



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

Council Chambers

October 23, 2023

6:00 pm

**First Nations Acknowledgement**

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

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**1. Call to Order:**

**2. Dedication Page:**

**3. Delegations:**

**D1 Enbridge - Update on Project Plans in BC**

Page 4

- Tom Ouellette, Lead, Community and Indigenous Engagement, Enbridge
- Jason Rowley, Supervisor Pipeline, Westcoast Transmission North
- Stephen Kurbis, Area Manager Transmission North
- Derek Readman, Supervisor Operations Maintenance North, CanW Transmission North

**D2 Marilyn Middleton - Garden of the Peace Cemetery**

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**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 – October 10, 2023**

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

**9. Public Hearing:**

**10. Staff Reports:**

SR1	Protective Services Update	Page 29
SR2	Special Projects Update	Page 31
SR3	Public Works Department Update	Page 32
SR4	Recreation and Special Events Update	Page 34
SR5	Office Administration Update	Page 36
SR6	Chief Administrative Officer Update	Page 38
SR7	RFD - Fire Department Apparatus Replacement	Page 39
SR8	RFD – 2023 Veteran's Dinner	Page 48
SR9	RFD - Hudson's Hope Playgrounds - Letter of Support	Page 50
SR10	RFD - Northeastern BC Collaborative Accessibility Committee	Page 53

**11. Committee Meeting Reports:**

**12. Bylaws**

**13. Correspondence:**

C1	Figure Skating - Request for Letter of Support	Page 64
C2	Friends of Hudson's Hope - Request for Financial Support	Page 65
C3	Gas Transmission Project October 2023	Page 66
C4	Indigenous Culture Safety - ICSHT - CEPF	Page 70
C5	Lions Club - Request for Letter of Support	Page 71
C6	Request for Arena Rental Donation	Page 72

**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

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**19. Adjournment**

# Enbridge regional update

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District of Hudson's Hope

October 23rd, 2023

**D1**

# Safety moment

- Winter Tire Regulations Now in Effect

- From October 1st to April 30th, winter tires or chains are required on most routes in British Columbia. For select highways not located through mountain passes and/or high snowfall areas, tire and chain requirements end March 31
- The sign on the top right is enforced by police, ministry, or other enforcement officials. Motorists who are not compliant may be turned away and fined.
- The map shown to the right shows designated Northern routes where winter tires and chains are required between October 1 to March 31 and where those dates may be extended to between October 1 to April 30



British Columbia Highways – Winter Tires or Carry Chains



# Land acknowledgement



*Our projects and operations span Treaty and Tribal lands, the National Métis Homeland, unceded lands and the traditional territories of Indigenous Nations, Tribes, Governments and Groups (Indigenous groups)<sup>1</sup> across North America.*

<sup>1</sup>In this IRAP we are using the term “Indigenous groups” when referring to Indigenous nations, governments, Tribes and Tribal associations in the United States. We have the utmost respect for rights and individual names of Indigenous groups across Turtle Island. This collective term is used solely for the purpose of the readability of the IRAP.

# Natural gas transmission in British Columbia



- Westcoast Energy Inc., an Enbridge Inc. (Enbridge) company, owns and operates the major natural gas transmission system in British Columbia (BC), referred to as the Westcoast (or BC Pipeline) system
- The Westcoast system spans over 2,900 kilometers from near Fort Nelson in northeast BC and from Gordondale near the Alberta-BC border, south to the Canada-U.S. border at Huntingdon/Sumas
- The gas transported by the Westcoast system is used to heat homes, businesses, hospitals and schools. This gas is also used for electric power generation and is a staple in a number of industrial and manufacturing processes that produce hundreds of products that improve our lives



# Economic impacts to BC (2022)



- Jobs

- Enbridge's workforce included **206** BC-based permanent and temporary employees, and provisioned contractors, at year's end
- Enbridge paid more than **\$20.3 million** in total wages to BC-based permanent and temporary employees

- Tax and Economic Benefits

- Enbridge paid **\$67.2 million** in property tax across BC for energy projects, pipelines and related facilities, such as compressor stations
- Enbridge's capital expenditures on items such as pipe steel, equipment purchases and replacement, system integrity-related investments, and capital leases, totaled **\$341.7 million**

Enbridge is committed to supporting and strengthening the communities near our pipelines and facilities

# Economic impacts to BC (2022)



- Tax amounts
  - \$2,720,674.56 paid in 2022 tax season to the District of Hudson's Hope

This revenue can be used for schools, infrastructure (roads and bridges), health and wellness, recreation, transportation and other services that help strengthen the fabric of the community



Enbridge is committed to supporting and strengthening the communities near our pipelines and facilities

# Environment, Social and Governance (ESG) Progress Dashboard



At Enbridge, we believe that we play a key role in bridging to a cleaner energy future and this focus drives our strategy

We are hard at work finding and applying new technologies to reduce our own emissions while also building new energy business platforms for the future

Find out more: [Enbridge 2022 Sustainability Report](#)

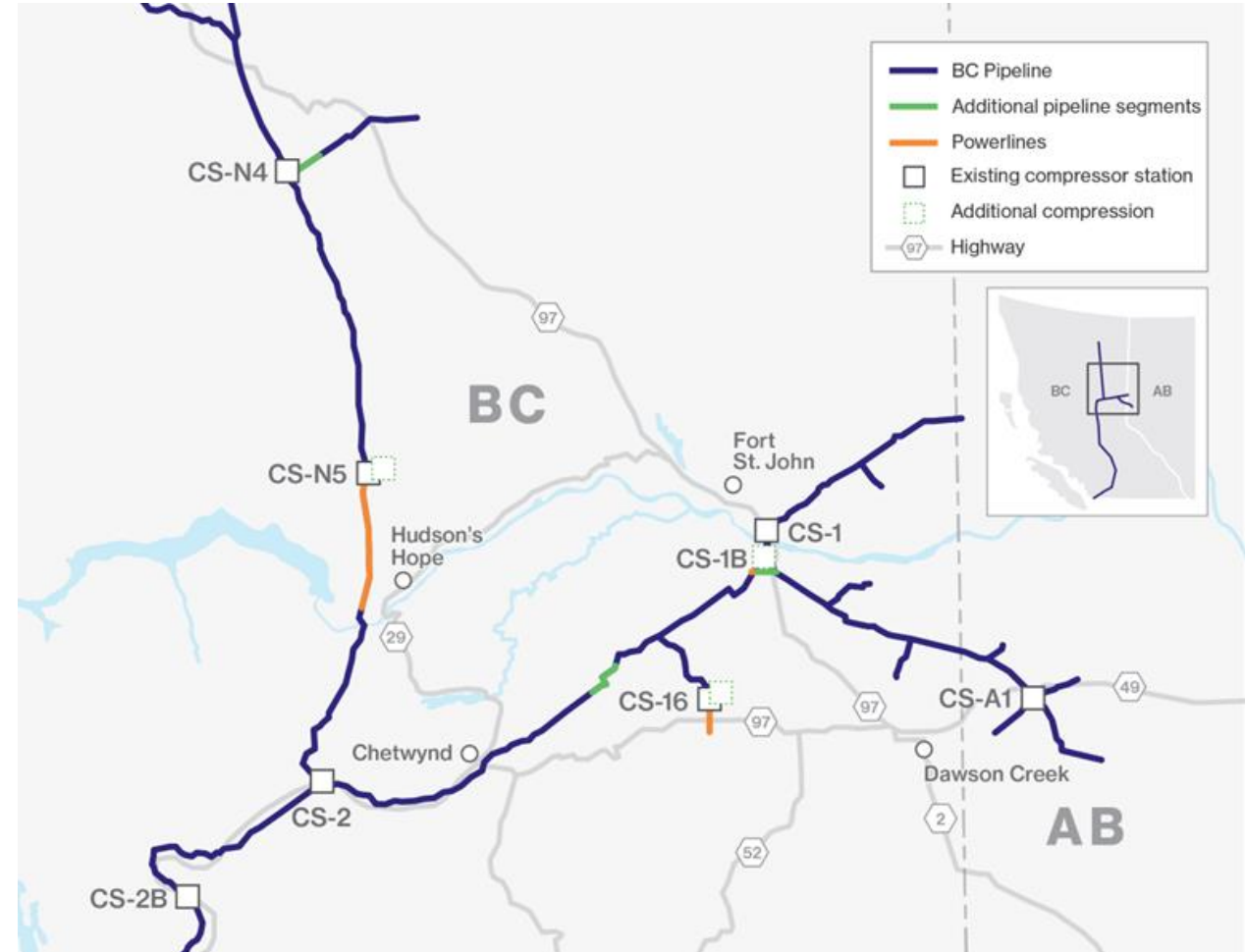
# Aspen Point Program

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# Project Overview






- Enbridge is proposing the Aspen Point Program, an expansion of the T-North section of its BC Pipeline system to serve growing regional demand for natural gas and west coast LNG exports
- T-North extends from the Fort Nelson area of BC to Compressor Station No. 2 (CS-2) near Willow Flats, and from Gordondale, Alberta to CS-2
- The Project currently includes the installation of pipeline segments, electric-driven compressor units with powerlines, and a new meter station, as well as associated compressor station modifications
- It is targeted to be placed into service in late 2026
- The added transportation capacity will be 535 MMcf/d

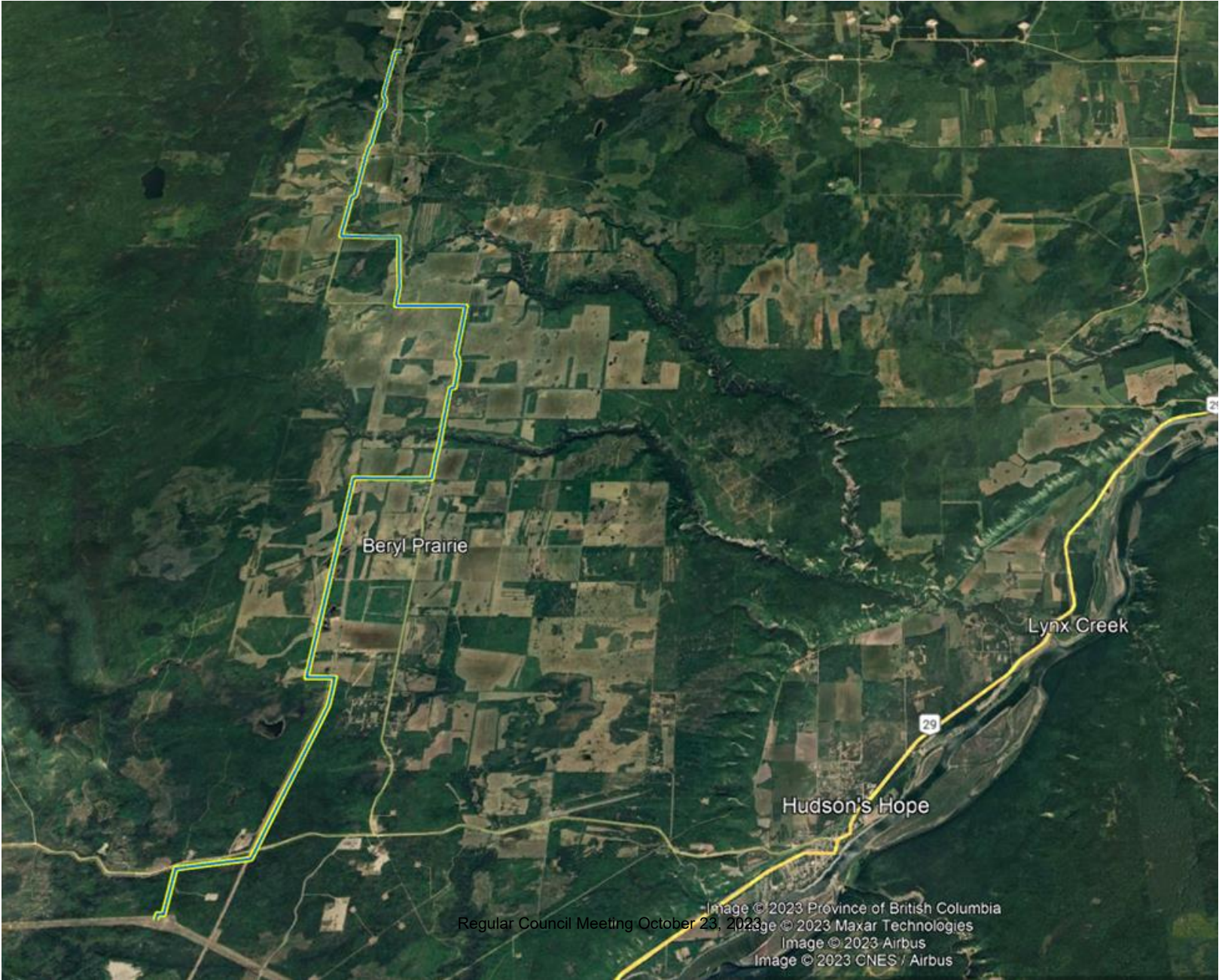


# Project Scope

- Pipeline segments:
  - A total of approximately 18 km of new pipeline segments is anticipated
- Additional electric-driven compressors will be required at:
  - The existing Mackie Creek Compressor Station (CS-N5)
  - The existing Sunset Creek Compressor Station (CS-16)
  - A new location approximately 5 km south of Taylor (CS-1B)
- Additional Transmission Powerlines:
  - To power the electric-driven compressors, approximately 39 km of new transmission powerlines and an additional switching station at CS-16 may also be required to support the increased capacity

Pipeline segments	Compression	Power transmission
		
What is it?		
The addition of segments of pipeline that are connected to the existing pipeline system in order to increase the capacity. Some segments are referred to as loops and placed in the adjacent right-of-way.	Natural gas is highly pressurized as it travels through a pipeline by using compressor stations to move the gas from one point to the next.	Powering new compressor station units with electricity would significantly decrease greenhouse gas (GHG) emissions at these sites. In order to electrify the new compressor units, new powerline infrastructure would need to be constructed.

# Proposed CS-N5 Powerline Route



# Regulatory Process

- Westcoast anticipates filing an application for the Project with the Canada Energy Regulator (CER) in early 2024
- Anticipated Project timelines:
  - Environmental field studies: Q4 2022-Q4 2023
  - Engineering: Q4 2022-Q2 2024
  - Regulatory application submission (CER): Q1 2024
  - Construction activities begin: Q2 2025
  - In-service: Q4 2026

\* Project timelines are subject to change



# Investigative field studies

- Surveys, environmental studies, archaeological assessments and geotechnical field work are expected to be completed by the end of 2023
- The goal of these investigations is to establish routing and construction feasibility and gain an understanding of the Project's potential effects on the environment and local communities
- This work will determine any environmental or geotechnical considerations that may need to be factored into the planning and design of the Project
- Field work includes studies of fish and fish habitats, early and late season vegetation surveys, soil, watercourses, wetlands and wildlife, as well as traditional land use studies and archaeological work





## • Eyes in the sky

We regularly survey all 27,500 km of our pipeline rights-of-way, including the 2,953 km of our BC Pipeline natural gas transmission system. We also use satellite imagery to help identify, monitor and address any instances of incremental slope movement.



## Prevention practices

- Aerial patrols
- Public awareness programs and emergency preparedness
- Community engagement

## • Eyes on the ground

We monitor and respond to any potential problems along our rights-of-way.



Regular Council Meeting October 23, 2023

## • Talking to our neighbours

We regularly communicate with neighbours and customers about how to stay safe around our pipelines and facilities.



# Contact us



Have an idea or a suggestion? Get in touch with us anytime!

Tom Ouellette, Lead, Community and Indigenous Engagement  
[Tom.Ouellette@enbridge.com](mailto:Tom.Ouellette@enbridge.com)

Carly Heath, Advisor, Community and Indigenous Engagement  
[Carly.Heath@enbridge.com](mailto:Carly.Heath@enbridge.com)

Erin Whillans, Lands and Right-of-Way  
[Erin.whillans@enbridge.com](mailto:Erin.whillans@enbridge.com)

Media Inquiries 1-888-992-0997 or [media@enbridge.com](mailto:media@enbridge.com)

# Q&A

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Marilyn Middleton  
21060 Coulson Rd  
Hudson's Hope, BC  
V0C 1V0

September 15, 2023

Mayor and Council  
District of Hudson' Hope  
Box  
Hudson's Hope, BC  
V0C 1V0

Dear Mayor and Council

Re: Garden of Peace Cemetery

For the last 10 years, I have wanted to write a short history on the residents of the Garden of Peace cemetery. Over the last 60 years and longer, we have had some very interesting people in our town. Some of those people have worked hard to make Hudson's Hope the town it is today. I would like others to know their accomplishments and achievements. Some will have little information on them, but it still would be interesting to hear about them.

After compiling all the information, I would like the Library and the Museum to maintain a copy and for the District of Hudson's Hope to have the information put in the cemetery guide under each of their names on the DOHH website. I realize the last request would be a large undertaking, but this may be a job for a summer student, or I would be willing to enter the information.

I plan to ask a relative or a close friend of the deceased for information. Some may have to be left blank. Some of the info will be: name (to make sure of spelling), date of birth and date of death, place of birth, when they came to Hudson's Hope, who accompanied with them, why did they come to Hudson's Hope, what clubs, organization they belonged to, or any other information that would be relevant to Hudson's Hope. I would ask the person giving the information to sign a release, allowing use of information to be viewed by the public. I am open to additional information that you might find relevant.

After, doing some research on how to go about this type of a project, I was informed that I must get a written approval from the owners of the cemetery.

I have two request to the District of Hudson's Hope:

1. is to give me written approval to use the names in the cemetery
2. to allow access to all pertained information held by the DOHH regarding next of kin.

I thank you in advance for reviewing my request.

Yours truly



Marilyn Middleton

**D2**



**REGULAR COUNCIL MEETING**  
**District Office – Council Chambers**  
**October 10, 2023, 6:00 P.M.**

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

Absent: Councillor Tashana Winnicky (with notice)

Staff: Interim Chief Administrative Officer, Chris Cvik  
Chief Administrative Officer, Crystal Brown  
Director of Protective Services, Fred Burrows  
Corporate Officer, Andrea Martin

Other: There were four (4) community members in the gallery.

**1. CALL TO ORDER**

The meeting was called to order at 6:38 pm with Mayor Quibell presiding.

**2. DEDICATION PAGE**

**3. DELEGATIONS**

**D1 HH HEALTH CARE & HOUSING SOCIETY - LAND TRANSFER AGREEMENT**

Jeanette McDougall presented a brief outline of what the Society wants to change in the current Purchase and Sale agreement between the Society and the District of Hudson's Hope. The Society is requesting to remove s. 6.2 (a) and (b) of the Purchase and Sale Agreement.

*6.2 Right of Repurchase - The District retains the option to legally repurchase the Property in accordance with the Option to Purchase attached as Schedule B to this Agreement (the "Option") which may be exercised by the District if:*  
*(a) the Purchaser has not obtained a building permit for the Property and commenced construction of a housing development in compliance with the District's by-laws applicable to the Property (the "Development") by December 31st, 2024;*

**M1**

*(b) the Purchaser has not obtained an occupancy permit for the Development by December 31st, 2025; or*

**4. NOTICE OF NEW BUSINESS**

Mayor's List:	NB1	UBCM 2023 Report
	NB5	Verbal Update from PRRD
	NB7	HH Health Care & Housing Society - Delegation
Councillors Additions:	NB2	Councillor Winnicky UBCM 2023 Report
	NB4	Councillor Beattie UBCM 2023 Verbal Update
	NB6	Councillor Beattie Verbal Update from Leadership Table
CAO's Additions:	NB3	Authorization to Attend Leaders Table in Fort St. John

**5. ADOPTION OF AGENDA BY CONSENSUS**

**6. DECLARATION OF CONFLICT OF INTEREST**

Councillor Beattie declared a conflict of interest for NB7 - HH Health Care & Housing Society - Delegation.

**7. ADOPTION OF MINUTES**

**M1 REGULAR COUNCIL MINUTES SEPTEMBER 11, 2023**

**RESOLUTION NO. 168 / 2023**

M/S Councillors Jeffrey / Winnicky

THAT the minutes of the September 11, 2023, Regular Council Meeting be adopted as presented.

**CARRIED**

**8. BUSINESS ARISING FROM THE MINUTES**

Councillor Jeffrey requested that the YMCA Child Care Letter of Support be sent to School District 60.

**9. PUBLIC HEARING**

**10. STAFF REPORTS**

**SR1 RFD - APPOINTMENTS: CHIEF ADMINISTRATIVE OFFICER, CHIEF FINANCIAL OFFICER & APPROVING OFFICER**

**RESOLUTION NO. 169 / 2023**

**M/S Councillors Beattie / Jeffrey**

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, and

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, and

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.

**CARRIED**

**SR2 RFD - HUDSON'S HOPE CHILDCARE LETTER OF SUPPORT**

**RESOLUTION NO. 170 / 2023**

**M/S Councillors Jeffrey / Beattie**

**THAT** Council direct administration to send a Letter of Support for the YMCA to apply on the new community spaces grant, and

**THAT** Administration attach the list of daycare requirements for Hudson's Hope and with the Letter of Support submission.

**CARRIED**

**SR3 RFD - ARENA CONCESSION OPERATOR CONTRACT**

**RESOLUTION NO. 171 / 2023**

**M/S Councillors Miller / Cryderman**

**THAT** Council award the Arena Concession Operator a two-year Contract for the 2023 – 2024 and 2024 – 2025 season to Diania Harris, and

**THAT** Council authorize the Interim CAO or designate to sign the contract.

**CARRIED**

**SR4 RFD - RELOCATE WATER SUPPLY VALVES AND JUNCTION BOX TO THE TOP OF THE BERM**

**RESOLUTION NO. 172 / 2023**

**M/S Councillors Cryderman / Jeffrey**

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

**THAT** Council grant 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 \$2487.39, and

**THAT** Council grant authorization to 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.

**CARRIED**

**11. COMMITTEE MEETING REPORTS**

**12. BYLAWS**

### 13. CORRESPONDENCE

**C1 E-MAIL FROM THE HONOURABLE MITZI DEAN, MINISTER OF CHILDREN & FAMILY DEVELOPMENT**

Received for Information

**C2 BC HYDRO COMMUNITY RECEPTION INVITATION**

**RESOLUTION NO. 173 / 2023**

**M/S Councillors Jeffrey / Charlesworth**

**THAT** Council authorize Councillor Beattie to attend the BC Hydro Community Reception.

**CARRIED**

**C4 YOUTH PARLIAMENT**

**RESOLUTION NO. 174 / 2023**

**M/S Councillors Charlesworth / Cryderman**

**THAT** Council direct staff to send this letter to the school and send it out as Public Service Announcement.

**CARRIED**

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

### 15. OLD BUSINESS

### 16. NEW BUSINESS

**NB1 MAYOR QUIBELL - UBCM 2023 REPORT**

Received for Information

**NB2 COUNCILLOR WINNICKY - UBCM 2023 REPORT**

Received for Information

**NB3 AUTHORIZATION TO ATTEND LEADER'S TABLE IN FORT ST JOHN**

**RESOLUTION NO. 175 / 2023**

**M/S Councillors Cryderman / Jeffrey**

**THAT** Council authorize Councillor Beattie to attend the Leader's Table in Fort St. John.

**CARRIED**

#### **NB4 COUNCILLOR BEATTIE - UBCM 2023 UPDATE**

While attending UBCM, Councillor Beattie attended several informative events including:

- Decriminalization and Public Use where it was voiced that small communities are being left out of the support and treatment to help reduce the harms of drug misuse and improve public awareness.
- Local Outdoor Recreations Initiative - Councillor Beattie believes Hudson's Hope would benefit from being on the Outdoor Recreation Council of BC as many of our community neighbors are currently on this council.
- BC Non-Profit Housing Association - When applying through this association it is important to acquire the land from the municipality first, landscaping and property taxes are not included.
- Rural Economic Diversification and Infrastructure Program - there are some large grants available for this program.

#### **NB5 MAYOR QUIBELL - PRRD VERBAL UPDATE**

Mayor Quibell informed Council that the upcoming *Emergency Management Act* is going to impact all communities in BC in a significant way. The *Act* is a proactive approach to emergency management with an emphasis on risk reduction for people and communities. The Peace River Regional District (PRRD) is requesting an extension of the deadline of December 31, 2023, to allow for more engagement.

Mayor Quibell updated Council that the PRRD has become the process to update their Zoning and Building Bylaws to ensure that they align with provincial legislation, and reflect current needs.

The PRRD is looking for the Regional Board to identify community events for the PRRD to participate in within the Region in 2024.

#### **RESOLUTION NO. 176 / 2023**

**M/S Councillors Cryderman / Miller**

**THAT Council authorize staff to create a list of Hudson's Hope local community events and any milestone celebrations for 2024.**

**CARRIED**

#### **NB6 COUNCILLOR BEATTIE - LEADERS TABLE VERBAL UPDATE**

Councillor Beattie informed Council that the Leaders Table consists of the PRRD, First Nations, and Municipal leaders coming together to build good working relationships. There were several presentations on:

- History of Treaty 8.
- BC Wildfire Service - different training and seminars that they are working on.
- Mammoth Forestry - FireSafe
- Erin Price - sheep grazing to minimize known fire hazard areas.

**NB7 HH HEALTH CARE & HOUSING SOCIETY - LAND TRANSFER AGREEMENT**

Councillor Beattie declared a conflict of interest and left the meeting at 7:17 pm.

Jeanette reiterated that the inclusion of s. 6.2 (a) and (b) in the Purchase and Sale Agreement would impede efforts to obtain a mortgage or any grant funding to start the construction part of the project. The Society is requesting the removal of the provisions.

**RESOLUTION NO. 177 / 2023**

**M/S Councillors Jeffrey / Miller**

**THAT** Council direct staff to amend the draft Purchase and Sale Agreement to remove s. 6.2 (a) and (b).

**CARRIED**

Councillor Beattie returned to the meeting at 7:19 pm.

**16. PUBLIC INQUIRIES**

**PI1 WENONAH ROSENBERGER - NON PROFIT GROUPS**

Ms. Rosenberger wanted to let council know that if Hudson's Hope non-profit groups were to join a Chamber of Commerce, they can access many resources.

**PI2 DENNIS BEATTIE - CO-OP FUEL STATION**

Mr. Beattie voiced concerns that if the only gas station in Hudson's Hope was to become inoperable the community would be in trouble. Mr. Beattie wanted to know how discussions were going with a Co-op Fuel center in Hudson's Hope. Mayor Quibell said the district toured a site with prospective buyers and that it was back in their hands to make a decision.

**17. IN-CAMERA SESSION**

**RESOLUTION NO. 178 / 2023**

**M/S Councillors Cryderman / Beattie**

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

- **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**

**19. ADJOURNMENT**

*Mayor Travous Quibell declared the meeting adjourned 7:53 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



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Protective Services Update  
**DATE:** October 16, 2023  
**FROM:** Fred Burrows, Director of Protective Services

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The Protective Services Division is pleased to provide Council with the following highlights for the period of August 18 to October 16, 2023.

### **Incidents**

- Burning Complaints 1
- First Responder 3
- Ambulance Assist 1
- Alarms Ringing 2
- MVI 2
- Total - 9**

### **Emergency Management**

During this period and the ongoing Wildfire events in the province, the Department did not receive any requests for assistance, including Emergency Support Services, fire suppression equipment, or people. Locally within the peace region there are no fires of note burning.

### **Special Training**

Three members attended the Hazmat Operations, which included the Hazmat Awareness program. The training took place in Charlie Lake on Sept 15 – 17, 2023. This is a prerequisite for members trying to attain the NFPA 1001 – Level 1 & 2 certificate.

### **Special Events**

- Three members attended the “Dam Run” with a pickup and side-by-side to provide on site support for the participants.
- Six members participated in the cooking and serving the pancake breakfast on August 26, 2023, at the Fall Fair.

### **Bylaw**

During this period, the Department assisted with a few bear complaints in conjunction with the BC Conservation Service and the RCMP. The Department has also been working with administration around the issue of construction projects at residential properties with the owners failing to apply for building permits.

**SR1**

### **Fire Department Operations**

Engine 1 had a complete failure of the build in onboard hydraulic generator. The truck went for service to Northern Auto Electric in Fort St. John on October 3, 2023. The Department is waiting for further information regarding parts availability, but it is looking like that parts for the Onan/Cummins generator are obsolete and the whole unit may need to be replaced.

Prepared by:

*Fred Burrows*

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Fred Burrows, Director of Protective Service

Reviewed by:

*Crystal Brown*

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Crystal Brown, CAO



## THE DISTRICT OF HUDSON'S HOPE

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

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

- Completed Interim CAO Assignment and recruitment of new CAO.

### Upcoming

- Work on Wildlife Attraction Bylaw.
- Work on Community Hall/Library Request for proposal.
- Work on Playground Grant Request project.
- Work with HHBA on Economic Development Officer grant application.
- Work on Employer Bargaining Package – BCGEU Negotiations (scheduled for November 20<sup>th</sup>)
- Follow-up with MOTI on Corridor Review update.
- Assist CAO as necessary.

### Other

- Submitted amended Notice of Work application on November 14, 2021, on the District of Hudson's Hope Gravel Pit License of Occupation extension – awaiting a response. Update: Since the recent Blueberry First Nation successful legal challenge over cumulative impacts, the province has been moving slowly on making any final decisions on applications. UPDATE: Submitted Fossil Chance Find Protocol. No change from previous month(s).

Prepared by:

*Chris Cvik*

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Chris Cvik, Special Projects

Reviewed by:

*Crystal Brown*

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Crystal Brown, CAO



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Public Works Department Update  
**DATE:** October 18, 2023  
**FROM:** Robert Dauphinee, Director of Public Works and Engineering

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Below, please find highlights of some of the activities in the Public Works Department from August 23<sup>rd</sup> to October 18<sup>th</sup>, 2023.

### OPERATIONS

1. Arena: Arena is open and operating for the season.
2. Curling rink ice plant is operating. We are working with Yeti on a small brine leak.
3. Gething Park has been winterized and shut down for the season as of early October.
4. Work is finishing up on winterization irrigation systems and the pool.
5. Annual sanitary sewer flushing has been completed for the season.
6. Flowers removed from their beds, and the order for 2024 is ready to be placed.
7. Outhouses at all sites have been painted and stained.

### CAPTIAL PROJECTS - 2023

1. Dinosaur Lake A TV Campground Phase
  - Marker posts signage is still outstanding, most other work has been completed.
2. Kendrick Lift Station
  - An RFP was sent out for Engineering Design and closes on October 26, 2023.
3. King Gething Sani
  - Most of the work is complete, with minor site cleanup still required, along with placing new signage.
4. Manhole Replacement - Highway 29
  - Carried over to Summer 2024.
5. Lynx Creek Paving
  - Paving completed and just intersection aprons and shoulder gravelling to be completed
6. Valve, Hydrant and Curb stop Replacement.
  - Carried over to Summer 2024.
7. Swimming Pool Rehabilitation
  - Preparing an RFP for the pool liner replacement and concrete work. This work could start early spring 2024 and be completed within a few weeks, weather permitting.

8. New Playground
  - Working with a grant writer on funding opportunities.
9. Replacement Garbage Truck
  - Working on tender documents.

#### **WATER TREATMENT PLANT**

1. District Staff are now responsible for the day-to-day operations of the rental clarifier.
2. Preparation for winterization of the trailer and above-ground waterlines is underway, and work is expected to be completed later this month.
3. Work for the valve relocation on the berm work is scheduled for the last week of October.
4. Engineering work continues designing the requirements to prepare for connecting to the new water intakes.

Prepared by:

*Robert Dauphinee*

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Robert Dauphinee, Director of PW

Reviewed by:

*Crystal Brown*

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Crystal Brown, CAO



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Recreation & Special Events Update

**DATE:** October 17, 2023

**FROM:** Kelsey Shewfelt, Recreation Officer

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Below, please find highlights of some of the activities either completed or underway in the Recreation Department during the period of August 23, 2023, to October 17, 2023. The report is being submitted by the Recreation Officer.

### COMPLETED ACTIVITIES AND EVENTS:

1. Play in the Park/Farmer's Market – The Recreation Department facilitates activities at different parks and Farmer's Market during the summer season. The District did not incur any additional costs incurred for this event as the Recreation Department used supplies already on hand.
2. Fall Sign-Up Night (Thursday, September 14, 2023) – Nine local groups/organizations attended the event. District of Hudson's Hope representative attended for community engagement for the community plan.
3. Community Movie Night at Pearkes Centre (Friday, September 22, 2023) – This event was in collaboration with Lifecycle Events. Two movies were shown, and a local fundraising group ran the concession. The Recreation Department was successful in receiving a \$500 donation from North Peace Savings. Total costs for this event were \$1312.52 after donation.
4. Northern BC Destination Development Strategy Workshop (October 12, 2023) – The Recreation Department attended this workshop and had the opportunity to network with other communities in the region regarding tourism. Topics discussed were environmental integrity, sustainability, infrastructure/amenities, indigenous collaboration, experience development, tourism workforce, and government collaboration. The Recreation Department would like to focus on tourism grants and workshops over the next couple of months.

### UPCOMING ACTIVITIES AND EVENTS:

1. Frightful Frolics (October 27, 2023) - Planning for this event is currently underway.
2. Northeastern BC Collaborative Accessibility Committee – The Recreation Department has been attending monthly meetings for the Northeastern BC Collaborative Accessibility Committee. Further updates/information will be provided as it becomes available.

**SR4**

3. Remembrance Day/Veteran's Dinner (November 11, 2023) – Planning for this event is currently underway.
4. Annual Christmas Parade & Light Up (December 3, 2023) - Planning for this event is currently underway.
5. Santa Skate (December 17, 2023) – Planning for this event is currently underway.
6. House Decorating Contest (TBD) - Planning for this event is currently underway.
7. Winter Fest (TBD) - Planning for this event is currently underway.

#### **GRANTS:**

1. Heritage Day Grant (Canada Day) – Application currently in progress.
2. Canada Summer Jobs Grant – Still awaiting payment of funds.
3. New Horizons Senior's Programs (Senior Swim/Bus trips) – Application currently in progress.

#### **Year End Reports:**

1. Swimming Pool – The swimming pool was staffed by 2 receptionists, six junior lifeguards, two senior lifeguards, and one supervisor. An average number of patrons visited the pool this season; the actual number is unavailable. Costs spent above and beyond normal operating costs were \$1062 on training, \$160 for Lifesaving Society Affiliation Membership, \$192 on replacement report cards for swimming lessons, and \$112 on replacement umbrella.
2. Visitor Information Centre – The Visitor Info Centre was staffed by two summer students and one supervisor this season, all of whom were returning employees. The Centre saw 1212 travellers visit this season, which is slightly down from previous seasons. Costs spent above and beyond normal operating costs were \$5159 on advertising, \$12,646 on new trail brochures, and \$75 for prizes for scavenger hunt.

Prepared by:

*Kelsey Shewfelt*

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Kelsey Shewfelt, Recreation Officer

Reviewed by:

*Crystal Brown*

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Crystal Brown, CAO



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Office Administration Update  
**DATE:** October 23, 2023  
**FROM:** Andrea Martin, Corporate Officer

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### PURPOSE

To provide Council with an update for the Administration Department.

### GENERAL

- **2023 Vacation Planning & Scheduling**
  - Office Clerks, ICBC Clerk & Custodian – ongoing
- **Commissioner for Taking Affidavits / Oaths**
  - Ongoing
- **Council Meetings**
  - Prepped Regular, In-Camera, and Committee of the Whole Meeting Agendas & Minutes for September and August.
- **Official Community Plan (OCP) Community Engagement Initiatives**
  - A table was set up at the Fall Sign up night with flyers.
  - Beryl Prairie residents were sent letters of invitation to attend the November 4, 2023, OCP open house.
  - All surrounding First Nations were sent letters of invitation to attend the November 4, 2023, OCP open house.
  - The District of Hudson's Hope's Website was updated with current OCP information with a page dedicated to OCP updates.
- **Preliminary Policy Review planning**
  - Spreadsheet created to start the process.

### BYLAWS

- **DOHH Council Procedure Bylaw No. 765, 2009**
  - Review
- **DOHH Council Mail Ballot Authorization and Procedure Bylaw No. 753, 2008**
  - Review

**SR5**

## **LAND ADMINISTRATION**

- Subdivision File 2021.003 CANTRILL, Teryl
- Subdivision File 2023.001 BASHA, Richard
- Several building constructions are underway in the community without building permits. Bylaw is attempting to follow up with landowners.
- Creating a 'Stop Work Order" process to assist bylaw enforcement with building permits.

## **CONFERENCES/ EDUCATION AND TRAINING**

- **LGMA Corporate Officer's Forum 2023, October 4 to October 6, 2023**
  - Brief summaries on Privacy Management and EDERMS Electronic Records Management Software.
  - Electronic Meeting Management - was a great opportunity to ask several other Municipalities what software programs they use, and which was preferred. eScribe Meeting Management Software had the best overall positive rating.
  - Lidstone & Company presented on Local Government Officer Appointments and the Corporate Officers role in suspension and termination of Officers.
  - Elected Officials Leave of Absence.
  - Relationships between Regional District and Municipalities.
- **Mental Health First Aid Training**
  - Six District employees from all departments attended the training. Kelsey S. and Meghan H. from the office attended the 2-day program. By all accounts everyone felt the programs was extremely valuable.
- **Emergency Operations Training**
  - Becky M. and Kelsey S. had the opportunity to attend in-person training for EMRG - 1330 Operations.

### **Prepared By:**

*Andrea Martin*

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Andrea Martin, Corporate Officer

### **Reviewed By:**

*Crystal Brown*

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Crystal Brown, CAO



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Chief Administrative Officer Update  
**DATE:** October 20, 2023  
**FROM:** Crystal Brown, Chief Administrative Officer

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Below, please find highlights of some of the activities completed in the last two weeks in the Office of the Chief Administrative Officer.

### **WATER TREATMENT PLANT (WTP)**

1. Met with Public Works to get a history of the WTP.
2. Met with BC Hydro to discuss invoicing.
3. Worked on the amendment for the License of Occupation with BC Hydro.
4. Arranging a tour of the WTP for myself and Council.

### **ADMINISTRATION**

1. Worked with the Mayor to call a Special In-Camera Meeting for October 18, 2023.
2. Approved reports for the October 23, 2023, agenda.
3. Worked with the Corporate Officer to prepare and publish the Open and Closed Meeting Agendas for October 23, 2023.
4. Reviewed record management practices and systems.
5. Reviewed previous agendas and minutes, and policies.

### **OTHER**

1. Began discussions with staff regarding the 2024 Budgeting process.
2. Met with Urban Systems to discuss Official Community Plan (OCP) process, and options to assist the District of Hudson's Hope with subdivision applications.
3. Sent out letters to First Nation Communities regarding participation in the OCP.
4. Attended a tour with the Fire Chief of the District.
5. Met with BCGEU and began preparing for collective agreement negotiations.
6. Reached out to a contractor regarding options to record and live stream Council Meetings.

Reviewed by:

*Crystal Brown*

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Crystal Brown, CAO

**SR6**

## REQUEST FOR DECISION

RFD#: 23-004	Date: September 30, 2023
Meeting#: October 23, 2023	Originator: Fred Burrows
RFD TITLE: Fire Apparatus Condition and Schedule	

### **RECOMMENDATION #1 - MVI**

That Council receive the report titled "Fire Apparatus Condition and Schedule" dated September 30, 2023, and authorize pre-budget approval for the purchase of a used *Rescue Truck* to partially replace *Rescue 1* in the amount of \$320,000 plus \$26,880 PST and a contingency of \$64,000, for a total of \$410,880.

### **RECOMMENDATION #2- FIRE SUPPRESSION**

That Council authorize pre-budget approval for the purchase of a Wildland/Initial Attack Unit to complete the replacement of *Rescue 1* in the amount of \$550,000 plus \$44.275 PST and a contingency of \$82,500, for a total of \$676,775.

### **BACKGROUND:**

The purpose of this report is to give a logical and informative picture of the current condition of the response vehicles that the District of Hudson's Hope Fire Rescue presently operates.

Over the past several months, I have been reviewing maintenance records and operational needs of our present fire apparatus and response vehicles.

At present, we are facing a problem with equipment aging out, without any guarantee that it will remain functional in the long term. The District's contract Emergency Vehicle Technician (EVT) who services the apparatus annually, makes no promises on the long-term reliability of the fire fighting package associated with the Rescue Truck.

### **First Issue – Motor Vehicle Incidents (MVI)**

One pressing issue is the failure of Rescue 1. This is the primary response apparatus to MVI responses and other rescue related responses within the District. Currently, the District requires three pieces of equipment, (Rescue 1, Squad 1, and Ops Trailer) and six volunteers to respond to MVI's.

**SR7**



Rescue 1 is a 2002 *Ford 550* with specialty body with a year-2000 *PNEUMAX compressed air foam system*. The foam system has been identified in the annual service reports as far back as 2018, but the issues have gradually escalated. The EVT's comments are not encouraging regarding the life expectancy of this piece of fire apparatus. It may last months, or a year or more, but parts for the fire fighting package are becoming obsolete and nearly impossible to source.



Squad 1 is a 2008 GMC 1500 crew cab pickup with 132,982 kms. This vehicle tows the Special Ops trailer to MVIs. This vehicle is loaded to capacity; the box is filled with rescue equipment, four firefighters, and tows the Special Ops trailer. The combined weights put this vehicle at its limits and possibly above.



The Special Ops Trailer is a 2020 Cargomate 6 x 10 single axle trailer. The trailer is a temporary solution for the lack of mobile storage to carry equipment and supplies that could not be carried on Rescue 1 or Squad 1.



Currently, the District cannot store all this mobile equipment in the Fire Hall. The Special Ops trailer has been moved to the public works yard and must be retrieved by the crew responding in Squad 1 when heading out to an incident. The trailer carries equipment important to have on-scene for MVIs involving large vehicles, such as logging trucks, tank trucks and other vehicles carrying products, where additional stabilization or spill control is needed.

After much deliberation and reviewing the problem, staff believe the solution is two parts: remove aging equipment from the fleet and purchase a replacement rescue truck.

#### **Solution – Replacement Rescue Truck**

This vehicle is a 2009 Spartan/SVI purpose-built rescue truck with 98,700 kilometers. The community selling the apparatus has a vehicle replacement program, which has the fire department ordering replacement apparatus at approximately 15 years, knowing the replacement can take two or more years to arrive. They are working to secure a buyer prior to delivery.

In early 2024, prior to any payments, an inspection visit would be made to Vancouver Island to physically go through, operate, and review the physical aspects of the truck, including a review of the in-service records with the Fire Department Mechanical Service division.

Prior to the purchase, the District will have an independent mechanical service in the Victoria area conduct a mechanical inspection, including the engine oil dropped and sent for analysis. It's important to note that **Rescue** type apparatus are not considered in the Fire Underwriters (FUS) calculation as primary suppression equipment, and therefore do not have to follow the in-service times set down by FUS.

This purpose-built vehicle provides an opportunity to carry **all** our fire & rescue support equipment from the three vehicles into the one apparatus.

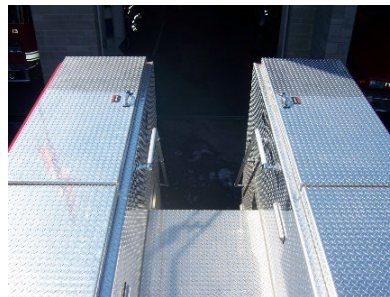


### **Included Features**

The vehicle is equipped with the below components.



In the rear stairway, there are compartments which store ground ladders under the upper deck floor.



Second level compartments.



There are 4 roof top bins 63" long x 26" deep X 26" across



These are slide out Tool boards which are full compartment depth and can have mounted on tools on both sides.



The front transverse bin is 90" long 33" deep x 26" across. In the same area is an all electric "**Command Light**" which has four 1500W light heads and two 1000W lights mounted in two banks of three which extend 10' 6" upwards from the roof top mount, and rotate 360 degrees.



The 3- door cab has seating for 3 in the rear, along with a workstation for larger incidents as a command post and resource position.



- A Bauer Model BP-13H-E3 Breathing Air Compressor with two (2) 6000psi ASME cylinders. The onboard cascade system (stored air) has the capability of filling twenty-six (26) 2,216 psi SCBA cylinders. The filling station is capable of filling 26 – empty 2216 psi cylinders without running the compressor. The compressor is powered by an Onan Protec – 3 phase - 40KW power-take-off driven generator.

As a bonus, this apparatus comes with a Bauer CF II breathing air compressor and air filling station. This would solve an up-coming operational problem of a new breathing air compressor which the fire department will need in the future. The fire department's present breathing air compressor fill the newer 4500 psi/ 45-minute cylinders, which this department will have to go to as SCBA are replaced in the future. This **Rescue Truck** can carry equipment regularly used in fire suppression operations that does not need to be carried on an engine.

The present owners of this truck have ordered the replacement, which will be arriving in 2025. To secure the vehicle, the District is required to make a conditional security deposit of \$65,000 to the dealer managing the sale of the truck. This will be paid after it has been inspected by a fire department representative and engine oil samples come back as satisfactory. The remainder owing is paid prior to the vehicle transfer.

### **Recommendation – Fire Fighting**

Rescue 1's fire fighting capabilities have faltered with no definite indication of its future longevity.

The firefighting portion of this truck is not a typical Power Take-off (PTO) driven pump but is a compressed air foam system (CAFS). The system on the truck is driven by an engine and compressor that compresses the water, and the foam is injected proportionately creating droplets. When the droplets are expelled through the hose line foam and applied to the burning surface, it breaks down the surface tension of the water allowing the droplets to absorb more heat and cool the fire. The foam will adhere to surfaces and absorb ambient heat in the room or the exterior of the building in a wildfire situation.



*Photo above shows the CAFS as part of Rescue 1*

The reality is that the components that make up the CAF System components are wearing out. The compressor that compresses the water is no longer available, and at 23 years old, many of the other parts are no longer available.

Maintenance records going back as far as 2018 talk about this truck and the CAF System, and the need to plan for a replacement apparatus.

The purpose of this information is to advise Council of the additional costs that will be coming forward in the next year or two, and allow for a bit of time to plan for an apparatus that is capable of fulfilling some the needs of a quick smaller wildland truck, and has the ability to perform some of the functions and meet NFPA 1901 requirements for an Initial Attack Apparatus.

This will be a smaller, four-person, multifunctional apparatus without the exorbitant price associated with a primary class 1 structural engine or Quint.

The dilemma that the District is faced with is:

- When the pumping function of Rescue 1 fails, what is the likelihood of having the ability to locate and purchase a replacement truck in that calendar year.

- *Presently*, the District does *train* with the fire fighting package, as we do not want the actions in training to be the cause of its final failure, as we do not know what circumstance may cause a catastrophic failure.

The average wait time to receive a new piece of fire apparatus once it has been ordered, is 500 days or more. After the manufacturer has received a purchase order.

The District has been searching for a company that builds the smaller, initial-attack type apparatus. A vehicle capable of carrying 500-600 gallons of water, and meets the wildland needs of this community, are very limited.

The present Type 1 Engine, located in the downtown hall, is capable of fighting wildland associated fires and supporting wildland fire operations through water supply. The problem lies when you take that size of truck off the hard surfaces, into areas such as farmland or small resource roads, or recreation areas, such as the back of the ATV Campground. The risk of damaging the vehicle is high, which could put the District's primary structural apparatus for this community out of service for an undetermined amount of time.

#### **Solution – Initial Attack/Wildland Truck**

Through our research, the District has found a company from the Abbotsford, BC area that is sourcing a vehicle type that meets the requirements of an initial attack/wildland truck. They are present sourcing them for First Nations Emergency Services Society (FNESS) to provide to selected First Nations within the province. FNESS has done significant research in conjunction with the manufacturer in the design and development that meets the needs of the selected First Nations and interface communities. Currently the District of North Vancouver has also order one of the identical units to help manage their urban interface needs on the North Shore.

To provide a timeline regarding supply, the first eight units aren't expected to be available until June of 2024. Very few manufacturers are willing to build a spec truck and would rather build custom as there is less risk. However, for the customer, this can be more costly.



Proposed concept for the wildland/initial attack apparatus as described on page 4.

## FINANCIAL CONSIDERATIONS

**Impact for purchased of used Rescue Truck** – In order to secure the purchase of the used Rescue Truck, a 20% down payment of \$65,000 to the dealer is required to hold the apparatus for the District until the present owner receives their new delivery in 2025. This downpayment of \$65,000 would be paid in early 2024 and the remainder owing would be paid prior to the District taking possession in 2025. The purchase would be funded by the 2024 & 2025 Protective Services Capital Reserve Fund.

Truck	Costs	Dates
<b><i>Used Rescue Truck</i></b>	\$320,000	
<b><i>Down Payment</i></b>	<b><i>\$65000</i></b>	<b>2024</b>
Contingency 20%	\$64,000	
GST on \$384,000	\$19,200	<b>2025</b>
PST on \$384,000	\$26,880	<b>2025</b>
<b>Total</b>	\$430,080	
GST – District eligible for rebate.		

### Impact for purchased of the Wildland Truck used Rescue Truck

In order to secure the purchase of the Wildland Truck, a 20% progress payment is required at the time of order, with the remainder payable upon delivery in 2024. This purchase would be funded by the 2024 Protective Services Capital Reserve Fund.

Wildland Truck	Costs	Dates
<b><i>Smaller Initial Attack/wildland</i></b>	\$550,000	<b>Mid 2024</b>
Progress Payment	\$110,000	<b>Early 2024</b>
Contingency 15%	\$82,500	
GST on \$632,500	\$31,625	<b>Mid 2024</b>
PST on \$632,500	\$44,275	<b>Mid 2024</b>
<b>Total</b>	\$708,400	
GST – District eligible for rebate.		

**Additional Information** - Since COVID-19, there have been yearly increase on fire apparatus pricing for both ***used*** and ***new*** equipment. These increases are across the board and effect all manufacturers. The increases since 2020 have be progressing as follows:

- 2020 – 29.7% increase
- 2021 – 15% increase
- 2022 – 15% increase
- 2023 – 15% increase first 10 months

**DISCUSSION:****Remainder in Reserves After the Purchases.**

Closing Balance of 2023 Protective Services Capital Reserve Fund will be \$190,000, as any future purchase requests are coming in 2024 and 2025.

**Residual Value of Used Equipment**

The residual value of the two vehicles may be low due to the age and functionality.  
The estimated value of the two pieces may be as low as \$25,000.

**ALTERNATIVE RECOMMENDATIONS:**

1. That Council receive the report titled "Fire Apparatus Condition and Schedule" dated September 30, 2023, and authorize staff to source out a new build opportunity to replace the Rescue Truck in 2024; further, that staff investigate options for the acquisition of a Wildland/ Initial Attack Truck in 2025.
2. That Council provides further direction.

Report Prepared by:

*Fred Burrows*

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Fred Burrows,  
Director of Protective Services

Report Approved by

*Crystal Brown*

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Crystal Brown  
Chief Administrative Office

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: October 17, 2023</b>
<b>Meeting#:</b>	<b>Originator: Kelsey Shewfelt</b>
<b>RFD TITLE: 2023 Veteran's Dinner</b>	

### **RECOMMENDATION:**

That Council receive the report titled "2023 Veteran's Dinner" dated October 17, 2023; further, that Council authorizes that instead of the a Veteran's Dinner, the District of Hudson's expand the tea after the Remembrance Day ceremony to include a light lunch; and further, that the event be open to all community members.

### **BACKGROUND:**

In previous years, prior to COVID-19, the guest list for the Veteran's Dinner was quite large, with almost 60 invitees plus one guest each in 2018. Although there is no record of how many guests were in attendance, invitations were sent to:

- local Veterans and relatives of Veterans,
- local pastors/reverends,
- local doctors, paramedics, and fire chief,
- MP and MLA,
- RCMP and Commissionaires,
- Canadian Rangers and previous Canadian Rangers,
- local First Nations Chiefs or representatives, and
- Mayor and Council.

Total costs in 2019 for both the Remembrance Day ceremony and Veteran's Dinner were approximately \$2300. There is no record of how many people were in attendance, but the invitation list was like 2018, with almost 60 invitees plus one guest each.

In 2022, in discussions with local Veterans, the Recreation Department was asked to keep the guest list smaller as they preferred a smaller, intimate dinner. Approximately 30 people plus one guest each were invited. There were approximately 20 people in attendance. Total costs for these events were approximately \$1600.

Currently, the Recreation Department is only aware of four or five Veteran's residing in Hudson's Hope. Historically, the District has seen fewer people attending the dinner every year. Other community events in the area are an open invitation for the whole community.

**SR8**

**DISCUSSION:**

As this event is a council initiative, the Recreation Department would like direction on which option Council prefers. If Council chooses to expand the tea after the Remembrance Day ceremony to include a light lunch, the event be open to all community members, while still providing the community with a chance to recognize our local Veterans. Memorabilia and displays would be set up at the Community Hall for the tea.

If Council chooses to proceed with hosting the Veteran's lunch, the Recreation Department would like direction from Council on who to invite and overall planning.

**FINANCIAL CONSIDERATIONS:**

Generally, a caterer would charge approximately \$30-\$35 per plate for a dinner. Additional costs are décor, beverages, and dessert. The annual budget for this event is \$4000. If the invite list was approximately 60 plus one guest, the cost for the dinner alone would be \$3600.

**ALTERNATIVE RECOMMENDATIONS:**

1. That Council receive the report titled "2023 Veteran's Dinner" dated October 17, 2023; further, that Council provides a guest list to the Recreation Department of who they deem appropriate to invite to the Veteran's Dinner.
2. That Council provide further direction.

Prepared by:

*Kelsey Shewfelt*

Kelsey Shewfelt, Recreation Officer

Approved by:

*Crystal Brown*

Crystal Brown, CAO

## REQUEST FOR DECISION

<b>RFD#: CC-2023-24</b>	<b>Date: October 9, 2023</b>
<b>Meeting#: CM102323</b>	<b>Originator: Chris Cvik</b>
<b>RFD TITLE: Hudson's Hope Playgrounds - Letter of Support</b>	

### RECOMMENDATION:

That Council receive the report titled “Hudson’s Hope Playgrounds – Letter of Support” dated October 9, 2023; further, that Council approves the attached draft letter of support from the District of Hudson’s Hope to be used to apply for grant funding for a new playground at Dinosaur Lake and the replacement of the playground at the District of Hudson’s Hope Pool Playground.

### BACKGROUND:

Administration is working with a grant writing company - KJ Street Consulting, on grant applications for two playgrounds. One is a new playground at Dinosaur Campground. The second is the replacement of the playground at the District of Hudson’s Hope’s (District) Swimming Pool. The total cost of the two playgrounds is estimated to be \$166,822.69.

District of Hudson’s Hope Pool Playground	\$61,558.08
Dinosaur Lake Campground Playground	<u>\$105,264.61</u>
<b>Total Project Cost</b>	<b>\$166,822.69</b>

As part of the grant submissions, the grant writing consultant is requesting Letters of Support for the projects. One of the requested letters is from Council saying they approve and support the project.

### DISCUSSION:

KJ Street Consulting is not charging the District for its grant writing services. They are in partnership with Playquest (equipment manufacturer). The expectation is that if KJ Street Consulting successfully obtains grant funding for the project, the District would purchase the equipment through Playquest. Given the estimated amount of the project, the District would be required to issue a tender for the playground equipment, and Playquest will be required to submit a tender.

**FINANCIAL CONSIDERATIONS:**

The 2023 Financial Plan includes \$80,000 for the playground at Dinosaur Lake. The playground at the pool has been determined by staff to be a higher priority as the current equipment needs repair, and due to its age, replacement parts cannot be sourced or manufactured internally.

KJ Street Consulting have had success with achieving multiple grants for singular projects. It is hoped they would be able to achieve the same 'stacking' success for the District.

**ALTERNATIVE RECOMMENDATIONS:**

1. That Council provide further direction.

**ATTACHMENTS:**

1. Draft Letter of Support – District of Hudson's Hope Playgrounds.

Prepared by:

*Chris Cvik*

Chris Cvik, Special Projects

Approved by:

*Crystal Brown*

Crystal Brown, CAO

October 23, 2023

**Re: Letter of Support – District of Hudson's Hope Playgrounds**

The District of Hudson's Hope is pleased to support initiatives towards obtaining grants that will allow the District to build and/or rehabilitate existing playgrounds. The importance of working towards the betterment of our community is identified as a Council Goal in the current Strategic Plan for the District.

**GOALS:** Retention of residents and attract visitors with recreational amenities.

**TARGETS:**

1. Complete phase-3 of ATV Campground.
2. Complete the trail map.
3. Develop a plan for Pool facility improvement – Recreation committee to provide quarterly reports to the council.
4. Construct or rehabilitate playgrounds on a priority basis based on the availability of funds.
5. Maintain and refurbish existing facilities and campgrounds.
6. Improve Alwin Holland campground once BC Hydro commission the Site C dam.

The Vision for the District is a vibrant, diverse, and livable community supported by sustainable managed growth within a healthy natural environment. Playgrounds are an integral part of this vision.

Sincerely,

**DISTRICT OF HUDSON'S HOPE**

*Travous Quibell*

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Travous Quibell, Mayor

## REQUEST FOR DECISION

RFD#:	Date: October 16, 2023
Meeting#:	Originator: Kelsey Shewfelt
RFD TITLE: Northeastern BC Collaborative Accessibility Committee	

### RECOMMENDATION:

That Council receive the report titled “Northeastern BC Collaborative Accessibility Committee” dated October 16, 2023, for information.

### BACKGROUND:

In June 2021, the *Accessible British Columbia Act* became law. The *Act* provides a framework to identify, remove, and prevent barriers to accessibility. Local governments are required to do the following:

1. Establish an accessibility committee (with specific membership requirements);
2. Develop an accessibility plan to identify, remove and prevent barriers to individuals in or interacting with the local government; and,
3. Establish a process for receiving comments from the public concerning accessibility and the accessibility plan.

In April 2023, the Peace Region Regional District (PRRD) sent an invitation to the District of Hudson’s Hope (District) to participate and collaborate on the development of an Accessibility Plan to meet the requirements of the *Act*, along with the other member municipalities and Northern Rockies Regional Municipality. The PRRD contracted Urban Matters to lead this project.

On May 8, 2023, Council approved the following resolution:

#### ***MOVED, SECONDED, AND CARRIED***

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

The Northeastern BC Collaborative Accessibility Committee (Committee) is tasked with providing a consistent approach to accessibility for people with disabilities living, working, and exploring Northeastern BC.

The Committee was created to assist partner organizations in implementing the requirements of the *Act*. A regional approach was selected to foster collaboration and cooperation, sharing and pooling of resources, and avoid duplication of work.

The Committee is comprised of staff representatives from nine member communities as well as people living in the region who have disabilities and/or work with organizations that serve people with disabilities.

The purpose of the Committee is to:

- Provide a forum to discuss issues affecting people with all types of disabilities in the region;
- Inform local governments on accessibility issues and solutions in the region and make recommendations for improving accessibility in communities;
- Identify accessibility barriers in the region and solutions to address them;
- Review and provide input on community plans, actions, designs, and so forth, with an accessibility lens; and
- Organize and/or participate in relevant community events or awareness activities wherever possible.

### **DISCUSSION:**

Currently, the Committee is meeting monthly to formulate the group, clarify roles, and develop an action plan. The District's Recreation Officer and one community member are currently sitting on the Committee. The Recreation Officer will provide progress updates once they become available or if there are any actionable ideas. More information is provided on the District of Hudson's Hope, with direct links to the official plan.

### **FINANCIAL CONSIDERATIONS:**

Estimated cost for the project is \$77,700; each participating local government is responsible for paying a share of the project cost based on population according to the 2021 census.

### **ALTERNATIVE OPTIONS:**

1. That Council receive the report titled "Northeastern BC Collaborative Accessibility Committee" dated October 16, 2023, for discussion.
2. That Council provide further direction.

### **ATTACHMENTS AND EXTERNAL LINKS:**

1. Letter - Invitation to Participate
2. [Northern BC Accessibility Plan](#)
3. [Northeastern BC Collaborative Accessibility Full Plan](#)

Prepared by:

*Kelsey Shewfelt*

Kelsey Shewfelt, Recreation Officer

Approved by:

*Crystal Brown*

Crystal Brown, CAO



PEACE RIVER REGIONAL DISTRICT

April 26, 2023

Mokles Rahman, CAO  
District of Hudson's Hope  
Via Email: [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)

Re: Invitation to Collaborate on Accessible British Columbia Act Initiatives

Dear Mr. Rahman,

As you may already be aware, local governments will be required to meet the requirements of the Accessible British Columbia Act by September 1, 2023; specifically the following:

1. Establish an accessibility committee (with specific membership requirements);
2. Develop an accessibility plan to identify, remove and prevent barriers to individuals in or interacting with the local government; and,
3. Establish a process for receiving comments from the public concerning accessibility and the accessibility plan.

The Regional Board, at its April 20, 2023 meeting, resolved to invite our member municipalities and the Northern Rockies Regional Municipality to take a collaborative approach to address the above provincial requirements. The PRRD has been in discussions with Urban Matters to potentially lead this project on behalf of the Regional District and any partnering municipalities, with the work to be completed by September 1<sup>st</sup>, 2023. I have enclosed a copy of the proposal provided by Urban Matters for reference. The estimated cost of the project is \$77,700; each participating local government would be responsible for paying a share of the project cost based on population in the 2021 census.

If your organization is interested in participating in this collaborative effort, please respond via email to the addresses below by no later than May 26, 2023.

Sincerely,

*Shawn Dahlen*

Shawn Dahlen,  
Chief Administrative Officer

REPLY TO: [Shawn.Dahlen@prrd.bc.ca](mailto:Shawn.Dahlen@prrd.bc.ca), [Sean.Cairns@prrd.bc.ca](mailto:Sean.Cairns@prrd.bc.ca), and [Darcy.Guay@prrd.bc.ca](mailto:Darcy.Guay@prrd.bc.ca)

diverse. vast. abundant.

April 6, 2023

To: Shawn Dahlen  
Chief Administrative Officer  
Peace River Regional District

## RE: INCLUSIVE AND CARING COMMUNITY PROJECT

Urban Matters CCC Ltd. is excited to submit this proposal to create a collaborative Accessibility Strategy for North-Eastern BC. Our company was founded to work with communities and organizations to ensure everyone has the opportunity to participate in, and contribute to, society. As our social systems become more complex than ever, we are thrilled to work alongside the Peace River Regional District (PRRD) and the Northern Rockies Regional Municipality (NRRM), as well as member communities, advance accessibility in Northeastern BC. We see this project as an opportunity to further these local governments work towards creating inclusive communities and improving lives. This project is focused on meeting the requirements of the Accessible BC Act for proscribed organizations. The result of the proposed workplan below is to ensure that participating communities are compliant by the required date (September 1, 2023). This work will also build the foundation for further action on accessibility by creating a shared vision, establishing an active Accessibility Committee, determining shared and unique goals of participating communities, and collaboratively identifying next steps for implementation. We propose to undertake this work between now and mid-September 2023, co-creating an actionable strategy for moving forward as a final stage of the work.

## WHO WE ARE

The Urban Matters team is made up of interdisciplinary consultants who specialize in affordable housing, health and social planning, community development, Indigenous well-being, and social innovation. We bring expertise in engagement and facilitation techniques, systems-thinking, asset and change management, effective governance, conflict resolution, values-based decision making, and human-centered design. As a sister company to Urban Systems Ltd., our team can also draw on a wide range of expertise outside of our primary practice areas, including land economics, landscape architecture, geographic information systems, and engineering services. As a result, the range of services and expertise that we can offer is unparalleled within western Canada.

Through our work, we strive to convene new collaborations across disciplines and perspectives to better understand and define challenges and uncover opportunities for solutions. We bring the right players to the table at the right times to break down pre-conceived notions and biases to see the opportunity associated with each challenge. We are conveners, facilitators, listeners, and change management leaders, who understand the inherent value of process-driven outcomes.

## OUR APPROACH TO ACCESSIBILITY

In alignment with the Accessible BC Act, we approach accessibility as the removal of barriers to full participation in society for all people with a disability. The Accessible BC Act defines disability as an inability to participate fully and equally in society as a result of the interaction with an impairment and a barrier. This understanding of disability comes from the social constructionist approach to disability which refers to the idea that people experience disability because of social and cultural contexts that present barriers. For example, a person who uses a wheelchair is only prevented from full participation if the built environment prevents them from access. A person who has dyslexia may be seen as unintelligent, even though dyslexia is not an indicator of intellectual ability and simply requires access to non-text based teachings and testing strategies.

Our approach for this project is to work to build the structure and capacity of partner governments to co-create and co-actualize an Accessibility Strategy that recognizes the shared and unique accessibility barriers communities in Northeast BC face. We are committed to demonstrating accessibility throughout this process by using accessible document design, accessible meeting planning and formats, and ensuring all participants are respectfully accommodated and empowered to participate. We will look beyond physical access and seek to identify barriers and solutions to the many barriers people with disabilities face.

## DEFINITIONS OF TYPES OF BARRIERS

Barriers for people with impairments (physical, sensory, mental, intellectual or cognitive) can be created by attitudes, environments, practices, policies, information, communications or technologies. Accessibility is the removal of barriers in all of these areas. Creating a collaborative accessibility strategy will be best completed by considering barriers in each of these areas. We will work with participating communities to identify ways to address barriers in all categories.

- **Attitudinal**– when people think or act based on false ideas.
- **Physical** – physical obstacles that make access difficult.
- **Information or communication** – when communication methods do not reach people with disabilities
- **Systemic** – When an organizations policies or procedures are not inclusive.
- **Technology** – When technology cannot be accessed by people with disabilities.
- **Sensory** – When lights, sounds or smells prevent participation in an environment.

## THE IMPORTANCE OF COLABORATION

Collaborative approaches to accessibility amongst organizations in Northeastern BC is a promising opportunity to not only increase connectedness amongst communities, but also to improve outcomes for people with disabilities across the region. The geography of the area makes a collaborative approach critical for meeting the aims of improving accessibility for all residents. The mix of rural and urban, high and low population density areas in the region means that services (such as medical, post-secondary education, some types of employment, public service offices, etc.) are concentrated in regional hubs. One communities' actions affect all the surrounding communities outcomes. Advances in technology are creating greater and greater opportunities for services to be delivered remotely, but this is not a solution for all scenarios and technology itself requires careful investment and consideration of its accessibility. Taking a regional approach can support all residents to fully participate and access opportunities and services within their own community and across the region. This regional collaboration is an opportunity for an equitable approach to accessibility in a region that is diverse, geographically vast, lots of distance between communities, and where access to services for most residents of the area is outside of their community, making accessible servicing critical.

We are very excited about this project's potential to improve the lives of people living in Northeastern BC through improved accessibility. The collaborative approach being proposed is unique and we feel demonstrates a practical and relationship-based method for improving accessibility. We would be honored to participate and support this process alongside your communities.

Sincerely,



Isha Matous-Gibbs

Social Health and Wellness Planner

Urban Matters CCC Ltd.

## ABOUT US

Urban Matters CCC is one of Canada's first Community Contribution Companies (CCC), incorporated as a wholly owned subsidiary of our parent company, Urban Systems, in 2014 and created to ensure everyone has the opportunity to participate in and uniquely contribute to society. Urban Systems is an employee-owned inter-disciplinary consulting firm that employs almost 450 people. Since its conception in 1975, Urban Systems has earned a solid reputation for client service and project delivery. It is committed to working in the best interests of our clients to achieve their goals while strategically looking for opportunities to add value through innovation, integration and efficiency.

The Urban Matters team is made up of interdisciplinary consultants who specialize in affordable housing, health and social planning, community development, Indigenous well-being, and social innovation. We bring expertise in engagement and facilitation techniques, systems-thinking, asset and change management, effective governance, conflict resolution, values-based decision making, and human-centered design. Our team also draws on expertise from Urban Systems professionals who provide complementary skills such as community planning, land economics, landscape architecture, geographic information systems, and engineering.

We convene new collaborations across disciplines and perspectives to better understand and define challenges and uncover opportunities. We bring the right players to the table at the right times to break down pre-conceived notions and biases to see the opportunity associated with each challenge. We are conveners, facilitators, listeners, and change management leaders, who understand the inherent value of process-driven outcomes.



### CONVENE

We get into the fabric of a community and the challenges faced. We convene a diverse mix of people – people both experiencing the challenges and those placed to do something about them. Our aim is to integrate those voices to define the problems and explore solutions together.



### CONSULT

We source the data, crunch the numbers, make sense of and connect things in sometimes surprising ways. Our work is inclusive and aims to incorporate views, opinions, and suggestions from a range of sources across community, corporate and levels of government.



### CREATE

We incubate new ventures and relationships. Where an existing delivery partnership does not exist, we build it. We take concepts to reality and bring partners and funding along the way. In the process of our engagements, we build capacity across the community to understand the issue and participate in delivery of solutions.

## OUR TEAM

Our team has the capacity and experience to complete this work. Our team has been working together for several years on a diverse range of projects and we have a strong team dynamic that allows us to respond to projects effectively. We have identified a core project team to meet the objectives of this project.



### **ISHA MATOUS-GIBBS | PROJECT LEAD AND ACCESSIBILITY ADVISOR**

Isha is a planner who brings her past work in homeless shelters and an undergraduate in Health and Community Services to her role as a Social Health and Well-Being Planner with Urban Matters. Her focus is on bringing a Social Determinants of Health lens to the work to ensure that our communities grow equitably, collaboratively and with consideration for well-being. Isha has skills in research, analysis, writing, engagement, facilitation, and deep critical analysis. Working in a range of contexts, Isha's career has focused on building resiliency with individuals, groups, and communities through collaborative, cross-sector and interdisciplinary group action, and meaningful, strengths-based dialogues and collaborative projects.

*Isha will serve as the project lead, bringing experience and knowledge about the Accessible BC Act, as well as experience driving collaborative and person with lived experience led strategies.*



### **JAKE PAPINEAU | SOCIAL PLANNING CONSULTANT (HE/HIM)**

Jake Papineau is an enthusiastic community consultant with 8 years of professional experience in a wide range of topics, such as community planning, land use development, engagement and consultation, recreation and culture, sustainability and resiliency, data collection analysis, and strategy development at multiple scales including for municipalities, businesses, and non-profits. As a problem solver interested in tackling unique challenges, he is excited about digging into more projects related to economic development, strategic planning and the future of work. He is also expanding his knowledge in economic impact assessment to support decision-makers in making investments in social infrastructures. Jake has a Master of Planning from Dalhousie University, an undergraduate in History and Human Geography from the University of Alberta and is a PhD candidate in Rural Studies at the University of Guelph. Jake has held national scholarships for his research, has published work in international academic journals, and has been recognized for his teaching efforts while a graduate student.

*Jake will directly complement Isha's engagement and convening work, as well as will contribute to strategy drafting and development.*



### **JASMINE PATRICK | COMMUNICATIONS**

Jasmine Patrick is a professional communicator and community consultant, driven to create safe and engaging spaces for communities to thrive and grow. With nearly 12 years of experience in the field, she specializes in communication and engagement strategy, visual and accessible communication materials, issues and crisis management, and media relations. Passionate about social equity and accessible community engagement at the local level, Jasmine brings human-centred design thinking and behavioural economics into her practice to achieve measurable results.

Jasmine has completed her IAP2 Foundations training and is currently Treasurer of the IAP2 BC & Yukon Chapter Board of Directors. In her previous employment, Jasmine worked as a communications strategist at the municipal and provincial levels, including at the City of Toronto, City of Kelowna, Kelowna International Airport, and various ministries at the Ontario Government. She earned an MBA at Rotman

School of Management at the University of Toronto, an honours degree in Communications from York University, and a Graduate Certificate in Public Relations from Humber College.

Jasmine will provide communications skills and expertise to the project.



### **PAULINE SYDENHAM | COMMUNICATIONS**

Pauline Sydenham (she/her) is a creative and collaborative communications professional with a passion for translating complex ideas into compelling stories with impact. With experience in journalism and corporate communications, her key areas of expertise include storytelling and editing, social media, and communications strategy. Pauline previously worked at the University of Calgary's medical school where she gained insight into the social factors that can greatly influence health outcomes as well as the role of communications in reducing stigma and inequities in health. She incorporates this knowledge and her lived experience in her work as Communications Specialist to develop thoughtful messaging and inclusive communications practices. Pauline holds a degree in Journalism and certifications in International Communications, Public Relations, and IAP2. She is grateful to work and raise her family in Calgary, Alberta on the traditional territories of the people of the Treaty 7 region, also home to Métis Nation of Alberta, Region 3.

Pauline will provide communications skills and expertise to the project.



### **KENNA WILLIAMS | PROJECT COORDINATION**

Kenna is a dedicated Project Coordinator with Urban Systems. She brings over 28 years of experience in Business Administration. Her background includes a focus on high executive level of support for company and project managers. Her primary mission is to maximize the effectiveness of project managers by handling a variety of administrative details so they are free to focus on the professional and technical aspects of their projects. She is responsible for coordinating the administrative details of projects with emphasis on contract administration, general project administration, and liaison with the accounting department, correspondence and document control, quality control, scheduling, meeting coordination and all internal administration aspects of projects.

Kenna will provide support with project coordination. Kenna will manage meeting invitations, responding to recruitment inquiries, and other management related to ensuring participants and partners have the information they need for participation.



### **EDWARD STANFORD | SENIOR ADVISOR**

Edward is a community consultant specializing in assisting small and medium-sized communities realize their dreams! An urban designer with expertise in taking innovation, safety, accessibility, and sustainability as reference points for community enhancement and then combining these with all levels of civil engineering infrastructure, Edward loves to see a superior end product for the client, the general public and the environment. Edward's design skills span both ends of the spectrum, with a firm grasp of all elements that constitute planning theory & design and the ability to apply this to the current and long-range goals of a community. Edward is a Principal with Urban Systems based in our Fort St. John office with more than twenty years' experience working to improve, enhance and develop communities in the magical Peace River region, Northwestern B.C., Yukon, and the Northwest Territories.

Edward will be a senior advisor to ensure this project reflects the unique context of the region and includes the right people for the success of this project.

## **GRAPHIC DESIGN**

Our design team has developed skills in creating accessible documents. Their role in this project will be to ensure that all documents provided follow accessibility best practices for communications, including review of website content.

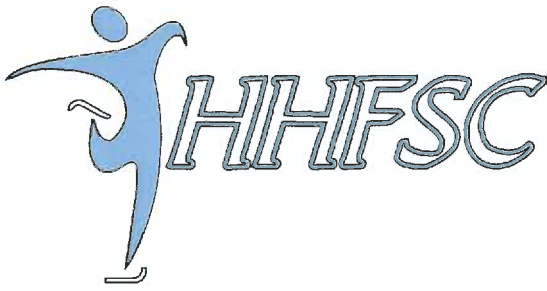
Urban Matters	Partners
Schedule meetings, host using online meeting platforms, monitor registration, RSVPs for meetings, manage contact lists for partners and AC.	Ensure a delegate is available for project meetings. Participate in meetings, including reviewing background materials provided.
Create content for communications, recruitment, and presentations related to the project.	Share content and communications as needed through organization websites, social media, and contact lists.
Create a recruitment strategy for the accessibility committee.	Promote the recruitment locally and make recommendations for local persons who may be interested/ qualified for the committee.
Report back on outcomes of workshops and reflect input in the strategy.	Ensure that relevant information is shared in a timely manner. Review documents provided for comment within two weeks of receiving them. Support with writing or providing content for local area sections. *For cost reduction, co-authoring or providing draft content for other sections may support this work.
Create a communications strategy that shares relevant information with target audiences and includes information to be used with reports and website content for compliance with the Accessible BC Act.	Complete reports using information required and post relevant information to ensure compliance.

## BUDGET

Budget provided below includes travel, administrative costs, and disbursements. It does not include GST, participant honoraria payments or event hosting costs.

	Total (Rounded)	Percentage of Total Budget
<b>Phase 0. Project Management</b>		
Task 0.1 Project Kick Off with Client	\$700	
Task 0.2 Team Kick Off	\$1,200	
Task 0.3 Team Check ins	\$2,900	
Task 0.4 Project Management	\$3,500	
<b>Subtotal</b>	<b>\$8,300</b>	<b>11%</b>
<b>Phase 1. Understanding Context and Gathering Partners</b>		
Task 1.1 Understanding Accessibility Legislation	\$2,900	
Task 1.2 Gathering Partners	\$15,500	
Task 1.3 Understanding Local Context	\$5,500	

Task 1.4 Summary Report	\$5,300	
<b>Subtotal</b>	<b>\$29,200</b>	<b>39%</b>
<b>Phase 2. Recruitment Campaign</b>		
Task 2.1 Campaign Materials	\$2,800	
Task 2.2 Manage Recruitment - OPTIONAL	\$2,800	
Task 2.3 Kick Off Meeting	\$2,100	
Task 2.4 Workshops for Strategy Creation	\$13,100	
Task 2.5 Strategy Draft	\$9,600	
Task 2.6 Strategy Finalization	\$5,600	
<b>Subtotal</b>	<b>\$15,200</b>	<b>21%</b>
<b>Phase 3. Communications and Legislative Requirements Completion</b>		
Task 3.1 Communications Strategy	\$2,600	
Task 3.2 Communications Content Development	\$5,800	
Task 3.3 Ensuring Compliance	\$3,400	
<b>Subtotal</b>	<b>\$11,800</b>	<b>16%</b>
<b>Phase 4. Determining Next Steps</b>		
Task 4.1 Advisory Committee Meeting	\$2,300	
Task 4.2 Partner Wrap-up Meeting	\$2,300	
Task 4.3 Scoping Next Steps	\$4,900	
<b>Subtotal</b>	<b>\$9,500</b>	<b>13%</b>
<b>Total Hours</b>		
<b>Percentage of Total Hours</b>		
<b>Total, including all fees and expenses, EXCLUDING GST</b>	<b>\$74,000</b>	
<b>GST (5%)</b>	<b>\$3,700</b>	
<b>Total, including all fees, expenses, and GST</b>	<b>\$77,700</b>	



Hudson's Hope Figure Skating Club  
PO Box 264  
Hudson's Hope, BC V0C 1V0

October 16, 2023

Mayor and Council  
District of Hudson's Hope  
PO Box 330  
Hudson's Hope, BC V0C 1V0

Dear Mayor and Council :

**RE: Letter of Support Request**

---

The Hudson's Hope Figure Skating Club is requesting a letter of support from the District of Hudson's Hope to be able to apply for the BC Hydro GO Fund grant.

We will be applying to purchase a curtain that can be used for our annual skating carnival. This curtain makes our show even more special, having a space where the skaters can warm up, and really makes the show feel more professional. The skaters all look forward to this year-end show where they can showcase their skills to our whole community. We usually have a full house at the Arena for this event.

In the past, we have used the Fort St John Figure Skating Club curtain, but we would like to have our own that we can use whenever we choose.

If you choose to support us, the sample resolution for the grant is as follows:

"THAT, the District of Hudson's Hope supports the application to Northern Development Initiative Trust from the Hudson's Hope Figure Skating Club for a grant of up to \$10,000 from the BC Hydro GO Fund."

Please contact our Club Coach, Becky Mercereau at 250-783-8260 if you have any questions.

Thank you in advance!

Sincerely

Becky Mercereau  
Hudson's Hope Figure Skating Club  
Coach



Date: October 9, 2023

The Friends of Hudson's Hope Society  
Box 247  
Hudson's Hope BC  
V0C 1V0

I, Joan Green, am writing this letter on behalf of The Friends of Hudson's Hope. We are a non-profit organization that has been providing support to our community for over 30 years. We provide services like food hampers, Christmas hampers, and medical support, such as assistance with transportation, lodging and food for community members traveling out of town for medical reasons. We also provide assistance with prescription medications.

We have been able to make this possible through the income from our thrift store, laundromat and local/community donations and grants. Over the last few years, The Friends of Hudson's Hope have found it hard to recover from the impact of Covid 19. We've lost income from the thrift store closure for over a year. As well as a drop in the use of the laundromat, due to capacity restrictions and decrease in donations. Meanwhile, there was an increase for assistance required within the community. Although we have been meeting the demand, we are still struggling to recover from this decrease. We are now facing another increase for support within the community, due to the rising cost of living.

The Board of the Friends of Hudson's Hope would like to keep providing such support to our community. We are reaching out to our past sponsors and friends looking for any financial support.

If you have any questions, please do not hesitate to contact us.

Mauren Graham  
250-783-0967

Shawn Shepherd  
778-204-0325

Joan Green  
250-783-8756

**C2**

October 12, 2023

Sent Via E-Mail

**District of Hudson's Hope**  
Box 330, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0  
[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)

**RE: NOTIFICATION LETTER**  
**Prince Rupert Gas Transmission Project (PRGT or Project)**  
**Permit Extension Application**  
**Location: Section 1 from c-27-I, 94-B-1 to b-89-C, 93-O-10**  
**RN File: 130316 PRGT File: 2-933**  
**Disposition: Institutional Lease - Miscellaneous 0302366 & Peace Canyon Road**  
**Map ID: 04025 & 06038**  
**"UPDATED NOTIFICATION LETTER"**

---

Prince Rupert Gas Transmission Ltd. (PRGT) is writing to inform you that on November 3, 2023, it intends to file an application with the BC Energy Regulator (BCER, formerly the BC Oil and Gas Commission) to extend the Project's pipeline permits for Section 1 until November 25, 2024. This extension aligns with the expiry date of Project's Environmental Assessment Certificate (EAC).

At this very early stage, PRGT is focused on evaluating permit options to preserve the corridor for a potential future investment. This includes the continued engagement with Indigenous and local communities.

Previously you received a letter dated December 14th, 2022 and an update letter dated December 19th, 2022 notifying you of PRGT's intentions to submit a permit extension application to BCER for a further 294 days. In response to input from Indigenous communities the BCER initially approved a short extension to expire on August 5, 2023, and then subsequently approved a second short extension to expire on February 5, 2024. This application for an extension to November 25, 2024, aligns with the expiry date of the PRGT EAC and by this date we expect to have resolved some of the remaining questions regarding the regulatory and commercial feasibility of the Project.

Prince Rupert Gas Transmission Ltd. is currently investigating several Project options. These include the project endpoint, options to reduce Project emissions and potential eastern route amendments. Project options for a potential eastern re-route continue to be advanced through technical feasibility studies including flyovers and review of areas of concern, technical data and historical routing studies.

**TC Energy**  
450 - 1 Street S.W. Calgary, AB  
Canada, T2P 5H1  
Tel: 403-920-6491  
princerupertgas@tcenergy.com



To progress those investigations while also maintaining the commercial feasibility of the Project, PRGT is required to keep all current permits active. Prince Rupert Gas Transmission Ltd. looks forward to ongoing engagement with Rights Holders, including Indigenous Nations, on project plans.

In response to this notice, you may provide a written response to the undersigned within 30 days of October 15, 2023 stating if you have any concerns, and, if so, the reasons for those concerns.

In addition, you may make a submission to the Regulator under section 22(5) of the *Energy Resource Activities Act*. Submissions can be sent by mail or email to:

BC Energy Regulator  
Bag 2  
Fort St. John, BC V1J 2B0

[WrittenSubmissions@bc-er.ca](mailto:WrittenSubmissions@bc-er.ca)

For further information or questions about this permit extension application, please contact Candace Mackenzie at 587-933-0665 or by email at [candace\\_mackenzie@tcenergy.com](mailto:candace_mackenzie@tcenergy.com).

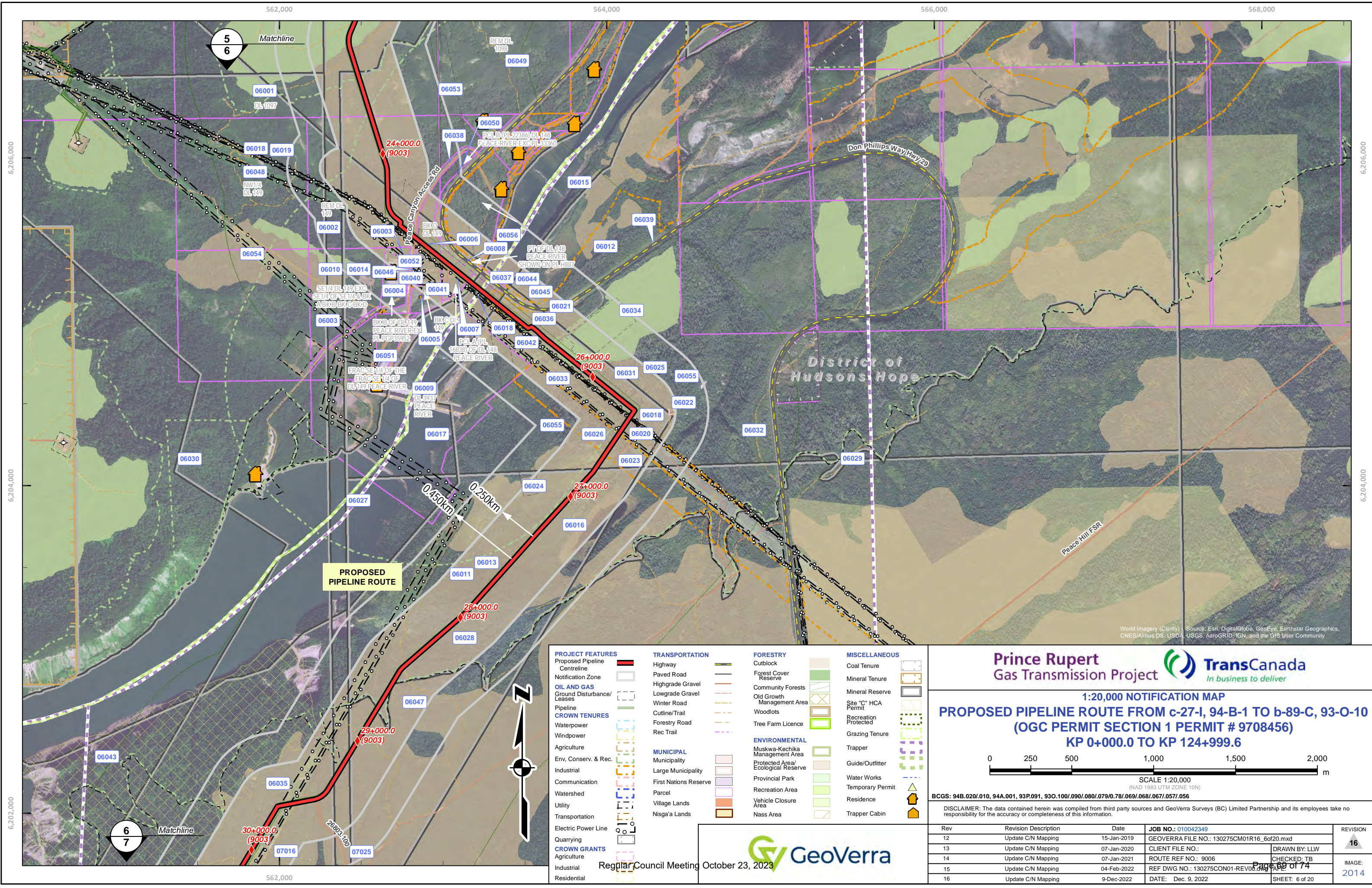
Sincerely,

A handwritten signature in blue ink, appearing to be "C. Mackenzie", with a long horizontal flourish extending to the right.

Candace Mackenzie  
Land Representative  
**Prince Rupert Gas Transmission  
Limited Partnership**

Encl.: C&N Map that shows the location in relation to dwellings, public facilities and nearby urban centers





PROJECT FEATURES	
Proposed Pipeline Centreline	
Notification Zone	
OIL AND GAS	
Ground Disturbance/Leases	
CROWN TENURES	
Waterpower	
Windpower	
Agriculture	
Env. Conserv. & Rec.	
Industrial	
Communication	
Watershed	
Utility	
Transportation	
Electric Power Line	
Quarrying	
CROWN GRANTS	
Industrial	
Residential	


TRANSPORTATION	
Highway	
Paved Road	
Highgrade Gravel	
Lowgrade Gravel	
Winter Road	
Cutline/Trail	
Forestry Road	
Rec Trail	
MUNICIPAL	
Municipality	
Large Municipality	
First Nations Reserve	
Parcel	
Village Lands	
Nisga'a Lands	

FORESTRY	
Cutblock	
Forest Cover Reserve	
Community Forests	
Old Growth Management Area	
Woodlots	
Tree Farm Licence	
ENVIRONMENTAL	
Muskwa-Kechika Management Area	
Protected Area/ Ecological Reserve	
Provincial Park	
Recreation Area	
Vehicle Closure Area	
Nass Area	

MISCELLANEOUS	
Coal Tenure	
Mineral Tenure	
Mineral Reserve	
Site "C" HCA Permit	
Recreation Protected	
Grazing Tenure	
Trapper	
Guide/Outfitter	
Water Works	
Temporary Permit	
Residence	
Trapper Cabin	

Prince Rupert

Gas Transmission Project



In business to deliver

1:20,000 NOTIFICATION MAP

PROPOSED PIPELINE ROUTE FROM c-27-I, 94-B-1 TO b-89-C, 93-O-10

(OGC PERMIT SECTION 1 PERMIT # 9708456)

KP 0+000.0 TO KP 124+999.6

0250500100015002000

m

SCALE 1:20,000  
(NAD 1983 UTM ZONE 10N)

BCGS: 94B.020/010, 94A.001, 93P.091, 93O.100/090/080/079/078/069/068/067/057/056

DISCLAIMER: The data contained herein was compiled from third party sources and GeoVerra Surveys (BC) Limited Partnership and its employees take no responsibility for the accuracy or completeness of this information.

Rev	Revision Description	Date	JOB NO.: 010042349	REVISION
12	Update C/N Mapping	15-Jan-2019	GEOVERRA FILE NO.: 130275CM01R16_6of20.mxd	16
13	Update C/N Mapping	07-Jan-2020	CLIENT FILE NO.:	
14	Update C/N Mapping	07-Jan-2021	ROUTE REF NO.: 9006	CHECKED: TB
15	Update C/N Mapping	04-Feb-2022	REF DWG NO.: 130275CON01-REV00.0	IMAGE: 2014
16	Update C/N Mapping	9-Dec-2022	DATE: Dec. 9, 2022	

Page 69 of 74

SHEET: 6 of 20

October 11<sup>th</sup>, 2023

Disaster Mitigation and Adaptation Programs  
Emergency Management and Climate Readiness  
Email: [EMBC.Disastermitigation@gov.bc.ca](mailto:EMBC.Disastermitigation@gov.bc.ca)

Dear First Nations Communities and Local Governments,

We would like to deeply encourage you to apply for our Community Emergency Preparedness fund (CEPF) Indigenous Cultural Safety and Cultural Humility Training stream of funding.

CEPF is a suite of funding programs intended to enhance the resiliency of local governments, First Nations, and communities in responding to emergencies and to reduce risks from future disasters due to natural hazards and climate-related risks. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM)

The funding stream we are reaching out to provide information on today is the [Indigenous Cultural Safety and Cultural Humility Training](#) stream. Applications are currently being accepted and the application deadline for this intake is November 3<sup>rd</sup>, 2023.

The intent of this funding stream is to support eligible applicants to enhance cultural safety and humility in the delivery of local emergency management programs and services. Activities include cultural safety and humility training, adapting emergency management tools to be inclusive of Indigenous peoples, and activities related to partnering with, or aiding, Indigenous communities during emergency mitigation, preparedness, response, and recovery.

Eligible applicants include all First Nations (bands and Treaty First Nations) and Local Governments (municipalities and regional districts) in BC. The maximum funding available for successful applicants is \$30,000. We highly encourage Local Governments and First Nations Communities to partner together on applications. Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application.

Thank you for taking the time to read this letter.

For any question on this funding please contact [EMBC.DisasterMitigation@gov.bc.ca](mailto:EMBC.DisasterMitigation@gov.bc.ca).

Sincerely,

Disaster Mitigation and Adaptation Programs  
Emergency Management and Climate Readiness

C

4



**Hudson's Hope Lions Club**  
**PO Box 444**  
**Hudson's Hope, BC, V0C 1V0**

October 18<sup>th</sup> , 2023

To Mayor and Council,

The Hudson's Hope Lions Club is currently engaged in fundraising for our Lions Club Kitchen Trailer project. As you are aware Mayor and Council are currently supporting this project through a commitment of 17,500 dollars on the condition that the Lions Club can secure the rest of the funding required.

We are actively engaged in discussions with several other funding partners and are working to prepare a grant application to the BC Hydro GO Fund.

The BC Hydro GO Fund requires a letter of support from either Local Government or another local service organization to proceed with the grant application.

We respectfully request a letter of support from the District of Hudson's Hope Mayor and Council that we may attach to our grant application to the BC Hydro GO Fund.

Best Regards,

Shawn Shepherd  
President  
Hudson's Hope Lions Club

**C5**

**Cpl. Erich Schmidt**  
**10317 Gething St.**  
**Hudson's Hope, BC**  
[erich.schmidt@rcmp-grc.gc.ca](mailto:erich.schmidt@rcmp-grc.gc.ca)  
**October 15<sup>th</sup>, 2023**

**District of Hudson's Hope**  
**Mayor & Council**  
**9904 Dudley Dr.**  
**Hudson's Hope, BC**

Dear Mayor Quibell and Honorable Members of the Council,

I am writing to formally request the use of the District owned Arena, located at 10010 Arena Rd. Hudson's Hope for an upcoming event in 2024. As the Detachment Commander of the Hudson's Hope RCMP, I am working within a Reconciliation aspect and have partnered with our local River of the Peace Metis Society, to bring a competition style Powwow to Hudson's Hope for the dates of June 28<sup>th</sup> to 30<sup>th</sup>, 2024 (with the 27<sup>th</sup> being a setup date). We believe that the Hudson's Hope arena would be an ideal location to host this event.

This event would be the first of its kind for Hudson's Hope as I have been informed, and I believe that in partnership with the District of Hudson's Hope, we can provide the community and area, with an event that would attract many people to our great community. This event would not only draw the attendance and attention of many different Indigenous Communities, but will also demonstrate a cohesive Township approach to Reconciliation.

The Hudson's Hope Arena is an ideal venue choice for our event due to its location and ability to provide an indoor environment for all participants and spectators. This venue offers security from all types of weather and provides those attending, who may be in their Golden years, a comfortable place to partake in their traditional ceremonies.

I am further asking that Mayor and Council consider the possibility of the District of Hudson's Hope, covering or donating the costs of the rental for the arena. This generous donation would provide us with the ability to put more of our accumulated funds toward the event itself.

We have partnered with the Pearkes Centre representatives, who will be providing their grounds for the setup of vendors, food facilities, camping, first aid station, etc.

The local Tested True Archery Club, will also be present and providing a fun filled day of archery introduction and shoots for all.

We are still in the ground stages of acquiring all the resources and setup, and will be looking to connect with more of our local area businesses and organizations to partner with for this event.

I believe that with partnering with the District of Hudson's Hope, and local businesses, we can provide an event to the community and residents in which has not been seen to date, and one that will be remembered for many years to come.

Thank you for your time and consideration for this request.

Sincerely,

**Cpl. Erich Schmidt**  
**Detachment Commander**  
**Hudson's hope, RCMP**



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**FROM:** Crystal Brown, CAO

**DATE:** October 20, 2023

**SUBJECT:** NOTICE OF CLOSED SESSION – OCTOBER 23, 2023

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### RECOMMENDATION:

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

- **Agenda Items ICM1 and ICM2** - *Community Charter* Section 90(1)(b), closed meeting minutes
- **Agenda Item ICSR1** - *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service.
- **Agenda Item ICSR2** - *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service.
- **Agenda Item ICSR3** - *Community Charter* Section 90(1)(c) labour relations

### 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)).

*Crystal Brown*

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Crystal Brown, CAO

**ICSR1**