



## **DISTRICT OF HUDSON'S HOPE AGENDA - REGULAR COUNCIL MEETING**

Council Chambers

October 10, 2023

6:00 pm

(Start Time to follow the Committee of the Whole Meeting that is being held at 6:00 pm)

### **First Nations Acknowledgement**

**The District of Hudson's Hope would like to respectfully acknowledge that the land on which we gather is in the traditional unceded territory of the Treaty 8 First Nations.**

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#### **1. Call to Order:**

#### **2. Dedication Page:**

#### **3. Delegations:**

D1      HH Health Care & Housing Society – Land Transfer Agreement      Page 3

#### **4. Notice of New Business:**

Mayor's List:              NB1      UBCM 2023 Report  
Councillors Additions:    NB2      Councillor Winnicky UBCM 2023 Report  
CAO's Additions:          NB2      Authorization to Attend Leaders Table in Fort St. John

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

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

#### **7. Adoption of Minutes:**

M1      Regular Council Minutes – September 11<sup>th</sup>, 2023      Page 7

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

#### **9. Public Hearing:**

#### **10. Staff Reports:**

SR1      RFD – Appointments: Chief Administrative Officer, Chief Financial Officer  
            & Approving Officer      Page 15

SR2      RFD – Hudson's Hope Childcare Letter of Support      Page 21

SR3      RFD – Arena Concession Operator Contract      Page 22

SR4	RFD – Relocation Water Supply Valves and Junction Box	Page 27
<b>11.</b>	<b>Committee Meeting Reports:</b>	
<b>12.</b>	<b>Bylaws</b>	
<b>13.</b>	<b>Correspondence:</b>	
C1	E-mail from the Honourable Mitzi Dean, Minister of Children & Family Development	Page 35
C2	BC Hydro Community Reception Invitation	Page 36
C3	Youth Parliament	Page 37
<b>14.</b>	<b>Reports by Mayor &amp; Council on Meetings and Liaison Responsibilities:</b>	
<b>15.</b>	<b>Old Business:</b>	
<b>16.</b>	<b>New Business:</b>	
NB1	Mayor Quibell - UBCM 2023 Report	Page 41
NB2	Councillor Winnicky - UBCM 2023 Report	Page 43
<b>17.</b>	<b>Public Inquiries:</b>	
<b>18.</b>	<b>In-Camera Session</b>	
SR5	Notice to Closed Meeting	Page 45
<b>19.</b>	<b>Adjournment</b>	



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Jeanette McDougall - Hudson's Hope Health Care & Housing Society

Subject of presentation: Land Transfer Agreement

Purpose of presentation:

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

To request that Council revise the Purchase & Sale Agreement pertaining to the Land Transfer Agreement between the District and the Hudson's Hope Health Care & Housing Society dated May 4, 2023; at issue, for example, is the District's Option to require a Building Permit to be obtained by December 31, 2024 and an Occupancy Permit by December 31, 2025.

Contact person (if different than above):

Telephone number: 250-242-7887

Email address: jvmcd7@gmail.com

Will you be providing supporting documentation? ☒ Yes ☐ No

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

Technical requirements:

- ☐ flip chart
- ☐ multimedia projector
- ☐ laptop
- ☐ other May bring a Powerpoint presentation (USB stick)

**D1**

**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

\_\_\_\_\_  
Name of Delegate or Representative of Group

\_\_\_\_\_  
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: \_\_\_\_\_

# Hudson's Hope Health Care & Housing Society

## Silver Willow Court

Box 342, 10104 Ellis Crescent  
Hudson's Hope, BC V0C 1V0



Phone: 250-783-5521  
email: swc@pris.ca

April 4, 2023

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

*Attention: Mayor & Council*

**Re: Hudson's Hope Health Care & Housing Society (HHHC&HS) - Land Transfer  
PID: 011-373-601, Lot 1, Section 13, Township 81, Range 26 West of the  
6<sup>th</sup> Meridian Peace River District Plan PGP17871**

The District of Hudson's Hope entered into an agreement (referred to as the "Partnership Agreement") dated April 16, 2019 with the Hudson's Hope Health Care & Housing Society (the "Society") to sell and transfer for \$1.00 the District-owned property described above to the Society for the purpose of supporting "an expansion of the Silver Willow Court Seniors Housing Complex so that the District and the Housing Society may improve the feasibility for a future supportive living facility in the community."

The Society applied for a PlanH Healthy Communities Grant in 2020 in support of this initiative, however there was considerable competition for this particular grant and the Society was not successful. Nonetheless, the Society intends to move forward with improving the feasibility of a future supportive living facility in Hudson's Hope and is currently exploring further grant opportunities.

The Society is requesting that the one page Partnership Agreement be replaced with a more comprehensive Purchase and Sale Agreement. The Partnership Agreement creates some difficulty and unwarranted expenses for both the Society and the District with respect to the sale and transfer of the land and the proposed "charge on title" for the following reasons:

### **1. Proportional Payment of 17%:**

- The intent of the Partnership Agreement was for the District to transfer Lot 1 for \$1.00 to support the expansion of the Silver Willow Court Seniors Housing Complex; however, the requirement to "register a charge on title" to provide the District with 17% of the "current value", should the Society ever become a 'for-profit' entity is contrary to the intended support of the Society (by way of essentially a gift of the property) which benefits the community and creates unnecessary expense for the parties, particularly as it is unlikely that

the Society will become a 'for profit' entity. Note that the 2023 assessed value of Lot 1 is \$29,600, with 17% of this amount being \$5,032, which is a very small amount. It is uncertain what "charge on title" could be registered and the creation and registration of such a charge (if such charge is possible) will be costly and out of proportion with the unlikelihood of the Society becoming a 'for profit' entity.

- Registration of a "charge on title" (again, if such charge is possible) in favour of the District, would complicate the registration of an easement that would allow Legacy Village Market to use a portion of Lot 1 for delivery vehicle access to their business to facilitate the delivery of inventory.
- Registration of an unusual "charge on title" may impede or prevent the Society from being able to fulfill conditions of a grant application and may impede or prevent the Society from obtaining a mortgage for building a future expansion of the facility.

## **2. Consolidation of Lots 1 & 16:**

- There is no advantage for the Society to incur costs associated with consolidating Lots 1 & 16 unless and until Silver Willow Court expands and if necessary for such expansion, which would then make sense so that building across property lines would be avoided.

The Society requests the District consider replacing the original one page April 16, 2019 Partnership Agreement with a more comprehensive Purchase and Sale Agreement as the costs, complexities and potential future issues of proceeding with the original agreement are out of proportion to the benefits.

The Society has had prepared, and encloses with this letter, a Purchase and Sale Agreement (based on a draft agreement originally prepared by the District) which includes provisions to replace the Partnership Agreement with the Purchase and Sale Agreement. The Purchase and Sale Agreement would facilitate the completion of the transfer of the property in a more timely and cost effective manner. The Society requests the District consideration of the enclosed Purchase and Sale Agreement.

The Society appreciates the District's consideration of this request and looks forward to working with the District in the matter.

Sincerely,

*"Debbie Beattie"*

Debbie Beattie, President  
Hudson's Hope Health Care & Housing Society



**REGULAR COUNCIL MEETING**  
**District Office – Council Chambers**  
**September 11, 2023 6:00 P.M.**

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

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

Other: Seventeen (17) community members in the gallery.

**1. CALL TO ORDER**

The meeting was called to order at 6:13 pm with Mayor Quibell presiding.

**2. DEDICATION PAGE**

**3. DELEGATIONS**

**D1 NICOLE GILLISS - BUSINESS ASSOCIATION**

Nicole Gilliss gave a brief overview of the newly formed Hudson's Hope Business Association, there are currently 13+ members showing a need for the association. A business directory has been started and will be circulated within the community and region to promote Hudson's Hope business sector. On behalf of the Business Association members, Nicole has requested that the District make an application to the Northern Development Initiative Trust (NDIT) for a grant to fund an Economic Development Officer (EDO) position. Kathleen Connolly, Executive Director of the Fort St. John Chamber of Commerce attended in support of the Hudson's Hope Business Association.

Hudson's Hope Business Association member, Caitlyn Vince spoke of the importance of the EDO in promoting her business to the surrounding region. Hudson's Hope Business Association member, Scott Linley spoke of how the EDO can promote the tourism industry in the community which would directly impact his business revenue positively.

Mayor and Council will discuss the Hudson's Hope Business Association request during the New Business session at tonight's meeting.

**D2 LYNETTE MIKALISHEN - YMCA BC CHILD CARE**

Lynette Mikalishen, Director of Child Care Services for the YMCA BC - Northern BC, presented to Mayor and Council the involvement of the YMCA in Northern BC

**M1**

communities and how they have assisted and facilitated with implementing child care programs in northern communities that are in a crisis. Lynette expressed the need for cooperation from the local government for reduced rent on any of the District facilities that may be suitable for a childcare facility. There are grants available to offset space for childcare facilities. There are also grants available for employee wages.

There will be further discussions within the community in the upcoming days in hopes of finding a suitable space and partnerships for a childcare facility.

Mayor and Council decision to continue discussions of the YMCA's proposal during New Business of tonight's meeting.

### **D3 FAYE LAVALLEE - BEATTIE PARK CLOCK**

Faye had presented a request for a clock in Beattie Park in November of 2022 and wanted to know the status of her request.

Mayor and Council will discuss the Beattie Park Clock during the New Business session at tonight's meeting.

## **4. NOTICE OF NEW BUSINESS**

Mayor's Additions:	NB1	Hudson's Hope Business Association NDIT grant application
	NB2	Lynette Mikalishen, YMCA - Hudson's Hope Child Care
	NB3	Faye Lavallee - Beattie Park Clock
	NB4	Bullhead Mountain Lease Agreement
Councillor's Additions:	n/a	
CAO's Additions:	n/a	

## **5. ADOPTION OF AGENDA BY CONSENSUS**

**RESOLUTION NO. 150 / 2023**

**M/S Councillors Jeffrey / Beattie**

**THAT the Agenda be amended to allow the Bullhead Mountain Lease Agreement to be discussed under New Business.**

**CARRIED**

## **6. DECLARATION OF CONFLICT OF INTEREST**

Councillor Charlesworth declared a conflict of interest for SR2 - Liability Insurance Bullhead Mountain Curling Club and NB4 – Bullhead Mountain Lease Agreement.

## **7. ADOPTION OF MINUTES**

### **M1 REGULAR COUNCIL MINUTES AUGUST 28, 2023**

**RESOLUTION NO. 151 / 2023**

**M/S Councillors Jeffrey / Winnicky**

**THAT the minutes of the August 28, 2023, Regular Council Meeting be adopted as presented.**

**CARRIED**



**8. BUSINESS ARISING FROM THE MINUTES**

**9. PUBLIC HEARING**

**10. STAFF REPORTS**

**SR1 RFD - TRAFFIC SIGNAGE**

**RESOLUTION NO. 152 / 2023**

**M/S Councillors Miller / Cryderman**

**THAT** Council direct Administration to send a letter to the Ministry of Transportation & Infrastructure requesting that an updated Corridor Review be undertaken, and **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, and **THAT** Council direct Administration to add Beryl Prairie, Lynx Creek and Jamieson Subdivisions to the new Traffic Sign Inventory list.

**CARRIED**

Brief discussion from Interim CAO, Chris Cvik that guidelines for establishing posted speed limits will likely follow TAC Guidelines.

**SR2 RFD - LIABILITY INSURANCE - BULLHEAD MOUNTAIN CURLING CLUB**

Councillor Charlesworth declared a conflict of interest and left the meeting at 7:14 pm.

**RESOLUTION NO. 153 / 2023**

**M/S Councillors Winnicky / Jeffrey**

**THAT** provided 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.

**CARRIED**

Councillor Charlesworth returned to the meeting at 7:16 pm.

**SR3 RFD - 2023 UBCM MEETING REQUEST**

**RESOLUTION NO. 154 / 2023**

**M/S Councillors Beattie / Winnicky**

**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.

**CARRIED**

**SR4 RFD - COUNCIL COMMITTEE AND EXTERNAL ORGANIZATIONS  
APPOINTMENTS**

**RESOLUTION NO. 155 / 2023**

**M/S Councillors Cryderman / Jeffrey**

**THAT** Council approve the appointment of Councillor Cryderman as the District of Hudson's Hope representative at the Northern Development Initiative Trust and Councillor Charlesworth as the Alternate,  
and

**THAT** Council approve the appointment of Councillor Jeffrey as the District of Hudson's Hope representative to the Hudson's Hope Business Association.

**CARRIED**

Discussion to add the Recreation Committee and the Remuneration Committee to the Committee List summary.

Note: The appointment of councillor Cryderman to the Northern Development Initiative Trust and Councillor Charlesworth as Alternate, is not a Board.

**SR5 RFD - ARCHITECT SERVICES FOR THE NEW COMMUNITY HALL**

**RESOLUTION NO. 156 / 2023**

**M/S Councillors Cryderman / Winnicky**

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

**DEFEATED**

**RESOLUTION NO. 156 / 2023**

**M/S Councillors Cryderman / Miller**

**THAT** Administration, based on discussion, review the RFP and forward an amended RFP for Councils consideration.

**CARRIED**

**SR6 COMMUNITY BEAUTIFICATION**

**RESOLUTION NO. 157 / 2023**

**M/S Councillors Miller / Beattie**

**THAT** Council direct Administration to stay within the 2023 budgeted amount for flowers for the 2024 season, and to look into drought-resistant flowers, and

**THAT** staff include an item in the 2024 budget to hire an Arborist to create a master plan for trees and plants for the community.

**CARRIED**

Discussion, Robert Dauphinee, Director of Public Works indicated that 2024 flower prices may be as much as 50% higher.

**SR7 WATER TREATMENT PLANT**

**RESOLUTION NO. 158 / 2023**

**M/S Councillors Miller / Beattie**

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

**THAT Council authorizes administration to engage Clear Blue Water Systems as a sole source contractor to perform the work required to winterize the Veolia Rental Trailer, chemical storage area and the transmission lines \$58,959.10.**

**CARRIED**

## 11. COMMITTEE MEETING REPORTS

## 12. BYLAWS

## 13. CORRESPONDENCE

### C1 DESTINATION DEVELOPMENT WORKSHOP

**RESOLUTION NO. 159 / 2023**

**M/S Councillors Miller / Jeffrey**

**THAT Council authorize one staff and one Council member to participate in the in-person workshop.**

**CARRIED**

Council would like to know who will be attending.

### C2 NORTHERN HEALTH [POPULATION HEALTH]

Received for Information

### C3 BC NATURAL RESOURCES

**RESOLUTION NO. 160 / 2023**

**M/S Councillors Miller / Beattie**

**THAT Council authorize Councillor Charlesworth, Councillor Winnicky and Councillor Cryderman to attend the 2024 BC Natural Resources Forum.**

**CARRIED**

### C4 MPAP WEBINAR INVITATION

Received for Information

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

## 15. OLD BUSINESS

## 16. NEW BUSINESS

### NB1 NICOLE GILLISS - BUSINESS ASSOCIATION - NDI GRANT APPLICATION FOR ECONOMIC DEVELOPMENT OFFICER (EDOO)

**RESOLUTION NO. 161 / 2023**

**M/S Councillors Jeffrey / Cryderman**

**THAT Council authorize Administration to work with Nicole Gillis to produce the grant application for the Northern Development Initiative Trust to hire an Economic Development Officer.**

**CARRIED**

### NB2 LYNETTE MIKALISHEN - YMCA BC CHILD CARE

Discussion on possible locations that the childcare facility may be located, ie: the Pearkes Centre, downstairs at the Silver Willow or downstairs at the Community Hall. Councillor Jeffrey will be attending follow-up meetings with Lynette Mikalishen for other possible locations and will report back to council.

**NB3 FAYE LAVALLEE - BEATTIE PARK CLOCK**

**RESOLUTION NO. 162 / 2023**

**M/S Councillors Jeffrey / Miller**

**THAT** Council direct Administration to contact Faye Lavallee and ask that she create a report on what style of clock she wishes to see installed in Beattie Park and to provide costs and design for the project as well as any ongoing maintenance requirements, and **THAT** Administration investigate whether an amount for the clock was included in the 2023 budget.

**CARRIED**

**NB4 BULLHEAD MOUNTAIN CURLING CLUB**

Councillor Charlesworth declared a conflict of interest and left the meeting at 8:29 pm.

**RESOLUTION NO. 163 / 2023**

**M/S Councillors Miller / Cryderman**

**THAT** Council direct Administration to advise the Bullhead Mountain Curling Club of the following:

1. Willingness to enter into a one-season (8 month) agreement with the club.
2. Forgiveness of the lease payment owing from the 2022-2023 year of \$10,000 + late penalty fee.
3. District to inspect the carpet for the safety item (i.e., tripping hazard) that was mentioned and repair or replace.
4. Club to be included under the District's Liability Insurance.
5. No other changes to the terms of the lease.

**CARRIED**

Councillor Charlesworth returned to the meeting at 8:51 pm.

**16. PUBLIC INQUIRIES**

**PI1 KRISTI ASLOP - PURCHASING POLICY LOCAL**

Ms. Aslop, Hudson's Hope Pro Hardware Store, expressed concern about the decline in the District purchasing locally from Pro Hardware store and stated that since 2018 there has been a decrease in the Hardware store revenue by approximately \$20,000.00 yearly as a result. Ms. Aslop would like the Mayor and Council to readdress the District Purchasing Policy. Mayor Quibell informed Ms. Aslop that the District Policies and Procedures are scheduled to be reviewed in the upcoming year.

**RESOLUTION NO. 164 / 2023**

**M/S Councillors Miller / Jeffrey**

**THAT** Council direct Administration to come back to council with a report on the District's purchasing practices for small consumable items such as paper products, antifreeze and any quotes that have been obtained with regards to these items.

**CARRIED**

**PI2 WENONAH ROSENBERGER - RENTAL SPACE**

Ms. Rosenberger feels that the community needs more rental spaces for office and childcare. Ms. Rosenberger suggests adding office space to the new Community Hall design plan.

**17. IN-CAMERA SESSION**

**RESOLUTION NO. 165 / 2023**

**M/S Councillors Cryderman / 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 28, 2023
- **Community Charter Section 90 (1) (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.
- **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;

**CARRIED**

**18. RISE AND REPORT**

**RESOLUTION NO. IC047 / 23**

**M/S Councillors Charlesworth / Winnicky**

**THAT** Council approve that the following resolutions be released into the Open Meeting of Council:

**RESOLUTION NO. IC045 / 2023**

**M/S Councillors Winnicky / Beattie**

**THAT** Council formally request that BC Hydro enter into a Supplementary Water Services Agreement with the District of Hudson's Hope to fund the completion of a permanent water system,

**and**

**THAT** Council formally request that BC Hydro engage their technical consultants to work with the District's water consultant to ensure the work plan for the permanent water system is being undertaken on a financially responsible basis,

**and**

**THAT** Council formally request that BC Hydro continues to provide funding of the temporary water system until the completion of the permanent water system,

**and**

**THAT** Council direct Administration to prepare an updated report showing the total amount of invoices paid and either submitted or required to be submitted to BC Hydro for Emergency Water expenses and Temporary Water Treatment Plant expenses.

**THAT** Council release these contract award to the Open Meeting of August 14, 2023.

**CARRIED**

**CARRIED**

## 19. ADJOURNMENT

*Mayor Travous Quibell declared the meeting adjourned 9:22 pm.*

## DIARY

***Diarized***

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

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

*08/04/19  
2022  
2023*

Certified Correct:

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Travous Quibell, Mayor

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Andrea Martin, Corporate Officer

# REQUEST FOR DECISION

<b>RFD#:</b> CC-2023-12	<b>Date:</b> September 12, 2023
<b>Meeting#:</b> CM082823	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Appointments: Chief Administrative Officer, Chief Financial Officer & Approving Officer	

## RECOMMENDATIONS:

1. **THAT** Council appoint Crystal Brown to the position of Chief Administrative Officer for the District of Hudson's Hope in accordance with section 147 of the Community Charter, effective October 10, 2023.
2. **THAT** Council appoint Crystal Brown to the position of Chief Financial Officer for the District of Hudson's Hope in accordance with Section 149 of the Community Charter, effective October 10, 2023.
3. **THAT** Council appoint Crystal Brown to the position of Approving Officer for the District of Hudson's Hope in accordance with Section 77 of the Land Titles Act, effective October 10, 2023.

## BACKGROUND:

Section 146 of the *Community Charter* states that Council:

- a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [*corporate officer*] and 149 [*financial officer*],
- b) may, by bylaw, establish other officer positions, and
- c) may assign powers, duties and functions to its officer positions.

In addition, under Section 147, it states that Council may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:

- a) overall management of the operations of the municipality;
- b) ensuring that the policies, programs and other directions of the council are implemented;
- c) advising and informing the council on the operation and affairs of the municipality.

The District of Hudson's Hope Bylaw 903, 2019, establishes Officer positions for the municipality as follows: Chief Administrative Officer, Corporate Officer, Chief Financial Officer, Director of Public Works and Director of Protective Services (*note: the Bylaw Enforcement / Safety Officer position no longer exists and will be removed, along with any references to this position, when the Bylaw is next reviewed*).

This Bylaw further sets out the administrative structure under which the business of the District shall be conducted.

**DISCUSSION:**

Under Bylaw 903, 2019, the Chief Administrative Officer (CAO) is assigned the responsibility of Collector of Taxes for the District of Hudson's Hope and has the authority to assign the responsibilities and / or duties of the Collector of Taxes, Finance and Approving Officer to others within the organization.

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

*District of Hudson's Hope Officer Bylaw No. 903, 2019.*



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Chris Cvik, Interim CAO



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

### **Bylaw No. 903, 2019**

A bylaw to replace Bylaw No. 891 establishing officer positions and set out the administrative structure under which the business of the District shall be conducted.

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**WHEREAS** under section 146 of the Community Charter the Council must establish officer positions in relation to the powers, duties and functions under sections 148 [Corporate Officer] and 149 [Financial Officer]; and

**WHEREAS** under section 146 of the Community Charter the Council may establish other officer positions; and

**WHEREAS** under section 146 of the Community Charter the Council may assign powers, duties and functions to its officer positions;

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

1. This Bylaw shall be cited as the "Officer Bylaw No. 903, 2019".

### **DEFINITIONS**

2. In this bylaw, unless the context otherwise requires:
  - a. " Act " means the Community Charter Act of the Province of British Columbia  
"Administrator" means the Chief Administrative Officer of the District  
"District" means the District of Hudson's Hope.  
"Council" means the Council of the District of Hudson's Hope.
  - b. Words used shall have the same meaning assigned to them by the Community Charter Act.



## **MUNICIPAL DEPARTMENTS**

3. The business of the District, under the direction of the Chief Administrative Officer with and by the authority invested in him/her by Council, shall be conducted by the departments hereby established:
  - a. Administrative Department
  - b. Public Works Department
  - c. Protective Services Department

## **OFFICER AND DEPARTMENT HEAD POSITIONS**

4. Officers of the District shall be:
  - a. Administrator
  - b. Director of Public Works
  - c. Director of Protective Services
  - d. Corporate Officer
  - e. Bylaw Enforcement / Safety Officer
5. Each officer shall be the department head of their respective departments as outlined in Section 3 (a), (b), and (C).
6. Each Officer of the District shall be the person from time to time appointed as such and includes the person employed as such on the date of adoption of this bylaw.

## **APPOINTMENT, TERMINATION, AND SUSPENSION**

7. Officers shall be appointed by resolution of Council. Appointments to all other positions shall be made by the Administrator or his/her designate.
8. Officers may be terminated in accordance with section 152 of the Act.
9. Officers may be suspended in accordance with Section 151 of the Act.

## **POWERS, DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATOR**

10. The Administrator is the Chief Administrative Officer whose powers, duties, and functions include those set out in Section 147 of the Act.

11. The Administrator is the Financial Officer, assigned the responsibility of financial administration, whose powers, duties, and functions include those set out in Section 149 of the Act.
12. The Administrator is assigned the responsibility as Collector of Taxes for the District as set out in the Act.
13. The Administrator is appointed as the Approving Officer under Section 77 of the *Land Title Act*.

#### **POWERS, DUTIES, AND RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC WORKS**

14. The Director of Public works shall be responsible for the District's public works, utilities and facilities.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PROTECTIVE SERVICES**

15. The Director of Protective Services is appointed as the Fire Chief, and shall have the powers, duties and functions pursuant to Section 66 of the Act, the *Fire Services Act* of the Province of British Columbia and the District of Hudson ' s Hope Fire Protection and Life Safety Bylaw No. 775, 2009.
16. The Director of Protective Services shall be responsible for the fire department and the Districts emergency program.
17. The Director of Protective Services is appointed under section 146 of the Act as a Bylaw Officer and shall have the power to enforce any Bylaw of the District.
18. The Director of Protective Services shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE CORPORATE OFFICER**

18. The Corporate Officer shall be responsible for corporate administration, whose powers, duties, and functions include those set out in Section 148 of the Act.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE BYLAW ENFORCEMENT/SAFETY OFFICER**

19. The Bylaw Enforcement/Safety Officer is appointed under section 146 of the Act and shall have the power to enforce any Bylaw of the District.
20. The Bylaw Enforcement/Safety Officer shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

21. The Bylaw Enforcement/Safety Officer shall be responsible for all aspects of safety training, program/ policy development, and management systems implementation and maintenance for the District.

## **PERSONNEL ADMINISTRATION**

22. The Council hereby delegates to the Administrator
- a. The power, duty and function to assign additional responsibilities to an Officer, including acting on behalf of another officer in his/her absence, to ensure efficient operation of the District.
  - b. The power, duty and function to appoint, assign responsibilities to, promote, discipline and dismiss employees other than officers.
23. Any Officer may act in the place of the Administrator during his/her absence, except that the acting Administrator may not exercise the powers stated under Section 21 (a) of this Bylaw in relation to the Administrator or him/ herself. All Officers are deemed to be deputies to the Administrator.

## **REPEAL**

24. Upon adoption of this bylaw, the Officer Bylaw No. 891, 2017 is hereby repealed.

Read for a First Time on the 25<sup>th</sup> day of February, 2019.

Read for a Second Time on the 25<sup>th</sup> day of February, 2019.

Read for a Third Time on the 25<sup>th</sup> day of February, 2019.

Adopted on the 11<sup>th</sup> day of March, 2019.



Dave Heiberg  
MAYOR



Tammy McKeown  
Corporate Officer

Certified a true copy of Bylaw No. 903, 2019  
this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_

Clerk

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2023-23	<b>Date:</b> September 25, 2023
<b>Meeting#:</b> CM101023	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Hudson's Hope Child Care - Letter of Support	

### RECOMMENDATION / RESOLUTION:

1. That Council direct administration to send a Letter of Support for the YMCA to apply on the new community spaces grant.
2. That Administration attach the list of daycare requirements for Hudson's Hope and with the Letter of Support submission.

### BACKGROUND:

Council may recall that the YMCA attended the Council Meeting on September 11, 2023, and presented information on YMCA supported childcare in the Northern Region.

Given that everyone is just back from UBCM, it would have been difficult to call a "Special Council Meeting" during this time and the next Council meeting not for two weeks, Council felt it important to submit our Letter of Support as quickly as possible as the deadline for the new spaces funding intake is rapidly approaching in January.

### DISCUSSION:

As of September 26, 2023, administration had heard back from Councillors Miller, Beattie, Winnicky, Jeffrey, and Mayor Quibell who are all in support of the initiative.

The item is being added to the next Council meeting for transparency.

### ALTERNATIVES:

1. That Council provide further direction to administration.

### OTHER:

1. Letter of Support – Mailed September 27, 2023.

Prepared by:



Chris Cvik, Interim CAO

**SR2**

## REQUEST FOR DECISION

<b>RFD#: CC-2023-20</b>	<b>Date: September 25, 2023</b>
<b>Meeting#: CM101023</b>	<b>Originator: Chris Cvik</b>
<b>RFD TITLE: Arena Concession Operator Contract</b>	

### RECOMMENDATIONS:

1. That Council award the Arena Concession Operator a two-year Contract for the 2023 – 2024 and 2024 – 2025 season to Diana Harris.
2. That Council authorize the Interim CAO or designate to sign the contract.

### BACKGROUND:

A Request for Proposal for the Arena Concession operator was posted with a September 15, 2023, closing date. A response from Diana Harris was received within the posting period.

### DISCUSSION:

The RFP that was posted indicated that it was the District's intent to enter into a one-year agreement contract (2023 – 2024 season) with an option for up to two additional years with the successful proponent.

As part of her submission, Ms. Harris is requesting that the District enter into a two-year agreement, as opposed to the one plus up to two additional contract option.

Ms. Harris successfully operated the Arena Concession during the 2022 – 2023 season and Administration has no objections to the request given the past difficulty in securing a concession operator.

### ALTERNATIVES:

1. That Council award the Arena Concession Operator a one-year Contract for the 2023 – 2024 to Diana Harris.
2. That Council provide further direction to Administration.

### FINANCIAL CONSIDERATIONS: N/A

The District provides the arena kitchen space at a rent of \$1.00 per month.

**OTHER:**

Insurance cannot be obtained for the short arena season and must be purchased on an annual basis. In past years, the District has cost shared insurance with the arena concession operator, whereby the concession operator would purchase the insurance and the District would reimburse for the balance of the year the concession is not in operation.

**ATTACHMENTS:**

1. Draft Two-Year Arena Concession Operator Agreement.

---

Chris Cvik, Interim CAO

**CONTRACT FOR THE OPERATION OF THE  
HUDSON'S HOPE ARENA CONCESSION**

This Agreement, in duplicate and dated for reference the \_\_\_ day of October 2023, is

BETWEEN:

**DISTRICT OF HUDSON'S HOPE**

PO Box 330  
Hudson's Hope, BC, V0C 1V0

*(the "Municipality")*

AND:

**DIANIA HARRIS**

PO Box 123  
Hudson's Hope, BC V0C 1V0

*(the "Lessor")*

**WHEREAS** the Municipality is the registered owner of the real property known as the Hudson's Hope Arena and located at 10010 Arena Road; and

**WHEREAS** the Lessor wishes to commercially operate the Concession situated within the Hudson's Hope Arena and make use of any appliances and equipment contained therein (the "Concession").

**NOW THEREFORE** the Municipality agrees to lease the Concession to the Lessor subject to, but not limited to, the following Operating Standards and Terms and Conditions:

**Operating Standards:**

1. The Lessor agrees to comply with the *Health Act* and regulations as applicable and will ensure that her employees working at the Concession are aware of the *Health Act* regulations. The Lessor agrees to allow the Municipality to inspect the Concession premises when so requested. The Lessor hereby agrees to be named on the Health Department certificate.
2. The Lessor shall comply at its own expense with all laws, ordinances, regulations, requirements and recommendations of any and all Federal, Provincial, Municipal and other authorities, and shall obtain and pay for all necessary permits and licenses, i.e. business licenses, Food Safe.
3. The Lessor agrees to supply sufficient staff to properly run the Concession for all major events including tournaments, the figure skating carnival, "double header" hockey games, and special event skates. The Lessor may also open the Concession during regular Arena hours at the Lessor's discretion. The Municipality agrees to give at least one week's written notice to the Lessor of all applicable events.



4. The Lessor agrees to ensure that Concession workers will treat all members of the public, the Arena staff and each other with respect as this is a community facility and service.
5. When circumstances warrant, the Lessor agrees that the Municipality has the authority to close the Concession at a time that will allow early clearing of the public from the Arena. In the event that any District of Hudson's Hope building or any part hereof shall be destroyed or damaged by fire or any other cause, or if any other casualty, strike or unforeseen occurrence shall render the fulfilment of this agreement by the Municipality impossible, then the Agreement shall be terminated and the Lessor shall pay such amounts that may be payable as aforesaid for use of the premises only up the time of such termination, and the Lessor hereby waives any claim for damages or compensation should this Agreement be so terminated.
6. The Lessor hereby agrees that the Concession will be thoroughly cleaned before Concession workers leave at the end of each day (including tables and chairs in the hall). The Lessor hereby also agrees that the Concession be thoroughly cleaned at the end of each operating season, which would include but not limited to cleaning the refrigerator, freezer, grill, deep fryer, and filters in the hood fan. The equipment should also be moved and the entire floor surface cleaned, as well as all shelving units.
7. The District of Hudson's Hope will require a \$200.00 damage deposit that may be used as required to repair any damage caused to the premises or to clean the premises left in a condition which contravenes this agreement, during the Lessor's period of occupation. The Lessor agrees to pay the Municipality the total cost of any damage or loss to the buildings, grounds, furnishings or equipment resulting from the use of the facility named in the Agreement by the Lessor. In the case of major damage, the account will not be settled until final costs are determined. The damage deposit would be returned after an inspection by the District staff at the end of the term of this agreement.

#### **Terms and Conditions:**

8. **The duration of this Agreement shall be for two-years.** The period is from the opening day of the Hudson's Hope Arena for public use, to the day the Hudson's Hope Arena closes to public use, the final day of operations, for the 2023/24 season at the Hudson's Hope Arena. The 2023-2024 season will run from approximately October 2, 2023 to March 15, 2024, and the expected start date for the Lessor is October 2, 2023. The Municipality agrees to give the Lessor at least 30 days notice if the season closing date changes. The 2024 – 2025 season schedule will be shared with the Lessor as soon as it is determined. The District reserves the right to offer an extension to the contract by one year.
9. The rent shall be \$1.00 per month.
10. Subject to section 5 above, this Agreement may be terminated upon fourteen (14) days written notice by either party. The Municipality agrees to give the Lessor written notice to immediately correct any default of this Agreement by the Lessor. Should the Lessor continue in default of this Agreement following such written notice, the Agreement will be immediately terminated by the Municipality. The Municipality reserves the right to immediately terminate this Agreement for any actions of the Lessor or any Concession workers which could result in any legal action against the District of Hudson's Hope.
11. The Lessor hereby agrees to purchase a Business Licence from the Municipality for operation of the Concession.

12. The Municipality agrees to pay for any and all maintenance and repairs to the appliances and equipment within the Concession which arise from the Lessor's reasonable use of the appliances and equipment. The Lessor agrees to repair or replace appliances and equipment that has been damaged through misuse or where routine maintenance has been neglected.
13. The Lessor shall release, indemnify, and save harmless the Municipality from and against any liability, damages, costs, expenses, losses, causes of actions, claims, suits, judgements and any other harm or loss which the Municipality may incur or suffer or be put to by reason of or in connection with or arising from any breach, violation or non-performance by the Lessor of any obligation hereunder to be observed or performed by the Lessor, or from any wrongful act or neglect of the Lessor in or about the Concession related to the Lessor's use and occupation of the Concession, or any damage to property related to or arising from the Lessor's use and occupation of the Concession or the death of or injury to any person related to or arising from the Lessor's use and occupation of the Concession, or any loss that would not have occurred but for the agreement herein granted.
14. The Lessor shall obtain and keep in force throughout the term of this Agreement a comprehensive general insurance policy to protect and indemnify her and the Municipality against claims for personal injury, death and property damage occurring in or about the Concession in an amount of not less than \$2,000,000 per accident or occurrence. Before this Agreement becomes effective, the Lessor shall arrange for the District of Hudson's Hope to be named and added as an additional insured on her insurance policy and shall provide the Municipality with written proof of this having been done. The Municipality shall reimburse the Lessor for the cost of this insurance policy.

**IN WITNESS WHEREOF**, as noted below the parties hereto have hereunto set their hands and seals at Hudson's Hope, British Columbia, on the dates noted below.

On the \_\_\_\_ day of October 2023.

**For the Municipality**

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Mayor

---

Chief Administrative Officer

---

Signature

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Signature

**For the Lessor**

---

Diania Harris

---

Signature

## REQUEST FOR DECISION

RFD#:	RD-2023-	Date:	October 4, 2023
Meeting#:	CM-10-10-23	Originator:	Robert Dauphinee
RFD TITLE:	Relocate Water Supply Valves and Junction Box to the Top of the Berm		

### RECOMMENDATION / RESOLUTION:

1. *THAT Council receive this report for information and discussion and*
2. *THAT the Council grants authorization to proceed with Big League Utilities for the relocation of the water supply valves and junction box up to the top of the Berm at a cost of \$27,487.39.*
3. *THAT the Council grants authorization to the administration to proceed with Epscan for electrical work required for the winterization and valve relocation activity at the water treatment plant. for \$22,020.60.*

### BACKGROUND:

At the District Council meeting held on August 14th, Council approved to proceed with McElhanney for engineering services and project management. The objective of this project is to prepare the temporary intake and rental clarifier for winter conditions and to make necessary preparations for connecting the new water treatment plant intake in anticipation of reservoir filling.

BC Hydro has indicated that the reservoir filling could happen as early as this fall, with the Hudson's Hope seeing a change in water levels by December of this year.

### DISCUSSION:

BC Hydro plans to fill the reservoir for the Site 'C' by the end of 2023. In light of this, additional work is necessary to ensure that the temporary setup remains operational as water levels rise along the berm.

In January 2023, administration obtained a license of occupation from BC Hydro, allowing the original installation of the temporary waterline along the berm. However, the upcoming work requires an amendment to the existing license, and this request for the amendment was submitted last week.

Currently, some of the equipment required for our water treatment plant is positioned below the average operating water level of the reservoir. It will be submerged as the water rises during the inundation process.

**SR4**

To prepare for the reservoir filling, it is imperative that we install a second waterline adjacent to the existing one. This will enable us to relocate the junction wye and valve assemblies above the reservoir's operating elevation. Additionally, a second length of steel well casing will be placed alongside the existing temporary waterline, with gravel being added over the casings to facilitate vehicle transport across the pipes.

Furthermore, a portion of the ditch bordering the north side of the berm access road will need temporary infilling to create a small pad for the valves and junction box. This infill will include the installation of a culvert beneath it, along with geotextile underneath the fill to prevent material migration into the existing rip rap.

Regarding the aforementioned works, we acquired two quotations. Clear Blue provided a quote of \$59,628.00, while Big League Utilities quoted \$20,178.47.

Upon review by McElhanney, it has been recommended that we proceed with the quotation from Big League Utilities. However, to account for their lack of familiarity with the original project, a contingency has been added. This results in a total cost of \$27,487.39 for this work.

Activity	Costs
Relocate valves and junction box up to the top of the Berm	\$ 20,178.47
Contingency	\$ 6,000.00
HST	\$ 1,308.92
Total	\$ 27, 487.39

As part of the winterization project, we will engage Epscan, our permit holder, to handle the tie-in and termination tasks related to electrical work. This scope of work includes the disconnection and subsequent reconnection of the junction box housing electrical connections for heat trace, indicator lights, and raw water pumps.

Additionally, Epscan will be responsible for the installation and integration of a versatile panel in the clarifier trailer's coagulant building, providing power for lighting and a space heater. Epscan has provided a cost estimate for all electrical-related tasks, totalling \$22,020.60. This cost includes expenses for a submersible cable and electrical accessories that were not part of the quote from Big League Utilities.

Activity	Costs
Clarifier Winterization	\$ 8,136.00
Intake Reconfiguration	\$ 7,836.00
Contingency for submersible cable and electrical accessories.	\$ 5,000.00
HST	\$ 1,048.60
Total	\$ 22,020.60

**FINANCIAL CONSIDERATIONS:**

The expenses associated with this project will be submitted to BC Hydro for reimbursement as part of the return to the river temporary water treatment plant project.

**ATTACHMENTS:**

1. Recommendation from McElhanney per email on October 5, 2023.
2. Quote from Big League Utilities - River Water Supply Valves and Electrical Relocation
3. Quote from Clear Blue Water Systems – River Water Supply Valves and Electrical Relocation
4. Quotes from Epscan – Intake Reconfiguration and Clarifier Winterization

**OTHERS:**

Prepared by:



Robert Dauphinee, P.Eng.  
Director of Public Works

Approved by:

Chris Cvik, Interim CAO

**From:** Jane Price <[jprice@mcelhanney.com](mailto:jprice@mcelhanney.com)>  
**Sent:** Thursday, October 5, 2023 3:19 PM  
**To:** Robert Dauphinee <[robert@hudsonshope.ca](mailto:robert@hudsonshope.ca)>  
**Cc:** Mark DeGagne <[mdegagne@mcelhanney.com](mailto:mdegagne@mcelhanney.com)>  
**Subject:** Intake Re-Configuration - recommendation

Hi Robert,

Mark and I have reviewed the attached quotes from the two contractors Clear Blue Water Systems (CBWS) and Big-League Utilities (BLU) – both based out of Fort St John.

Given the substantial price difference between the two McElhanney recommends that the District proceed with BLU.

Please note that the pricing from BLU **does not include** any electrical cable or electrical labour.

Given the lack of familiarity with the work and the site, it is recommended to obtain contingency funding in the amount of \$6,000. The previously supplied Epscan quote will also require a contingency of at least \$5000 to allow for the purchase and install of 40m of submersible electrical cabling and electrical appurtenances (for a total of \$12,836).

	CBWS	BLU
Lump Sum Quote	\$59,628.00	\$20,178.47
Recommended Contingency	\$5,962.80	\$6,000.00
Electrical	\$7,836.00	\$12,836.00
Total	\$73,426.80	\$39,014.47

Trust this is sufficient to assist with the District and Council's decision.

**Jane Price, BASc, EIT**  
**McElhanney**  
[www.mcelhanney.com](http://www.mcelhanney.com)  
8808 72 St | Fort St. John BC V1J 6M2  
D 778 844 0148 | C 250 262 9063  
[jprice@mcelhanney.com](mailto:jprice@mcelhanney.com)



10471-100th St,  
Box 693 Taylor,  
BC V0C 2K0  
(250)789-9277

<b>Customer:</b>	McElhanney	<b>Quote</b> <b>24-001 rev1</b>					
<b>Job Number:</b>							
<b>Date (Month,Day,Year):</b>	Sept6//23						
<b>Comments:</b>	Load equipment, pipe and materials, Travel to site, Scope and safety meeting, Fuse 45m of 6" ,Heat trace and insulate, Place pipe,Install Wye as directed, install Culvert in ditch, Vac trench for casing,Install casing for 6" pipe in road, backfill road with gravel, lay geo under gravel for culvert and casing, clean up load and travel to shop Extras to be charged at cost plus 15% Price Valid for 30 days						
<b>Manpower</b>	<b>Employee</b>	<b>LOA</b>	<b>3RD Party Company</b>	<b>Quantity</b>	<b>Rate</b>	<b>Units</b>	<b>Total</b>
Travel	Adam Mackean			4	\$ 75.00	\$/hr	\$300.00
Fusion Tech	Adam Mackean			8	\$ 125.00	\$/hr	\$1,000.00
Travel	Colby Lays			4	\$ 75.00	\$/hr	\$300.00
Operator	Colby Lays		included in SS333	8	\$ -	\$/hr	\$0.00
Driver	Blain Alexander		included in DT121	6	\$ -	\$/hr	\$0.00
Operator	Blain Alexander		included in EX601	8	\$ 75.00	\$/hr	\$600.00
Driver	Aaron Tubbs		included in TT081	6	\$ -	\$/hr	\$0.00
Labour	Aaron Tubbs			6	\$ 75.00	\$/hr	\$450.00
Driver	Angus Fraser			12	\$ -	\$/hr	\$0.00
					\$ -		\$0.00
					\$ -		\$0.00
					\$ -		\$0.00
					\$ -		\$0.00
					\$ -		\$0.00
					\$ -		\$0.00
				<b>Total Daily Manpower Cost</b>			<b>\$2,650.00</b>
<b>Equipment Type</b>	<b>Equipment</b>	<b>Unit #</b>	<b>3RD Party Company</b>	<b>Quantity</b>	<b>Rate</b>	<b>Units</b>	<b>Total (\$/d)</b>
TrucksTrailers	Tridem Tractor with Tridem Trailer	TT081		6	\$ 255.00	\$/hr	\$1,530.00
TrucksTrailers	2014 Cat Tri/A Combo Hydro Vac Truck	VT141		12	\$ 255.00	\$/hr	\$3,060.00
TrucksTrailers	20' Enclosed Job Trailer	TL201		1	\$ 250.00	\$/d	\$250.00
TrucksTrailers	2008 Sterling T/A Box Truck	DT121		6	\$ 215.00	\$/hr	\$1,290.00
TrucksTrailers	One Ton Crew Truck	PU182		1	\$ 265.00	\$/d	\$265.00
SpecEquip	John Deere 331 Track Skidsteer	SS333		8	\$ 125.00	\$/hr	\$1,000.00
SpecEquip	618 Fusion Machine c/w Poly Rollers	FSM618		1	\$ 500.00	\$/d	\$500.00
SpecEquip	Fusion Data Loggers	DL06		1	\$ 150.00	\$/d	\$150.00
SpecEquip	John Deere 60G Excavator	EX601		8	\$ 145.00	\$/d	\$1,160.00
	6" Dr11 Wye		Stock	1	\$ 463.00	each	\$463.00
	6" DR11		Stock	45	\$ 45.00	\$/m	\$2,025.00
	Geo Textile		Norweld	1	\$ 861.30	Roll	\$861.30
	5m Steel Casing 12"		propile	1	\$ 394.00	all	\$394.00
	4m 600MM Culvert		canada culvert	1	\$ 963.17	all	\$963.17
	3/4 Crush Gravel			1	\$ 500.00	Load	\$500.00
	Heat trace 45m		Eecole	1	\$ 1,202.00	all	\$1,202.00
	Insulation 45m		Snake Wrap	1	\$ 1,415.00	all	\$1,415.00
	Freight			1	\$ 500.00	all	\$500.00
					\$ -		\$0.00
				<b>Total Equipment Cost/Day</b>			<b>\$17,528.47</b>
<b>Customer Signature:</b>							
<b>Approver Name:</b>	Jane						
<b>AFE:</b>							
<b>Location:</b>	Hudson Hope					<b>Subtotal</b>	<b>\$20,178.47</b>

# Clear Blue Water Systems Ltd.

PO #148  
13076 - 256 Rd  
Montney, BC  
V0C 1Y0

Ph: 250 827-3737  
Email: [clearblue@telus.net](mailto:clearblue@telus.net)  
[www.clearbluewaterystems.ca](http://www.clearbluewaterystems.ca)

September 29th, 2023

Robert Dauphinee  
P.Eng.  
Director of Public Works & Engineering  
District of Hudson's Hope  
9904 Dudley Drive, PO Box #330  
Hudson's Hope, BC  
V0C 1V0

## Re: River Water Supply Valve & Electrical Relocation

Estimate to relocate the river water supply valves and electrical to the access birm.

1	ea	Lump Sum Total	59,628.00
1	ea	Contingency Funding at 10%	<u>5,962.80</u>
Sub Total			\$65,590.80

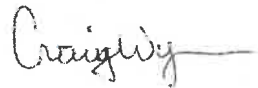
Items included related to time as labor, overtime, LOA and daily truck charges are estimated.

Gravel is to be supplied by the District and electrical connections are to be completed by others.

Applicable tax will be calculated upon invoicing.

Should you have any enquiries regarding the above quotation, please do not hesitate to contact me.

Regards,



Operations Manager  
Clear Blue Water Systems Ltd.

*"Clean Water - Clear Choice"*





# ESTIMATE

**GST #101664829**

To: District of Hudson's Hope c/o McElhanney 8808 72 St Fort St. John BC V1J 6M2  Attn: Jane Price, EIT	PHONE: 778 844 0148	DATE: October 4, 2023
	JOB NAME/LOCATION: <b>Hudson's WTP Quotes – Intake Reconfiguration</b>	
	JOB #: Epscan Job: <b># 4840</b>	FAX:  EMAIL: <a href="mailto:jprice@mcelhanney.com">jprice@mcelhanney.com</a>

Epscan is pleased to provide the following estimate proposal to complete the electrical scope of work for the winterization of the clarifier and intake reconfiguration as per the email received on October 3, 2023.

Intake Reconfiguration	
Labour	\$ 6,336.00
Materials	\$ 1,500.00
<b>Estimated Total</b>	<b>\$ 7,836.00</b>

\*Taxes Not Included

**We Propose** hereby to furnish material and labour-complete in accordance with the above specifications, for the sum of:

-----**SEVEN-THOUSAND-EIGHT-HUNDRED-THIRTY-SIX**-----**00**

Payment to be made as follows:

Net 30 days upon completion and 2% interest charged per month on all overdue accounts.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate or proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance.

Our workers are fully covered by Worker's Compensation Insurance.

Authorized  
Signature: \_\_\_\_\_

Note: This proposal may be  
withdrawn by us if not accepted with 30 days.

**Acceptance of Proposal**-The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance:** \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



# ESTIMATE

**GST #101664829**

<b>To:</b> District of Hudson's Hope c/o McElhanney 8808 72 St Fort St. John BC V1J 6M2  Attn: Jane Price, EIT	<b>PHONE:</b> 778 844 0148	<b>DATE:</b> October 4, 2023
	<b>JOB NAME/LOCATION:</b> Hudson's WTP Quotes – Clarifier Winterization	
	<b>JOB #:</b> Epscan Job: # 4840	<b>FAX:</b> EMAIL: <a href="mailto:jprice@mcelhanney.com">jprice@mcelhanney.com</a>

Epscan is pleased to provide the following estimate proposal to complete the electrical scope of work for the winterization of the clarifier and intake reconfiguration as per the email received on October 3, 2023.

Clarifier Winterization	
Labour	\$ 6,336.00
Materials	\$ 1,800.00
<b>Estimated Total</b>	<b>\$ 8,136.00</b>

\*Taxes Not Included

**We Propose** hereby to furnish material and labour-complete in accordance with the above specifications, for the sum of:

-----**EIGHT-THOUSAND-ONE-HUNDRED-THIRTY-SIX**-----**00**

Payment to be made as follows:

Net 30 days upon completion and 2% interest charged per month on all overdue accounts.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate or proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance.

Our workers are fully covered by Worker's Compensation Insurance.

Authorized  
Signature: \_\_\_\_\_

Note: This proposal may be  
withdrawn by us if not accepted with 30 days.

**Acceptance of Proposal**-The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Date of Acceptance:** \_\_\_\_\_

Your Worship Mayor Travous Quibell  
District of Hudson's Hope  
E-mail: [tonia@hudsonshope.ca](mailto:tonia@hudsonshope.ca)

Dear Mayor and Council:

Since 1990, October has been declared a time to celebrate and honour the caregivers in our communities across British Columbia who make the unconditional commitment to protect and care for some of our most vulnerable children and youth. I am pleased to announce that this October will mark the 33<sup>rd</sup> Foster Family Month in British Columbia.

As Minister of Children and Family Development, I would like to offer my sincere gratitude to caregivers who have stepped up when they are needed most. By embracing the challenges and rewards of caring for these children, they have made a huge difference in their lives, as well as the communities in which they reside. I have the deepest respect for the hard work that they have done and continue to do as caregivers. In being part of the lives of these young people, they fulfill many roles, including parent, mentor, teacher, friend, and cheerleader. Their efforts and compassion create a safe haven and a home while responding to each unique family situation. I wish to express my sincere gratitude for the warmth and dedication these caregivers and foster families have shown to the children and youth in their care. The support, guidance, and love they have shown will last a lifetime.

To help these children and youth, as part of *Budget 2023*, the Ministry of Children and Family Development increased monthly payments for foster caregivers by as much as 47 percent to ensure that these young people and those who care for them will have the support they need to build safe, stable and happy futures.

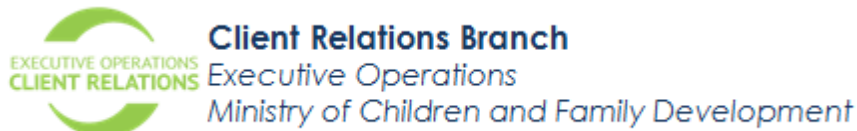
Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

On behalf of the Government of British Columbia and its citizens, thank you for your continued support in recognizing foster caregivers.

Sincerely,

Mitzi Dean  
Minister

*Sent on behalf of the Minister by:*



**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**

[WARNING: This message is from an external source]

**C1**

September 12, 2023

On behalf of the BC Hydro Board of Directors & the Executive Team we are pleased to extend an invitation to you to join us for a community reception on the evening of **Wednesday, October 18, 2023**.

We are on the verge of a major global energy transition – away from carbon-intensive fuels and towards cleaner sources, with hydroelectricity forming a major part of this. The provincial government has outlined the steps it will take to move us all towards this future through its [CleanBC Roadmap](#) and BC Hydro has developed its [Electrification Plan](#) in support of this.

B.C.'s electricity needs are expected to grow by almost 40% over the next 20 years, driven by a projected population increase of more than one million residents, economic expansion, and decarbonization of the economy through electrification.

These changes will touch all of us, the relationship we have with electricity and the way that it supports our businesses and lives. This is certainly true in the Fort St John area where the Site C clean energy project is under construction and on track to be in service by 2025, adding a major tool to our province's fight against climate change.

As we plan for this future, we are also focused on advancing reconciliation with the First Nations and want to thank the Treaty 8 First Nations on whose territory we will host our October reception.

As part of our planned visit to Fort St John, the BC Hydro Board & Executive Team would welcome the opportunity to connect with you at a community reception which will be held from **5:30 – 7:30 pm** at the Northern Grand Hotel & Conference Centre, (Ramada Inn), 9830 – 100 Avenue, Fort St. John, BC.

Please confirm your attendance to Francesca Kelly by email at [CorporateSecretary@bchydro.com](mailto:CorporateSecretary@bchydro.com) or at (604) 209.8442 by **September 28<sup>th</sup>**.

We hope you can join us and look forward to seeing you on October 18<sup>th</sup>.

Yours truly,



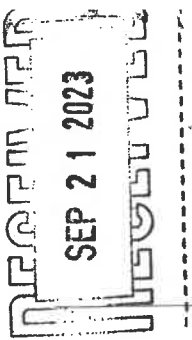
Lori Wanamaker  
Chair, Board of Directors

Yours truly,



Chris O'Riley  
President & Chief Executive Officer

**C2**



# Youth Parliament of British Columbia



Alumni Society Unit B – 1211 Roy Road  
Victoria, BC V8Z 2X8

registrar@bcyp.org

14 September 2023

Dear Mayor and Council:

**Re: British Columbia Youth Parliament, 95th Parliament**

The British Columbia Youth Parliament will hold its 95th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2023.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$425** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant’s chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

**All applications must be received by October 27, 2023.** Applicants will be notified whether they have been selected in mid-November. If you require more information, please contact me by telephone or e-mail as indicated above or visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Ambrose Yung  
Registrar, Youth Parliament of B.C. Alumni Society

Sponsoring the British Columbia Youth Parliament

**C3**



# British Columbia Youth Parliament

## Application Package & Background Information

95th Parliamentary Session  
December 27-31, 2023 - Victoria, BC

### WHAT IS BCYP?

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in the community. Since 1924, BCYP has provided a forum for young people to develop skills in leadership, organization, public speaking, and the parliamentary process, and to put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2024. For detailed information about BCYP's activities, visit our website, [www.bcorp.org](http://www.bcorp.org).

### BCYP'S ACTIVITIES

BCYP's year begins with the Parliamentary Session from December 27 - 31, 2023. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation.

At Session, Members:

- Meet young people from all over the province;
- Debate Cabinet's legislation which sets out BCYP's activities for 2024;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 96th Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Group volunteer service projects with summer camps, food banks charity walks, soup kitchens, and other service groups;
- Special projects which vary depending on annual legislation but have included summer festivals, children's day camps and Camp Phoenix;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

### WHO CAN ATTEND?

Each year 97 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club, Municipality or church). Five members of that group must indicate their support by signing the application form.

To be eligible for membership you must be:

- Age 16 - 21 (inclusive) as of Dec. 31, 2023;
- A resident of British Columbia;
- Nominated by an organization committed to youth;
- Willing and able to participate in BCYP's activities for one year.

Due to the limited number of seats in the Provincial Legislature and public health guidelines, only 97 applicants will be selected to become Members this year.

### SESSIONAL ARRANGEMENTS

**Accommodations:** Accommodation at the Marriott Hotel Inner Harbour, Victoria is provided for all Members for the nights of December 27 - 30 (inclusive). Members will share hotel rooms. BCYP will follow all Provincial public health orders.

**Transportation:** Transportation for Members residing outside the Victoria area is included in the registration fee. Members living in the Interior, North, or North Island will be required to travel on December 26 and January 1.

**Meals:** Each Member is responsible for the cost of meals in Victoria. Some dinners will be at assigned restaurants, others free-choice.

### PRE-SESSIONAL INFORMATION

The Registrar will notify all applicants by email or mail as to their acceptance status by mid-November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops as well as travel and health & safety info will be announced in the acceptance letters.

### FOR MORE INFORMATION

Inquiries from applicants, parents, teachers and nominating organizations are welcomed.

Please contact: **Ambrose Yung, Registrar**  
[registrar@bcyp.org](mailto:registrar@bcyp.org)

### APPLICATION PROCEDURE

Complete the attached application form (pages 3 and 4 of this package) and forward it with your personal statement and registration fee. Members who require financial support can email to request a Financial Aid Application.

**Ambrose Yung, Registrar**  
Unit B - 1211 Roy Road  
Victoria, BC. V8Z 2X8

e-mail: [registrar@bcyp.org](mailto:registrar@bcyp.org)

Applications must be **RECEIVED** by **Tuesday, October 27, 2023** by **mail or email attachment**. **If you send the application by email attachment, please mail the original signed copy with your application fee.**

**Please print clearly. Illegible or incomplete applications may be rejected. You email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. Original signed hard copies must be received to consider your application complete.**

### REGISTRATION FEE

The registration fee for each member is **\$425**. A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form or follow an e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to [payment@bcyp.org](mailto:payment@bcyp.org). **Be sure to include the full name of the applicant in the comments section and email us your password.** Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. **NSF cheques are subject to a \$45 fee.**

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of **financial support is available from BCYP**. For more information, please contact the Registrar **before** the October 27 application deadline to request a financial Aid application form. Requests for financial assistance will not impact membership selection. So that we can provide support for as many members as possible, we encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

### CANCELLATION

Accepted individuals who cancel on or before **December 1** will be refunded their registration fee minus a **\$25 administration fee** and **minus the price of a non-refundable travel already purchased** for them. No refunds will be issued for cancellations after December 1.

### THANKS TO OUR SPONSOR

British Columbia Youth Parliament is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

**APPLICATION FORM – NINETY FIFTH BC YOUTH PARLIAMENT**

LAST name: \_\_\_\_\_ FIRST name: \_\_\_\_\_ GENDER: \_\_\_\_\_ Room with: ☐ M ☐ F

☐ I identify as someone with indigenous ancestry

**CURRENT ADDRESS (including temporary/University residence):**

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

**PERMANENT ADDRESS (i.e. parents) or STREET ADDRESS if DIFFERENT from above:**

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

**TRANSPORTATION TO VICTORIA REQUIRED FROM:**

CURRENT/TEMPORARY ADDRESS ☐ PERMANENT ADDRESS ☐ OTHER: \_\_\_\_\_

BIRTHDATE: (YYYY/MM/DD) \_\_\_\_\_ SCHOOL/UNIVERSITY: \_\_\_\_\_

NOMINATING ORGANIZATION: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CONTACT TEACHER / COORDINATOR NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE OF TEACHER / GROUP COORDINATOR: \_\_\_\_\_

Would you (teacher/coordinator) like to receive a print and e-mail copy of the application package each year?

☐ Yes ☐ No ☐ Already on the list

THE FOLLOWING MEMBERS/STUDENTS of \_\_\_\_\_ NOMINATE  
(NAME OF ORGANIZATION/SCHOOL)

\_\_\_\_\_, A MEMBER/STUDENT OF OUR ORGANIZATION/SCHOOL TO SIT AS A BCYP MEMBER.

**FIVE NOMINATING SIGNATURES REQUIRED:** (other members/students of the organization/school)

	Name	Signature	email
1			
2			
3			
4			
5			



**APPLICATIONS MUST BE RECEIVED BY OCTOBER 27, 2023**

**PERSONAL STATEMENT**

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as Regional Youth Parliaments, fundraising events, community outreach projects, and other service and debating activities.

All **new** applicants must attach a **one-page** personal statement, outlining:

1. Why you would like to be a Member of BCYP;
2. What community service have you been/are, or intend to become, involved with in your community;
3. Any activities you have been/are involved with that relate to debate or public speaking;
4. With reference to the preceding paragraphs, how you believe you can personally contribute to BCYP, including debate at Session AND its projects and other activities throughout the Sessional year.

**YOUTH PARLIAMENT EXPERIENCE**

Have you attended BCYP before? ☐ Yes ☐ No

**If yes**, do you wish to become a member of the Alumni Society?

☐ Yes ☐ No ☐ Already on the list

**If "Yes" or "Already on the list"** above, do you consent to receive e-mail communications from the Alumni Society, which may include requests for donations or other items of a commercial nature? (Note: answering "No" below means you will not receive any e-mails, including the Alumni Society's newsletter *The Speaker* or email invitations to alumni events.)

☐ Yes ☐ No

Have you attended a Regional Youth Parliament as a Member or Ambassador?

☐ Yes (as a member) ☐ Yes (as an ambassador); If yes, which one(s)? \_\_\_\_\_ ☐ No

How did you **first** hear about BCYP? (Please choose one option)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> From a teacher   | <input type="checkbox"/> From a group leader                    | <input type="checkbox"/> Saw a poster/brochure (where? _____) |
| <input type="checkbox"/> Through a Regional Youth Parliament  | <input type="checkbox"/> From a member or of BCYP or RYP alumni |   |
| (which one? _____)  | (name of individual: _____)                                     |   |
| <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Twitter | <input type="checkbox"/> Other (please specify: _____)          |   |

**WAIVER**

In consideration for acceptance to British Columbia Youth Parliament (BCYP), the undersigned on behalf of the Applicant and all heirs, executors and administrators, waives any and all claims for damages against BCYP and the Youth Parliament of British Columbia Alumni Society, and their directors, officers, and agents for any and all injuries or loss which the Applicant may suffer during, or in connection with any BCYP Session, trip, or any other activity, or transportation to or from Session or any other activity.

Applicant's Signature: \_\_\_\_\_ (Applicant should sign even if a parent or guardian is also required to sign.)

If **under 19**, Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian Signing: \_\_\_\_\_

Please remember to:

- ☐ Save a legible scan of this form for your records. As a backup, please email the scan to:

[registrar@bcyp.org](mailto:registrar@bcyp.org)

- ☐ Mail or courier a signed hard copy of this completed form along with a cheque for \$425. **We must receive original signed hard copies for anyone under the age of 19. Your application will not be considered complete until the hard copy is received.**

Unit B – 1211 Roy Road Victoria, BC V8Z 2X8



## **UBCM 2023 Notes and Report Mayor Travous Quibell**

### **Study Session – Building Economic Resiliency**

- From Tumbler Ridge - There is power in consistent messaging. Make sure all your outward facing literature, signs, etc. have a consistent look and feel. People should know a municipal sign or information board by the look.
- From Princeton BC - Cast a wide net when advertising. Example of Princeton BC who are seeing returns on their national advertising.
- From City of Mission - First nations land partnerships are very powerful. FN Communities do not have the same access to crown land auctions as Municipalities. Non-Profit organizations can access crown land, however. FN Non-Profit partnerships can provide access to crown grants, allowing FN communities to secure an interest in desired land for significant periods of time (i.e. 99 year terms). May also be options for fee simple purchases.
- Community to Community engagement is important. Keep lines open with FN Communities, Regional Districts and Fellow Municipalities

### **Study Session – Tools, Funding and Resources for Local Governments**

- Grants, Grants and More Grants.
  - o Light Industrial Land
  - o If you build it they will come, and if you don't they will just go somewhere else. Be Ready.
- Canada Community Building Fund. Current funding arrangement (used to be referred to as the Gas Tax, we receive payments under this program) ends 2024, process underway to renew the funding arrangement.
  - o Other funding streams available, new grant intakes in the spring pending a new funding agreement.
- MOTI
  - o Specifically discussed Highway 29, current issues at Halfway and Cache Creek Hills. Disappointment with the inability of MOTI to dovetail the historical issues with the realignment work (Site C) in order to actually address the problems, move forward and be efficient.

### **Small Talk Forum**

#### **Extreme Heat Planning**

- o Reminded me that we have a system in place like EMBC Alerts (Everbridge / NEBC Alerts) – We should do another signup drive, as we have new community members.
- o Find places with backup power for cooling centers
  - DOHH Basement
  - Community Hall – Future?
  - Silver Willows doesn't have backup power – Seniors

#### **Active Transportation**

- o Grants Available for Planning and Infrastructure
  - [BCATGRANTS@GOV.BC.CA](mailto:BCATGRANTS@GOV.BC.CA)
  - Benches, Bike Racks, Rest Rooms, Etc.
  - Crosswalk Improvements
  - Trail Development

**NB1**

## **Presentation - Renovating the Public Hearing Process**

- History Lesson on Public Hearings and their historical use / purpose
- Some insight into the current issues with public hearings
  - o Vancouver City Marathon Hearings, sometimes lasting weeks, hundreds of individual presenters arriving in person to speak to issues of development / bylaw.
- Presenters spoke to the desire to see the public hearing process moved to an earlier stage of the process. Some spoke about eliminating the traditional public hearings all together.
- Discussion about current avenues that are used (and allowed under the legislation, i.e. Community Charter) to bypass public hearings.
- Concern from many that eliminating public hearings is counter to our obligations to the public.

## **Various Ministerial Meetings**

### **Meeting with Minister of Agriculture (PRRD)**

- o Honourable Pam Alexis
- o Discussion regarding AgriStability and AgriRecovery

### **Meeting with Minister of Water, Land and Resource Stewardship (PRRD)**

- o Honourable Nathan Cullen
- o Overview of Ministry Mandate

### **Meeting with Ministry of Childcare and Education Staff (DOHH)**

- o Discussion regarding Childcare issues in Hudson's Hope.

### **Meeting with Minister of Forests (PRRD) –**

- o Honourable Bruce Ralston
- o Discussion regarding tracking and use of local resources and equipment by BC Wildfire.

### **Meeting with Northern Health (DOHH)**

- o Discussion regarding Healthcare Access and Childcare in Hudson's Hope. Introduction to new Northern Health President and CEO Ciro Panessa

### **Meeting with BC Hydro Staff (DOHH)**

- o Shana Mason, Darren Kahl, Jerry Muir
- o Discussion regarding Hudson's Hope long term water treatment solutions.

### **Meeting with Minister of Energy and Mines (PRRD)**

- o Honourable Josie Osborne
- o Discussion regarding Ministry Mandate with regard to Low Carbon Initiatives.

### **Meeting with Minister of Energy and Mines (DOHH)**

- o Honourable Josie Osbourne
- o Further discussion regarding Hudson's Hope long term water treatment solutions.

### **Meeting with Ministry of Health Staff (DOHH)**

- o Cancelled

## **Flight Changed due to Meeting schedule.**

## UBCM Update

From September 17 to 23, the interim Chief Administrative Officer (CAO; Chris Cvik), three council members (Tashana Winnicky, Tina Jeffrey, and Debbie Beattie), and the Mayor (Travous Quibell) went to the UBCM conference in Vancouver.

What is UBCM? The Union of British Columbia Municipalities

What does that mean? Local government representatives (Mayor and Councillors) and Staff (CAOs) are all invited to the conference. There are several components to the conference that provides value to those that attend:

1. Workshops and presentations are put on concerning different topics of value such as climate change, wildfire risk and management, artificial intelligence, supporting local events, and tools to support local governments.
2. Networking to increase the opportunity for collaboration and support between all levels of government. Over 2,000 delegates attended this year's conference from all over the province!
3. Meetings can be booked with provincial ministries.
4. Attendance and voting in resolution sessions.
  - Local governments (municipal governments, districts, and regional districts) can put forward resolutions. A resolution is a formal request for change. These resolutions are voted upon by only the individuals that attend in person. There is time for debate concerning the resolutions and then they are voted upon. If the majority vote in favor, UBCM will advocate on behalf of the group to the provincial government in favor of these changes.

Why was it valuable to have Hudson's Hope there?

1. Workshops and sessions were attended by all attendees. As several sessions were happening at the same time, the group was able to go to different sessions to bring that knowledge back to Hudson's Hope.
2. The ability to attend and vote in the resolutions sessions. For small and remote communities, it is important in these settings to represent the north and our town. The challenges and unique setting we live in provides a different perspective than the southern portion of the province. If our communities don't attend and vote, then this perspective will not be represented. By attending, we have the chance to be the voice and vote for our town.
3. Several meetings were organized which allowed in-person conversations where our council and mayor advocated for the needs of Hudson's Hope. By having several representatives, it provided strength in our position and allowed multiple individuals to talk about different perspectives of the issues presented.
4. The meetings that were organized included:
  - BC Hydro to discuss next steps with the water treatment plant
  - The Minister of Energy and Mines to discuss support for next steps with the water treatment plant
  - Staff for the Ministry of Childcare to look for support for the development of

**NB2**

childcare services in Hudson's Hope

- Staff for the Ministry of Health. The meeting was cancelled as their staff got sick. Will reschedule this meeting at another time.
- The CEO and staff of Northern Health to discuss:
  - Prenatal and Nursery services in the Peace Region
  - Review of the transport model in Northern BC
  - Increasing the number of positions for specialists where there are only one in the area/region, which does not provide for a resilient system
  - The HH clinic servicing more than just the community, resulting in wait listing for access to doctors if not a current
    - patient Requested the ratio of doctors for the community to be re-evaluated to determine if additional members to the medical team are required

I was grateful for the great team that was able to attend and the chance to advocate for the community.

***Councillor Tashana Winnicky***

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Chris Cvik, Interim CAO  
**DATE:** October 4, 2023  
**SUBJECT:** NOTICE OF CLOSED SESSION

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### RECOMMENDATION:

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

- **Community Charter Section 90 (1) (k):**

*90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:*

*(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of 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)).



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Chris Cvik, Interim CAO

**SR5**