg)	Paquette Ave	Ellis Cres	Ra-2	Yield	Square	172	Faded	
56	Ferguson St	Jamieson Ave	Ferguson St (SB)	Ra-1	Stop	Square		Fair	Street Names on top
55	Ferguson St	Jamieson Ave	Ferguson St (NB)	Ra-1	Stop	Square	143	Fair	Street Names on top
113	Ferguson St	Jamieson Ave	Ferguson St (SB)	Wc-3	Playground Ahead	U Channel	160	Good	No local playground
119	Ferguson St	Jamieson Ave	Jamieson Ave	Wa-3	Playground Ahead	Square	171	Good	No local playground
New	Ferguson St	South End	SB Traffic	Wa-8	Checkerboard				
61	Ferguson St	Taylor Ave	Ferguson St	Ra-2	Yield	Square	135	Poor	Street Names on top
123	Forfar St	Canyon Dr	Forfar St	Ra-1	Stop	Square	168	Fair	Street Names on top
11	Fredette Ave	Beattie Dr	Fredette Ave	Ra-1	Stop	Square	191	Fair	Street Name on top - Leaning
22	Fredette Ave	Kyllo St	Fredette Ave (WB)	Ra-1	Stop	Square	160	Fair	Missing "ALL WAY" tab
82	Freer	Beryl Prairie Rd	Freer	Ra-101	Stop	Square	159	Fair	75x75 - Leaning - Street Names on top
41	Garbitt Cres (W)	Dudley Dr	Garbitt Cres (W)	—	—	Square		Fair	Street Name sign only
52	Gaylor Ave	Kruger St	Gaylor Ave	Ra-1	Stop	Square	151	Fair	Street names on top - leaning
30	Gething St	Beattie Dr	Gething St	Ra-1	Stop	Square	173	Faded	Street Name on top
29	Gething St	Dudley Dr	Gething St	Ra-2	Yield	Square	170/127	Fair	Yield Tab Faded / Street Name on top
18	Gregory St	Beattie Dr	Gregory St	Ra-1	Stop	Square	167	Good	
17	Gregory St	Fredette Ave	Gregory St	Ra-1	Stop	Square	150	Fair	
37	Holland St	Beattie Dr	Holland St	Ra-1	Stop	Square	176	Fair	
92	Holland St	Beattie Dr	Holland St	Rb-51	No Parking	Square	205	Good	New 2019
93	Holland St	Beattie Dr	Beattie Dr	Rb-7T	Speed Tab	"	173	Poor	30 km/h tab only - no max speed sign

Number	Street On	Street At	Facing	Sign	Description	Post	Height from Ground	Condition	Comment
100	Holland St	Dudley Dr	Holland St	Ra-2	Yield	Square	145	Faded	Street Names on top
101	Holland St	Dudley Dr	NB Traffic	Rb-7T	Speed	U Channel	94	Good	30 km/h tab only - no max speed sign
102	Holland St	Dudley Dr	NB Traffic	Wc-3	Playground Ahead	"	170	Faded	
95	Holland St	MacIntosh St (N)	SB Traffic	Wc-3	Playground Ahead	"	136	Fair	Unnecessary with Wc-1
94	Holland St	MacIntosh St (N)	SB Traffic	Wc-1	School Area	Square	80	Good	
96	Holland St	MacIntosh St (N)	SB Traffic	Rb-51	No Parking	"	204	Good	New 2019
97	Holland St	MacIntosh St (N)	NB Traffic	Wc-1	School Area	Square	152	Good	New 2019
133	Holland St	Turner Cres	Holland St	Rb-51	No Parking	Square	180	Good	New 2019
134	Holland St	Turner Cres	Holland St	Rb-51	No Parking	Square	180	Good	New 2019
135	Holland St	MacIntosh St (S)	Holland St	Rb-51	No Parking	Square	180	Good	New 2019
136	Holland St	MacIntosh St (S)	Holland St	Rb-51	No Parking	Square	180	Good	New 2019
137	Holland St	Dudley Dr	Holland St	Rb-51	No Parking	Square	180	Good	New 2019
54	Jamieson Ave	Carter St	Jamieson Ave	Ra-1	Stop	Square	161	Good	Street Names on top
112	Jamieson Ave	Ross St	Jamieson Ave	Wa-8R	Checkerboard	Square	83	Fair	
42	Jones Cres (E)	Dudley Dr	Jones Cres (E)	Ra-1	Stop	Square	152	Faded	Street name on top - Leaning
43	Jones Cres (W)	Dudley Dr	Jones Cres (W)	Ra-1	Stop	Square	143	Faded	Street name on top - Leaning
51	Kruger St	Canyon Dr	Kruger St	Ra-1	Stop	Square	167	Fair	Street Names on top
53	Kruger St	Canyon Dr	Canyon Dr	Wa-3T	No Exit			Missing	Missing
110	Kruger St	Near Canyon	NB Traffic	Wc-3	Playground Ahead	Wood	140	Faded	No local playground
19	Kylo St	Beattie Dr	Kylo St SB	Ra-1	Stop	Square	167	Good	
23	Kylo St	Beattie Dr	Kylo St SB	Wc-3	Playground Ahead	Square	154	Good	Should be closer to skate park
24	Kylo St	Beattie Dr	Kylo St NB	Ra-1	Stop	Square	175	Good	
27	Kylo St	Dudley Dr	Kylo St	Ra-1	Stop	Square	178	Good	Leaning - Realign to roadway
20	Kylo St	Fredette Ave	Kylo St NB	Ra-1	Stop	Square	170	Faded	Missing "ALL WAY" tab
21	Kylo St	Fredette Ave	Kylo St SB	Ra-1	Stop	U Channel	152	Fair	Missing "ALL WAY" tab
9	Learmonth St	Canyon Dr	Learmonth St	Ra-1	Stop	Square	180	Fair	
7	Learmonth St	Hotel	SB Traffic	Rb-51	No Parking	U Channel	191	Fair	
8	Learmonth St	Hotel	SB Traffic	Rb-51	No Parking	U Channel	161	Fair	
75	Lesage St	Reschke St	Lesage St	Ra-1	Stop	Square	172	Good	Street Names on top
New	Lesage St	Reschke St	WB		No Exit				
New	Lesage St	West End	WB	Wa-8	Checkerboard				
98	MacIntosh Cres (N)	Holland St	Holland St	Wc-3	Playground Ahead	Round Steel	140	Good	
99	MacIntosh Cres (S)	Holland St	WB	Wc-3	Playground Ahead	Square	159	Fair	
38	MacIntosh Cres (N)	Holland St	MacIntosh Cres (N)	Ra-1	Stop	Square	159	Fair	

Number	Street On	Street At	Facing	Sign	Description	Post	Height from Ground	Condition	Comment
39	MacIntosh Cres(S)	Holland St	MacIntosh Cres (S)	Ra-1	Stop	Square	159	Fair	
114	Matt Boe Ave	Carter St	Matt Boe Ave	Ra-1	Stop	Square	145	Good	Street Name on Top
115	Matt Boe Ave	Ferguson St	Matt Boe Ave	Ra-1	Stop	Square	185	Good	St Name on Top
32	McDougall St	Dudley Dr	McDougall St	Ra-1	Stop	Square	171	Good	Street Name on top
33	McDougall St	Paquette Ave	McDougall St	Ra-1	Stop	Square	178	Good	Street Name on top
88	Millar Rd	Hwy #29	Millar Rd	Ra-1	Stop	Square		Fair	MOTI responsibility
13	Monteith St	Canyon Dr	Monteith St NB	Ra-1	Stop	Square	171	Fair	Street Name on top - Leaning
14	Monteith St	Canyon Dr	Monteith St SB	Ra-1	Stop	U Channel		Poor	
12	Monteith St	Fredette Ave	Monteith St	Ra-1	Stop	Square	193	Fair	Street Name on top - Leaning
15	Osborne St	Canyon Dr	Osborne St	Ra-1	Stop	Square	185	Fair	
16	Osborne St	Fredette Ave	Osborne St	Ra-1	Stop	Square	141	Good	Lose post
89	Paquette Ave	Ellis Cres	Paquette Ave	Wa-8	Checkerboard	U Channel	147	Faded	At school fence - leaning
25	Paquette Ave	Kyllo St	Paquette Ave	Ra-1	Stop	Square	167	Faded	Leaning
26	Paquette Ave	Kyllo St	Paquette Ave	Wc-3	Playground Ahead	U Channel	145	Good	No local playground - Leaning
5	Peck Ave	Dr. Greene St	Peck Ave	Ra-1	Stop	Square	211	Good	
6	Peck Ave	Dr. Greene St	Peck Ave	Wc-3	Playground Ahead	Round Steel	160	Hidden	No local playground - Trees need pruning
4	Peck Ave	Hwy #29	Peck Ave	Ra-1	Stop	Square	182	Poor	Bent/ Street Names Loose
59	Pollen Ave	Carter St	Pollen Ave	Ra-1	Stop	U Channel	140	Good	Street Names on top
57	Pollen Ave	Ferguson St	Pollen Ave (EB)	Ra-1	Stop	Square	142	Good	Street Names on top
58	Pollen Ave	Ferguson St	Pollen Ave (WB)	Ra-1	Stop	Square	124	Good	Street Names on top
84	Powell Rd	Hwy #29	Powell Rd	Ra-1	Stop	Square	162	Good	Leaning
New	Powell Rd	North End	NB	Wa-8	Checkerboard				
73	Reschke St	Hwy #29	Reschke St	Ra-1	Stop	Square	180	Good	Street Names on top
74	Reschke St	Hwy #29	Reschke St	Rb-1	Speed Limit	U Channel	165	Poor	W. Tab / Trees need trimming
76	Reschke St	Lesage St	Reschke St	Ra-1	Stop	Square	170	Fair	Street Names on top
91	Robison Ave	Boyrton St	Robison Ave	Ra-1	Stop	Square	153	Fair	Street Names on top - missing Boynton
49	Rose Ave	Stege St	Rose Ave	Ra-1	Stop	Square	200	Good	
2	Ross St	Hwy #29	Ross St	Ra-1	Stop	Square	167	Poor	Street Name on top - Missing Hwy #29
111	Ross St	Jamieson Ave	Ross St	Wa-8L	Checkerboard	Square	176	Fair	
108	Rutledge St	Dudley Dr	Rutledge St	Ra-1	Stop	Square	172	Faded	Damaged / Street names on top
10	Ruxton	Beattie Dr	Ruxton	Ra-1	Stop	Square	169	Fair	Street Name on top - Leaning
86	Sherwood St	Twelve Mile Rd	Sherwood St	Ra-1	Stop	Square		Good	
48	Stege St	Dudley Dr	Stege St	Ra-1	Stop	Square	190	Good	
63	Taylor Ave	Beaton St	Taylor Ave (EB)	Wa-31	No Exit	U Channel	140	Poor	Should be Cul-de-sac

TRAFFIC BYLAW NO. 925, 2022**INDEX**

PART 1 – INTRODUCTION	3
1.1 Citation	3
1.2 Applicability.....	3
1.3 Interpretation.....	3
1.4 Definitions	4
PART 2 – REGULATORY POWERS	5
2.1 Delegation of Authority.....	5
PART 3 – GENERAL REGULATIONS	6
3.1 General.....	6
3.2 Noise.....	6
3.3 Obstruction on Street, etc.....	6
3.4 Removal of Vehicles and Chattels.....	6
3.5 Parades.....	7
3.6 Funeral or Authorized Processions	7
3.7 Snow Removal.....	7
PART 4 – TRAFFIC CONTROL DEVICES	7
4.1 Traffic Signs and Traffic Control Signal.....	7
PART 5 – PARKING REGULATIONS	7
5.1 Parking Prohibition.....	7
5.2 On – Street Parking	8
5.3 Parking Violations.....	9

PART 6 – HIGHWAY AND TRAFFIC REGULATIONS.....	9
6.1 Speed Limits	9
6.2 School Zones	9
6.3 Motor Vehicle Traffic Regulations.....	9
6.4 Highway Regulations.....	10
6.5 Extraordinary Traffic.....	11
PART 7 – NON-MOTOR VEHICLE REGULATIONS	11
7.1 Sidewalks	11
7.2 Pedestrians.....	12
7.3 Cycles, Roller Skates and Skateboards	12
PART 8 – BYLAW OFFENCES AND PENALTIES.....	12
8.1 Offences and Penalties.....	12
8.2 Repeal of Bylaws	12

**DISTRICT OF HUDSON'S HOPE
BYLAW NO. 925, 2022**

**A bylaw to regulate the movement of vehicles and other traffic within the boundaries of
the District of Hudson's Hope**

WHEREAS, pursuant to section 124 of the *Motor Vehicle Act*, the Council of the District of Hudson's Hope is empowered to regulate certain matters in relation to the use of highways and boulevards;

AND WHEREAS Council deems it desirable to establish regulations for the movement and stopping of vehicles and traffic on highways and boulevards within the municipality;

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

PART 1 – INTRODUCTION

1.1 Citation

This bylaw may be cited for all purposes as "District of Hudson's Hope Traffic Bylaw No. 925, 2022."

1.2 Applicability

Lands in the District of Hudson's Hope. Except otherwise indicated, this Bylaw applies to all lands within the area incorporated as the District of Hudson's Hope.

Provincial Arterial Highways. Unless otherwise indicated, this Bylaw does not apply to arterial highways classified as such order by the Lieutenant Governor in Council pursuant to the *Highway Act*.

1.3 Interpretation

Enactments. Any enactment referred to herein as a reference to an enactment of British Columbia or Canada, as the case may be, and regulations thereto, as amended, revised, consolidated, or replaced from time to time, and any bylaw referred to herein in a reference to an enactment of the Council of the District of Hudson's Hope, as amended, revised, consolidated or replaced from time to time.

Headings. The headings given to the Parts, Sections and Paragraphs in this Bylaw are for convenience of reference only. They do not form part of this Bylaw and will not be used in the interpretation of this Bylaw.

Severability. If any Part, Section or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

1.4 Definitions

- (1) In this bylaw, the expressions as so defined by and contained in the *Motor Vehicle Act*, the *Passenger Transportation Act*, the *Transportation Act*, the *Offence Act*, the *Local Government Act*, the *Community Charter* and the *Interpretation Act* and regulations thereto shall be applicable.
- (2) If there is any inconsistency between the terms defined herein and any other enactment, the definitions herein shall prevail.
- (3) In this bylaw:

Bus Stop means a part of a highway designated as a point at which busses may stop to take on or let off passengers.

Bylaw Enforcement Officer shall mean the person appointed by Council or the Corporate Officer and their designate to assist in the enforcement of municipal bylaws

Chief Constable means the Officer in Charge of the R.C.M.P. Detachment at Hudson's Hope.

Chattel means a tangible, inanimate and moveable item of personal property.

Council means the Municipal Council of the District of Hudson's Hope.

Commercial Vehicle means a vehicle that is engaged in or capable of carrying goods, wares or merchandise during the normal course of business.

Cycle means a device having any number of wheels that is predominately propelled by human power and on which a person may ride. This definition shall not in any way be constructed or interpreted as being inclusive of:

- a. roller skates or skateboards;
- b. wheelchairs;
- c. strollers, baby buggies or other non-motorized vehicles designed to carry infants or young children; or,
- d. tricycles which are being ridden by a child who is apparently or actually under six (6) years of age.

Dangerous Goods means the same as in the *Transport of Dangerous Goods Act*.

Driveway means any portion of a highway, boulevard and parcel of land which is improved for the purpose of providing vehicular access and storage on the improved parcel of land.

Director of Public Works means the Director of Public Works of the District of Hudson's Hope or their deputy.

Highway means and includes any road, lane, street, avenue, or other such paved or gravel surface intended for use and access by the public and includes the roadway, shoulder, boulevard, ditch and sidewalk area and whatever lands lie between the property lines of the highway, but shall not include any part or portion of arterial highways as designated by the Lieutenant-Governor in Council.

Lane means any highway which separates the rear property line of parcels of land fronting on highways running more or less parallel to and usually on each side of the lane.

Municipal Ticket means a form, notice or violation ticket provided to a person or vehicle by a Bylaw Enforcement Officer as a result of a contravention of the provisions of this Bylaw.

Parade shall mean any procession or body of:

- a. pedestrians marching or walking on any highway or sidewalk in an organized fashion; or,
- b. vehicles standing or moving on a highway in an organized fashion.

Park, Parking or Parked means the standing of a vehicle whether occupied or not upon a roadway, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading merchandise, discharging or taking on passengers or in obedience to traffic regulations or traffic signs or signals.

Traffic Control Device means a sign, signal, line, meter, marking, space, barrier or device placed or erected under the provisions of the *Motor Vehicle Act* or this Bylaw

Traffic Officer means Peace Officers, District Employees, Firemen, R.C.M.P. Officers and Emergency Program Organization.

Trailer means a vehicle without motive power designed to be drawn by a motor vehicle or truck tractor and so constructed that an appreciable part of its weight and that of its load rests on and is carried by the motor vehicle.

PART 2 – REGULATORY POWERS

2.1 Delegation of Authority

(1) The Chief Constable is hereby authorized to:

- a. authorize and cause the placement, alteration, maintenance or removal of such traffic control devices as are necessary to regulate traffic and parking on highways, except for traffic control devices to establish new no-parking zones, bus stops or commercial loading zones which have not been approved by the resolution of Council;
- b. designate streets or parts of streets on which stopping or parking is prohibited, restricted, limited or regulated, and,
- c. issue, refuse, suspend, amend, vary or rescind permits issued under this Bylaw, after having advised the applicant of such decision.

(2) Bylaw Enforcement Officers are hereby authorized to:

- a. issue municipal tickets to those persons or vehicles in contravention of any of the provisions of this Bylaw;
- b. impound any vehicle, trailer or cycle that is unlawfully occupying a portion of a highway or public lands, conducted in a manner in accordance with the provisions of this Bylaw;
- c. enter upon any property in order to ascertain where a default or violation against this Bylaw has occurred, subject to the limits and regulations imposed by this Bylaw or the *Community Charter*; and,
- d. refer any disputed municipal ticket to the Provincial Court or an alternate dispute resolution.

PART 3 – GENERAL REGULATIONS

3.1 General

- (1) No person within the District shall refuse to comply with any lawful direction command or order, when made, required demanded or signaled by the Chief Constable.
- (2) No person driving or operating any vehicle, shall follow closer than 150 metres (m) of any emergency vehicle, or drive or stop any vehicle within a radius of 150 m of any fire, unless so directed by a Traffic Officer.

3.2 Noise

No person or persons shall, while operating any vehicle or while on passenger on any vehicle in any street or public place in the District shout, call or make any unnecessary noise either with the aid of any mechanical or electronic instrument or other device or otherwise; provided that it shall be lawful for the Council or the Chief Constable to permit in writing any person or persons to broadcast orally or by means of a mechanical device whilst operating or being a passenger in any vehicle upon such terms and conditions as to time, place, subject or regulation or otherwise as shall be specified in such permit.

3.3 Obstruction on Street, etc.

No person shall cut, saw, break, split, place, or pile firewood, lumber blocks, stone, debris, or other material, or mix mortar, or do any act upon any street, or sidewalk which will obstruct or impede traffic thereon or deface or injure such street or sidewalk. Temporary storage of materials may be authorized in writing by the Director of Public Works.

3.4 Removal of Vehicles and Chattels

(1) Unlawful Occupancy. Where any motor vehicle is unlawfully occupying any portion of a highway or is either:

- a. standing or parked in violation of the *Motor Vehicle Act* or this Bylaw;
- b. in a position that causes it to interfere with fire-fighting, or other emergency vehicles or equipment;
- c. in a position that causes it to interfere with the normal flow of traffic on a highway;
- d. in a position that causes it to interfere with construction, improvement, maintenance, snow removal, alteration, extension, widening, marking, or repair of a highway;
- e. apparently abandoned on a highway; or
- f. a motor vehicle with an expired license,

the Chief Constable, Bylaw Enforcement Officer, or a person authorized by the Director of Public Works may either:

- g. move the vehicle, or require the operator or person in charge of the vehicle to move it to a position determined by the Chief Constable or Bylaw Enforcement Officer or authorized person; or
- h. take the vehicle into custody and cause it to be taken to and stored in a safe and otherwise suitable place.

- (2) Impoundment of Chattel. Any chattel or any other similar means of conveyance obstructing, or unlawfully occupying any portion of a highway may be removed, detained or impounded by the Chief Constable, Bylaw Enforcement Officer, or a person authorized by the Director of Public Works.

3.5 Parades

Permission of Council must be obtained for parades to be conducted within the District. Council may prescribe special regulations and conditions governing the holding of any parade which regulations and conditions shall be complied with by all persons taking part therein.

3.6 Funeral or Authorized Processions

No driver of a motor vehicle shall drive between the motor vehicles comprising of a funeral or authorized procession while it is in motion. This provision shall not apply at intersections where traffic is being controlled by Traffic Officers.

3.7 Snow Removal

The owner or occupier of any real property shall remove snow, ice and litter from any sidewalk in front of or adjacent to such real property and apply such materials as are necessary to create sufficient surface traction for pedestrians no later than 10:00 AM in the morning.

PART 4 – TRAFFIC CONTROL DEVICES

4.1 Traffic Signs and Traffic Control Signal

- (1) Council shall approve the installation of all permanent traffic signs and traffic control signals in the District.
- (2) Temporary traffic signs and traffic control signals may from time to time be placed by the Chief Constable or by an employee of the District upon authority of the Director of Public Works, in the interest of public safety.
- (3) No person other than those authorized by this Bylaw shall place or maintain, any traffic sign or traffic control signal or other device which attempts to direct the movement of traffic or the parking of vehicles within the District, unless prior permission has been obtained from the Director of Public Works.
- (4) No person shall in any way obliterate, deface, damage, move, obstruct or otherwise interfere with any traffic sign or traffic control signal within the District.

PART 5 – PARKING REGULATIONS

5.1 Parking Prohibition

- (1) No person shall park a motor vehicle, trailer or combination thereof upon any of the streets or places as follows:
 - a. on or within six (6) meters of:
 - i. any traffic sign or traffic signal located at the intersection of any street, or at any corner;
 - ii. a pedestrian crosswalk;

- iii. the entrance or exit from a hotel or public meeting place, unless otherwise permitted by a traffic control device;
- iv. the main entrance of any school on any street which any school or school property abuts, on any school day between the hours of 8:00 am and 5:00 pm; or,
- b. within any street intersection;
- c. adjacent to a curb that is painted yellow;
- d. on or within five (5) meters of any fire hydrant;
- e. in front of any lane or private driveway;
- f. on the side of the street in front of the driveway entrance to any Fire Hall;
- g. in such a manner so as to obstruct, inhibit or impede:
 - i. the clearing and removal of snow or ice from a highway;
 - ii. highway cleaning operations;
 - iii. collecting solid waste from bins provided for such purpose;
 - iv. the regular flow of traffic; or,
- h. on any street for the principal purpose of advertising, washing, greasing, repairing or wrecking (except repairs necessitated by an emergency), or for the principal purposes of displaying such motor vehicle for sale;
- i. on any portion of a street where official signs prohibit parking; or,
- j. on a highway for more than 72 hours.

5.2 On – Street Parking

(1) No Parking and No Stopping Zones.

- a. Council may designate “No Parking” or “No Stopping” zones for areas in which parking or stopping is prohibited, or designate restricted parking or restricted stopping zones, and may designate certain areas as Loading Zones;
- b. If Council has not limited the hours or days when the prohibition or restriction shall be in effect, the prohibition or restriction in the foregoing subsection shall be in effect at all times;
- c. Council may place or cause to be placed signs to indicate areas which it designates as “No Parking” zones, “No Stopping” zones, restricted parking or restricted stopping zones or loading zones.
- d. Commercial Vehicles are not permitted to park overnight on the street in areas designated for residential use within the District.

(2) Angle Parking

- a. Council may designate streets or parts of streets on which vehicles shall be parked at an angle with curb or edge of the roadway, and it shall be lawful for Council to place or authorize to be placed on such streets or parts of streets signs indicating that vehicles shall park at an angle with the curb or road edges.
- b. Where angle parking is indicated by signs only, the angle of parking shall be forty-five (45) degrees.

5.3 Parking Violations

- (1) Where any vehicle is found in violation of the provisions of Section 5.1 of this Bylaw, the Bylaw Enforcement Officers may issue a parking bylaw offence notice.
- (2) A person who allows, causes or permits any motor vehicle of which they are the owner or operator to be stopped, standing or parking in contravention of Section 5.1 of this Bylaw shall be subject to a fine of not less than Seventy-five (\$75.00) dollars, but notwithstanding this section, may arrange to plead guilty to said offence and pay the District the penalties hereinafter provided.
 - a. payment received by the District within 14 days of offence \$25.00
 - b. payment received by the District after 15 days of offence \$75.00

PART 6 – HIGHWAY AND TRAFFIC REGULATIONS

6.1 Speed Limits

Notwithstanding the provisions of the *Motor Vehicle Act*, no person shall drive or operate a motor vehicle:

- a. upon any portion of Carter Street at a rate of speed in excess of 30 km/hr;
- b. upon that portion of Dudley Drive lying between MacDougall Street and Arena Road at a rate of speed in excess of 30 km/hr.
- c. upon any portion of Holland Street and Macintosh Crescent at a rate of speed in excess of 30 km/hr.

6.2 School Zones

Every person driving, between the hours of 8 a.m. and 5 p.m. on a day school is regularly held, a vehicle on a highway where signs are displayed stating a speed limit of 30 km/hr or on which the numerals "30" are prominently shown shall drive at a rate of speed not exceeding 30 km/hr while approaching, passing or in the vicinity (as indicated by the signs) of the school to which the sign relates.

6.3 Motor Vehicle Traffic Regulations

- (1) No person shall operate a vehicle:
 - a. along any boulevard, except when parking in accordance with this Bylaw; or,
 - b. having wheels, tires or tracks constructed or equipped with projections which extend beyond the tread or traction surface of the wheel on a highway except for studded tires used between October 1 of any year to March 31 of the following year or as otherwise required in order to safely operate a vehicle on roads experiencing severe weather conditions.
- (2) The Chief Constable and/or Director of Public Works may, by public notice or the placement of signs, prohibit vehicles from being driven or operated on a highway which are not equipped with chains, winter and/or studded tires, sanding devices or any combination of these which the Chief Constable and/or Director of Public Works may consider adequate and necessary in consideration of prevailing road conditions.
- (3) No person, while in operation of a motor vehicle, shall drive such vehicle onto any highway if such vehicle's legal axle loading exceeds the established load limit for that road.

- a. where there are no traffic control devices erected upon a boulevard indicating a reduced legal axle loading, any regulation provided by the Province of British Columbia which limits the legal axle loading of vehicles shall apply.
 - b. Traffic control devices prescribing a limit on legal axle loading:
 - i. may not prescribe a limit which is in excess of Provincial regulations;
 - ii. shall specify the limit as a percent value of the legal axle loading for any given vehicle prescribed by Provincial regulations; and,
 - iii. shall be active during periods in which the Province seasonally reduces legal axle loading.
- (4) No person shall operate any off-highway vehicle on any public lands within the District, unless permitted by Council to do so.
- (5) No person operating a motor vehicle shall use an engine brake device or "Jake Brake" within the District boundaries.
- (6) Motor vehicles carrying dangerous goods:
- a. shall only travel on Highway 29 as it is designated as a dangerous goods route; and,
 - b. shall only travel on other highways and arterial highways as required and as directly as possible in order to complete a delivery to the location to which such goods are being carried to.

6.4 Highway Regulations

- (1) No person without a valid permit shall, either by their own actions or their own authorization:
- a. drive, drag or skid anything along or over a highway that damages the surface of the highway;
 - b. dig-up, plant, break, remove or excavate in or under any part of a highway;
 - c. plug or stop the flow of water through any drain, sewer or culvert on, through or under a highway;
 - d. cause damage to, cut down or remove trees, plants, shrubs, fences, grass, signs, or other things on a highway;
 - e. erect any such barrier upon a highway which would impede or redirect traffic or deface a highway;
 - f. place, construct or maintain a loading platform, skids, rails, mechanical devices, buildings, signs, or any other structure or thing on a highway;
 - g. construct or maintain a ditch, sewer or drain, the effluent from which causes damage, fouling, injury or nuisance to any portion of a highway;
 - h. alter, tear down or remove any sign, advertisement or guide-post erected or maintained on a highway;
 - i. construct a boulevard crossing, including a curb, ditch, pathway or sidewalk crossing;
 - j. display any goods, merchandise, chattel or ware of any nature upon any boulevard or highway;
 - k. occupy any portion of a highway or the airspace above the highway to maintain, clean, construct, alter, repair, demolish, or move a building, structure, sign, awning or part thereof;
 - l. mark, imprint or deface in any manner whatsoever a highway or structure thereon;

- m. install or erect any traffic control device, or the likeness thereof, on or within sight of a highway; or,
- n. undertake blasting or any other use of explosives on or over a highway or other District owned property, except for the lawful use of fireworks.

(2) No person without prior Council authorization shall:

- a. form part of a group of persons congregated on a highway in such a manner which obstructs the free passage of pedestrians or vehicles; or,
- b. do anything which will attract the attention of other persons and cause them to congregate in a group upon any highway in such a manner so as to obstruct the free passage of pedestrians or vehicles,'

unless such person is on a sidewalk or actively using a crosswalk to cross a highway.

6.5 Extraordinary Traffic

- (1) This Section does not apply to arterial highways.
- (2) In this Section "Extraordinary Traffic" includes any carriage of goods or persons over a highway, at either one or more times, and whether in vehicles draw by animal power or propelled by some other means, that taken in conjunction with the nature or existing condition of the highway is so extraordinary or improper in the quality or quantity of the goods or the number of persons carried, or in the mode or time of use of the highway, or in the speed at which the vehicles are driven or operated as, in the opinion of the Director of Public Works, substantially to alter or increase the burden imposed on the highway through its proposed use by ordinary traffic, and to cause damage and expense in respect of the highway beyond what is reasonable or ordinary.
- (3) Where in the opinion of the Director of Public Works, any highway is liable to damage through extraordinary traffic thereon, they may regulate, limit or prohibit the use of the highway by any person operating or in charge of the extraordinary traffic, or owning the goods carried thereby or the vehicles used therein.
- (4) Any person to whom this Section might otherwise apply may, with the approval of the Director of Public Works, enter into an agreement for the payment to the District of compensation in respect of the damage or expenses in which may, in the opinion of the Director of Public Works, be caused by the extraordinary traffic, and thereupon that person shall not be subject to any prohibition or penalty prescribed in this Part, in respect of that extraordinary traffic.
- (5) Every person driving on or using the highway, in contravention of a regulation, limitation or prohibition made under this Section, is guilty of an offence against this Bylaw, and is liable, on a summary conviction, to a fine of not less than ONE HUNDRED DOLLARS (\$100.00) and not more than TWO THOUSAND DOLLARS (\$2,000.00).

PART 7 – NON-MOTOR VEHICLE REGULATIONS

7.1 Sidewalks

- (1) No person shall obstruct or block a sidewalk without first obtaining a permit.
- (2) No person shall erect, construct, maintain or place any structure, fixture or furniture on sidewalks, except where permitted to do so by bylaw or permit.

7.2 Pedestrians

- (1) Council may designate certain areas on streets as pedestrian crossings or cross-walks and may place to cause to be placed traffic control devices to indicate the area so designated.
- (2) No pedestrian shall cross a highway in front of a bus which has stopped to load or unload passengers, except at a crosswalk.
- (3) No person shall solicit any other person:
 - a. so as to interfere with, obstruct or impede the convenient passage of any motor vehicle or pedestrian traffic;
 - b. within five (5) metres of:
 - i. the entrance or exit to a bank, automated teller machine, credit union, trust company or other financial institution;
 - ii. a bus stop or bus shelter; or,
 - iii. the entrance or exit to a liquor store;
 - c. who is occupying a vehicle that is parked or stopped in traffic; and,
 - d. after a negative response has been provided by the person being solicited.

7.3 Cycles, Roller Skates and Skateboards

- (1) No person shall:
 - a. propel, coast, ride or in any other way use a cycle or skateboard upon a sidewalk or walkway, and where it would be unsafe to operate such cycle or skateboard upon a highway, they shall dismount and walk alongside such cycle or skateboard; or,
 - b. use roller skates on any sidewalk or walkway in such a manner so as to create a hazard or impede the free movement of pedestrians.
- (2) No person shall leave a cycle or skateboard on a highway or public lands in a position which obstructs the free movement of or creates a hazard to the safety of any traffic.

PART 8 – BYLAW OFFENCES AND PENALTIES**8.1 Offences and Penalties**

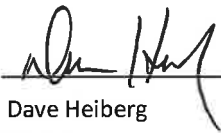
- (1) A person must not interfere, disrupt or impede the actions of the Chief Constable or Bylaw Enforcement Officer who is exercising their lawful duties.
- (2) Except as in this Bylaw is otherwise provided, any person contravening or committing any breach of or committing any offence against any of the provisions of this Bylaw or of the regulations or refusing, omitting, or neglecting to fulfill, observe, carry out, or perform any duty or fulfill, observe, carryout or perform any duty or fulfill, observe, carry out, or perform any duty or obligation by this Bylaw or by the regulations, created, prescribed or imposed, shall be liable, on summary conviction to a fine of not more than 350 dollars.

8.2 Repeal of Bylaws

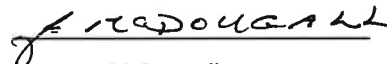
The District of Hudson's Hope Streets and Traffic Regulation By-law No. 27, 1966, as amended is hereby repealed.

Read a first time this 14th day of February 2022
Read a second time this 14th day of February 2022
Read a third time this 14th day of February 2022
Adopted this 14th day of February 2022

We hereby certify that the foregoing is a true and correct copy of the District of Hudson's Hope Bylaw cited as "**District of Hudson's Hope Traffic Bylaw No. 925, 2022.**" this 14th day of February 2022.



Dave Heiberg
Mayor



Jeanette McDougall
Corporate Officer

REQUEST FOR DECISION

RFD#: CC-2023-15	Date: August 30, 2023
Meeting#: CM091123	Originator: Chris Cvik
RFD TITLE: Liability Insurance - Bullhead Mountain Curling Club	

RECOMMENDATION:

1. **PROVIDED** that Council and the Bullhead Mountain Curling Club reach an agreement on the terms of a lease that would allow for the continued operation of the curling arena, that Council approves the Municipal Insurance Association of British Columbia (MIABC) Service Provider Agreement between the District of Hudson's Hope and the Bullhead Mountain Curling Club dated August 30, 2023, and authorizes the mayor to sign.

BACKGROUND:

At the Committee of the Whole Council Meeting on August 28, 2023, the delegation from the Bullhead Mountain Curling club identified the cost of insurance as a concern and requested the club be covered under the District's Liability Policy.

DISCUSSION:

The intent of the Associate Member program is to provide coverage to service providers who are stepping into the shoes of local government to provide services on behalf to the community and are unable to obtain/afford the required insurance.

The Associate Member program is not a separate insurance policy but rather we would be adding Bull Mountain Curling Club to our own insurance coverage, up to a limit of \$5M. The request by the curling club is not without past precedent as the District has covered other not for profit organizations under the Associate Member program including the Lion's Club.

By adding Bull Mountain Curling Club to our policy, the District will assume certain risks including:

- The District would be responsible for paying any amount incurred under its deductible if a claim arises against the Bull Mountain Curling Club.
- Any claims may count against the District of Hudson's Hope's experience rating which could adversely impact future insurance premiums.

NOTE: The deductible is \$2,500.

Even if Council approves the recommendation, approval from the MIABC to add a Bull Mountain Curling Club as an Associate Member is requiring before coverage is effective. This allows MIABC an opportunity to underwrite and point out if the proposed Associate Member activities trigger any exclusions. Coverage would apply from the later of the date approved by MIABC or approval of the recommendation in this report.

FINANCIAL:

The Bullhead Mountain Curling Club would be required to reimburse the District the \$350 premium the District would be charged for adding Bull Mountain through the Associate Member program.

ALTERNATIVES:

1. That Council provides provide further direction to administration.

ATTACHMENTS:

1. Draft Service Provider Agreement.
2. Associate Member Program brochure.

OTHER:

Insurance coverage under the Associate Member Program brochure applies to General Liability Insurance and would not apply to any existing insurance coverage the club may have for things like crime or property insurance.

Report Approved by:



Chris Cvik, Interim CAO



SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this 11th day of September, 2023, by and in between the District of Hudson’s Hope (the “Local Government”) and the Bullhead Mountain Curling Club (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

The Service Provider is a not for profit society, duly incorporated and in good standing under the laws of the province of British Columbia that operates a publicly accessible curling club in the District of Hudson’s Hope. The Service Provide offers recreational services on behalf of the community.

The Service provider has entered into an operating lease with the Local Government as owners of the Curling Arena. The lease allows the Service Provider to operate the curling arena, and a licensed restaurant on the premises.

☐ The term of the Agreement is perpetual commencing the ____ day of _____,

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

X The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

☐ The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF THE DISTRICT OF
HUDSON'S HOPE**

Name:

Title:

Signature:

Date:

**ON BEHALF OF BULLHEAD MOUNTAIN
CURLING CLUB**

Name:

Title:

Signature:

Date:

MIABC's

ASSOCIATE MEMBER PROGRAM BEGAN IN JANUARY 2015.

Need more

INFORMATION?

If you have any questions about the MIABC's Associate Member Program, please contact the MIABC's Risk Management Advisor, Susan Ackerman, sackerman@miabc.org or (604) 683-6266.

200 - 429 West 2nd Avenue Vancouver, BC V5Y 1E3
Phone 604-683-6266 **Fax** 604-683-6244 **Toll Free** 1-855-683-6266
info@miabc.org
Regular Council Meeting September 11, 2023

Associate Member Program



MIABC members can now apply for liability coverage for individuals, groups and associations that provide services for, or on behalf of, our members, upon request of an MIABC member, up to a limit of \$5,000,000.

These individuals, groups and associations must be individually sponsored by a member in order to qualify for "associate member" status. Once accepted as an associate member, these parties will be entitled to full coverage under the Liability Protection Agreement, but only for services provided for, or on behalf of, the sponsoring member.



..these parties will be entitled to full coverage under the Liability Protection Agreement

Liability coverage is now available for local government service providers

In order to qualify as an associate member:

- The associate member must be sponsored by an existing MIABC member;
- The sponsoring member has a written agreement for the provision of services with the associate member (the "Service Provider Agreement");
- The services provided are services to the community provided for, or on behalf of, the sponsoring member;
- The Service Provider Agreement has been approved by the sponsoring member's council or board by resolution or bylaw; and
- The MIABC has received payment of a premium on behalf of the associate member.

It is important to understand that the sponsoring member's deductible will apply to claims brought against the associate member and the sponsoring member will be responsible for the payment of any costs incurred below the deductible. In addition, all claims brought against the associate member will form part of the sponsoring member's claims history and experience rating.



REQUEST FOR DECISION

RFD#: CC-2023-16	Date: September 6, 2023
Meeting#: CM091123	Originator: Chris Cvik
RFD TITLE: 2023 UBCM Meeting Request	

RECOMMENDATIONS:

1. That Council direct Administration to set up meetings at UBCM with provincial staff members in the following departments:
 - Ministry of Childcare and Education
 - Ministry of Infrastructure
 - Ministry of Health

BACKGROUND:

The deadline to meet with Provincial Ministers at UBCM has passed; however, staff meetings with provincial staff can still be requested at the Provincial Appointment Desk on-site in Vancouver from Monday, September 18 to Thursday, September 21. The Provincial Appointment Desk will be setup in two locations:

- Monday and Tuesday, September 18 & 19: Vancouver Convention Centre (VCC) East, Lobby
- Wednesday and Thursday, September 20 & 21: VCC East, Exhibition Hall C

Currently, the District has the following meetings set up at UBCM:

- Northern Health
- BC Hydro
- Ministry of Energy, Mines, and Petroleum Resources

DISCUSSION:

Councillor Winnicky is seeking Council approval to meet with provincial staff members at UBCM to discuss the following issues:

Ministry of Childcare and Education:

The issue that Hudson's Hope is facing is that there is no available childcare in Hudson's Hope. There was an unlicensed daycare that was supporting families, but it was shut down by the ministry. There was also a licensed daycare that closed its doors in the same month. As a result, there is no viable daycare options for many of the parents that were using the services. As a result, it is impacting families, their ability to work and retain their jobs, while trying to meet their families' financial needs with

reduced hours. This is having a major impact on the community, mental health, and financial viability.

Right now, there is no viable option immediately that meets licensing requirements and provides the volume of daycare spots required. As a community, we want to develop a resilient daycare option that meets the communities needs. Is safe and meets all legislated requirements. However, the timeframe to complete that puts many families at risk. We request that the Ministry provides a step program that would allow Hudson's Hope to provide a group care option quickly. Something that would allow the town's needs to be met while identifying a viable process that moves the facility towards meeting the licensing requirements.

Ministry of Transportation and Infrastructure

The highway from Hudson's Hope to Fort St John is becoming increasingly busy and there are portions of the road that are a hazard to safety. This portion of the province encounters challenging winter conditions and these sections of highway pose high risk to necessary travel to amenities such as medical facilities, services, and groceries for Hudson's Hope residents. The requests are put from most important to least important.

1) The switchbacks are a 5.5 km section of highway located 15.7 km southwest on highway BC-29S from the Alaska Highway. This section of road has a high grade and low visibility due to corners. As a result, this is where large commercial vehicles slow down to speeds of 15 to 20 kms/hour. As it is a long section, it is incredibly common to see vehicles get stuck behind very slow-moving traffic on the highway and passing in sections where passing is not allowed. This increases the risk for those driving as well as those around them.

There is not enough space for vehicles to pull off the highway in the event of an incident. As the high-grade challenges large commercial vehicles, break downs do occur on this stretch of highway. There have been incidents where vehicles have had to pass two semi-trucks with trailers broken down on a corner with no truly safe way to navigate the situation. A passing lane is required to safeguard the public's safety as this section of road is an incredibly dangerous hazard that can be mitigated.

2) There is a 1.7 km high grade section of road located 31.4 km down the BC-29S road from the Alaska Highway. This section of road is in very poor condition. The road is not level which can lead to vehicles being uncentered as the road is travelled. It is poorly aligned with active erosion issues. This section of road needs to be repaved and efforts to manage the erosion to provide a safe road.

3) There are erosion issues in the switchbacks (location identified in point #1) that will need to be managed in the near future. In the last few years, the area was repaved with barriers placed to protect the corner. However, the erosional area is expanding and posing a risk to the barriers sloughing down the bank. The biggest risk is that individuals pass slow moving commercial vehicles on this section and the road is misaligned both vertically and laterally which creates undue risk to people. A passing

lane would also be beneficial, however at minimum the road alignment needs to be addressed.

Ministry of Health

Note: *These are the same briefing notes that are being presented to Northern Health.*

1) Resourcing for obstetric and prenatal care are low in comparison to other locations such as Vernon which has a lower birth rate and a higher level of services available. There have been outages in the peace region shifting the availability of those giving birth to available care. We need to advocate for more positions to be available so we can meet the regional needs and reduce outages at hospital for births. There are cases where we are not meeting standard requirements of having obstetricians, anesthesiologists, and pediatric care available for mothers and newborns who need it, such as for caesareans which is not an uncommon procedure.

2) The availability of practitioners and access to medical/emergency care is becoming more difficult and dire in northern BC. If it continues to be difficult to fill the available and required medical positions, effort should be put towards the development of an effective transportation model that can get people to areas where appropriate care and treatment is available.

3) The rural incentives for doctors have not been increased in a very long time. A new payment model for doctors has been implemented in BC. Rural incentives no longer provide substantial benefit in comparison to urban areas which will make it more difficult to attract and retain needed general practitioners. The rural incentives need to be re-evaluated to determine how they can be updated to be a true attraction for northern BC and rural areas. The model in Northern BC is already at a critical point, if not addressed, this could compound the lack of access to family doctors and emergency services in the north.

ALTERNATIVES:

1. That Council provide further direction to Administration.

FINANCIAL CONSIDERATIONS: N/A

ATTACHMENTS:

Chris Cvik

Chris Cvik, Interim CAO

REQUEST FOR DECISION

RFD#: CC-2023-17	Date: September 6, 2023
Meeting#: CM091123	Originator: Chris Cvik
RFD TITLE: Council Committee & External Organizations Appointments	

RECOMMENDATIONS:

1. That Council appoint a councillor to the Northern Development Initiative Trust Board and forward a copy of the resolution to NDIT.
2. That Council appoint a councillor to the Hudson's Hope Business Association and forward a copy of the resolution to the Hudson's Hope Business Association.
3. That Council approve the Council Committee & External Organization Appointments.

BACKGROUND:

With the recent byelection, there were several board and committee appointments that need to be updated.

DISCUSSION:

Mayor Quibell reached out to council to see what committee appointments they might be interested in and available to attend.

ALTERNATIVES:

1. That Council provide further direction to Administration.

FINANCIAL CONSIDERATIONS: N/A

ATTACHMENTS:

1. Council Committee & External Organizations Appointments

Chris Cvik

Chris Cvik, Interim CAO

SR4

Council Committee & External Organizations Appointments

Peace River Regional District (External)	Mayor Travous Quibell Councillor Kelly Miller (Alternate)
North Peace Airport Society (External)	Dave Heiberg (Resident) Councillor Debbie Beattie (Alternate)
Northern Development Initiative Trust (External)	??? Councillor James Cryderman (Alternate)
Community Engagement Committee (External)	Mayor Travous Quibell Councillor Tina Jeffrey CAO
Hudson's Hope Public Library (External)	Councillor James Cryderman
Hudson's Hope Historical Society – Museum (External)	Councillor Kelly Miller
Volunteer of the Year (Youth & Adult) Committee (Internal)	Councillor Tina Jeffrey Mayor Travous Quibell
Youth Councillor Committee (Internal)	Mayor Travous Quibell Councillor Tashana Winnicky
BC Hydro GO Fund Committee (External)	Councillor Debbie Beattie Elizabeth Haagsman (Resident)
Regional Community Liaison Committee (External)	Mayor Travous Quibell
North Peace Rural Roads Coalition (External)	Mayor Travous Quibell
Peace Williston Advisory Committee (External)	Mayor Travous Quibell
Sign Committee (Internal)	Councillor Kelly Miller Councillor Tashana Winnicky Corporate Officer, Andrea Martin
Hudson's Hope Business Association (External)	???

REQUEST FOR DECISION

RFD#: CC-2023-18	Date: September 6, 2023
Meeting#: CM091123	Originator: Chris Cvik
RFD TITLE: RFP - Architect Services for New Community Hall	

RECOMMENDATIONS:

1. That Council direct administration to issue the Request for Proposal (RFP) for Architect Services for a New Community Hall.

BACKGROUND:

At the September 6, 20223, Council Meeting, the following motion was passed.

SR2 NEW COMMUNITY HALL - ARCHITECTURAL SERVICES

RESOLUTION NO. 133/2022

M/S Councillors Summer / Quibell

THAT Council approve the Scope of the Architectural Services for the New Community Hall.

CARRIED

DISCUSSION:

The Recreation Facility Committee is in agreement that it would like to move forward with the RFP to select Architect Services for a New Community Hall.

ALTERNATIVES:

1. That Council provide further direction to Administration.

FINANCIAL CONSIDERATIONS: N/A

As previously communicated to Council when the scope for Architect Services was being discussed, costs associated with Stage 1 Architectural Services shall be covered from the Reserve Fund for New Community Building.

ATTACHMENTS:

1. Draft RFP - Architect Services for New Community Hall.

Chris Cvik

Chris Cvik, Interim CAO



**Request for Proposal For
Architect Services for New Community Hall
District of Hudson's Hope**

Submission Date: October 13, 2023, 2:00 PM Local Time

Table of Contents

DEFINITIONS	4
1.0 PROJECT BACKGROUND:	4
2.0 PROJECT DESCRIPTION:	5
3.0 PROJECT ROLES AND RESPONSIBILITIES	6
4.0 SCOPE OF SERVICES:	8
5.0 CONTENTS OF PROPOSALS:	9
6.0 PROPOSAL EVALUATION CRITERIA:	11
7.0 ENQUIRIES, OMISSIONS, DISCREPANCIES, INTERPRETATIONS AND ADDENDA	12
8.0 PROPOSAL CLOSING:	13
9.0 PROPOSAL OPENING:	13
10.0 PROPOSAL WITHDRAWAL OR RESUBMISSION:	14
11.0 PROPOSAL AWARD PROCEDURES:	14
12.0 INFORMAL OR UNBALANCED PROPOSALS AND DISCREPANCIES:	14
13.0 ACCEPTANCE OR REJECTION OF PROPOSAL:	15
14.0 REQUIREMENTS AT TIME OF EXECUTION:	15
15.0 GOVERNING LAWS:	16
16.0 VERIFICATION OF INFORMATION:	16
17.0 PATENT, COPYRIGHT, OR OTHER PROPRIETARY RIGHTS:	16
18.0 HEALTH AND SAFETY:	16
19.0 WORKPLACE SAFETY AND INSURANCE BOARD:	17
20.0 INSURANCE:	17
21.0 REGULATION COMPLIANCE AND LEGISLATION:	18
22.0 COMPLIANCE WITH THE ACCESSIBILITY FOR BRITISH COLUMBIAN WITH Accessible British Columbia Act (Last Updated April 2022):	18
23.0 FREEDOM OF INFORMATION:	19
24.0 CONFIDENTIALITY:	19
25.0 INDEMNIFICATION:	19
26.0 CONFLICT OF INTEREST:	20
27.0 CANCELLATION:	20
29.0 SUB-CONSULTANTS:	20

30.0	RESPONDENTS' EXPENSES:	20
31.0	LEGAL CLAIMS AND DAMAGES:.....	21
32.0	ACCURACY OF INFORMATION:.....	21
33.0	SOLICITATION:.....	21
34.0	PUBLICITY:	21
	SCHEDULE A – ARCHITECT'S SERVICES	22
	APPENDIX “A” COMMUNITY HALL COMMITTEE MEETINGS NOTES.....	39
	APPENDIX “B” REFERENCE TABLES.....	44
	APPENDIX “C” RESPONDENT'S DECLARATION	48
	APPENDIX “D1” FEE TABLES	49
	APPENDIX “D2” FEE TABLE.....	51
	APPENDIX “D3” FEE TABLE HOURLY FEE FOR ADDITIONAL WORK.....	50
	APPENDIX “E1” WORK BREAKDOWN STRUCTURE STAGE 1 CONTRACT	52
	APPENDIX “E2” WORK BREAKDOWN STRUCTURE STAGE 2CONTRACT.....	53

DEFINITIONS:

Architect:	A single firm, individual or company that enters into the contract with the District of Hudson's Hope to provide the architectural and engineering services as per Schedule A and has the meaning as the Architect.
Architect Design Lead (ADL):	A registered Architect (registered with AIBC) who is the respondents managing design partner/principal accountable for the Architect's services in providing design management, procurement, permitting and contract administration.
Architect Team:	The team of an Architect, Engineers and consultants delivering the services as described in this RFP.
Client:	The District of Hudson's Hope (District).
Contract 1:	Scope of work for initial work including Concept Design, Schematic Design and Grant Applications and Submissions.
Contract 2:	Remaining scope of work once the decision is made to proceed with an Option.
Project Leads:	Owner assigned staff to manage the MUCC project.
Proponent:	An architectural firm who submits a proposal also referred to as a Respondent.
Community Hall Committee:	The committee assembled to provide support, guidance and strategic advice to District staff and Council. This committee is also known as the DOHH Community Centre/Recreation Facility Subcommittee.
Sub-consultant:	The Architect's sub-consultant lead representative and responsible for its work.

1.0 PROJECT BACKGROUND:

- 1.1 Hudson's Hope is a District Municipality in northeastern British Columbia, Canada, in the Peace River Regional District. Having been first settled along the Peace River in 1805, it is the third-oldest European-Canadian community in the province. The District of Hudson's Hope slogan is the "Playground of the Peace".

- 1.2 The District of Hudson's Hope (District) is planning for the replacement of the existing Community Hall and the District's Library with a new combined Multi-Use Community Centre, which houses a community hall, public library, concession/café and other amenities as outlined in Section 2.1.
- 1.3 The District is seeking to secure funding from upper levels of governments to enable the District to complete the construction of the Multi-Use Community Centre in a single phase.
- 1.4 While it is uncertain when the District of Hudson's Hope may receive funding from upper levels of government the District is immediately proceeding with the Stage 1 Phases for: Program & Scope Development Phase, Concept Design Phase, Schematic Design Phase, and Submission of Grant Applications Phase.
- 2.5 It is expected that at the end of Stage 1 Contract - there will be a decision by the District Council to proceed with Stage 2 or not, subject to availability of funding resources.

2.0 PROJECT DESCRIPTION:

- 2.1 The District of Hudson's Hope is planning for the replacement of the existing Community Hall and the District's Library with a new combined Multi-Use Community Centre (MUCC), which houses a Public Library, Additional Meeting / Conference / Multiuse Spaces (conference capacity at least 350) and Cafeteria. Other optional amenities are in the Wishlist to house an Indoor Pool / Waterpark / Spa, Running Track, and a Children Play Zone.

The current Community Hall Building is to be replaced with a new two storey structure with a footprint not less than 14,000 Square feet by outside dimension (Approximately 28,000 Square feet total). Please review Appendix A- Community Hall Committee Meetings notes for the scope of the project.

The new Community Center building will be the focal point for year-round indoor community programming and events.

- 2.2 The Multi-Use Community Centre is expected to have a made in Peace Region look and feel. Other objectives are to have a functionally linked modern multi-use community centre that reflects the nature of Hudson's Hope to meet the present and future needs of residents and visitors to Hudson's Hope in accordance with approved project schedule and approved project budget, in a transparent process, using quality design and construction methods, to create a community hub with safe and accessible spaces which support community engagement, learning, culture, sport, tourism, health and wellness and personal growth for all residents and visitors to Hudson's Hope.
- 2.3 Presently the District, without the assistance from upper levels of Government, does not have the internal capital financing to complete the construction of Multi-Use Community Centre as a single-phase project (Stage 2, Contract).

- 2.4 While it is uncertain when the District of Hudson's Hope may receive funding from upper levels of government the District is proceeding with retaining Architect Services in a two-stage contract approach. The contract approach is identified below:
- a) Stage 1 Contract includes: Program & Scope Development Phase, Concept Design Phase, Schematic Design Phase, and Submission of Grant Applications.
 - b) Stage 2 Contract includes: Design development Phase, Construction documentation, Tender, Construction, Quality Management, Commissioning and Warranty.
- 2.5 It is expected that at the end of Stage 1 Contract - *there will be a decision by the District Council to proceed with Stage 2 or not, subject to availability of funding resources.*
- 2.6 The District Project Leaders will direct and coordinate the project and is leading this RFP to retain an Architect Team to undertake the next phase of work. Below are the expected milestones.

Milestone	Date
Award of Stage 1 Contract for Architect Team Services	November 2023
Concept Design option approved	February 2024
Schematic Design Phase complete / approved with funding of Option confirmed	March 2024
Submission of Grant Applications	May 2024
<i>Award of Stage 2 Contract for Architect Team Services</i>	<i>TBD</i>
<i>Design Development Phase complete / approved</i>	<i>TBD</i>
<i>95% Construction Documents complete</i>	<i>TBD</i>
<i>Bid Document Review complete</i>	<i>TBD</i>
<i>Revisions made and approval to tender</i>	<i>TBD</i>
<i>Site Plan Process</i>	<i>TBD</i>
<i>Building Permit</i>	<i>TBD</i>
<i>General Contractor Pre-qualification complete</i>	<i>TBD</i>
<i>Issue Tender</i>	<i>TBD</i>
<i>Award of Construction Contract</i>	<i>TBD</i>
<i>Occupancy</i>	<i>TBD</i>

3.0 PROJECT ROLES AND RESPONSIBILITIES

3.1 The Community Hall Committee

The Community Hall Committee provides advice for the development, design and construction of the MUCC. The Committee reports to Council. The current Committee consists of Council members and public representatives.

3.2 Designated Project Manager

The District's Designated Project Manager (DPM) will be responsible for project management processes and to achieve successful completion of all aspects of the project. The Architect shall report to the DPM and be available to communicate on a regular basis as the project requires. The DPM will direct the use of project management resources on the project and shall maintain the lines of communication with District staff and Council.

3.3 Architect

- 3.3.1 Delivery of the project will be through the Architect who will enter into a contract with the District for the delivery of its services. The Architect will be responsible for managing and coordinating its team of designers and sub-consultants throughout the duration of the project.
- 3.3.2 The Architect shall provide service described in the contract between the Architect and the District. These services are set out in detail in Schedule A of this RFP which shall become Schedule A to the *AIBC Standard Form of Contract 6C*.
- 3.3.3 The Architect's design team and sub-consultant team will be structured such that there will be an Architect Design Lead who reports to the DPM and is accountable for all aspects of the design and services of the sub-consultants.
- 3.3.4 The proponent shall identify within its proposal submission, an individual who shall be the Architect Design Lead (ADL). The Architect Design Lead shall be the Architect Firm's appointed representative responsible for the delivery of all services related to the Project.
- 3.3.5 The Architect Design Lead will report to the DPM, Project Leads or designate and provide reports to the Community Hall Committee and District Council.
- 3.3.6 The Architect Design Lead will review and make recommendations on project scope, budget, timeline, and advise of project risks and provide recommendations on how to mitigate those risks.
- 3.3.7 For the duration of the project, the ADL will attend in person or virtual Community Hall Committee project meetings (upon request), design meetings and construction meetings. Additional meetings may be required, and a design team representative shall attend as required to address design items. On an occasional basis, a contract administrator may stand in for the ADL at construction.

3.3.8 Sub-Consultants

- 3.3.8.1 The Architect will be responsible to retain and coordinate all required sub-consultants. All "Instruments of Service" by the Architect and its sub-consultants shall bear the seal of an individual in good standing with the appropriate professional association in the province of British Columbia. This shall include Tender, issued for construction and permit documents. Architect shall be responsible for all design coordination of the work of its sub-consultants and specialists.

- 3.3.9 The Sub-Consultant Structural, Mechanical, Electrical and Civil Leads shall not be changed without the prior written approval of the District.
- 3.3.10 Each Sub-Consultant Lead shall lead the delivery of design services for its discipline throughout the project.
- 3.3.11 For the duration of the schematic design, design development and construction document stages of the project, each of these Sub-Consultant Leads may be required to attend project meetings as determined by the Design Leader or on the request of the DPM.
- 3.3.12 For the construction stage of the project, the Sub-Consultant Leads and/ or their delegates will attend construction meetings and other meetings as the General Contractor may request. i.e. Whenever the agenda for such meetings includes subject matter related to the discipline's work or when attendance is requested by the DPM.

4.0 SCOPE OF SERVICES:

Architect's Services will be as per Schedule A included in this RFP at and will include, however, are not limited to, the items identified below:

4.1 Project Team

The Architect will provide services beginning as soon as possible and perform the required services throughout the duration of the Project, until project completion, which is to be determined. Timeline estimates related to design and construction of the Multi-Use Community Centre as per Section 2.6.

4.2 Preliminary Design/Construction Budget

There are no soft costs in the construction/Design budget. Engineering Services for demolition of existing Community Hall shall be included in Stage 2.

Budget for Stage 1 – Concept Design, Schematic Design, and Grant Applications: To Be Determined upon RFP receipt.

Budget for Stage 2 – Design, Tender, Constructions, Quality Management and Commissioning: Not available now.

Once the District secure the funding for the project, the Architect shall be contracted for the Stage 2 of the project. Please note that contracting of the Stage 2 will be solely under District's discretion.

Please review Schedule A, for the detail scope for Stage 1 and Stage 2 contract.

4.3 Project Methodology

- 4.3.1 The District is currently considering the method of Design-Bid-Build in order to meet its objectives, however, will consider alternatives to this approach. For consistency in pricing all references and components of this RFP shall be interpreted to mean and include the steps and process required if the project proceeds as a Design-Bid- Build.

INSTRUCTIONS TO RESPONDENTS

5.0 CONTENTS OF PROPOSALS:

- 5.1 The proposal should include the Respondent's interpretation of the requirements of the project, together with a description of the approach planned to facilitate and carry out the Project Scope.
- 5.2 Respondents shall submit two (2) original bound hard copies and one (1) digital copy in Adobe PDF format on a memory stick in a sealed package, marked as Proposal with the Respondents name, title and the Project and RFP reference number.
- 5.3 **An Email submission will be accepted if the District received it on or before the submission deadline.**
- 5.3 Proponents shall submit completed/filled Appendices "D1, "D2" and "D3".
- 5.4 Proponents shall submit work breakdown structure as per Appendices: "E1", and" E2".
- 5.5 This fee submission shall be inclusive of all reimbursable expenses and disbursements for the term of the contract.
- 5.6 GST at 5% and PST at 7% will be shown on separate lines.
- 5.7 The hourly fees provided on Appendix "D3" will not be included in the evaluated bid submission price but may be considered during the review of the work breakdown structure in Appendices: "E1", and " E2".
- 5.8 Respondents must include a completed Respondent's Declaration form attached as Appendix "C".
- 5.9 Respondents must include confirmation of insurance coverage/ability to secure required insurance.
- 5.10 Respondents must include acknowledgement of receipt of all addenda on the Cover Letter.
- 5.11 The Respondent's proposal should be as concise as reasonably possible, and include, at a minimum, a response to each of the following items:

Cover Letter: Company Name and Contact Information (Maximum 1– 8 ½ x 11 pages).
Acknowledge receipt of all addenda.

Section 1: Company Overview (Maximum 2– 8 ½ x 11 pages)

Clearly identify the prime firm submitting the proposal. Identify any other firms that may be involved (sub-contracted) on your behalf and their legal/contractual relationship with the prime firm along with the expertise and respective projected costs of their involvement.

A brief overview of your firm, including size, years in service and other relevant information including an organizational chart.

Section 2: Project Understanding (Maximum 5– 8 ½ x 11 pages)

Describe the Respondent's interest in the project and sensitivity to the project objectives.

Respondents are to confirm their understanding of the Project and Scope of Work and clearly define how they would go about achieving same, noting the Multi-Use Community Centre shall be completed in a two-stage approach. Highlight any specific experience or proposed approach to address the issuing of the two contracts and the willingness and ability of the proponent to enter negotiations in the event that the District proceeds with Stage 2 contract.

Value Added:

Respondents are to include any additional information regarding their firm and/or services that could prove beneficial to the evaluation team in assessing their proposal.

Include other considerations not covered in the RFP.

Section 3: Work Plan and Deliverables (Maximum 8– 8 ½ x 11 pages or 4- 11” x 17” pages or combination of)

Provide two summary schedules as the project shall be completed for *Stage 1 and Stage 2*, for the provision of design services, identifying the time required for each phase of the work described in this RFP.

Provide a detailed scope of work and deliverables which include details and examples that demonstrate experience, ability and roles and responsibilities for design control, internal reviews, contract administration, monitoring, and reporting.

Section 4: Quality Management of Design Services (Maximum 2– 8 ½ x 11 pages)

Describe your approach including technologies and processes used to complete Quality Management at various stages from design through construction and the processes to be used to satisfy the obligations arising from Schedule A.

Section 5: Architect and Design Team Qualifications

Provide a one (1) page bio/CV for each of the Architects Staff that would be directly involved in the project, indicating experience, credentials roll on the project, extent of individuals time to be devoted to the project, and notable achievements in the area of this work assignment and include services on a minimum of two (2) comparable projects with description, roll, construction budget and year substantially completed.

Evaluation of the Staff will include an assessment of the firm’s overall ability to provide adequate resources to this project.

Highlight any special qualifications for any other Architect team members.

AIBC Certificate of practice for the Architect firm **MUST** be provided.

Section 6: Sub-consultant Team Qualifications

Provide a one (1) page bio for each of the following Engineering Leads: Structural, Electrical, Civil and Mechanical, indicating experience, extent of individual’s time to be devoted to the project, and notable achievements in the area of this work assignment and include services on

a minimum of two (2) comparable projects with description, roll on the project , construction budget and year substantially completed.

Evaluation of the Staff will include an assessment of the firm's overall ability to provide adequate resources to this project.

Section 7: Qualifications and collaboration of the Team working together on prior projects (Maximum 2– 8 ½ x 11 pages)

Provide evidence of the team's experience working together in particular the Architect and Engineering Leads.

Section 8: Comparable Projects (Maximum 2– 8 ½ x 11 pages per project)

Respondents shall include at least two (2) comparable projects that ideally include **Library and/or Community Complex** that have been successfully completed by the firm in the past ten (10) years. This shall include a description of the facility highlighting similarities with this project, the project team including relevant sub-consultants, as well as images, the client names, project value, construction value, date substantially completed, and construction method.

Section 9: References (Maximum 2– 8 ½ x 11 pages per reference)

Provide two (2) reference letters preferably for similar or comparable projects completed after September 2012 and provide project details on the tables in Appendix "B".

The District reserves the right to contact these references, where appropriate. In the interest of fair and equitable consideration to all Respondents, please do not list the District of Hudson's Hope as a reference for this section.

6.0 PROPOSAL EVALUATION CRITERIA:

Proposals will be evaluated and ranked by the steering committee. Evaluation criteria are as follows:

Firm's Qualifications (15%):

1. The firm's demonstrated ability to perform the required services.
2. The firm's understanding of the proposed project as evidenced by the information provided in the proposal submitted.

Project Team (15%):

1. The professional experience, qualifications, and educational background of the individuals assigned to this project in working together and conducting work of comparable size and complexity.
2. Demonstrated capability to deal effectively with the City and with the public.

Relevant Experience (15%):

1. The firm's background and related experience with similar projects.
2. The firm's experience with community outreach to determine citizen preferences.

Proposed Approach (15%):

1. The overall approach the firm proposes for the project
2. The overall approach the firm proposes to determine citizen preferences.

Project Schedule (15%):

The schedule submitted by the firm for key tasks required for the project.

Proposed Fee (25%):

The cost the firm proposes for the services required under this solicitation.

7.0 ENQUIRIES, OMISSIONS, DISCREPANCIES, INTERPRETATIONS AND ADDENDA

- 7.1 All enquiries concerning this RFP including specifications, process and results are to be directed no later than October 13, 2023 **in writing** through an email to:

Robert Dauphinee
Director of Public Works and Engineering
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC
Email: robert@hudsonshope.ca

Enquiries shall not be directed to any other District employees. **No enquiries will be accepted by telephone.** A transcript of the questions and answers will be posted on the District's website and BC Bids on or before the date as listed above.

The District shall not be held liable for any **errors or omissions** in any part of this document. While the District has used considerable efforts to ensure an accurate representation of information in this document, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in the document is intended to relieve the Proponent from forming their own opinions and conclusions with respect to the matters addressed in this document.

Should a Proponent find omissions or discrepancies in any part of this document or should the Proponent be in doubt as to the meaning of any part of such documents, the Proponent shall notify the designated contact through email, in writing without delay. If the designated contact considers that a correction, explanation or interpretation is necessary or desirable an Addendum will be issued and posted on the District Website and BC Bids.

Addenda, if required, will be issued and shall hereby form part and parcel of the said Project. Failure to acknowledge the Addendum/Addenda issued will result in a non-compliant submission. All Addenda should be posted on District Website and BC Bids on or before **October 13, 2023** or as adjusted by Addenda. It is the responsibility of the Proponent to have received all Addenda that have been issued by the District. No oral explanation or interpretation will modify any of the requirements or provisions of the Documents.

The District of Hudson's Hope will assume no responsibility for oral instructions or suggestions.

Please check with the District Website and BC Bids prior to submitting your Proposal submission for the number of addenda released and note in your cover letter.

8.0 PROPOSAL CLOSING:

- 8.1 Proposal submissions must be received by:

Robert Dauphinee
Director of Public Works and Engineering
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC V0C 1V0

Or

By Email to: robert@hudsonshope.ca

on or before 2:00 p.m. local time on October 13, 2023.

- 8.2 Proposals received later than the specified closing time will be returned unopened to the Respondent.
- 8.3 The District is not responsible for submissions that are not properly marked and/or delivered to any location other than that specified.
- 8.4 After the closing time and date all proposals received by the District become the property of the District.

9.0 PROPOSAL OPENING:

- 9.1 Respondents are advised there will NOT be a public opening for this RFP. Submissions received, by the date and time of the closing, will be opened at the District Office on October 13, 2023.

The names of the Respondents will be recorded by the Director of PW or designate. Proposals will be reviewed and evaluated at a later time. The proposals will be evaluated on the basis of the criteria established elsewhere in this document.

10.0 PROPOSAL WITHDRAWAL OR RESUBMISSION:

- 10.1 A Respondent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that Respondent.
- 10.2 A Respondent may withdraw their proposal at any time up to the official closing time by submitting a letter bearing their signature and seal as in their proposal to the District. Such a submission must be received in sufficient time to be marked before 2:00 p.m. on the date for closing of proposals.
- 10.3 No Respondent may withdraw their proposal for a period of 90 days after the actual date of closing.

11.0 PROPOSAL AWARD PROCEDURES:

Unless stated otherwise the following procedures will apply:

- 11.1 The District will notify the Successful Respondent of the award within sixty (60) calendar days of the Proposal Closing.
- 11.2 Notice of Acceptance of Proposal will be by telephone or by email.
- 11.3 Immediately after acceptance of the proposal by the District, the Successful Respondent shall provide the District with any required documents within seven (7) calendar days of the date of notification of award.
- 11.4 Following receipt of the documents, the Successful Respondent will receive written authority, in the form of notification of award by Council and AIBC Standard Form of Contract 6C, 2021, with supplementary conditions. The RFP Schedule A and the proponents RFP proposal will be included in both Stage 1 Contract and Stage 2 Contract Awards.
- 11.5 The Successful Respondent will be required to attend a Project Initiation Meeting with the District and prepare minutes of the meeting.
- 11.6 The District intends to award Stage 1 Contract in December 2023. Prices for Stage 2 Contract by the successful proponent must be held until December 30th, 2024 for the remaining services.

12.0 INFORMAL OR UNBALANCED PROPOSALS AND DISCREPANCIES:

- 12.1 All entries shall be clear and legible and made in ink. Entries or changes made in pencil shall, unless otherwise decided by the District, be declared invalid or informal.
- 12.2 Proposals which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations (unless properly and clearly made and initialed by the Respondent's signing officer), or irregularities of any kind, may be rejected as informal. Alterations may be made providing they are legible and initialed by the Respondents signing officer.
- 12.3 In the event of a discrepancy, the lowest of any amount submitted shall be taken as correct.

- 12.4 Proposals that contain prices which appear to be so adversely unbalanced as likely to affect the interests of the District, may be rejected.

13.0 ACCEPTANCE OR REJECTION OF PROPOSAL:

- 13.1 The acceptance of a proposal will be contingent upon, and not necessarily limited to, an acceptable record of ability, experience, and previous performance.
- 13.2 The District reserves the right to reject any or all proposals and to waive formalities as the interests of the District may require without stating reasons therefore.
- 13.3 No proposal shall be accepted from or awarded to any individual, partnership or corporation that is in tax arrears with the District of Hudson's Hope, or that may be deemed irresponsible or unreliable to the District. Notwithstanding and without restricting the generality of the statement immediately above, the District shall not be required to award and accept a proposal or recall the proposals at a later date:
- 13.3.1 When only one (1) proposal has been received;
- 13.3.2 Where the lowest responsive and responsible Respondent's proposal substantially exceeds the estimated cost of the goods or service;
- 13.3.3 Where the proposal documents do not state a definite, or are based on an unreasonable delivery/work schedule;
- 13.3.4 When all proposals received fail to comply with the specifications or proposal terms and conditions; or
- 13.3.5 Where changes in the scope of work or specifications are required.
- 13.4 The District shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the District of any proposal or by reason of any delay in the acceptance of a proposal except as provided in the proposal document.
- 13.5 Proposals received after the official closing time will not be considered during the selection process and will be returned unopened to the respective Respondent.
- 13.6 Each proposal shall be open for acceptance by the District for a period of sixty (60) calendar days following the date of closing.
- 13.7 The acceptance of any proposal will be contingent on approval and authorization to proceed by District of Hudson's Hope Council.

14.0 REQUIREMENTS AT TIME OF EXECUTION:

- 14.1 Subject to an award of the agreement, the Successful Respondent is required to submit the following documentation in a form satisfactory to the District for execution within Seven (7)

calendar days after being notified to do so in writing:

- 14.1.1 Insurance Documents;
 - 14.1.2 Clearance Certificate from the Work Safe BC;
 - 14.1.3 Safety Policies and Procedures and related documentation; and
 - 14.1.4 Non-Disclosure Agreement.
- 14.2 If the Successful Respondent for any reason, defaults or fails in any matter or item referred to under "Requirements at Time of Execution", the District reserves the right to accept any other proposal submission, advertise for new proposals or carry out the work in any way as the District may, at its sole discretion, deem best.

15.0 GOVERNING LAWS:

- 15.1 This RFP and any subsequent agreements resulting from this RFP shall be governed by and interpreted in accordance with the District's Purchasing Policy and the laws of the Province of British Columbia.

16.0 VERIFICATION OF INFORMATION:

The District shall have the right to:

- 16.1 Verify any Respondents statement or claim by whatever means the District deems appropriate, including contacting persons in addition to those offered as references; and/ or
- 16.2 Access the Respondent's premises where any part of the work is to be carried out to confirm Proposal information, quality of processes and to obtain assurance of viability; and/or
- 16.3 The Respondent shall co-operate in the verification of information and is deemed to consent to the District verifying such information.

17.0 PATENT, COPYRIGHT, OR OTHER PROPRIETARY RIGHTS:

- 17.1 In accordance with the Municipal Freedom of Information and Protection of Privacy Act, Respondents are reminded to clearly identify in their proposal material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

18.0 HEALTH AND SAFETY:

- 18.1 The Successful Respondent shall provide the District, prior to commencement of work, with a written copy of the Health and Safety Policy for their firm along with Health and Safety procedure(s) relevant to the work to be performed where applicable. If the firm does not have written procedures relevant to the work, then the firm will be expected to abide by the District's

safety procedures in accordance with the Occupational Health and Safety Act (re: duties of employers).

19.0 WORKPLACE SAFETY AND INSURANCE BOARD:

- 19.1 The Successful Respondent shall provide the District with a copy of the WorkSafe BC and Insurance Board's Clearance Certificate (or Independent Operator Certificate, as applicable) indicating the Respondent's good standing with the Board at any time when requested by the District.

20.0 INSURANCE:

- 20.1 Prior to the commencement of this Agreement, and for the entire duration thereof, the contractor shall obtain and maintain insurance coverage as outlined below, provided by (an) insurance company(ies) licensed to transact business in the Province of British Columbia and of satisfactory financial standing to the District. Evidence of such insurance shall be provided to the District in the form of a Certificate of Insurance signed by an authorized signatory prior to the commencement of this Agreement and annually thereafter for the duration of the Agreement and as otherwise specified below. *The policies shall include the District as additionally insured in respect of all operations performed by or on behalf of the Successful Respondent.*
- 20.2 Commercial General Liability insurance policy with limit of not less than \$2,000,000 per occurrence / \$5,000,000 aggregate that insures against third party claims for bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the Contractor. This policy shall include:
- a) The Corporation of the District of Hudson's Hope as Additional Insured;
 - b) Cross Liability / Severability of Interests clause;
 - c) Contractual Liability; and
 - d) Minimum thirty (30) day's written notice of cancellation or non-renewal to the District
- 20.3 Non-Owned Automobile (SPF 6) insurance policy with limit of not less than \$2,000,000 per occurrence.
- 20.4 Project specific Professional (Errors & Omissions) Liability insurance policy with limit of not less than \$5,000,000 per claim and in the aggregate that insures against third party claims that arise out of alleged or actual wrongful acts and/or errors and omissions of the contractor. If written on a claims-made form, such insurance must be kept in force for a minimum of two (2) years following the completion / termination of the Agreement.
- 20.5 Prior to commencement of any work associated with this Agreement and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Successful Respondent shall promptly provide the District with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer

together with copies of any amending endorsements applicable to any work associated with this Agreement.

- 20.6 All policies shall be endorsed to provide 30 days advance notice to the District of any modification, change, or cancellation.
- 20.7 All policies shall include a provision that the coverage will be primary and will not participate with nor be excess over any valid and collectible insurance or program of self-insurance carried or maintained by the District.
- 20.8 If the Successful Respondent fails to maintain insurance as required by the Agreement, the District shall have the right at their sole discretion to: terminate the Agreement; provide the Successful Respondent with 2 business days to provide confirmation that coverage is in effect; or, provide and maintain such insurance and give evidence to the Successful Respondent and the Successful Respondent shall pay the cost thereof to the District on demand or the District may deduct the cost from the amount which is due to or may become due to the Successful Respondent.
- 20.9 All applicable deductibles under the above required insurance policies are at the sole expense of the Successful Respondent.
- 20.10 It is expected by the District that the Certificate(s) of Insurance will provide confirmation that all insurance requirements as stated under Section 22 have been met.
- 20.11 If applicable and based upon the operations of any sub-contractor, Section 22 shall apply in the same manner to any sub-contractor as it would to the Successful Respondent. Further, it is the Successful Respondent's obligation to ensure that any sub-contractor is aware of these obligations. The Successful Respondent shall provide to the District confirmation of the sub-contractor's insurance.

21.0 REGULATION COMPLIANCE AND LEGISLATION:

- 21.1 All work provided must be in accordance with all laws and regulations pertaining to the work. The laws of the Province of British Columbia shall govern this proposal and any subsequent agreement resulting from this proposal.
- 21.2 The Successful Respondent shall ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation.

22.0 COMPLIANCE WITH THE ACCESSIBILITY FOR BRITISH COLUMBIAN WITH Accessible British Columbia Act (Last Updated April 2022):

- 22.1 The Successful Respondent will ensure that all its employees, agents, volunteers, or others for whom the Successful Respondent is legally responsible receive training regarding the provision of the goods and services contemplated herein to persons with disabilities in accordance with

Accessible British Columbia Act (Last Updated April 2022), as amended (the "Act"). The Successful Respondent will ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the Regulation. The Successful Respondent will submit to the District, as required from time to time, documentation describing its customer service training policies, practices and procedures, and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents volunteers or others who received such training. The District reserves the right to require the Successful Respondent to amend its training policies to meet the requirements of the Act and the Regulation.

23.0 FREEDOM OF INFORMATION:

- 23.1 All written proposals received by the District become a public record. Once the District accepts a proposal, all information contained in the proposal is available to the public, including personal information.
- 23.2 Questions about collection of personal information and the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT [RSBC 1996] CHAPTER 165, as amended, shall be directed to:

Robert Dauphinee
Director of Public Works and Engineering
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC
Email: robert@hudsonshope.ca

- 23.3 The Director of Public Works and Engineering has been designated by the District of Hudson's Hope to carry out the responsibilities of the Act.

24.0 CONFIDENTIALITY:

- 24.1 The Successful Respondent shall keep confidential any information provided by the District or any oral information conveyed to the Successful Respondent by the District. The Successful Respondent shall not discuss any aspects or results of the study with anyone other than the District.

25.0 INDEMNIFICATION:

- 25.1 The Successful Respondent, its officers, agents or employees and if applicable all sub-contractors shall at all times indemnify and save harmless the District from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the District in respect of any

loss, damage or injury to any person or property directly or indirectly arising out of, resulting from, or sustained, as a result of this Agreement, provision of services or any operations connected therewith caused by or resulting from the negligent or willful acts or omissions of the Successful Respondent, its officers, agents or employees or if applicable its sub-contractors.

26.0 CONFLICT OF INTEREST:

- 26.1 Respondents must ensure that they are not in a position that may be perceived as a conflict of interest.

27.0 CANCELLATION:

- 27.1 The District reserves the right to cancel this Request for Proposals at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Respondent as a result of that cancellation.
- 27.2 The District reserve the right to cancel the Agreement, at its sole and absolute discretion, with 30 days' written notice to the Successful Respondent, and the Successful Respondent will have no rights or claims against the District. The Successful Respondent will be entitled to be paid for all authorized work and expenses to termination date. Cancellation would not, in any manner whatsoever, limit the District's right to bring action against the Successful Respondent for damages for breach of contract.

28.0 SUB-CONSULTANTS:

- 28.1 The Respondent is fully responsible to the District for the acts and omissions of sub-consultants and/or persons directly or indirectly engaged by the Respondent in respect to this work. Sub-consultants will be required to abide by all the requirements of the proposal document as though

the primary Successful Respondent (Insurance, Work Safe BC, Health and Safety Policy, etc.). The Respondent agrees to bind every sub-consultant by the terms of the proposal documents as far as it is applicable to their work.

29.0 RESPONDENTS' EXPENSES:

- 29.1 Respondents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with individual participants in the District, if any. If the District elects to reject all proposals, the District will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

30.0 LEGAL CLAIMS AND DAMAGES:

- 30.1 The Respondent shall indemnify and hold harmless the District, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Respondent, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this proposal.
- 30.2 A Respondent, by submitting a proposal, agrees that it will not claim damages, by any means, in respect to any matter relating to the RFP, the bidding and evaluation process or any subsequent procurement process, if any, resulting from the RFP.

31.0 ACCURACY OF INFORMATION:

- 31.1 The District makes no representation or warranty, either expressed or implied, with respect to the accuracy or completeness of any information contained in or referred to in the proposal.

32.0 SOLICITATION:

- 32.1 If any director, officer, employee, agent or other representative of a Respondent makes any representation or solicitation to any Mayor, Councillor, officer or employee of the District with respect to the proposal, whether before or after the submission of the proposal, the District shall be entitled to reject the proposal.

33.0 PUBLICITY:

- 33.1 All publicity relating to this project is subject to the approval of the District and no mention of the project in advertising or articles in any publication will be permitted unless authorized in advance, in writing by the District. Publicity or advertising implying endorsement of a product by the District will not be permitted.

SCHEDULE A – ARCHITECT’S SERVICES

The contents of this Schedule will be included in the **AIBC** Standard Form of Contract 6C, 2021 Between *Client* and *Consultant* contract, as **Schedule A –Architectural Services**.

Schedule A forms part of the contract for consulting services for the Project between the:

Client: **The Corporation of the District of Hudson’s Hope** and

The Architect: *[insert from Section 1]*

Dated [insert]

For the purposes of this schedule the Client User Group will be The Corporation of the District of Hudson’s Hope.

Architect's Services will be as per Schedule A and will include, however, are not limited to, the items identified in section 4.0 of this RFP and as identified below:

1.1 Architect's Services

- 1.1.1 The Architectural services consist of those services performed by the Architect, the Architect's employees and the sub-consultants engaged by the Architect. They include the provision of architectural services plus the provision of all design services noted in Schedule A by professional engineers and Architects.
- 1.1.2 The Architect's services include consultant co-ordination to integrate all parts of the services as noted in Schedule A.

1.2 Design Coordination and Administration

- 1.2.1 The Architect shall designate a Design Leader as the Architects managing design principal for the project. Continuity of personnel will be required during the term of the contract. The Design Leader and members of the Proponent and sub-consultant team shall not be changed without the prior written approval and authorization of the District. The approval of the District will also be required for the new Design Leader if the original Design Leader's employment with the Architect ceases or if the Design Leader expires or suffers an illness or injury which materially compromises the Design Leader's ability to perform his or her role as the Architect's primary representative for the Project.
- 1.2.2 The Design Leader shall be solely responsible for managing the services of the Architect and its sub-consultants for the duration of the project. The Design Leader shall have responsibility for the delivery of services to the District and shall lead the delivery of services throughout the project. For the duration of the project, the Design Leader will attend in person/virtual Community Hall Committee meetings upon request, Project Management Team meetings upon request, design meetings, construction meetings and such other meetings as the District, or the DPM may request, as the Architect's representative.

1.3 Management of Engineering Consultants

As part section 2 of the RFP the architectural services the Architect shall include, but not be limited to all consultants noted as point as consultants under the Architect, as noted in the request for proposals. The Architect shall also coordinate with the work of the District's consultants including and not limited to the geotechnical engineer, hydrogeological engineer, environmental consultant, fundraising/sponsorship consultant and land surveyor. As part of this duty, the Architect shall coordinate these design consultants' services relating to the design requirements of the project.

Stage 1:

On stage 1, the Architect will be assigned to complete Program & Scope Development Phase, Concept Design Phase, Schematic Design Phase and Submission of Grant Applications.

General Project Requirements:

The Architect shall:

- a) be responsible for providing expertise on sustainable design, following best practice design strategies with a focus on environmentally friendly initiatives and renewable energy alternatives.
- b) conduct at least one (1) sustainability design workshop to finalize the projects sustainability goals and targets. This will allow the District to explore sustainable features (along with associated costs) that will need to be incorporated into the design such as but not limited to energy efficiency and renewable energy systems, heat recovery, reuse of low-grade recycled heat, energy efficient lighting, low water consumption and other sustainable features (such as geothermal, etc.); Sustainability Best Practices are desired;
- c) attend and participate in bi-weekly / monthly meetings.
- d) assist the District with the preparation of reports and presentations to the District Council, District staff, public, and other project stakeholders/partners.
- e) attend and participate in three (3) Community Hall Committee and two (2) Council/General Committee meetings -allow for design presentations at these meetings.
- f) when appropriate to the work stage lead walkthroughs of the site to explain the project (minimum 2).
- g) schedule, chair, and minute bi-weekly design team meetings and external stakeholder meetings throughout the design; and
- h) submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the District

Program & Scope Development Phase:

It is the Architect's responsibility to develop functional program for the MUCC project. In connection with the development and finalization of the facility program, the Architect shall:

- a) visit the site to undertake detailed investigations, and audit existing conditions.
- b) meet with user groups to understand known issues and review past reports and information about the proposed site.
- c) provide a functional site servicing report for distribution to the District; confirm the suitability of existing site servicing and the requirements for all new and/or enhanced services including, but not limited to, storm water management, sanitary, domestic water, water pressure or hydro, gas, fiber or other required site servicing; provide; estimated costs and governing regulations.
- d) allow for meetings, and as required with the District's Users, Library and the internal and external stakeholders to review the facility program, gather any additional information, refine, modify and customize the facility program.
- e) lead an early visioning session that will include a public open house. The Architect shall lead the session, record comments from the community and provide a report to the District.

- f) produce minutes of all program meetings identifying the actionable items and submit these minutes to the District within 72 hours of each meeting.
- g) research, review and compile background information relating to the site and adjacent lands.
- h) identify the need for additional studies and surveys as necessary and prepare scope of work documents for this work to assist the District to engage the required studies and surveys. m) submit a proximity matrix for functional spaces complete with blocking and stacking diagram(s), including options.
- i) prepare and verify with project stakeholders, the furniture, fixtures and equipment (FF&E) needs. Review the inventory list of existing furniture and equipment. This is to include a verified list of any existing furniture that will be re-used along with the required FF&E items that are to be purchased by the District.
- j) prepare and verify with District stakeholders, the I.T, audio visual (AV) and security needs and requirements for the project.
- k) explore/consider sustainability Best Practice measures with District staff; make recommendation on desired features.
- l) provide a strategy to minimize energy use.
- m) consider strategies for heat recovery.
- n) submit a comprehensive facility program brief describing the program elements with an Order of Magnitude cost estimate and present this to the District for approval.
- o) at concept design provide a masterplan that accommodates future extension plan.

Concept Design Phase:

At concept design the Architect shall deliver three (3) design concepts which describe the form, size, character and massing of the facility based on the facility program. The District will select one concept, which will be progressively elaborated into schematic design.

The Architect shall:

- a) submit three (3) conceptual master site plan(s) (identify advantages and disadvantages) indicating proposed building, frontages, street access, outdoor facilities and parking. The Architect shall consider the impact of the proposed building elevations and associated services/amenities on the neighboring residents and include for suitable design mitigation measures to address any concerns that may be raised, such as, visual, acoustic, shadows, wind, pollution, etc.
- b) attend meetings with the District of Hudson's Hope staff to determine site restraints and regulatory requirements which shall form the base of the concept plan.
- c) prepare content and host a Public information Session for the community to provide feedback.

- d) submit concept plans and renderings of the building and site for the District's review, along with a narrative explaining advantages and disadvantages to illustrate the scale and character of the project and how the parts of the project function, including but not limited to;
 - I. one electronic and three (3) hard copies (24"x36" drawings)
 - II. site layout plans identifying zoning setbacks and height restrictions.
 - III. spatial relationships of building(s) and site circulation diagrams including access, parking and landscaping.
 - IV. interior layouts.
 - V. exterior elevations.
 - VI. three dimensional (3-D) renderings of the exterior of the project.
 - VII. compliance with urban design guidelines.
 - VIII. visual appearance from streets.
 - IX. design efficiencies with the Library (shared space); and
 - X. deliver a concept design report to the District with the Options as noted.
 - XI. attend Community Hall Committee Meeting and or Council to present and address questions; and
 - XII. the District will select and approve one of the three (3) concepts Options.

Schematic Design Phase:

Schematic design further develops the approved concepts. Council will then decide which Option the District will proceed with into design development.

The Architect shall:

- a) coordinate services of all consultants.
- c) schedule, chair, and minute bi-weekly design team meetings with the District, sub-consultants, and other specialist consultants. Submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the District.
- d) review all applicable statutes, regulations, codes and by-laws.
- e) review existing geotechnical, hydrogeological and/ or soils engineering reports, and perform if additional geotechnical, hydrogeological and/ or soils investigations are required.
- f) organize one facility tour of similar facilities for District and Library user groups for review of innovative and functional solutions.

- g) apply for and obtain preliminary approvals from authorities having jurisdiction (via pre-consultation meetings) for all planning, zoning, and building requirements. These authorities shall include the District of Hudson's Hope and any other authorities having jurisdiction.
- h) provide a preliminary energy model report identifying opportunities over the life cycle for cost savings. Provide the District with estimated energy saving, incremental costs and life cycle saving due to implementation of:
 - I. sustainability measures
 - II. heat recovery
 - III. dehumidification
 - IV. renewable energy
 - V. solar hot water system
 - VI. geothermal energy
 - VII. photovoltaics
- i) advise of available incentives for high performance new construction.
- j) conduct at least one (1) sustainability design workshop and propose features that would be appropriate for this project.
- k) conduct a security review of the plans and bring forward Options for discussion.
- l) create individual room data sheets for all distinct areas of the facility.
- m) review and record on an approved electronic data base (e.g. Excel and AutoCAD) all existing and proposed new furniture, fixtures and equipment that are to be included in the final design to meet the District FF&E requirements.
- o) prepare all application documents and provide the lead role to obtain approval of authorities having jurisdiction for the Site Plan Application.
- p) provide value engineering / analysis and cost reduction strategies and recommendations to align the schematic design documents to the approved construction budget, implement necessary document revisions.
- q) prepare a design presentation package specific to the Library that illustrates the overall site and building design and present to the Library Board.
- r) provide design measures that address accessibility challenges.
- s) recommend the most efficient structural system.
- t) assess building systems for quality, durability, energy efficiency, functionality, maintenance and operations.
- u) deliver a storm water strategy.

- v) present the design and cost estimate at project Community Hall Committee and Council meetings for approval.
- w) assess proposed waste diversion and management programs i.e. requirements for dedicated waste storage rooms and loading space(s). The District's preference is an internal waste management room with direct access to the loading space(s). Coordinate new waste/recycling receptacles for MUCC; and
- x) submit a schematic design brief for the District to illustrate the scale and character of the project and how the parts of the project function, including but not limited to:
 - I. provide six (6) hard copies (24" x 36" drawings) and one digital
 - II. storm water management plan.
 - III. provide area calculations.
 - IV. outline specifications to describe the size and character of the architectural, structural; mechanical, and electrical systems.
 - V. describe the requirement for functional servicing.
 - VI. site plan.
 - VII. spatial relationship, adjacency and interior circulation diagrams.
 - VIII. room data sheets for all distinct areas of the facility.
 - IX. principal floor plans.
 - X. building sections.
 - XI. exterior elevations.
 - XII. preliminary landscape and grading plan.
 - XIII. sustainability plan.
 - XIV. three dimensional (3-D) renderings of the exterior of the project and key interior elements.
 - XV. One 3D printed model of the building scaled to overlay a site plan
 - XVI. design briefs.
 - XVII. constructability review report; and
 - XVIII. obtain the District's approval and award of Contract 2 before proceeding with the design development phase.

Grant Funding Application Phase:

Professional scope of services to include:

- a) Explore all provincial and federal grants available for this project.

- b) Prepare and submit grant funding applications.
- c) In the case of the Federal Green Building Funding Initiative, a resilience assessment and building energy model will be required.

Estimated timeline of grant funding application preparation: 4 weeks (results of applications will vary and will be outside of this timeline).

At this time, the District may decide to wait until funding has been procured before proceeding to Stage 2.

Stage 2:

Once the District secure the funding for the project, the Architect will be contracted for the Stage 2 of the project. Please note that contracting of the Stage 2 will be solely under District's discretion.

Design Development Phase:

Design development further develops the schematic design based on the decision to proceed with approved Option. During design development specifications become an integral part of the design.

The Architect shall.

- a) coordinate services of sub-consultants as applicable.
- c) schedule, chair, and minute bi-weekly design team meetings with the District, sub-consultants, and other specialists. Submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the District.
- d) continue to review and confirm that the design is in conformance with the facility program.
- e) provide complete specifications for all building elements.
- f) provide specifications for the demolition of the existing Community Hall.
- g) update the room data sheets and arrange to have meetings for the purpose of finalizing the details.
- h) elaborate cut and fill requirements.
- i) make Site Plan application (SAP).
- j) prepare a presentation for the District of light fixtures, plumbing fixtures, millwork, signage and related way-finding systems, all furnishings and proposed interior/exterior finishes.
- k) submit a facility life cycle cost analysis to permit the District to assess the comparative merits of alternative mechanical and electrical building systems.
- m) as required, provide value engineering / analysis and cost reduction strategies and recommendations; update the energy model accordingly.
- n) provide fire safety plans.
- p) further elaborate the design development documents for the District's approval. This would include the following:
 - I. four (4) hard copies (24 x 36 drawings) and electronic (PDF).
 - II. site plan.
 - III. floor plans.
 - IV. building sections.
 - V. exterior elevations.

- VI. room data sheets identifying all proposed finish materials, IT, AV and Security requirements.
 - VII. hoarding requirements and any temporary site access requirements.
 - VIII. project brief detailing area calculations, building systems and design specifications.
 - IX. any other documents that may be required, to describe the size and character of the facility including the architectural, structural, mechanical, electrical, civil, and landscape aspects.
 - X. three dimensional (3-D) renderings of the exterior of the project and key interior elements.
 - XI. review of the class B estimate; and
 - XII. updated design briefs.
- q) obtain the District's approval before proceeding with the construction documents phase.

Tender Phase:

The Architect shall:

- a) assist the District in preparing a MMCD construction contract supplementary general conditions.
- b) submit for the District's review the bid form (inclusive of any project specific alternates, itemized and separate prices, etc.), instructions to bidders, and other contract documents and revise the documents to incorporate the District's comments.
- c) act in an advisory role to the District who will tender the project and provide electronic format copies of all related documents.
- d) participate in the pre-tender "site walk" for bidders, respond to questions raised by bidders and prepare addenda or clarifications for issue by the District to bidders in a timely manner.
- e) provide the District three (3) sets of Permit approved "issued for building permit" drawings (drawings to be 24"x36") and specifications and one (1) complete set (drawings 24"x36") for the successful general contractor, along with an electronic pdf set;
- f) assist the District with the examination and evaluation of tenders, including valuation of itemized prices and advise on acceptance.
- g) provide support during the selection of the contractor including attending Community Hall Committee and/or Council.
- h) submit "issued for construction" set of drawings and specifications incorporating all addenda and alternative approved items for review by the District and use for construction by the successful General Contractor and provide the District with five (5) complete sets (drawings to be 24"x36") and the one (1) complete set (drawings to be 24"x36") for the general contractor, along with a pdf set; and

- i) provide five (5) sets of contract documents for contract execution of the District with the successful General Contractor (drawings to be 24"x36").

Construction Phase – Contract Administration:

The Architect shall:

- a) coordinate services of sub-consultants as applicable.
- b) serve as the "Consultant" as per the MMCD Unit Price Contract.
- c) distribute "issued for construction" set of drawings and specifications upon award of the construction contract.
- d) provide continuity of resources from the design phases.
- e) attend bi-weekly construction meetings and specialty start up meetings on site, along with the relevant sub-consultants.
- f) submit for the review and approval of the District a quality assurance plan that details the requirements for site reviews, testing, inspection, and other construction monitoring.
- g) carry out and coordinate as applicable the general review of the work and include in each field review detailed written comments on quality of work, adherence to technical requirements, work deficiencies, and approve remedial action.
- h) establish an electronic folder system where reports from the field will reside for the District's reference.
- i) render interpretations regarding technical queries in written and graphic form as may be required with reasonable promptness.
- j) render written findings within a reasonable time on all claims, disputes and other matters in question between the District and the General Contractor relating to the execution, schedule or performance of the work or the interpretation of the contract documents.
- k) render interpretations and findings consistent with the intent of and reasonably inferable from the contract documents.
- l) review General Contractor's submittals and/or shop drawings, product data, and samples, for conformance with the design; maintain an electronic log to evidence the status and disposition of shop drawings and another required contractor submittal.
- m) prepare contemplated change notices (CCN), change directives (CD) and change orders (CO) for the District's recommendation and the District's approval; maintain electronic logs to accurately document the status of all CCN's, CD's and CO's; Architect to provide an estimated cost for each CCN. Provide rationale with each proposed change to District.
- n) provide timely responses and reviews to General Contractor requests for information.

- o) furnish supplemental instructions to the General Contractor with reasonable promptness in accordance with a schedule for such instructions agreed by the Architect and the General Contractor.
- p) receive from the General Contractor and forward for the District's review the written warranties and related documents.
- q) the Architect shall maintain an electronic record of changes as the project progresses.
- r) monitor the testing and inspection program; review all reports and issue direction where remedial action is necessary.
- s) determine the amounts owing to the General Contractor based on the Architect's observations and evaluation of the General Contractor's work.
- t) review the General Contractor's draft invoice to confirm the value of work and note any corrections.
- u) issue a Certificate for Payment for the value of work completed each month within 10 days of receipt of the General Contractor's proper invoice.
- v) determine the date of substantial performance, issue the appropriate certificate of Substantial Performance of the Work and oversee the building handover to District.
- w) perform required services to expedite granting of Building Occupancy including provision of all required sign offs and certifications.
- x) receive from the contractor the submittals that are listed in the construction contract to be submitted with the request for the Architect to review for substantial performance.
- y) create a comprehensive deficiency list (all disciplines) in addition to the list prepared by the General Contractor and estimate values for finishing holdbacks.
- z) to validate performance of the building systems in compliance with the District's expectations and with the Facility Program and with other design documents, employ an independent commissioning consultant to provide comprehensive services related to the commissioning of the building systems.
- aa) coordinate the effort of the commissioning consultant to monitor the performance of all building systems (mechanical and electrical) through four (4) complete seasons (summer, fall, winter, spring), report to the District on compliance or non-compliance with the performance expectations. Provide necessary documentation and direction to the District's staff or the sub-contractors with respect to correction of variances from performance expectations; and
- bb) receive from the General Contractor and review and approve the General Contractor's as-built drawings and maintenance manuals, and provide to the District, a complete set of AutoCAD record drawings for all building systems and components in a format acceptable to the District.

Project Close-out Phase:

The Architect shall:

- a) review for completeness the list of items to be completed or corrected submitted by the contractor and forward to the District and contractor together with a list of any additional items observed by the Architect.
- b) forward submittals to the District for review with a written report listing any submittals listed in the construction contract documents that have not been submitted.
- c) where required submittals have not been submitted by the contractor, determine the amount that will be retained from payments to the contractor in accordance with the construction contract until the submittals are submitted.
- d) actively follow up and support the General Contractor to achieve timely correction of deficiencies by the General Contractor and address warranty item issues.
- e) re-inspections as reasonably necessary to determine sufficiency of correction of deficiencies by the General Contractor (allow minimum of two (2) additional site inspections following the final deficiency review).
- f) verify the validity of the General Contractor's application for final payment and issue a certificate for final payment. This shall also include the subsequent release of any maintenance holdback monies after the expiry of the warranty period.
- g) during the warranty period review on site any defects or deficiencies which have been observed and reported during that period, and advise the Contractor in writing to complete these items; and
- h) the Architect shall submit record drawings for the District's use. Including one electronic PDF copy and one editable CAD file (latest version, as per District standards) The PDF copy is to be signed and dated by the Architect and Engineers.

1.13 Quality Management

1.13.1 General

The quality of the product of this project, and all the deliverables leading to project completion, are of great importance to the Town.

1.13.2 To achieve an effective quality management system during the delivery of this project, the disposition of the Architect towards quality management and the level of maturity of their quality management systems will be evaluated as part of the vendor performance records for future procurements.

1.13.3 Quality Assurance

Quality assurance is the component of a quality management system that is focused on providing confidence that the quality requirements of the project will be fulfilled. Inputs to the quality assurance effort are the design drawings, specifications, project plans and progress reports.

The Architect shall:

- a) coordinate the engineering and other design documents with the architectural drawings and specifications;
- b) implement a document control system to identify changes to drawings and specifications;
- c) control and track the distribution of design documents to prevent the unintended use of obsolete information;
- d) commit the services of a consistent team of resources from initial concept design phase through contract administration and commissioning;
- e) verify the compliance of the design with the functional, spatial, performance and aesthetic needs of the project, along with applicable codes, standards and Municipal by-laws; submit a detailed Quality Implementation Plan (QIP) for the verification of the General Contractor's performance. The plan will include a consolidated listing of project-specific design and system performance criteria that have been used by the Architect and the consultants as a basis for design of the project. The QIP will also include a listing of those activities, and their timings, to be carried out by the Architect and the consultants during construction to verify that the work is completed in compliance with the contract documents and with the design requirements of the project. For example, QIP would include performance criteria for curtain wall and any necessary mockups and inspections; and
- f) prior to the tender for construction work undertake a three-dimensional building information modelling (BIM, using Revit or equivalent) with sub-consultants input as part of the design coordination effort to eliminate coordination and conflict issues between various design disciplines.

1.13.4 Quality Control

Quality control is the component of a quality management system that is focused on fulfilling the quality requirements. The quality control effort involves inspections, tests, and corrective and preventive action on site.

The Architect shall:

- a) Assign an experienced contract administrator to oversee the quality of the construction;
- b) Confirm that the contract administrator is familiar with all technical aspects of the design;
- c) carry out all inspections and supervise or witness all tests, as defined in the QIP, to verify that the contract work is proceeding in accordance with the contract documents and to minimize the time required to correct contractor deficiencies during the facility start-up phase;

- d) maintain the QIP plan and submit updates to the plan accordingly; and
- e) identify and track deficient work on site from discovery to correction.

1.14 Commissioning Management

1.14.1 Effective commissioning is essential for the smooth transfer of the building from the project team to the Town's operating staff. The Architect shall engage a commissioning consultant who shall be an independent firm with no corporate ties to the mechanical and electrical consultants engaged by the Architect.

1.14.2 The commissioning consultant shall coordinate activities related to commissioning and confirm that all tests performed by sub-trades, suppliers, and equipment manufacturers are conducted and documented. Commissioning services shall include (but not be limited to):

- a) preparation of the commissioning plan to achieve efficient commissioning of the facility, and the satisfaction of the obligations arising from this section. The plan shall provide sufficient detail to evidence how the Architect will transfer the building from the project team to the Town's operating staff, and will include;
 - I. details of the procedures and processes to be followed;
 - II. organizational plan prescribing roles and responsibilities;
 - III. communication and distribution plan;
 - IV. schedule including meeting and training schedule; and
 - V. functional performance verification forms.
- b) review of the Architect's design documentation (including details and product information) prior to tender to identify issues of concern from a commissioning perspective;
- c) preparation of a project specific specification section: commissioning of the facility related to commissioning delivery of the facility and the roles and responsibilities of the commissioning consultant and the General Contractor;
- d) preparation of functional performance verification forms or test sheets for each piece of equipment and system specified in mechanical and electrical divisions;
- e) preparation of a timetable and a list of seasonal tasks to be performed during the first year of operation;
- f) prior to starting functional performance verification, the commissioning consultant shall review the following;
 - I. Installation;
 - II. Documentation;
 - III. Design criteria, design intent, special features;
 - IV. Commissioning schedule;
 - V. Commissioning procedures;
 - VI. Cleanliness of the systems; and

VII. Electrical characteristics of connected equipment.

- g) verification that training as indicated in the contract specification has been provided;
- h) review of operation and maintenance manuals for completeness of commissioning items;
- i) perform functional performance verification of systems including the Building Automation System (BAS) and reporting faults and defects affecting commissioning to the Architect.
- j) verify energy conservation features are operating as designed and meeting energy use intensity target; and
- k) attending construction meetings with the General Contractor and the design team as required and take the lead in performing the commissioning scope of work.

1.15 Transportation

1.15.1 For Transportation address the following (but not limited to):

- a) provide a parking program with consideration for circulation, wayfinding, accessibility, and control;
- b) identify necessary site amenities, bike shelters, storage facilities, change rooms;
- c) allow for various means of circulation, bicycle, vehicular and pedestrian;
- d) provide a site circulation analysis including fire vehicle access;
- e) consider traffic control measures, signage, calming, pavement markings and intersection control; and
- f) address wayfinding and connections to public transit.

1.15.2 Transportation analysis and recommendations shall conform to the District and the Province objectives.

1.16 Furniture, Fixtures and Equipment (FF&E)

1.16.1 The Furniture, Fixtures and Equipment (FF&E) Specialist will develop and prepare the FF&E program complete with an implementation plan for the program including but not limited to design, District own approvals, tender documents and on-site installation review. The FF&E consultant shall:

- a) organize user group meetings to obtain relevant user input;
- b) organize one facility tour for user groups to visit innovative solutions for other similar and comparable projects;
- c) assess current furniture standards;
- d) work with the Architect's team to develop a coherent vision for the program;
- e) provide two FF&E concepts for presentation to the Town;
- f) deliver an FF&E design brief describing the proposed program;

- g) provide for the requisite I/T, power, heating, cooling and other building infrastructure;
- h) prepare the specification to tender the FF&E work;
- i) review shop drawings;
- j) prepare a schedule of mock-ups and attend review sessions; and
- k) progressively review the installation of FF&E complete with site reports.

1.17 Cost Control

1.17.1 General

- a) The Architect will work with the DPM to deliver a design within the budget.
- b) The Architect shall monitor construction costs from the commencement of the Architects work through to completion of construction.
- c) Potential cost overruns shall be reported by the Architect well in advance of their anticipated occurrence to allow the District enough opportunity to take remedial measures.
- d) The Architect shall aid the District by responding to questions concerning project costs and alternative cost solutions.
- e) The Architect shall provide cost comparisons and detailed cost reports identifying the differences between each succeeding cost estimate, along with an executive summary, identifying the reasons for the differences and their cost impact on the project.
- f) Escalation for the period between submission of the cost report and the time of tender submission shall be shown separately.
- g) The Architect shall provide the DPM with cost estimates for contemplated change notices (CCN) prior to the CCN being issued to the Contractor and shall further identify the anticipated impact on the construction schedule. The Architect shall analyze the contractor's submission in detail; submit to the DPM detailed documentation supporting the Architect's determination of the fair value of each CCN, and issue written advice to the DPM regarding the disposition of CCN's.

1.18 Design Schedule

1.18.1 The Architect shall, within twenty (20) working days of notification of contract award, submit a detailed design schedule based on the milestones in the project schedule. This detailed design schedule will then be used to coordinate all phases of the work. Once the DPM and Town approve the schedule, the Architect shall complete its work in accordance with the approved schedule.

1.19 Construction Schedule

1.19.1 The Architect will include in the contract documents the requirement of the General Contractor to provide a monthly earned value assessment of the actual construction performance compared to the approved baseline.

1.19.2 The contract administrator shall request schedule updates to analyze the General Contractors progress against the construction schedule.

APPENDIX “A” Community Hall Committee Meetings Notes

Meeting Notes: 1st Meeting of the Hudson’s Hope Community Hall Committee

Moved to current site in approximately 1967. Modified to include “wings” to increase main floor space in the late 1970s. Has seen very little or no structural work since this time.

1. Overall Goal:

The current Community Hall Building is to be replaced with a new two storey structure with a footprint not less than 14,000 Square feet by outside dimension (Approximately 28,000 Square feet total).

The Main Floor space of this new structure to have ground level entry from the Kylo Street Frontage and be used for the housing of the Hudson’s Hope Public Library, New Horizons Club and a number of general-purpose rooms as public meeting spaces.

The second floor of the proposed new structure is to be the direct replacement for the existing Community Hall Space and shall have ground level entry from the South Face of the building (the existing parking lot). It shall contain a single large open gathering space, along with a Kitchen, Stage, Bar and storage space such as is required to house tables, chairs and other apparatus fundamental to the operation of a Community Hall while not in use.

The new structure will include such provisions as required to allow use as a public emergency shelter.

The occupancy of the second floor of the structure should be not less than 500 persons.

2. Current Community Hall and Associated Property Issues:

Entrance is not at same level as the Main Floor:

The building is currently main floor located overtop of a partial basement. None of the building entrances are level entry. The Rear Main entrance, the Kitchen Service Entrance, and the Two Main Floor emergency exits have stairs and ramps. The basement emergency entrance has a covered stairwell. The front main entrance is a split-level entry that services both the Main Floor and the basement.

Traffic Jams due to poor layout:

The main floor Entrance splits the Kitchen and Bar Spaces, Staff must wade through patrons to move between the kitchen and bar. Ticket collection for events is often done at this same location as there is no other suitable place, so traffic ends up backing up and occupying the stairs. Incoming patrons pose a safety issue when occupying the stairs, as well as blocking access to the basement and thereby the men’s washrooms. The location of the Women’s / Handicap Washroom on the opposite side of the bar also causes traffic flow issues. Washroom and Bar access share a narrow passage.

Kitchen:

Not up to current standards / codes.

Insufficient Space at Bar:

The existing bar space is inadequate as the mechanical room takes approximately 50% of the usable area. Access to the furnace requires using a ladder to access a door located just below ceiling height. This is both a safety issue and a maintenance / ergonomic issue.

Stage:

Stage is too small for live performance, shares stage entrance and exit with rear main entrance of building, which is also the only handicap accessible entrance. Stage does not contain any integral storage. Building does not have any consideration for AV systems.

Washrooms:

Complete replacement required.

Wings:

Wings are poorly lit, and building structure prevents the wings from easily being incorporated into the active floorspace of the hall.

Additionally, the wings are sinking as they were likely not structured correctly when built.

Insulation:

Building envelope is poorly insulated (FLIR Survey shows that there are some walls that may be without proper insulation).

Electrical:

Building electrical service is small (100A) for the size of the structure.

Main floor lighting re-lamped with LED in 2020, however fixtures were not replaced.

Fire Suppression:

Fire detection and suppression systems do not exist.

3. Maintenance:

Maintenance has been limited primarily to replacing and updating fixtures and appliances as required. Some painting on the interior and exterior, replacement of entrance stairs as required. Interior finishing updated a number of times, bar replaced in mid 2010s. Kitchen received minor upgrades including a sanitizer.

4. Needs:**Main floor:**

1. Space for 350 people seated at tables + a buffet area in main hall
2. Bar area open to main hall
3. Commercial kitchen

4. Raised stage
5. Storage locations for chairs and tables
6. Bathrooms
7. Handicap accessible
8. Foyer
9. suitable as a space of refuge in an emergency

Basement:

1. 1500 sqft (minimum) library space (unfinished)
2. 3 multipurpose rooms
3. Bathrooms
4. Entrance from library to outside
5. Utility room

5. Wants:

Main floor:

1. Floor heating
2. LED lighting
3. Built in sound system

Basement:

1. Floor heating
2. LED lighting

Meeting Notes: 2nd Meeting of the Hudson's Hope Community Hall Committee

1. Meeting Called to Order at 5:00pm
2. Discussion Ensued re: Current Plan for the Community Hall

Looking for stakeholder engagement:

- ☐ Lions
- ☐ Community Hall Society
- ☐ Ladies Club
- ☐ DOHH

Identify current usage scenarios and identify gaps (where does the building meet and not meet the current uses and needs). I.e:

- ☐ Dances / Concerts
- ☐ Weddings
- ☐ Funerals
- ☐ Meeting Space
- ☐ Public Forum
- ☐ Board Room
- ☐ Exhibition Space
- ☐ Exercise / Sports / Play Space
- ☐ Meal Service / Bar Service
- ☐ Emergency Operations / Accommodation

Discussed other additional Desired Usage Scenarios:

- ☐ Public Library
- ☐ Indoor Pool / Waterpark / Spa
- ☐ Running Track
- ☐ Additional Meeting / Conference / Multiuse Spaces (conference capacity).
- ☐ Amalgamation with Skating Rink, Curling Club

2. Asked primary users to provide suggestions to chair via Email

3. Looking to develop a “shovel ready” plan so we can take advantage of grant money. Keeping an open mind as scope and land availability will factor largely in determining cost, we may need to develop more than one proposal based on what we have room to build or can afford to build.

4. Possibly 3 scenarios?

- ☐ Replace only the community hall, on existing site
- ☐ Build a Multiplex incorporating many municipal services
- ☐ The in-between option of expanding on more than one site to accommodate different needs.

5. RSEC may put out some feelers as time permits and see if we can get a look at projects that have been done recently in our area. Get a feel for scope and price. Bring back to committee.
6. Consensus on Next Steps:
 - ☐ Stakeholders to supply some background information per the above discussion (gaps, needs, wants, etc). to the chair via email to be incorporated into the planning and design for a new community hall.
 - ☐ Recommendation to Council that a Consultant be engaged to work with the Community Hall Committee to produce a design for a new community hall structure incorporating feedback from the current stakeholders.

Meeting Adjourned at 6:30pm

APPENDIX “B” REFERENCE TABLES

This page or a reproduction of shall be included in the submission with the associated reference letter as part of the Proposal

Reference #1

Project Name:	
Project Location:	
Client: Name and title	
Client Phone No.	
Client Email	
Description:	
Total Size (sq. ft. GFA):	
Library: Yes/No Reno/New	
Others: Yes/No Reno/New	
Year Substantially Completed:	
LEED Standard if applicable	

Construction contract type	
Client approved Total Construction Budget:	\$
Total Construction Cost at completion:	\$
Team Members for Architect: Name and Roll	

This page or a reproduction of shall be included in the submission with the associated reference letter as part of the Proposal

Reference #2

Project Name:	
Project Location:	
Client: Name and title	
Client Phone No.	
Client Email	
Description:	
Total Size (sq. ft. GFA):	
Library: Yes/No Reno/New	
Others: Yes/No Reno/New	
Year Substantially Completed:	
LEED Standard if applicable	
Construction contract type	
Client approved Total Construction Budget:	\$

Total Construction Cost at completion:	\$
Team Members for Architect: Name and Roll	

APPENDIX "C"

RESPONDENT'S DECLARATION

This page MUST be returned as part of the Proposal

The Respondent has carefully examined the conditions attached to this Request for Proposal and is prepared to perform the work as outlined in this document in an expedient, professional and workmanlike manner, promptly and as directed by the Director of Recreation or designate.

No person, firm or corporation, other than the Respondent, has any interest in this proposal or in the proposed services for this proposal.

This proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a proposal for the same Service and is in all respect fair and without collusion or fraud.

No member of the staff of the District of Hudson's Hope is or will become interested directly or indirectly; as a contracting party, partner, shareholder, surety or otherwise; or in the performance of the Service; or in the supplies, service or business to which it relates; or in any portion of the profits thereof; or in any of the monies to be derived therefrom.

The content and requirements of this RFP have been read and understood. All prices are quoted in Canadian funds.

DATED AT _____ THIS _____ DAY OF _____ 2023.

COMPANY NAME

ADDRESS

PHONE # :

EMAIL:

NAME

CELL #

SIGNATURE

POSITION

GST Registration No.

APPENDIX “D1” FEE TABLES

This page **MUST** be returned as part of the Proposal

Project Fee Submission Stage 1 Contract			
<u>Line Item</u>	<u>Project Phase</u>		<u>Fixed Fee</u> <u>Stage 1 Contract</u>
1.1*	Concept Design Phase		
1.2*	Schematic Design Phase		
1.3	Grant Application Phase		
		Subtotal:	
1.4**	Cash Allowance/Contingency		\$10,000
		Subtotal:	
1.5	5% GST		
1.6	7% GST		
		Total:	

* Fixed fee per phase to include all applicable disbursements including travel.

**The cash allowance will be for additional scope of work as approved by the Owner.

APPENDIX “D2” FEE TABLE

This page MUST be returned as part of the Fee Proposal

<u>Project Fee Submission Stage 2 Contract</u>			
<u>Line Item</u>	<u>Project Phase</u>		<u>Fixed Fee</u> <u>Stage 2 Contract</u>
2.1*	Design Development Phase		
2.2*	Construction Documents Phase		
2.3*	Bidding or Negotiations Phase		
2.4*	Construction Phase		
2.5*	Warranty Phase		
		Subtotal:	
2.6**	Cash Allowance/Contingency		\$25,000.00
		Subtotal:	
2.7*	5% GST		
2.8	7% PST		
		Total:	

* Fixed fee per phase to include all applicable disbursements including travel.

**The cash allowance will be for additional scope of work as approved by the Owner.

APPENDIX “D3” HOURLY FEE FOR ADDITIONAL WORK

This page MUST be returned as part of the Fee Proposal

Hourly Fee		
Title	Team Member's Name	Hourly Rate
Architect Principal		
Architect Lead		
Structural Engineer Lead		
Senior Structural Engineer		
Mechanical Engineer Lead		
Senior Mechanical Engineer		
Civil Engineer Lead		
Senior Civil Engineer		
Electrical Engineer Lead		
Senior Electrical Engineer		

APPENDIX “E1”: WORK BREAKDOWN STRUCTURE STAGE 1 CONTRACT

This page **MUST** be returned as part of the Fee Proposal

	Project Phase	Architect Principal	Architect Lead	Architect support staff	Structural Engineer	Mechanical Engineer	Electrical Engineer	Civil Engineer	Other consultants	Hours Per Phase	Fixed Fee per Phase
A	Initiation- Program review										
B	Concept Design										
C	Schematic Design										
D	Hours A + B + C = D										
E	Hourly rate										
F	Fixed Fee D x E = F										

APPENDIX “E2” WORK BREAKDOWN STRUCTURE STAGE 2 CONTRACT

This page **MUST** be returned as part of the Fee Proposal

	Phase	Architect Principal	Architect Lead	Architect support staff	Structural Engineer	Mechanical Engineer	Electrical Engineer	Civil Engineer	Other consultants	Hours Per Phase	Fixed Fee per Phase
G	Design Development										
H	Construction Documentation										
I	Tender										
J	Construction										
K	Warranty										
L	Hours G + H + I + J + K = L										
M	Hourly rate										
N	Fixed Fee L x M = N										

REQUEST FOR DECISION

RFD#:	Date: September 5, 2023
Meeting#:	Originator: Gordon Davies A.Sc.T.
RFD TITLE: COMMUNITY BEAUTIFICATION	

RECOMMENDATIONS:

This report is being submitted for information only.

BACKGROUND:

This informational report has been compiled in response to **RESOLUTION NO. 143 /2023:**

THAT Staff review and present a report outlining the procedure and timing and cost used to order, plant, maintain the District flower borders and beds.

The Groundskeeping Crew consists of 3 employee positions, that of one Temporary employee and two Casual employees. Work starts as quickly as possible in the spring, depending on weather conditions, but usually starts May 1 to 8 (variable).

The largest spring task for the crew is stripping off and disposing of approximately 1" of soil/rocks/debris from the 1600 lineal feet of border beds. The debris contains a mixture of winter salt and sand plowed off the roads from the winter road maintenance activities. This activity must occur so that the newly transplanted flowers are not killed by the road salt. The beds are then 'topped up' with several inches of good quality topsoil which brings a new batch of weed seeds (some noxious). The border beds are then rototilled and "caked" to shape ready for planting. Planting proceeds approximately June 1st, after all danger of late spring frost has passed.

The District takes delivery of all flower inventory the last week of May, again after all danger of late spring frost has passed. The hanging baskets come pre-planted so are able to be hung throughout the community quite quickly after arrival, giving the community an immediate lift of "spring spirit".

Planting of the 1600 lineal feet of border beds (shown in Appendix A) then proceeds as quickly as possible. Several other employees may be diverted to flower planting activities if available. The District does require to keep the flowers in a nursery situation while waiting to be planted. If heavy rain is received during planting of the outdoor beds, the crew work inside the "Old Shop" to prepare the fifteen patio pots to be set out on their stands and then delivered to their sites.

Planting of the thirteen other rectangular or special feature beds (shown in Appendix A) totalling 1230 sq. ft. are completed after the border beds are completed.

Planting of the nineteen other window boxes / bench planters / boxes (shown in Appendix A) is completed last.

Underground irrigation and overland hoses with drip irrigation are turned on immediately following planting of the border beds. Unfortunately, with the current shortage of water supply within the community, the District chose to “lead by example” and restrict the watering of flowers to a minimum. With the long, hot and dry summer, all plants suffered from a lack of water and did not perform to their usual brilliance.

With the number of deer roaming around the community, it is important to select as many “deer resistant” plants as possible. With the increased cost of deer repellent spray this year, the District chose to discontinue the daily application on plants and hanging baskets. This resulted in flower blooms being eaten by the deer and some eaten which deer typically don’t eat. Even plants rated as “deer resistant” are not “deer proof”.

The flower design plan and subsequent order is completed by the senior Groundskeeper in consultation with the remainder of the crew and potentially the Lead Hand. The order must be submitted, priced and approved for the supplier prior to the end of September of 2023 for May 2024 delivery. The supplier must then collect and secure all seed varieties and colours and set aside sufficient greenhouse space for January to May in order to be successful.

BUDGET:

YEAR	FLOWER SUPPLIER	TOTAL COST
2023	Van Roode Greenhouses	\$10,326.38
2022	Van Roode Greenhouses	\$9,863.51
2021	Van Roode Greenhouses	\$7,566.35
2020	Van Roode Greenhouses	\$6,116.26
2019	Van Roode Greenhouses	\$7,212.68
2018	Van Roode Greenhouses	\$6,164.10

DISCUSSION:

As of August 24, the District was notified by Van Roode Greenhouses that they were retiring and would no longer be able to supply flowers to the District as they have done for the past 10 years. This places the District in a difficult situation to source a new supplier with similar capabilities and reasonable prices.

Transportation of the plants and hanging baskets to Hudson’s Hope will become more of an issue even for the local Fort St. John suppliers. The 2024 flower order is represented in Appendix B and is being sent out to at least four greenhouses for quotations.

FINANCIAL:

No costs have been received from any suppliers at this date. However, it is anticipated that costs will increase by at least 50% over 2023 costs due to:

- Change of supplier.
- Increased seed costs and difficulty obtaining supply.
- Increased labour and production costs.
- Increased transportation costs.



Gordon Davies, A.Sc.T.

APPENDIX A

BORDER BEDS

Beattie Park	620 ft
Sewer Lift – Beattie	176 ft
Church	53 ft
Museum	209 ft
District Office	81 ft
Liquor Store	108 ft
Pool – 2 Sides of Walkway	147 ft
Library	114 ft
Curling Rink	94 ft
<hr/>	
	1602 ft

LOCATION OF BED	BED SIZE	BED AREA (SQ FOOTAGE)
Council Chambers Bed	2'X 9'	18
Beattie Park Circle Bed'	4.6' radius	66
District Office Rectangular Bed (LS)	6'x 18'	108
District Office Rectangular Bed (RS)	6'x 18'	108
Fort St. John Side – Welcome Sign	7'x 19'	133
Chetwynd Side – Welcome Sign	7'x 19'	133
Fire Hall	8'x 28'	224
District Office – Cenotaph	6' radius	56

(2 – Quarter Circle)		
Henry Stege Park (Wood Carvings)	14'x 20'	280
Garden of Peace – Cemetery	5'x 9'	45
Bullhead Mountain Curling Rink		
Small Bed	1.5"x 3'	4.5
Front Bed	2'x 12'	24
Corner Bed	5' x 6'	30
TOTAL: 1,229.5 sq. ft		

Info Center Window Boxes (2)

Library Planters (2)

Gething Park – Barrel Planters (4)

Patio Pots (15)

Bench Planters (3)

Beattie Park – Cedar Boxes (2)

Beattie Park Sign Beds (2)

Beattie Park Archway Beds (4)

18" Diameter Hanging Baskets (19)

APPENDIX B

Flower	Type	Colour	Height	Size	Total Plant	Catalogue
Annual Vinca	Catharanthus roseus	mix	12-18"		576	
Bee balm	Monarda	mix	2-4'		5	
Blanket flower	Gaillardia	orange	36"		50	
Blazing star	Liatris spicata	mix	1-3'		9	
Bracteantha	Dreamtime Jumbo	white	10-12"		6	ball
Calendula	Bon Bon Mixed	mix	12"		11	stokes
Campanula	Clip series	blue	6-8"		64	ball
Canna Lily	Canna Assortment	mix	30-48"		30	ball
Castor bean	Ricinus communis	Red	3'		16	
Cobaea	Scandens Cobaea	purple	climbing		20	stokes
Cornflower	Centaurea cyanus	mix	1-3'		8	
Dianthus	Barbarini red rose Bicolor	pink	8-10"		14	ball
Dusty Miller	Cineraria Silver Dust	silver	10"		828	ball
Heliotrope	Marino Blue	blue	10-14"		15	ball
Ice plant	Hebeaceous	mix	6-8"		24	
Ipomoea	Solar Power Black	black	mounding		40	ball
Ipomoea	Solar Power Lime	lime	mounding		40	ball
Jacobs Ladder	Polemonium Caeurleum	green	12-24"		2	ball
Lantana	Bandana Landscape Red Improved	red	12-16"		99	ball
Lantana	Lucky Sunrise Rose	pink	12-16"		144	ball
Larkspur	Delphinium	mix	1-3'		28	
Licorice	Helichrysum	silver	8-10"		74	ball
Marigold	Cracker Jack	mix	30"		34	ball
Marigold	Red Gem	mix	10"		612	stokes
Salpiglossis	Bolero Hybrids Mix	mix	24"		12	stokes
Salvia	Evolution Violet	violet	18"		720	ball
Salvia	Evolution White	white	18"		576	stokes
Salvia	Lighthouse Red	red	24"		55	ball
Sanvitalia	Golden Aztec	yellow	6-8"		14	ball
Snapdragon	Madam Butterfly	mix	28"		82	ball
Sweet alyssum	Lobularia maritima	mix	6-12"		20	
Thunbergia	Sunny Lemon Star	yellow	trailing		10	ball
Tickseed	Coreopsis	yellow	1'		15	

From: April Moi <april@nbctourism.com>
Sent: Thursday, August 17, 2023 2:53 PM
To: Becky Mercereau <becky@hudsonshope.ca>
Subject: Fwd: Urgent: Destination Development Workshop

Hi Becky

**** NEW DATE SEPTEMBER 28, 2023 ****

I am reaching out to you to let you know about the upcoming destination development workshop that is scheduled for [Thursday, August 24](#). As of yet, we have not received any registrations from Hudson's Hope. This is a busy time of year for tourism operators as well as municipal staff. However, I thought it worth bringing this to your attention.

NBCTA, Destination BC, and Indigenous Tourism BC have scheduled destination development planning sessions to create a regional destination development strategy that integrates the results from our Northeast and Northwest Destination Development Strategies. This important work will also prepare the region for success to deliver iconic experiences as part of Destination BC's Invest in Iconics Strategy. Your participation is critical to the success of the destination development process.

You can view the dates and registrations for all workshops on our website [here](#).

Please register through the Eventbrite format at the link below.

Treaty 8 Territory | Fort St. John

August 24, 2023: 8:30am - 4:30pm [REGISTER HERE](#)

Virtual pre-events took place on Zoom on May 17 and 23 and were recorded. You can view the [recordings here](#).

If you are unable to attend the in-person workshop at a location near you but would like to provide input, please contact april@nbctourism.com. We will gladly arrange a one-to-one discussion so that you can contribute to this important work.

Warmest Regards

April

April Moi

Industry Development Specialist | Northern BC Tourism Association
250-793-0062 april@nbctourism.com travelnbc.com

From: Powers, Erin [NH] <Erin.Powers@northernhealth.ca>

Sent: Tuesday, August 29, 2023 10:40 AM

To: Travous Quibell <mayor@hudsonshope.ca>; Chris Cvik <cao@hudsonshope.ca>

Subject: Meeting Request - Northern Health [Population Health]

Good morning Mayor Travous Quibell,

My name is Erin Powers and I work with Northern Health's (NH) Population and Public Health (PPH) department as a [Healthy Settings Advisor](#) based in Fort St John. Much of my work involves supporting community organizations and local governments to improve the factors that impact health and well-being.

This email is to inform you about an upcoming community engagement event that my colleague Natasha Thorne (Northern Health's Injury Prevention Lead) and I, with support from the New Horizon's Seniors Association, will be leading on Thursday, September 21st @1-2:30pm.

We will be hosting a 90-minute engagement with older adults in your community to **learn about people's falls prevention experience**. The information collected will guide prevention efforts across the Northern Health region. Visit [Northern Health's Seniors' Falls Prevention page](#) for more details.

As part of our visit to Hudson's Hope, we invite you to meet with us (Natasha, Dr. Rakel Kling – Medical Health Officer, myself, and possibly a few others from Northern Health) to discuss local injury prevention needs, healthy aging, and healthy community priorities. Are you and any elected officials or city staff available to meet with us during the **morning of September 21st**?

I am happy to arrange a phone call or virtual meeting to discuss further.
Thanks for your consideration,

Erin Powers

Healthy Settings Advisor – Northeast | Population and Public Health Observatory

Northern Health

10115 110 Avenue, Fort St John, BC, V1J 6M9

Tel: 250.219.5720

Erin.Powers@northernhealth.ca



[Northern Health Healthy Communities E-Brief](#)

The contents of this electronic mail transmission are PRIVILEGED, intended to be CONFIDENTIAL, and for the sole use of the designated recipient. If this message has been misdirected, or if a resend is desired, please contact the sending office as soon as possible.

[WARNING: This message is from an external source]

Regular Council Meeting September 11, 2023

Page 149 of 162

C2

Healthy Settings Advisors: Supports Offered to Communities

Where we live, learn, work and play impacts our health. Healthy communities are the places where multiple sectors collaborate to improve the conditions – like transportation, housing, food, the environment, and mental health – that influence our health and well-being. They are places that make it easier to make healthy choices.

Local governments play a key role in developing healthy communities. However, they cannot do it alone. As Healthy Settings Advisors, we're here to support local governments and community partners as they undertake this important work. This is the healthy communities approach, and it is connected to a provincial strategy and accountable to the Ministry of Health.

How We Do This

We Facilitate. We are process experts. We know how to bring groups together to have meaningful conversations. Involving us means that community members can focus on generating ideas, building connections and creating action plans.

We support communities by:

- Planning and supporting healthy community development initiatives;
- Facilitating visioning, engagement and planning sessions, related to healthy community development;
- Facilitating learning opportunities to increase capacity around community health, through webinars, forums, etc.

We Connect. We build bridges between partners and stakeholders, connecting them with the knowledge, experience and relationships they need within Northern Health, and the northern region more broadly.

We support communities by:

- Reviewing bylaws and policy changes, such as cannabis and smoke-free spaces, from a public health perspective;
- Compiling education and outreach materials, on topics including cannabis, housing, food security, healthy aging, transportation, and healthy built and natural environments;
- Connecting subject matter experts with review processes, such as official community plans.
- Linking partners and stakeholders with community health resources and supports.

We Fund. We support the funding of healthy community projects, and we connect stakeholders and partners to a wide range of other funding opportunities.

We support communities by:

- Sharing information about, and making connections to, external grants and funding opportunities;
- We support the delivery of more than \$2.7 million to northern BC communities through our internal IMAGINE grants over the last decade.

The examples shared are not the limit of our team's work. We are community-centred. We listen to communities, and we mobilize knowledge and resources to help respond to their needs. We encourage those we work with to share their unique requests with us.

Falls Prevention Focus Group



YOU'RE INVITED!

DATE: _____ TIME: _____

LOCATION: _____

Did you know falls are the leading cause of injuries that land older adults in hospital?

We invite all adults 65+ and their families to join us to talk about falls and ways to prevent falls in your community.

We would like to learn:

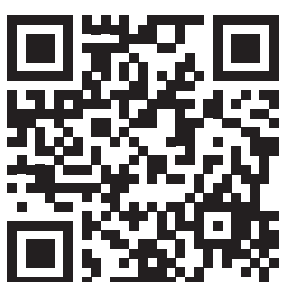
- How people and communities in northern BC work together to prevent falls.
- If and how the COVID-19 pandemic has changed fall prevention efforts in communities.
- What resources are available and needed to help prevent falls.

Your input will guide future falls prevention efforts in northern BC.

Refreshments and a \$20 thank you card will be provided to participants.

There are three ways you can register

- Visit this webpage:
<https://www.northernhealth.ca/health-information/injury-prevention/seniors-falls-prevention#communities>
- Call: 250-645-3127
- Scan this QR code



From the minutes of the August 14th council meeting:

21st ANNUAL BC NATURAL RESOURCES RETURNS TO PRINCE GEORGE

RESOLUTION NO. 121 / 2023

M/S Councillors Miller / Jeffrey

THAT Council allow for up to 3 councillors including the mayor to attend the Forum in 2024.

CARRIED



January 16 - 18, 2024 | Prince George

REGISTRATION IS NOW OPEN!

Register today for the 21st annual BC Natural Resources Forum, January 16 - 18, 2024 at the Prince George Conference and Civic Centre.

REGISTER HERE

REGISTER HERE

SHAPING TOMORROW BC's Resource Sector and Future Generations

This year's Forum will dive deep into the importance of interconnected decision-making through meaningful partnerships between First Nations, Government, and the BC Resource Sector. Through innovation, global opportunities, and guardianship, let's discuss how we can shape tomorrow and create a sustainable legacy for future generations.

Darren Kahl
Executive Vice-President
Site C Clean Energy Project
P.O. Box 49260
Vancouver, B.C. V7X 1V5

August 31, 2023

Mayor Travous Quibell
District of Hudson's Hope

Sent via email

Re: Notice of Site C Construction Activities: October to December 2023

Dear Mayor Quibell,

As part of our engagement with Indigenous Nations and communities, we provide regular updates and information on construction activities. In this letter, we describe the construction work planned from October 1 to December 31, 2023. The letter is [posted on the Site C website](#).

This fall we're completing tunnel conversion, which restricts the amount of water passing through the tunnels currently diverting the Peace River. Restricting water flow is an important step that allows us to proceed with the next major project milestone, filling the reservoir. The timeline for reservoir filling depends on construction progress, meeting the operational requirements of the Peace River system, the continued compliance with environmental regulations, weather constraints, and obtaining all remaining regulatory approvals.

Once reservoir filling begins, it will widen the Peace River by an average of two to three times and there will be [new hazards on the water and the reservoir shoreline](#). It will take up to four months for water levels to reach maximum depth: 52 metres deep close to the dam, 36 metres deep at Halfway River, and 18 metres deep near Hudson's Hope.

[All boat launches will be closed during reservoir filling](#) and will remain closed for at least one year while we monitor slope stability and erosion. We ask that the public stay off the reservoir during reservoir filling and exercise extreme caution around the reservoir until it has been deemed safe.

During reservoir filling, we'll continue to provide timely updates to keep communities informed of the status of reservoir filling and any related information.

For the upcoming period, construction at Site C will focus on:

- Tunnel conversion
- The potential start of Site C reservoir filling
- Progression of earthworks at the dam site
- Construction of permanent access roads on the dam
- Construction of a drainage channel on the dam and on the left bank of the river
- Removal of the right bank cofferdam

- Commissioning of the spillway and intake gates and hoists
- Construction of the penstock flexible couplings for Units 1 to 6
- Construction of the powerhouse
- Construction of the generators and turbines
- Construction of the balance of plant (mechanical, electrical, architectural scopes)
- Construction of the approach channel
- Construction of the tailrace channel and spillway apron
- Construction of fish habitat
- Construction of the permanent fishway facility
- Hauling of riprap from West Pine Quarry to site via train and trucks through Chetwynd and Jackfish Lake Road
- Replacement of the expansion joints on the Halfway River bridge
- Highway 29 decommissioning at Cache Creek, Farrell Creek, and Lynx Creek
- Construction of an intersection on Highway 29 for the Halfway River boat launch
- Construction of recreational sites/boat launches at Hudson's Hope, Halfway River, and Lynx Creek
- Upgrading of D.A. Thomas Road in Hudson's Hope to a two-lane road to access the recreation site
- Reclamation of Portage Mountain Quarry
- Construction of a fish habitat channel on the south bank of the Peace River, east of the dam site
- On-call archaeological studies, as required

For all activities described in this letter, the [necessary approvals](#) will have been obtained before work begins. Geotechnical site investigations, air quality monitoring, heritage and other field studies are ongoing. We'll continue to provide [annual field study notices](#) of these activities.

For the safety of the public and workers, please do not hunt, shoot, or set traps in Site C project areas.

Dam site

- **Access roads:**
 - Crews will continue to maintain dam site access roads and existing south bank resource roads, including petroleum development roads.
 - Crews will continue to apply dust suppression, as needed, on project roads to reduce the potential for dust creation.
- **Diversion Headpond:**
 - The Peace River was diverted in October 2020. During the river diversion phase, water accumulates behind the upstream cofferdam in what is called a headpond. The headpond begins at the dam site and could extend up to 15 kilometres upstream – or approximately up to Cache Creek.

- This means water levels could rapidly rise in areas upstream of the dam site.
 - The Peace River remains closed both immediately upstream and downstream of the dam site; use caution at the shoreline.
- The debris boom on the Peace River was reinstalled in early April. The debris management structures on the Moberly River capture floating debris and prevent it from impacting construction and diversion tunnel operations.
- **Tunnel Conversion:**
 - Installation of four large constriction rings inside Diversion Tunnel 2 to support reservoir filling will continue.
- **Main Civil Works:**
 - Excavation, hauling and stockpiling of aggregate within the dam site.
 - Construction in the left bank drainage adit and right bank drainage tunnel.
 - Rail and truck delivery of riprap to site and placement on the dam, tailrace, and approach channel.
 - Tailrace filling.
 - Removal of the right bank cofferdam.
 - Decommissioning and capping of relocated excess surplus material areas.
 - Drilling and grouting in the approach channel and dam abutments.
 - Installation of the permanent debris booms and boom anchors.
 - Permanent dam site road construction.
 - Construction of drainage channels on the dam and on the left bank of the river.
 - Haul road realignments on the dam site.
 - Reclamation and recontouring of completed areas of the dam site.
 - Covering exposed potentially acid-generating (PAG) rock on the left bank, using crushed limestone from another area of site.
- **Permanent Fishway Facility:**
 - Construction of the permanent fishway will continue.
- **Generating Station and Spillways & Right Bank Foundation Enhancements:**
 - Commissioning of the spillway and intake gates and hoists.
 - Construction of the powerhouse.
 - Starting to replace the penstock flexible coupling for Units 1 to 6.
- **Turbines and Generators:**
 - Installation of the turbine and generator components in the powerhouse will continue.
 - Assembly of generator components will continue inside the powerhouse main service bay and at the contractor's on-site shop.
- **Balance of Plant:**

- Electrical and mechanical equipment components will continue to be safely delivered to and installed at site.
- Installation of electrical and mechanical equipment inside the powerhouse, intakes and spillways will continue.
- Construction of control rooms and office space within the powerhouse will continue.
- **Transmission Lines:**
 - Construction of three 500-kilovolt transmission lines between the Site C substation and the Site C generating station will continue.

Public roads and highways

- **Highway 29**
 - **Halfway River:** Replacement of the expansion joints on the bridge and the construction of an intersection for the Halfway River boat launch will occur.
 - **Lynx Creek:** The Lynx Creek boat launch breakwater and riprap channel will be completed.
 - **Decommissioning:** Completion of decommissioning of existing highway alignments at Cache Creek, Farrell Creek, and Lynx Creek will take place.

Reclamation

- Reclamation, which helps restore areas to their pre-construction states, will continue.
- Planting of Peace View Island is expected to start in mid-September.
- Portage Mountain Quarry reclamation has started and will continue until the end of the year.
- Physical reclamation work on Highway 29 will be complete by the end of September.

Peace River/reservoir

- **River closure:** A short section of the Peace River is permanently closed at the dam site as construction is underway on the earthfill dam.
- **In-river debris management systems:** Debris management structures are in place on the Peace and Moberly rivers.
- **Reservoir fish habitat construction:** Access road preparation and fish habitat construction work are in progress at Wilder Creek.
- **Archaeology:** On-call archaeological studies, as required, anywhere on the project.
- **Reservoir clearing:** Final clearing will take place at Watson Slough.
- **Removals:** Environmental clean-up of found contamination will take place. Acquired residences and structures located within impact lines will be removed or relocated. Fences on acquired properties will be removed.
- **Surveys and site investigations:** Will occur within the footprint of the reservoir area.

Boat launches

- Upgrading of D.A. Thomas Road in Hudson's Hope, including the construction of a retaining wall, will occur. Construction of the recreational site will continue.
- Construction of the new Halfway River and Lynx Creek boat launches will continue.
- The existing boat launches at Lynx Creek and D.A. Thomas are closed for public use.
- The existing boat launch at Halfway River will remain open through the summer season until September 23, 2023.

Transmission works

- **Access road maintenance and tower site stabilization:** Road maintenance on access roads will occur, to ensure environmental compliance along the transmission line.

Production and transport of materials

- **85th Avenue Industrial Lands and conveyor belt system:** Till materials are not being transported, and the conveyor system is no longer being used.
- **Howe Pit:** Materials will be excavated and used to develop a laydown area at Howe Pit.

Environmental Assessment Certificate

Environmental Assessment Certificate #E14-02 for the project consists of Schedule A, the project description, and Schedule B, the conditions under which the project must be built and operated. If we wish to make a change to either Schedule A or Schedule B of the Environmental Assessment Certificate, we are required to submit a written request to the Environmental Assessment Office (EAO). The EAO consults with regulatory agencies, Indigenous Nations and/or the public on the request and issues a written decision on the request.

To date, we have requested and been granted 11 amendments to the Environmental Assessment Certificate. These are:

- Amendment 1 – regarding design changes to the generating station and spillways.
- Amendment 2 – regarding design changes to the Halfway River Bridge within the Halfway River Highway 29 realignment.
- Amendment 3 – regarding the use of West Pine Quarry, in addition to the already approved Portage Mountain Quarry, as a source of quarry and excavated material for the construction of the Highway 29 realignment, Hudson's Hope shoreline protection, and areas along the reservoir requiring protection during reservoir filling.
- Amendment 4 – regarding the selective use of mechanical clearing in riparian zones during reservoir clearing when it is unsafe to undertake manual clearing.
- Amendment 5 – regarding a change in the alignment of Highway 29 at Cache Creek.
- Amendment 6 – regarding the expansion of the worker accommodations camp within the dam site area.
- Amendment 7 – regarding changes to the designs of Highway 29 crossings at Farrell, Dry and Lynx Creeks.
- Amendment 8 – regarding the use of a borrow source located east of the Halfway River for the construction of reservoir clearing access roads.
- Amendment 9 – regarding the relocation of a boat launch from Cache Creek to a location east of Halfway River.

- Amendment 10 –allowing, with conditions, contingency hauling from 85th Avenue Industrial Lands to the dam site in the event the conveyor breaks down for unforeseen reasons.
- Amendment 11 – allowing certain temporary structures to permanently remain in the reservoir and become submerged if retaining the structures will not have an adverse effect on fish or fish habitat

Water Licences and Leaves to Commence Construction/Diversion

We hold Water Licences for the diversion and use of water, the storage of water, and for the temporary and permanent fish passage facilities. During construction, we will apply for a series of Leaves to Commence Construction under the Water Licences to construct project works or components of project works. Construction-related activities under the Leaves to Commence Construction are also independently reviewed by the Independent Engineer and the Independent Environmental Monitor as required by the Water Licences.

To date, we have obtained Leaves to Commence Construction for:

- Initial works
- Relocated surplus excavation material storage areas
- North and south bank excavations
- South bank stage 1 cofferdam
- Clearing of the eastern reservoir
- North bank cofferdams and diversion tunnel works
- Roller-compacted concrete buttress foundation preparation and roller-compacted concrete placement
- Geotechnical investigations for the Hudson's Hope shoreline protection
- Earthfill dam excavation, foundation preparation, fill placement and approach channel foundation preparation and placement
- Generating station civil works and spillways civil works
- Construction of the temporary and permanent fish passage facility
- Stage 2 cofferdams and river diversion, including debris boom facilities on the Peace and Moberly rivers
- Middle reservoir clearing
- Western reservoir clearing
- Hudson's Hope berm construction
- Turbines and generators installation
- Balance of plant
- Hydromechanical works and gantry cranes
- Right bank foundation enhancements

- Final reservoir filling preparations, including removal of the Moberly River Bridge and right bank cofferdam, decommissioning of the upstream cofferdam, and installation of the permanent debris boom

On May 19, 2023, the Water Sustainability Act Engineer issued a third Leave to Commence Diversion under the Water Licences. This Leave authorizes tunnel conversion, reservoir filling, wet testing and commissioning of the generating units and hydromechanical gates, and decommissioning of the diversion tunnels.

Notice of completed activities

The following work, described in previous notifications, is complete or is anticipated to be complete by the date of issuance of this letter:

- Improvements to public roads in the vicinity of the dam site area
- Worker accommodation lodge
- Site C public viewpoint
- 50 affordable housing units in Fort St. John
- River diversion
- Site C substation
- Two transmission lines connecting Site C to Peace Canyon, and Peace Canyon switchgear upgrades
- Temporary fish passage facility
- Placement of 1.7 million cubic metres of roller-compacted concrete in the powerhouse, spillways, and dam and core buttresses
- Concrete buttresses for the dam core
- 2.6 km shoreline protection berm along Hudson's Hope
- Installation and welding of penstock segments on all units
- Highway 29 realignment of 30 kilometres of highway
- Delivery of all six turbine runners to site
- Installation of three turbine runners and one rotor
- Reservoir vegetation clearing
- Installation of 96 steel piles in the spillway and downstream of the powerhouse
- Earthfill dam
- Transfer of materials from Area E to the dam site

What to expect

During this period, the following can be expected:

- [Permanent navigation restrictions](#): Boaters no longer have access to the Moberly River and the Peace River, near the dam site. Public safety signs and beacons have been installed on both banks of the Peace River, and on both sides of the dam site, to mark the active construction area.

- There will be project-related traffic on public roads leading to the dam site, transmission line corridor, reservoir, and Highway 29, as we continue to haul materials, equipment, rock, and timber. This will include increased industrial traffic on resource roads and public roads from Chetwynd leading to the site on the south bank. Dust suppression techniques will be applied, as needed.
- Day, night, and weekend shifts are anticipated for the duration of the project.
- Traffic control will be intermittently in place for construction and investigation activities along Highway 29. This may cause minor traffic delays. Visit drivebc.ca for the latest traffic updates.
- Noise will occur near construction areas.
- Noise and vibration will result from work in the quarries. Hauling may occur at night.
- There will be construction occurring around the Peace River at the dam site.
- We are monitoring air quality in the Site C project area. This data is being added to the Ministry of Environment's [B.C. Air Quality Monitoring Data](#). The Ministry uses this data to report on air quality trends. In the event of poor air quality, the Ministry will release air quality advisories through a notification list. This notification list currently includes the regional media, various public and private sector offices, as well as members of the public. If you're interested in being part of this notification list, please email sitec@bchydro.com.

Learn more

We're committed to providing you with information about Site C construction activities and have established several ways that you can learn more about the project.

We would be happy to discuss the upcoming work in more detail, report on results of field studies and implementation of mitigation plans and discuss how best to communicate with your community.

Kindest regards,

Darren Kahl
Executive Vice-President, Site C Clean Energy Project

c: Chris Cvik, Interim CAO

September 8, 2023

Dear Mayor and Council,

RE: Municipal Protected Areas Project Webinar – 10 am October 4, 2023

I am contacting you on behalf of BC Nature to inform you of the Municipal Protected Areas Project (MPAP) and to invite you and the appropriate staff to participate in a webinar on the MPAP being held on October 4, 2023.

The MPAP is inspired by Canada's commitment at the 2022 United Nations Biodiversity Conference (COP15) to conserve 30% of our lands and waters by 2030 (30 x 30).

Municipal and local governments' protected areas are home to rich cultural and biological diversity and are integral to achieving Canada's biodiversity commitments, including 30 x 30.


The MPAP gives local governments the tools and resources to register their local protected areas on the Canadian database for protected lands. Taking part in this work will allow your community to demonstrate their conservation efforts on multiple levels ranging from contributing to global biodiversity goals, to enhancing community stewardship of local protected areas, and ensuring your community is well positioned to seek future support and resources for conservation efforts. The MPAP is an opportunity to validate and recognize your community's conservation policies and strategic plans.

We invite you and the appropriate staff to attend a webinar on MPAP being held at 10 am on October 4, 2023 to discover more. We will outline the requirements for candidate sites, how the registration process works, and how we can complete much of this work for you at no cost for your community.

Please RSVP at <https://tcmvqp6mf7d.typeform.com/to/VyOG2JiP>

If you require more information beforehand, please do not hesitate to contact me.

Sincerely,



Stewart Guy
Executive Director
EDirector@bcnature.ca

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Chris Cvik, Interim CAO
DATE: September 11, 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 – August 28, 2023*
- **Community Charter Section 90 (1) (a):**
 - (a) *personal information about an identifiable individual (CAO vacancy) who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- **Community Charter Section 90 (1) (k):**
 - (k) *negotiations and related discussions respecting the proposed provision of a municipal service (Water Treatment Plant) that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*

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)).



Chris Cvik, Interim CAO