



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

Council Chambers
December 11, 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.

1. Call to Order:

2. Dedication Page:

3. Delegations:

D1 BC Emergency Health Services – Ambulance Staffing
Johathan Brnjas – Manager of Clinical Operations Northeast District BCEHS - Verbal

D2 Gerritt Lacey, PRRD – Hudson's Hope Transfer Station and Recycling System Page 3

4. Notice of New Business:

5. Adoption of Agenda by Consensus:

6. Declaration of Conflict of Interest:

7. Adoption of Minutes:

M1 Regular Council Minutes – November 27, 2023 Page 16

M2 Special Council Minutes - November 30, 2023 Page 24

8. Business Arising from the Minutes:

9. Public Hearing:

10. Staff Reports:

SR1 RFD - Proposed 2024 Council Meeting Schedule Page 26

SR2 RFD - Local Government Climate Action Program Page 31

SR3 RFD - Pre-Design for Permanent Treatment Plant Modifications Page 44

SR4	RFD - Acting Mayor Schedule 2024	Page 64
SR5	RFD - 2024 Keeping It Rural Conference	Page 67
SR6	RFD - 2024 LGLA Conference Authorization	Page 69
SR7	RFD - Appointments for Chief Elections Officer and Deputy	Page 71
SR8	RFD - Video Contract Award	Page 73
SR9	RFD - eScribe Meeting Management Software	Page 75
SR10	RFD - ARO - Handout	

11. Committee Meeting Reports:

12. Bylaws

13. Correspondence:

C1	Dan Davies Holiday Open House Invite	Page 78
C2	Letter of Support - South PeaceHealth Services Society	Page 79
C3	New Legislation - Support Local Government Housing Initiatives	Page 80

14. Reports by Mayor & Council

15. Old Business:

DIARY	Diarized
» Commercial Water Rate Increase-annual budget Consideration	2019
» ATV Campground – Naming / Memorial Plaque	2022
» Council Remuneration Policy	2023
» Indigenous Cultural Safety and Cultural Humility Training Grant	2023

16. New Business:

17. Public Inquiries:

18. In-Camera Session

SR11	Notice of Closed Session – December 11, 2023	Page 84
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19. Adjournment



PEACE RIVER REGIONAL DISTRICT

Hudson's Hope Transfer Station Tier 1 Upgrade Project / Recycling Station Relocation

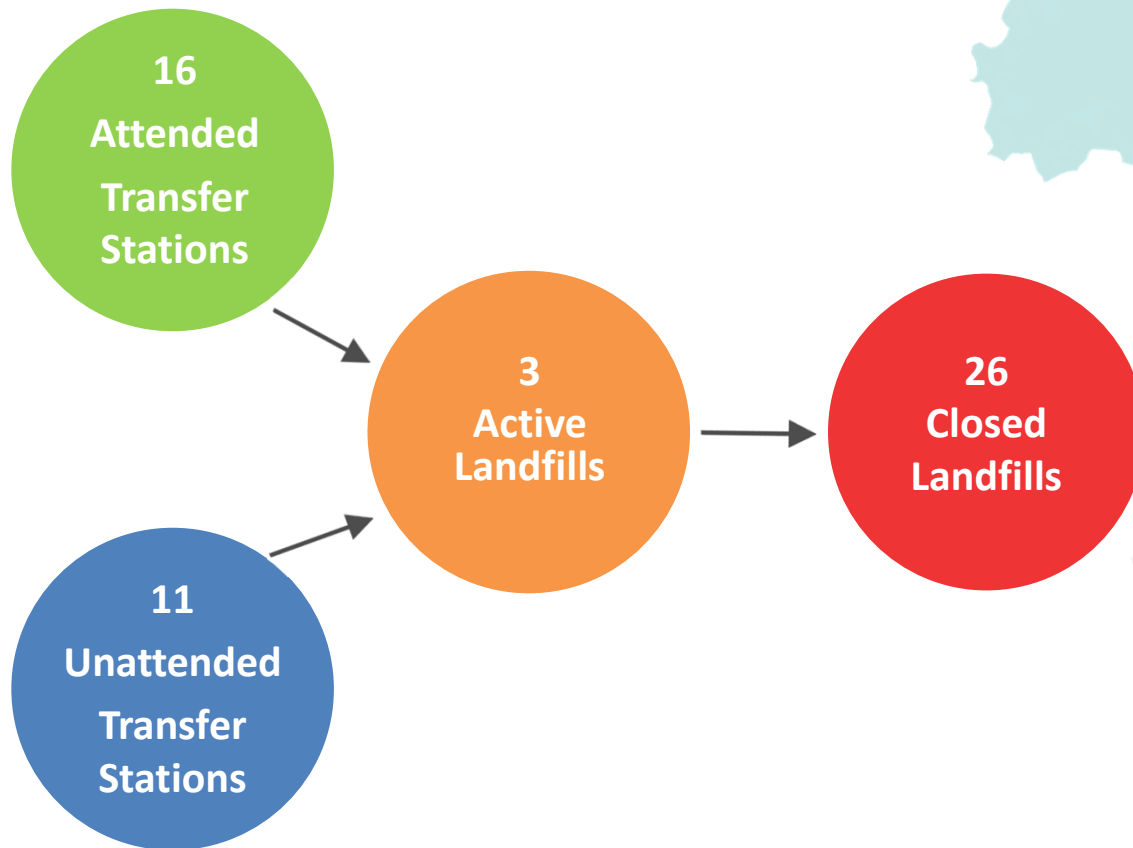
Gerritt Lacey, Solid Waste Manager
Presented December 11, 2023

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D2



Solid Waste Collection System



PEACE RIVER REGIONAL DISTRICT | Hudson's Hope Transfer Station Upgrade



Tier 1 Attended Transfer Stations

Total of seven sites. Each site is open 26 hours a week and offer residents enhanced diversion opportunities.

- Household Bagged Waste
- Recycling
- Share Shed
- Bulky
- Wood
- Metal
- Appliances
- Tires
- Other EPR Programs

Pictured Cecil Lake Transfer Station



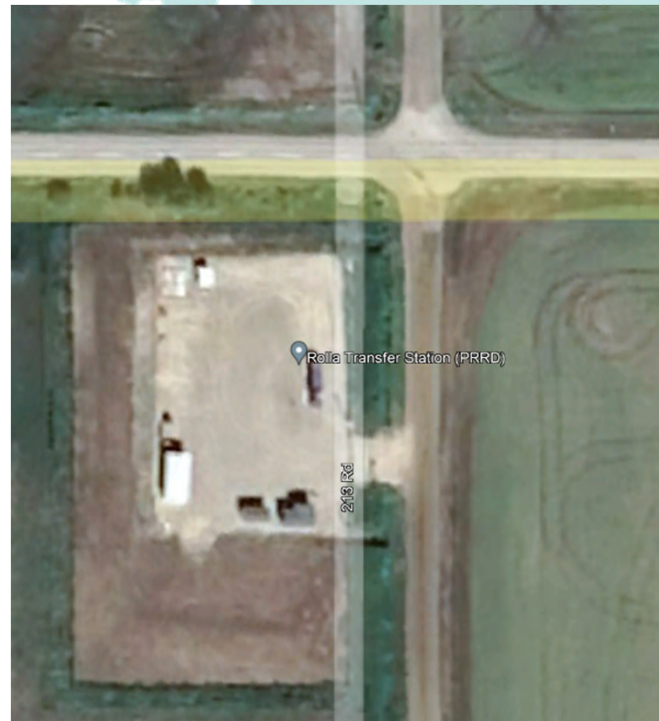
PEACE RIVER REGIONAL DISTRICT | Hudson's Hope Transfer Station Upgrade



Tier 2 Manned Transfer Stations

Total of six sites. Each site is open 26 hours a week and offer residents basic solid waste services.

- Household Bagged Waste
- Recycling
- Share Shed



Pictured Rolla Transfer Station



PEACE RIVER REGIONAL DISTRICT | Hudson's Hope Transfer Station Upgrade



Current Hudson's Hope Transfer Station

Hybrid between a Tier 1 and Tier 2 facility, with the PRRD and District sharing responsibilities. Open 40 hours a week.

PRRD

Attendant Contract
Household Waste
Used Oil



District Hudson's Hope

Yard Waste
Wood
Share Shed
Appliances
Metal
Tires
Kitchen Grease

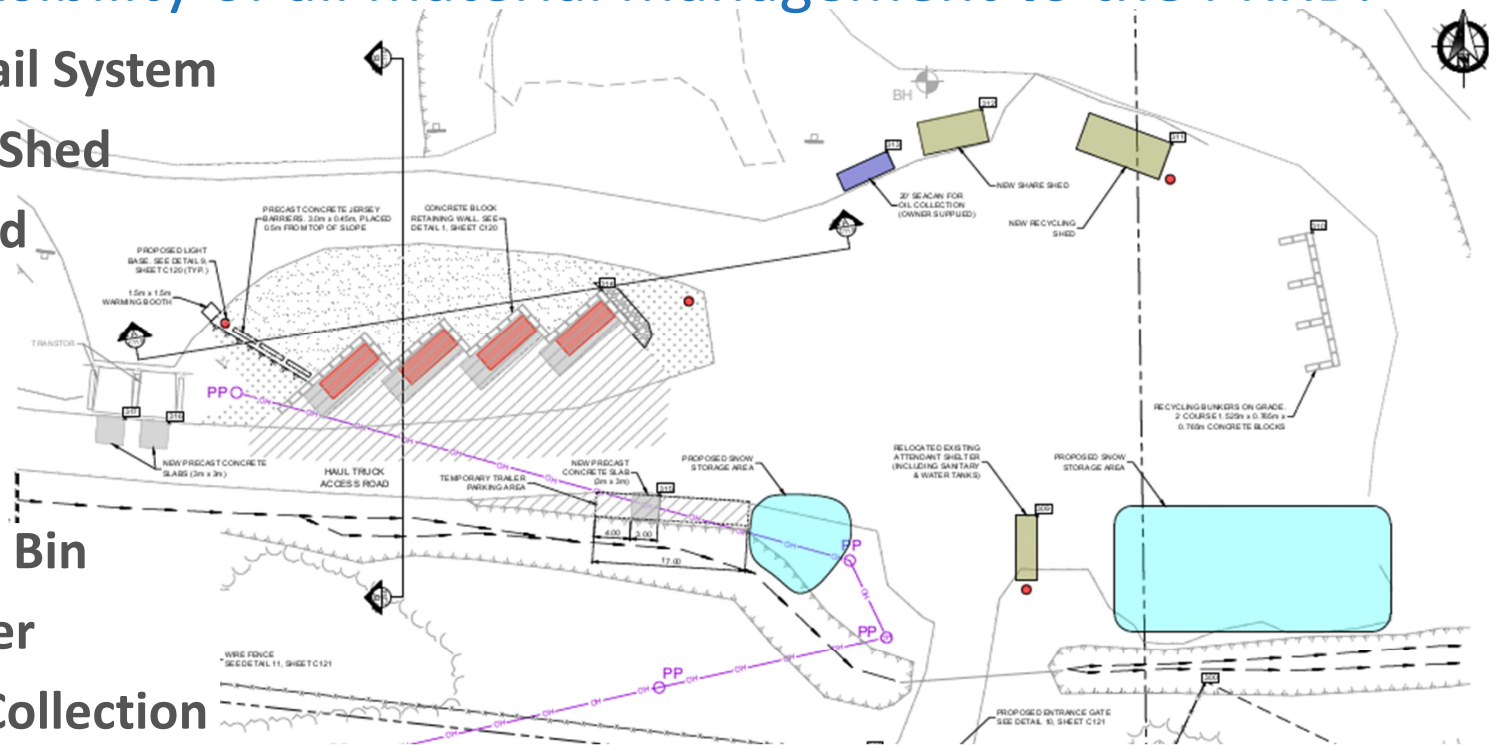
PEACE RIVER REGIONAL DISTRICT | Hudson's Hope Transfer Station Upgrade



Tier 1 Upgrade Project

Establish collection of Tier 1 materials in bins at a tipping rail and transfer responsibility of all material management to the PRRD.

- New Tipping Rail System
- New Recycling Shed
- New Share Shed
- New Bulky Bin
- New Wood Bin
- New Metal Bin
- New Appliance Bin
- New Tire Bunker
- New Used Oil Collection
- Site Security



PEACE RIVER REGIONAL DISTRICT | Hudson's Hope Transfer Station Upgrade



Changes to Services Currently Provided

The goal of the project is to keep the level of service the same as currently offered, so customers do not perceive a change.

However, there are a few things that will no longer be collected:

- Yard and Garden Collection
 - The PRRD does not currently have a organics processing program offered in the Region.
- Collection of Vehicle Hulks
 - With collection of Metal in the bin system, car hulks will have to be transported to the nearest landfill.
- Collection of Kitchen Grease
 - The PRRD does not currently offer collection of kitchen grease at Tier 1 facilities.



A Question about Tipping Fees

Currently, customers are not charged tipping fees at the transfer station as they deposit waste.

Instead, tipping fees are charged to the District as the waste arrives at the landfill.

Is this the preferred method moving forward? Or would the District rather see customers charged tipping fees as they use the transfer station?



Recycling Programs

PRRD operates unattended recycling depot at Legacy Market that collects mixed paper, plastic films, and glass in a series of curbside collection carts.

District operates cardboard collection throughout the municipality. Cardboard is collected in PL-6 bins that are serviced with the District's curbside collection truck and hauled to the Chetwynd Recycling Depot.



Cardboard Collection Options

District reached out to PRRD to begin the process of exploring options for the collection of cardboard:

Options for Cardboard

- PRRD to include cardboard collection at unattended recycling depot.
- District could partner with PRRD contractor for processing and receive compensation.



PRRD Program is Relocating in 2024

The PRRD has been requested to relocate the unattended recycling depot by Spring of 2024 from the current location.

Options Relocation

- Relocate Recycling Collection to Attended Transfer Station as part of the Tier 1 upgrade project.
- Partner on a new location within the community, such as the arena or water sales station as an example.



2024 Time Lines	
Letter Regarding Tipping Fee Collection	January
Tier 1 Upgrade – Budget Approval	March 31, 2024
Waste Servicing Agreement / Transition Plan Draft	March 31, 2024
Tier 1 Upgrade - Tender	April – May
Recycling Station Relocation	May – June
Tier 1 Upgrade – Construction	May - October
Transfer Station Operation Transition	November

District staff will be included in Tier 1 upgrade meetings throughout the construction period to ensure good lines of communication and coordination of messaging to residents and Council.



PEACE RIVER REGIONAL DISTRICT

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 **Peace River Regional
District Official Page**

 **@prrdistrict**

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REGULAR COUNCIL MEETING
District Office – Council Chambers
November 27, 2023, 6:00 pm

Present: Mayor Travous Quibell
Councillor Debbie Beattie
Councillor Tashana Winnicky
Councillor KK Charlesworth
Councillor Tina Jeffrey
Councillor James Cryderman
Youth Councillor Taylor Sanderson

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

Delegations: Micaela Roque, KPMG LLP – ARO Asset Retirement Obligations

Other: There were four community members in the gallery.

1. CALL TO ORDER

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

2. DEDICATION PAGE

3. DELEGATIONS

D1 Micaela Roque presented an overview of the Asset Retirement Obligations (“ARO”) and PS3280 Accounting Standards that came into effect in April 2023.

4. NOTICE OF NEW BUSINESS

NB1 Mayor Quibell – Verbal Update – Peace River Regional District

NB2 Mayor Quibell – Verbal Update – Peace Williston Advisory Committee

5. ADOPTION OF AGENDA BY CONSENSUS

6. DECLARATION OF CONFLICT OF INTEREST

Mayor Quibell declared a conflict of interest for Item SR2 – Financial Assistance Grant Allocations as he is a member of both organizations that were awarded assistance in 2023.

7. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES NOVEMBER 14, 2023

RESOLUTION NO.229 /2023

M/S Councillors Jeffrey / Cryderman

That the minutes of the November 14, 2023, Regular Council Meeting be adopted as amended: that the word Three be replaced with the word There in the Public Hearing minutes.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

9. PUBLIC HEARING

10. STAFF REPORTS

SR1 2024 COUNCIL POLICY REVIEW

RESOLUTION NO. 230/2023

M/S Councillors Winnicky / Jeffrey

That Council receive the report titled "2024 Council Policy Review" dated November 27, 2023; further, that Council initiates a review of all District of Hudson's Hope's policies to ensure that the policies reflect the current direction of Council.

CARRIED

SR2 2023 FINANCIAL ASSISTANCE GRANT ALLOCATIONS

Mayor Quibell left the meeting at 6:45 pm for a declared Conflict of Interest.

Councillor Winnicky assumed the role of Acting Mayor.

RESOLUTION NO. 231/2023

M/S Councillors Cryderman / Beattie

That Council receive the report titled "2023 Financial Assistance Grant Allocations" dated November 27, 2023; further, that Council authorizes that the grant in the amount of \$7,250 to the Hudson's Hope Radio Amateur Club for the Signal Hill Revitalization Project be carried forward to the 2024 Financial Plan; and further, that the grant in the amount of \$17,351 to the Hudson's Hope Lions Club for the mobile kitchen trailer be carried forward to the 2024 Financial Plan.

Amendment:

RESOLUTION NO. 232/2023

M/S Councillors Winnicky / Jeffrey

That council amend the motion to include "and further, that the funds be used by December 31, 2024.

CARRIED

Motion as Amended:

RESOLUTION NO. 231/2023

M/S Councillors Cryderman / Beattie

That Council receive the report titled "2023 Financial Assistance Grant Allocations" dated November 27, 2023; further, that Council authorizes that the grant in the amount of \$7,250 to the Hudson's Hope Radio Amateur Club for the Signal Hill Revitalization Project be carried forward to the 2024 Financial Plan; and further, that the grant in the amount of \$17,351 to the Hudson's Hope Lions Club for the mobile kitchen trailer be carried forward to the 2024 Financial Plan, and further, that the funds be used by December 31, 2024. .

CARRIED

Mayor Quibell returned to the meeting at 6:51 pm.

SR3 NORTHERN DEVELOPMENT LOCAL GOVERNMENT INTERNSHIP PROGRAM

RESOLUTION NO. 233/2023

M/S Councillors Jeffrey / Winnick

That Council receives the report titled "Northern Development Local Government Internship Program" dated November 27, 2023; further, that Council authorizes the submission of a Program" dated November 27, 2023; further, that Council authorizes the submission of an Intern under the Local Government Internship Grant Program for a 12-month period; and further, that Council commits to providing sufficient financial and staffing resources to host an Intern and to provide training and professional development opportunities for the Intern.

CARRIED

SR4 LOVE HUDSON'S HOPE

RESOLUTION NO. 234/2023

M/S Councillors Winnicky / Beattie

That Council receives the report titled "Love Hudson's Hope", dated November 27, 2023, which provides an update regarding the Love Hudson's Hope initiative for information.

CARRIED

SR5 NORTHERN DEVELOPMENT GRANT WRITING SUPPORT SERVICES PROGRAM

RESOLUTION NO. 235/2023

M/S Councillors Beattie / Winnicky

That Council receives the report titled "Northern Development Grant Writing Support Services Program" dated November 27, 2023; further, that Council authorizes the submission of a grant application to Northern Development Initiative Trust for a grant of up to \$8,000 to be used for Grant Writing Support Services; and further, that Council commits to providing financial resources to fund grant writing support services in excess of the grant amount and to cover expenses not eligible under the grant program.

CARRIED

RESOLUTION NO. 236/2023

M/S Councillors Jeffery/ Beattie

That Council authorizes a contract for "Grant Writing Support Services" with Clear Course Consulting Limited for a one-year term, beginning January 1, 2024, and ending December 31, 2024, at a total annual cost not to exceed \$33,000 (excluding taxes); further, that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the District of Hudson's Hope.

CARRIED

SR6 TEMPORARY COMMERCIAL USE PERMIT – NO. 2023.001

RESOLUTION NO. 237/2023

M/S Councillors Jeffrey / Cryderman

That Council receives the report titled "Temporary Commercial Use Permit – No. 2023.001" dated November 27, 2023, for discussion.

CARRIED

RESOLUTION NO. 238/2023

M/S Councillors Winnicky / Cryderman

That Council receives the report titled "Temporary Commercial Use Permit – No. 2023.001" dated November 27, 2024; further, that Council authorizes the issuance of Temporary Commercial Use Permit No. 2023.001 to construct a laydown yard and storage building for oil and gas exploration operations on the property identified as PID: 014-825-597, for a three-year term, subject to the Applicant entering into a Road Use Agreement with the District of Hudson's Hope.

CARRIED

SR7 EV CHARGING STATIONS

RESOLUTION NO. 239/2023

M/S Councillors Cryderman / Jeffrey

That Council receives the report titled "EV Charging Stations" dated November 27, 2023; further, that Council approves Proposed Option #1, which includes installing two Level 3 fast charger stalls at the Beattie Park Visitors Center, located between two trees as presented, creating four evenly spaced stalls at 8.8 m.

Recess to a Closed Session

RESOLUTION NO. 240/2023

M/S Councillors Jeffrey/Winnicky

That Council recess to a Closed Meeting for the purpose of discussing the report titled "EV Charging Stations" dated November 27, 2023, under the authority of the Community Charter, Section 90(1)(N) - the consideration of whether a council meeting should be closed under a provision of Section 90(1) or 90(2).

The Mayor recessed the meeting to a Closed Session at 7:24 pm.

Reconvene

The Mayor reconvened the regular meeting at 7:28 pm and resumed discussions for Item SR7- EV Charging Stations.

The Mayor called the Question on the Motion that was on the floor before the recess to the Closed Session.

RESOLUTION NO. 239/2023

M/S Councillors Cryderman / Jeffrey

That Council receives the report titled "EV Charging Stations" dated November 27, 2023; further, that Council approves Proposed Option #1, which includes installing two Level 3 fast charger stalls at the Beattie Park Visitors Center, located between two trees as presented, creating four evenly spaced stalls at 8.8 m.

CARRIED

SR8 RECREATION DEPARTMENT UPDATE

RESOLUTION NO. 241/2023

M/S Councillors Beattie / Cryderman

That Council receive the report titled "Recreation Department Update" dated November 27, 2023, for information.

CARRIED

SR9 CORPORATE DEPARTMENT UPDATE

RESOLUTION NO. 242/2023

M/S Councillors Charlesworth / Jeffrey

That Council receive the report titled "Corporate Department Update" dated November 27, 2023, for information.

CARRIED

SR10 PUBLIC WORKS DEPARTMENT UPDATE

RESOLUTION NO. 243/2023

M/S Councillors Cryderman / Charlesworth

That Council receive the report titled "Public Works Department Update" dated November 27, 2023, for information.

CARRIED

SR11 PROTECTIVE SERVICES DEPARTMENT UPDATE

RESOLUTION NO. 244/2023

M/S Councillors Jeffrey / Winnicky

That Council receive the report titled "Protective Services Department Update" dated November 27, 2023, for information.

CARRIED

SR12 ITEMS PREVIOUSLY RELEASED FROM CLOSED MEETING – NOVEMBER 14, 2023

RESOLUTION NO. 245/2023

M/S Councillors Beattie / Winnicky

That Council receive the report titled “Items Previously Release from Closed Meeting – November 14, 2023” dated November 27, 2023, for information.

CARRIED

11. COMMITTEE MEETING REPORTS

CR1 REQUEST FOR QUALIFICATIONS – ARCHITECT SERVICES

RESOLUTION NO. 246/2023

M/S Councillors Winnicky / Jeffrey

That Council receives the report titled “Request For Qualifications - Architect Services” dated November 14, 2023; further, that Council authorizes the issuance of a Request For Qualifications to obtain Architect Services for Phase 1 of the new Multi-use Community Centre, including Program & Scope Development, Concept Design, Schematic Design, and development of a project budget.

CARRIED

12. BYLAWS

BL1 ELECTION AND ASSENT VOTING BYLAW NO. 940, 2023

RESOLUTION NO. 247/2023

M/S Councillors Jeffrey / Beattie

That Council receive the report titled “Election and Assent Voting Bylaw No. 940, 2023” dated November 14, 2023; further, that Council adopt “Election and Assent Voting Bylaw No. 940, 2023”.

CARRIED

13. CORRESPONDENCE

C1 PUBLIC ACCESS TO THE BERM AND OCP

RESOLUTION NO. 248/2023

M/S Councillors Jeffrey / Winnicky

That Council receive the correspondence titled “Public Access to the Berm and OCP” dated November 7, 2023; further, that it be referred to staff to obtain a legal opinion regarding potential liability to the District of Hudson’s Hope if signage and a gate is not established on the berm, ensuring that public access is not permitted.

CARRIED

C2 HOURLY RENTAL SPACE FOR NOT-FOR-PROFIT ORGANIZATIONS

RESOLUTION NO. 249/2023

M/S Councillors Jeffrey / Winnicky

That Council receive the correspondence titled "Hourly Rental Space for Not-For-Profit Organizations" dated November 27, 2023; further, that Council authorize staff to review the Fees and Charges Bylaw 915, 2020, and bring forward an amendment to allow for a more flexible hourly rate for rental of District Meeting Space.

CARRIED

C3 2024 COFI – CONVENTION – COUNCIL OF FOREST INDUSTRIES

RESOLUTION NO. 250/2023

M/S Councillors Cryderman / Beattie

That Council receive the correspondence titled "2024 COFI – Convention - Council of Forest Industries" dated November 7, 2023, for information.

CARRIED

C4 BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION – 19TH ANNUAL SERVICE RECOGNITION BOOK

RESOLUTION NO. 251/2023

M/S Councillors Jeffrey / Beattie

That Council receive the correspondence titled "BC/Yukon Command of the Royal Canadian Legion – 19th Annual Service Recognition Book"; further, that staff renew the advertising for a business card size, full-colour advertisement in the recognition book for 2024 in the amount of \$385.00.

CARRIED

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

15. OLD BUSINESS

16. NEW BUSINESS

NB2 MAYOR QUIBELL – VERBAL UPDATE – PRRD MEETING

The Peace River Regional District Christmas Party will be held on December 8, 2023. Mayor Quibell and Councillor Beattie will be attending.

NB2 MAYOR QUIBELL – VERBAL UPDATE – PEACE WILLISTON ADVISORY COMMITTEE

Mayor Quibell updated Council that on November 24, 2023, he attended the Peace Williston Advisory Committee and has been named as a representative on the Committee.

17. PUBLIC INQUIRIES

Mayor Quibell introduced Youth Councillor Taylor Saunderson and asked if she had any updates from the School Council. Taylor responded that the school council has not held a meeting yet, but she believes there are nine members on the Student Council.

18. IN-CAMERA SESSION

ICSR1 NOTICE OF CLOSED SESSION – NOVEMBER 27, 2023

RESOLUTION NO. 252/2023

M/S Councillors Jeffrey / Beattie

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

- **Agenda Items ICM1** - *Community Charter* Section 90(1)(b), closed meeting minutes, and
- **Agenda Item SR1**- *Community Charter* Section 90(1)(c), labour relations or other employee relations.

CARRIED

Mayor Quibell recessed the meeting for a Closed Session at 8:00 pm.

19. ADJOURNMENT

Mayor Quibell reconvened the open meeting to the public and adjourned at 8:58 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD MONDAY, NOVEMBER 27, 2023.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer



SPECIAL COUNCIL MEETING
District Office – Council Chambers
November 30, 2023, 6:00 pm

Present: Acting Mayor Tashana Winnicky
Councillor Debbie Beattie
Councillor KK Charlesworth
Councillor Tina Jeffrey
Councillor James Cryderman

Via Teams: Mayor Travous Quibell

Staff: Chief Administrative Officer, Crystal Brown
Corporate Officer, Andrea Martin
Director of Public Works, Robert Dauphinee
Chris Cvik, Special Projects

1. CALL TO ORDER

The meeting was called to order at 6:03 pm with Acting Mayor Winnicky presiding.

2. ADOPTION OF AGENDA BY CONSENSUS

3. DECLARATION OF CONFLICT OF INTEREST

4. IN-CAMERA SESSION

ICSR1 NOTICE OF CLOSED SESSION – NOVEMBER 30, 2023

RESOLUTION NO.228/2023

M/S Councillors Jeffrey/Charlesworth

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

- **Agenda Items ICM1** - *Community Charter* Section 90(1)(c), labour relations or other employee relations.

CARRIED

17. ADJOURNMENT

Acting Mayor Winnicky reconvened the open meeting and adjourned at 6:45 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL
HELD THURSDAY, NOVEMBER 30, 2023.

Tashana Winnicky, Acting Mayor

Andrea Martin, Corporate Officer



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: December 11, 2023

FROM: Crystal Brown

RFD TITLE: Proposed 2024 Council Meeting Schedule

RECOMMENDATION:

That Council receives the report titled "Proposed 2024 Council Meeting Schedule" dated December 11, 2023; further, that Council adopts the following 2024 Council Meeting Schedule which sets the 2024 Regular Council Meeting dates and reduces the number of Regular Council Meetings from 22 to 19 per year:

January 8, 29	February 12,	March 4, 11, 25	April 15
May 6, 27	June 17	July 8, 29	August 19
September 9	October 7, 21	November 4, 18	December 9

BACKGROUND:

The District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 (Bylaw) states that Regular Council meetings shall be held on the second and fourth Monday of each month, beginning at 6:00 pm; further, that when a meeting falls on a statutory holiday, the meeting will be held on the day following the statutory holiday. The Bylaw also provides that the day and hour of a Regular Council Meeting may be changed by a majority vote of the Council members present.

DISCUSSION:

Staff prepared the attached District of Hudson's Hope (District) 2024 Meeting Schedule to provide Council and the public with advance notice of Regular Council Meetings for the upcoming year. Consideration was given to Statutory Holidays and the following annual conferences:

- BC Natural Resources Forum, January 16 – 18, 2024, Prince George
- Local Government Leadership Academy (LGLA), January 31 – February 2, 2024, Richmond
- BC Council of Forest Industries (COFI), April 10-12, 2024, Vancouver
- North Central Local Government Association (NCLGA), May 13-16, 2024, Smithers
- Federation of Canadian Municipalities (FCM), June 6-9, 2024, Calgary
- Union of BC Municipalities (UBCM) Convention, September 16-20, Vancouver

For the most part, Council Meetings are proposed for every third Monday whenever possible, with more extended periods between some meetings due to statutory holidays and conferences. Past practice has been to schedule only one meeting in September, which gives Council a break between UBCM and the next Council Meeting, and one meeting in December.

One additional meeting is proposed for February 26, 2024, as a Special Budget Meeting. Committee of the Whole Meetings are typically held in conjunction with a Regular Council Meeting, scheduled as and when required.

Providing that public notice is given in accordance with the Bylaw and Community Charter, Council has the discretion to change, by resolution, the date or time of a Regular Council Meeting or cancel a Regular Council Meeting by majority vote of the Council Members present (at a Council Meeting). Further, the Mayor, or two or more Council Members may call a Special Council Meeting if an additional Meeting is required during the year.

FINANCIAL CONSIDERATIONS:

None at this time.

ALTERNATIVE OPTIONS:

1. That Council receive the report titled "Proposed 2024 Council Meeting Schedule" dated December 11, 2023; further, that Council adopts the following 2024 Council Meeting Schedule which sets the 2024 Regular Council Meeting dates based on the second and fourth Tuesday of the month, with one meeting in September and one meeting in December:

January 8, 22	February 12, 26	March 4, 11, 25	April 8, 29
May 6, 27	June 10, 24	July 8, 22	August 12, 26
September 9	October 15, 28	November 12, 25	December 9

2. That Council provide further direction.

OTHER CONSIDERATIONS:

In compliance with the Council Procedure Bylaw, the Council Meeting schedule will be made available to the public by posting a copy of the notice in the Council Chambers at the Municipal Hall, in the public notice posting places (District Office, Hudson's Hope Post Office Bulletin Board, and District website, and by way of a Public Service Announcement), and leaving one copy for each Council member at the place to which the member has directed notices to be sent.

ATTACHMENTS AND EXTERNAL LINKS:

1. Draft 2024 Council Meeting Schedule – Option 1
2. Draft 2024 Council meeting Schedule – Option 2 (2nd and 4th Monday)

Prepared by:

Crystal Brown

Crystal Brown, CAO

District of Hudson's Hope Calendar 2024



January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
BC NATURAL RESOURCES						

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
LGLA						

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
COFI						

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
NCLGA – Keeping it Rural						

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	FCM					

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
UBCM						

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
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December						
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29	30	31				

REGULAR COUNCIL MEETINGS

STAT HOLIDAYS

BY-ELECTION

SPECIAL BUDGET MEETING

Jan 1	New Year's Day	May 20	Victoria Day	Sep 2	Labour Day	Nov 11	Remembrance Day
Feb 19	Family Day	Jul 1	Canada Day	Sep 30	National Day for Truth & Rec.	Dec 25	Christmas Day
Mar 29	Good Friday	Aug 5	Civic Holiday	Oct 14	Thanksgiving	Dec 26	Boxing Day

Regular Council Meeting, December 11, 2023

29 of 84

District of Hudson's Hope Calendar 2024



January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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BC NATURAL RESOURCES						

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LGLA						

March						
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April						
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COFI						

May						
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NCLGA – Keeping it Rural						

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August						
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September						
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UBCM						

October						
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November						
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December						
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22	23	24	25	26	27	28
29	30	31				

REGULAR COUNCIL MEETINGS

STAT HOLIDAYS

BY-ELECTION

SPECIAL BUDGET MEETING

Jan 1	New Year's Day	May 20	Victoria Day	Sep 2	Labour Day	Nov 11	Remembrance Day
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Regular Council Meeting, December 11, 2023

30 of 84



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: December 11, 2023

FROM: Becky Mercereau, Administrative Assistant

RFD TITLE: Local Government Climate Action Program

RECOMMENDATION:

That Council receives the report titled “Local Government Climate Action Program” dated December 11, 2023; further, that Council refers the report to staff to develop a list of recommendations for allocating the Local Government Climate Action Program funds for consideration during the 2024 Budget discussions.

BACKGROUND:

The Local Government Climate Action Program (LGCAP) provides local governments and Modern Treaty Nations with predictable and stable funding. This funding supports local climate action that reduces emissions and prepares communities for the impacts of a changing climate. LGCAP supports local climate action to help B.C.:

- Reach [legislated climate targets](#)
- Achieve provincial climate goals outlined in the:
 - [CleanBC Roadmap to 2030 \(PDF, 9MB\)](#)
 - [Climate Preparedness and Adaptation Strategy \(PDF, 7MB\)](#)

LGCAP provides funding for local governments and Modern Treaty Nations to plan and implement climate action that will:

- Reduce emissions
- Create new opportunities for people in the clean economy
- Build community resilience to future climate impacts

The program is designed to:

- Disburse funding efficiently
- Support timely local climate action

As part of the program, funding recipients are required to report on their actions.

DISCUSSION:

The District of Hudson's Hope (District) is a Signatory Local Government to the BC Climate Action Charter between the Province, the Union of BC Municipalities, and Signatory Local Governments. Through the Local Government Climate Action Program (LGCAP), which started in 2022 (formerly the Climate Action Revenue Incentive Program), the District receives funding to be spent by March 31, 2025, on climate action initiatives outlined in the Clean BC Roadmap to 2030 and Climate Preparedness and Adaptation Strategy.

Through the LGCAP, the District received \$48,082 in 2022 and 2023. Funds from 2022, 2023, and 2024 can be held in a reserve (which is what has been done so far) but all program funds must be spent by March 31, 2025. The District will need to show matching funding equivalent to 20%.

Each year the District reports on what we are accomplishing with regards to climate action and what we are planning for the upcoming year. Due to the District's low population, we do not have to report on our yearly emissions. With the CARIP the District did have to report out on emissions.

Council will need to decide on how to use these funds. Other municipalities have used funding for studies, EV Vehicles, Climate Action Plans, staffing, electricity and heating upgrades, low-carbon building retrofits, charging stations, building audits, etc.

FINANCIAL CONSIDERATIONS:

Council will need to show matching funding equivalent to 20%. We believe grant funding can be leveraged for this matching requirement. We currently have \$96,164.00 in general reserve with an anticipated \$48,082.00 to arrive in 2024, totaling \$144,246.00. The 20% is estimated to be \$28,849.20.

ATTACHMENTS AND EXTERNAL LINKS:

1. [Local Government Climate Action Program Guide](#)
2. 2022 LGCAP Final Report

Prepared by:

Becky Mercereau

Becky Mercereau,
Administrative Assistant

Approved by:

Crystal Brown

Crystal Brown
Chief Administrative Officer

Confirmation number: 019B2712

Submitted date: 2023-07-25 11:32:36 Pacific Daylight Time

LGCAP Year 2 Survey

Introduction

Reaching [net-zero emissions](#) and adapting to a changing climate will require a whole-of-society approach. The new Local Government Climate Action Program (the Program or LGCAP) aims to catalyze the efficient flow of financial resources, data and knowledge between Modern Treaty Nations, local governments, and the Provincial Government to allow for cost effective, impactful, locally implemented climate action. For more information about the Program you can refer to the [website](#) and [Program Guide](#).

What is climate action?

For the purposes of this program, a climate initiative or action is one that reduces greenhouse gas (GHG) emissions and/or strengthens resilience to the impacts of climate change (adaptation). This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

Information collected will:

- Highlight local government and Indigenous climate leadership;
- Profile action by including local government and Modern Treaty Nation emissions, resilience and climate action performance data in the annual [Climate Change Accountability Report](#);
- Help inform policy development and monitor progress on achieving provincial and local climate objectives; and
- Support provincial efforts to better collaborate with and support communities to advance climate action.

The survey was informed by:

- Feedback from local governments, Modern Treaty Nations and ministerial partners;
- National and international GHG reporting protocols; and
- The [CDP](#) (global disclosure system).

Instructions

**Please do not provide any personal information (e.g. email, phone number) in the survey.*

Survey: Word Version

A survey template (i.e. a Word version) is available on the [Local Government Climate Action Program webpage](#). The template can be used to gather information from staff across departments. Then simply cut and paste into the online version where you'll be submitting the survey.

Survey: Online Version

SimpleSurvey allows multiple users to access your survey, though two people **cannot** enter information at the same time.

- For other users to contribute to your survey, simply share the unique link with your team members.
- Users must select "Save and continue later" when they are done updating the survey but not ready to submit.

Required fields are indicated with a red asterisk (*). You will not be able to submit the survey and attestation form without completing these fields.

- Some fields have formatting considerations (i.e. numbers only). You will not be able to submit the survey and attestation form until all required fields are completed properly. The red text error message will indicate what is needed.

Attestation Form

The attestation form is filled in after survey questions are completed. It is the second page of the SimpleSurvey submission.

- The attestation form is where the Chief Financial Officer, or equivalent position, attest to the following:
 - That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
 - That Local Government Climate Action Program funds held in reserve will be spent by March 31, 2025.
 - That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

Requirements

1. Reporting

1. Report on **at least one** project linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#). If your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. Funding for the project(s) does **not** need to come from this program.
 2. Attest that funds will be allocated to climate initiatives before submitting your survey.
 3. For communities with populations of 15,000+, measuring and reporting local government or Nation's corporate emissions is required.
- Optional open-ended questions asking for one or more initiatives related to climate action may be highlighted in the LGCAP Year 2 Summary Report or other Program materials to acknowledge innovative local climate solutions.

2. Deadline to submit the survey & attestation form

- The deadline for submitting your survey and attestation form is 4 PM PDT on July 31, 2023.

3. Posting the survey & attestation form publicly

- The design / format of the form **can** be changed however all information from required questions must be included.
- Optional questions and answers can be omitted.
- The deadline to post the survey and attestation form publicly is September 30, 2023.

Download a copy for your records!

Once submitted, you can **download a copy of the completed survey** and attestation form (PDF, Excel, and Word options). If you close this window before the download link appears, please reach out for a copy of your submission.

Support

If the survey is accidentally submitted, a submitted survey needs to be revised, or if you have any questions, please reach out to us at LGCAP@gov.bc.ca. We will be happy to provide assistance.

Thank you!
The LGCAP Team

The Survey

Climate Action Planning

Climate Action Plans are strategic roadmaps that identify how an organization will reduce their greenhouse gas (GHG) emissions (mitigation), increase their resilience to the impacts of climate change (adaptation), or a combination of both.

To answer the following questions, consider staff that contribute to activities that reduce greenhouse gas (GHG) emissions and/or strengthen resilience and the ability to adapt to climate-induced impacts. This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

Question 1: How many staff in full time equivalents (FTEs) are dedicated to working on climate action?

For example: Can include staff in engineering, emergency management, sustainability, transportation, waste management, etc. If a staff member is a climate action coordinator and works 100% on climate-related issues, add 1.0. If a staff member works approximately 25% (please estimate) on climate-related issues, add 0.25. Working on climate-related issues does not need to be written into the staff member's job description to be counted here.

0.05

Question 2: Does your local government or Nation have a climate action plan or other guiding document(s)?

No

If not, please select one or more options from the list.

No, we are not intending to undertake one due to lack of financial capacity.

No, we are not intending to undertake one due to lack of expertise or technical capacity.

Question 3: Has your local government or Nation declared a climate emergency?

No

Question 4: Please select the top 3 challenges impeding the advancement of climate action in your community.

Lack of staff capacity or expertise.

Lack of financial resources.

Lack of data or information.

Corporate Greenhouse Gas Emissions

Measuring corporate emissions is a Program requirement for all communities with a 2020 population of 15,000 and above ([see population statistics here](#)). Corporate GHG emissions are those produced by the delivery of local government or Modern Treaty Nation “traditional services” including:

- Fire protection,
- Solid waste management,
- Recreational / cultural services,
- Road and traffic operations,
- Water and wastewater management, and
- Local government administration.

Please see the following resources for guidance:

- [Scope Summary Document](#),
- [Corporate Inventory Reporting Tool](#),
- [Becoming Carbon Neutral Guidebook](#) (Scope),
- [Carbon Neutral Workbook](#) (Scope),
- [Contracted Services Emissions Guidance](#),
- [Contracted Emissions Calculator](#),
- [2022 BC Best Practices Methodology for Quantifying GHG Emissions](#), and
- [Emission Factors Catalogue](#).

Question 5: For the 2022 calendar year, has your local government or Nation measured and reported associated corporate GHG emissions?

No

If not, please select all that apply.

No, due to lack of staff and technical capacity.

Community-Wide Greenhouse Gas Emissions

B.C. Climate Action Charter signatories have committed to measuring and reporting their community-wide GHG emissions generated from all GHG sources (anthropogenic) within their community boundary.

The Community Energy and Emissions Inventory (CEEI) initiative provides a provincial framework for tracking and reporting energy and GHG emissions at a community-wide scale. It is published with a two-year lag, however, raw data can be requested by local governments that wish to measure and report their community-wide emissions for the buildings and solid waste sectors ahead of publication.

The Climate Action Secretariat (CAS) is aware that some local governments are developing their own community-wide GHG emissions inventories (separate from the provincial CEEI) . A better understanding of community-wide emissions measurement across B.C. will help CAS as we upgrade CEEI.

Question 6: For the 2022 calendar year, have community-wide GHG emissions been measured for your local government or Nation?

No

If not, please select all that apply from the list.

No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.

If not, has your community or Nation measured and reported community-wide emissions in the past?

No

Question 7: Currently, the Province's legislated GHG emission reduction targets are 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007. Please state your local government or Nation's target(s).

2030

Reduction (format: e.g., 40%)
n/a

Baseline Year (format: 2007)
n/a

2040

Reduction (format: e.g., 40%)
n/a

Baseline Year (format: 2007)
n/a

2050

Reduction (format: e.g., 40%)
n/a

Baseline Year (format: 2007)
n/a

If your local government or Nation's targets don't conform to the target years noted above, please enter them here. Format e.g.: target 2035 50% baseline 2010, target 2060 70% baseline 2010, ...
We currently don't have official reduction targets set out.

Question 8: The Province has also committed to introducing a target of net-zero emissions by 2050. Does your local government or Nation have a net-zero or carbon-neutral emissions target?

No

Question 9: If data was provided by the Province, which three supporting indicators would be most valuable to your local government or Nation to advance climate action?

Greenspace: Land area that is parks and protected greenspace

Walk score: Proximity to services

Proximity to transit: Persons, dwelling units and employment within walking distance of a "quality" transit stop/line

Optional: Please provide any further comments you wish to share on community-wide emissions measurement and reporting here.

No data was provided on community-wide emissions.

Provincial Policy Alignment - Mitigation

The CleanBC Roadmap to 2030 is B.C.'s plan to meet provincial emissions reduction targets to be 40% below 2007 levels for 2030 and set on course to reach net-zero emissions by 2050.

One requirement of this Program is that you must **report on a minimum of one project** linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#) (CPAS). Funding does **not** need to come from this program. For questions 10-12, if your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. That said, please select all that apply.

Question 10: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the buildings sector.

The buildings and communities sectoral target for the province is 59% to 64% emissions reductions by 2030.

Step Code adoption

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to buildings.

Replacement of chiller at Arena. Moved chiller from Arena to Curling Club. Updates help with efficiency.

Question 11: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the transportation sector.

The transportation sectoral target for the province is 27% to 32% emissions reductions by 2030.

Other

Upgraded fleet.

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to transportation.

Upgraded fleet (plow truck) for better fuel savings.

Question 12: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to community-wide action.

Renewable energy investments (e.g. district energy, waste heat recovery, biomass)

Other

Trees planted.

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to community-wide action.

Continue the maintenance and repair of our solar panels. Planted new trees in Cemetery.

Provincial Policy Alignment - Resilience and Adaptation

The goal of climate adaptation is to reduce risk and vulnerability associated with climate change impacts. To manage climate impacts, local governments and Nations are integrating adaptation principles into decisions and everyday activities. One requirement of this program is to report on projects linked to one or more objectives from the CleanBC Roadmap and/or the CPAS.

One requirement of this Program is that you must report on **at least one or more** project(s) linked to one or more objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#) (CPAS) in Questions 10-13. If your community reports one initiative related to one sector you have satisfied this requirement, but please select all that apply for Questions 10-13.

Question 13: Please indicate all initiatives your local government or Nation completed or had in-progress in the 2022 calendar year to adapt to and build resilience to climate impacts.

Developing emergency/hazard response plans

Optional: Please highlight one or more climate adaptation project(s) that were completed or in-progress in the 2022 calendar year to reduce risk and increase resilience.

After Wildfire in September, emergency response plans now in place for future fire risks to community.

Question 14: Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?

No

If not, please select one or more options from the list.

No, we are not intending to undertake due to lack of staff and technical capacity.

Question 15: What are the most significant climate hazards faced by your jurisdiction and what is the timeframe of their expected impact to your community?

For each selection, please then indicate if the timeframe of their expected impact is short, medium, long or not sure. (short [current/by 2025]; medium [2026-2050]; long [beyond 2050])

Extreme heat and heat stress

long

Extreme cold, snow and ice

long

Water shortages

not sure

Wildfire

long

Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the impacts identified in Question 15? Please select one or more of what you consider the most valuable types of information for planning.

Assessment of potential community impacts

Assessment of community vulnerabilities

Risk assessment of hazards

Community/stakeholder engagement and support

Question 17: Based on the hazards you indicated as most significant in Question 15, which groups are most vulnerable to the impacts of climate hazards?

Low-income households

Seniors

Persons with disabilities

Question 18: Of the hazards identified in Question 15, please specify the associated adaptation measures completed or in-progress in the 2022 calendar year, if any.

If entering a hazard under "Other", please also write the hazard in the "Adaption measure" textbox.

Wildfire

Adaptation measure

FireSmart program. Community engagement.

Equity.

Taking an equity-informed approach to climate action is about enhancing climate resilience for everyone in B.C., regardless of where and how they live and requires a just approach that integrates equity considerations into climate planning and adaptation responses.

Question 19: How does your community ensure equitable access to and distribution of climate action opportunities and benefits?

Please select all that apply.

There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.

LGCAP Year 1 Funding

The Program must be able to demonstrate the impact this funding has on greenhouse gas emissions reductions and resilience and adaptation in B.C. To substantiate the Program, we must develop a baseline understanding of where local governments and Nations are at with respect to climate action and track progress over time.

Please do your best to specify how much of your LGCAP funds was invested for each initiative undertaken without double counting.

Question 20: What did/will your local government or Nation spend its LGCAP funding on for year one of the Program (2022)? Please select all that apply and indicate the total dollar value associated with each initiative (including funding from all sources).
Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

Put in reserve for future project
48,082

Optional: Please highlight the initiative(s) your local government or Nation's LGCAP year one funding will support.

Funds put into reserve. No decision made yet.

Question 21: How much additional funding for climate action were you able to invest by leveraging your LGCAP funds? This could include matching grants as well as private investment.
Format: no dollar sign and up to two decimal places

0

Question 22: Please estimate the total investment in climate mitigation your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes (but is not limited to): integrating climate change mitigation (i.e. GHG reduction) measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, and increasing human and institutional capacity with respect to climate change mitigation.
Format: no dollar sign and up to two decimals If no estimate is possible, please provide 0 as an answer.

0

Question 23: If estimated and available, what are the expected emissions reductions from these investments?
Format: in tonnes CO2e

0

Question 24: Please estimate the total investment in climate adaptation and resilience your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes all actions that strengthen resilience and the ability to adapt to climate-induced impacts. Examples include (but are not limited to): addressing climate-related hazards; integrating adaptation measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate adaptation, and impact reduction and early warning systems. Format: no dollar sign and two decimal places If no estimate is possible, please provide 0 as an answer.

0

Question 25: Does your community or Nation use a formal framework to apply a climate lens on infrastructure planning and decision-making?

This could include the Provincial preliminary GHG assessment guidance, the Federal climate lens guidance, or another climate lens framework.

No

Local Government Climate Action Program Attestation Form

Instructions for the Attestor (CFO or equivalent staff person):
Complete and sign this form by filling in the fields below.

I, the Chief Financial Officer, or equivalent position, attest to the following:

1. That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
2. That Local Government Climate Action Program funds held in reserve will be spent by March 31, 2025.
3. That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

Attested by (first name, last name)

Chris Cvik

Professional title

CAO

Local government or Modern Treaty Nation

District of Hudson's Hope

Date

2023-07-25

Attestor signature

Signature captured

Chris Smith



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: December 11, 2023

FROM: Robert Dauphinee, Director of Public Works

RFD TITLE: Pre-Design for Permanent Treatment Plant Modifications

RECOMMENDATION #1:

That Council receives the report titled "Pre-Design for Permanent Treatment Plant Modifications" dated December 11, 2023; further, that Council authorize capital budget pre-approval in the amount of \$102,607.60 (excluding taxes) for the completion of the Pre-Design for Permanent Treatment Plant Modifications.

RECOMMENDATION #2:

That Council waives the District of Hudson's Hope Purchasing Policy and authorizes a direct award to McElhanney for the completion of the Pre-Design for Permanent Treatment Plant Modifications at a total cost not to exceed \$102,607.60 (excluding taxes); and further, that the Mayor and Chief Administrative Officer be authorized to sign the Agreement on behalf of the District of Hudson's Hope.

BACKGROUND:

Following the water treatment plant failure in July 2022, the District of Hudson's Hope (District) has prioritized the development of a temporary treatment process utilizing the Peace River as its water supply source. This work was completed in 2023.

With the successful completion of the work on the temporary process, the next phase involves initiating preparations for the design and construction of a permanent water treatment process to meet the community's long-term needs.

SR3

DISCUSSION:

The next phase of the water treatment project involves a critical step—conducting a pre-design. A pre-design is essential in identifying challenges, assessing treatment options, and preparing for the design and construction of a permanent water treatment process.

This proactive approach minimizes the likelihood of unexpected complications during the upgrade. Exploring various design alternatives and technologies allows us to enhance the efficiency and effectiveness of the upgrades to the water treatment plant, ensuring that solutions are precisely tailored to the quality of the source water and the specific needs of the community.

Accurate cost estimation is crucial for financial planning. The pre-design phase allows us to evaluate costs associated with the upgrade thoroughly, mitigating the risk of budgetary surprises and ensuring the appropriate allocation of our financial resources.

Given McElhanney's successful collaboration with the District before and after the plant failure, their unique insights, and their specialized focus on water treatment projects, engaging them as the sole-source consultant for our pre-design is a logical and advantageous choice. Their expertise ensures a pre-design that aligns seamlessly with the intricacies of the existing plant, accelerating the process and enhancing the likelihood of a successful and tailored water treatment solution.

McElhanney has submitted a proposal for the pre-design, which is attached to this report, along with a cost summary. Sole-sourcing McElhanney provides assurance that the pre-design phase will be conducted by experts intimately familiar with the challenges facing the District. This approach minimizes risks, capitalizes on established expertise, and streamlines the pre-design process for optimal outcomes. Therefore, it is recommended that we proceed with McElhanney's proposal to advance our water treatment project.

Pre-Design for Permanent WTP Process

Pre-Design	\$ 89,224.00
Contingency (15%)	\$ 13,383.60
sub-total	\$ 102,607.60
GST (5%)	\$ 5,130.38
Total	\$ 107,737.98

FINANCIAL CONSIDERATIONS:

This work will be performed in early 2024, and these costs will be included in the 2024 Capital Budget.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled “Pre-Design for Permanent Treatment Plant Modifications” dated December 11, 2023, for information.
2. That Council provides further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. McElhanney Proposal: Pre-Design for Permanent Treatment Plant Modifications.

Prepared by:

Robert Dauphinee

Robert Dauphinee, Director of Public Works

Approved by:

Crystal Brown

Crystal Brown, CAO



Hudson's Hope Water Treatment Plant

Intake Connection – Detailed Design

December 7, 2023

Robert Dauphinee, P.Eng, Director of Public Works
District Of Hudson's Hope
PO Box 330 Hudson's Hope, BC V0C 1V0
cao@hudsonshope.ca

Prepared by McElhanney Ltd.

Contact

Mark DeGagne, PEng
778-560-2001
mdegagne@mcelhanney.com

Address

8808 Northern Lights Drive, Fort
St. John BC Canada V1J 6M2

Your Challenge. Our Passion.

The Fine Print

This proposal is submitted in confidence as defined under Section 21 of the Freedom of Information and Protection of Privacy Act. It is intended only for use by the recipient and its consultants in evaluating competitive proposals. Neither the proposal nor any of the contents of the proposal may be distributed or disclosed to any other party without the prior consent of McElhanney.

Notwithstanding any statement in this Proposal, or any other statement, verbal or in writing in any form, made before a contract is entered, McElhanney will perform services as proposed with substantially the same degree of care, skill, and diligence as would reasonably be expected from a qualified member of the land surveying, engineering, and science professions, as the case may be, providing substantially the same services for similar projects, and under substantially the same circumstances, to those contemplated by this Proposal at the time such services are performed. No other representation, warranty, condition, or guarantee, expressed, implied or statutory, is made or intended by this Proposal and McElhanney excludes and disclaims any other warranty, representation, condition or guarantee not expressly set out in a contract for the Services entered into between McElhanney and the Client.

Given the risk posed by the spread of COVID-19, McElhanney has taken proactive steps to continue to provide the level of service required to perform the services described in this Proposal by adopting alternative working practices and working remotely. We have and continue to invest in technology and put measures within our reasonable control in place to ensure that timeliness and quality remain unaffected. However, if the pandemic conditions and/or government direction relating to pandemic measures significantly change, we reserve the right to renegotiate the services and schedule upon contract award to determine whether the services described herein need to be amended to address those changes.

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1. Project Background

Over the past two years the District of Hudson's Hope has pursued the conversion of its Water Treatment Plant from a well source with a return to the Peace River as both a temporary and permanent source of drinking water. McElhanney has assisted in this pursuit providing initial recommendations in its June 2022 report that recommended the river as a suitable long-term source for the community's potable water system. The raw surface water is of much higher quality than the existing well source, which has been degrading in quality causing significant operation concerns and leading to a "Do Not Consume" order.

Since January 2023, the District has moved forward with the temporary conversion of the plant to include pumps in the river and an over ground pipeline to convey surface water to the plant. As well, the District has made several changes inside the plant to filter and disinfect the water. This includes the addition of UV reactors prior to the final disinfection with chlorine.

The District staff recently took over the operation of the rented Acti-Flo clarifier and operations have been going well with a substantial reduction in process and equipment malfunctions, over-time callouts and the general high-intensity work environment. With the production of potable water stabilized, it is time to begin designing a lasting water treatment plant for the community.

This document outlines McElhanney's proposed generalized scope of work to advance the design of the Water Treatment Plant to a preliminary design stage. After this work is completed, the following will have been completed in progress to the final design of the plant.:

- **Confirmation that the Ballasted Flocculation clarifier is the right process** to serve the community of Hudson's Hope over the long-term or, recommendation for an alternative settling technology, such as the tube settler, like the one in use at the Site C work camp.
- Detailed recommendations based on consultations with Northern Health as to the **acceptability of a single clarifier for the treatment plant**, with the proviso that redundancy will take the form of a stock of spare parts to limit down time to less than two (2) days, which is about the maximum time the community can rely on water stored in its reservoirs.
- A thorough **electrical assessment** detailing how to re-configure the electrical and controls for the plant and provide necessary Control Narratives, Process Flow and P&ID diagrams.
- **Preliminary design drawings** to a level of approx. 50% for the general arrangement of buildings and equipment, and basic requirements for structural and electrical.
- A **detailed implementation schedule**, working with local contractors like Epscan to ensure a smooth transition from one process to the other.
- A **Final Report** complete with a Class B cost estimate, schedule, and preliminary drawings. This will assist with budgets and timing for the work.

Throughout this process, McElhanney would be pleased to provide support to the District in obtaining grant funding. Please note that most intakes and existing government programs have closed for this year however, we would recommend reaching out to local MLA's to determine when new grant funding may

come available. Getting ahead of the next intake is essential to receive funding approval, and the preliminary design will provide the content to support the application and provide the greatest chance for success.

Our team currently has the capacity to begin this project prior to year-end, with the aim of having a draft report to the district by mid-March 2024.



2. Key Challenges

Site design that meets size constraints Careful planning and a detailed planning amongst a multidisciplinary engineering team (electrical, structural and process) will be required to ensure the final plant meets or exceeds the requirements of the BC Building Code, the Health and Safety Act and WCB, Northern Health, and other AHJ requirements. McElhanney will provide professional registrant leads in-house for each discipline. Leads will work closely with each to ensure a cohesive design.

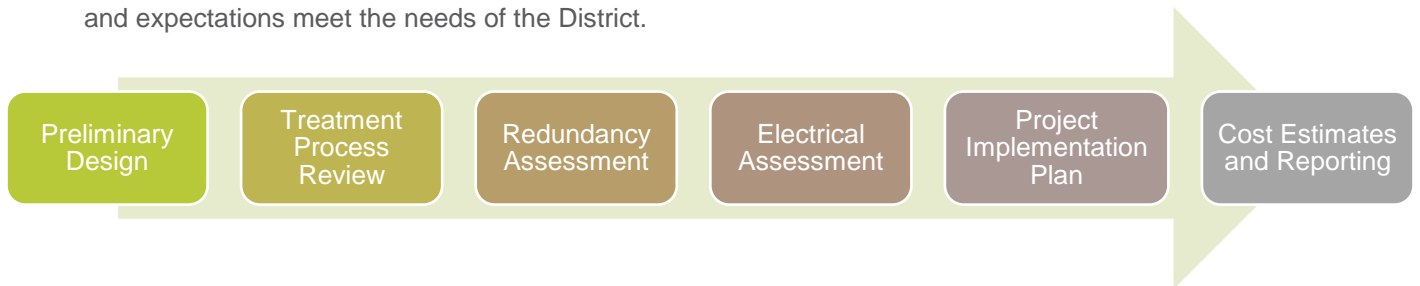
Electrical configuration. Currently, the plant is monitored through a combination of original equipment, and sensors that have been re-located to serve the temporary treatment plant. Some of these sensors report to the Programmable Logic Controller (PLC) originally intended for MTU1. Careful planning will be required to efficiently move electrical components that currently report to the MTU1 PLC over to the newly installed PLC, complete with system programming that maintains all current plant callouts, alarms, and system data collection.

Uninterrupted water production during construction. The current plant will need to remain in service during construction. The size of the District reservoirs and the community demand generally limits downtime to a maximum of 24 hours before the reservoir levels drop to the volume that is stored continually in order to meet emergency fire-flow requirements. Design and piping reconfiguration will need to be planned to meet these limits. Successful implementation will rely on close coordination with the District staff and treatment plant operators.



3. Scope & Task List

We have developed the following task list to serve as a guide for this project. We have also highlighted key points for District involvement. We will review this together at our start up meeting to confirm that the scope and expectations meet the needs of the District.



Task 1.0 – Project Management & Administration

Objectives: To maintain a high level of communication between the design team; district administration and the WTP operators. Administer the project budget and schedule.

Activities:

- Upon approval, we will set up a **bi-weekly meeting schedule with the District of Hudson's Hope**. These meetings will review project scheduling, objectives, site constraints, preliminary design concepts, opportunities for optimization and schedule.
 - Each meeting will have a set agenda, and McElhanney will develop an “Issues Tracking Record”, which will identify project issues, risks and resolutions as the design moves forward and new information, opportunities and/or constraints become known.



Our goal is to continue to advance the design of the new surface water treatment with the full participation of the District.

Deliverables:

- Bi-weekly Meeting Minutes.
- Issues Tracking and Risk Registry (to be continually updated).

Task 2.0 – Preliminary Design

Objectives: A detailed review of plant process and demand data to confirm required clarifier sizing, and a site and building assessment to determine the need for an addition to the existing building to accommodate the clarifier and the required ancillary coagulant and polymer dosing systems. In addition, the initial water quality, operations and maintenance costs derived from the rented Acti-Flo will be assessed to ensure that ballasted flocculation is the right clarification process for the District. The design will also consider the pro and cons of installing a single clarifier versus two for full process redundancy. This task is further described in Tasks 2.1 to 2.6.

Activities:



- Review of community demand and plant process data to confirm clarifier sizing.
- Site and building review to determine architectural alterations required to suit new design.

Task 2.1 – Treatment Process Review for Clarifiers and Filtration Equipment

Objectives: Process team will use data acquired during the piloting (rental phase) to refine the process design and equipment sizing. The assessment will include solidifying the process narrative and process flow diagrams to reflect the design requirement of 2000 cubic metres of treated water capacity per day.

Activities:

- Data compilation and analysis:

Deliverables:

- Process Flow Diagram detailing preferred treatment technology, sequence, and sizing.

Task 2.2 – Redundancy

Objectives: A Technical Memo will be developed to provide recommendations for the requirement of full redundancy of the clarifiers, including considerations for climate change resiliency, and potential future impacts to water quality from such events as forest fires, and droughts

Activities:

- **Compile recommendations and project references:** Refer to similar applications for permit requirements relating to redundancy. Discuss preferences with District staff.
- **Review Meeting.** Include discussion on redundancy in review meeting to present options and confirm District preference for managing redundancy requirements.

Deliverables:

- Technical Memo: Clarifier Redundancy

Task 2.3 – Electrical Requirements Assessment

Objectives: Coordinate an Electrical Assessment after preliminary equipment selection is concluded. Electrical review will include an assessment of automation needs and SCADA control system.

Activities:

- Compile electrical information package for the electrical engineers
- Review meeting to discuss proposed electrical demand and current electrical capacity
- Site visits for information gathering, as required the internal McElhanney electrical team

Deliverables:

- Electrical Assessment technical memo



Task 2.4 – Preliminary Design Drawings

Objectives: Drawing Development of the General Arrangement Process Flow and P&ID of the system to ensure key components fit and the process and instrumentation for control and monitoring are fully developed.

Activities:

- Process, structural and electrical preliminary drawing development
- **Review Meetings.** Design review meetings will be incorporated as necessary into the bi-weekly team meeting, and design issues will be tracked with minutes and issues tracking/risk registry table.

Deliverables:

- Preliminary Design Drawings including a general arrangement drawing, and rough sketches for any new or expanded structures. These drawings will be issued to the District in Draft
- Review Meeting Minutes
- Final Preliminary Design Drawing Package

Task 2.5 – Project Implementation Plan

Objectives & Activities: Develop a detailed implementation plan to ensure uninterrupted service during construction of the permanent infrastructure. The most significant challenge will be the system control panel (PLC) which is currently still attached to the reverse-osmosis MTU1. The PLC will either need to be detached from the MTU and moved to a new location or the connections will need to be wired into a separate PLC. This will need to happen prior to the removal of MTU1. A detailed schedule will be developed.

Deliverables:

- Project Implementation Plan:
- Project Implementation Schedule:

Task 2.6 – Cost Estimates and Reporting

Objectives & Activities: Prepare Class 'B' Cost Estimates for removals plan, equipment supply and installation.

Deliverables:

- Class 'B' Cost Estimates





4. Project Schedule and Key District Inputs

We have developed a high-level schedule. This is intended to be a basis for discussion with the project team. We will work together to further refine with key dates, deliverables, and expected needs of each team member as information is gathered.

Table 1: Preliminary Feasibility and Conceptual Design Schedule

Task	Days	Start Date	Completion Date
Task 1.0 – Project Management	-	13-Dec-2023	14-May-2024
Project Start Up Meeting	1	15-Dec-2023	0-Jan-1900
Task 2.0 – Preliminary Design	-	18-Dec-2023	14-May-2024
Task 2.1 – Treatment Process Review for Clarifiers and Filtration Equipment	28	2-Jan-2024*	30-Jan-2024
Task 2.2 – System Redundancy	14	2-Jan-2024	30-Jan-2024
Task 2.3 – Electrical Requirements Assessment	42	8-Jan-2024	2-Feb-2024
Task 2.4 – Project Implementation Plan	28	29-Jan-2024	19-Feb-2024
Task 2.5 – Cost Estimates and Draft Report	14	12-Feb-2024	12-Mar-2024

* Extended time between Task 2.0 and Task.2.1 to allow for holiday schedules.

Table 2: Key District Inputs

Task	Information Required
Project Start Up Meeting	<ul style="list-style-type: none">Attendance by Key District Staff: CAO and system/plant operators
Bi-weekly Meetings	<ul style="list-style-type: none">Attendance by District CAO; Project Team and Plant Operators
Discussions with Northern Health	<ul style="list-style-type: none">Sign appropriate correspondence and applications as required.Attend meetings as required
Draft Report and Drawing Submission	<ul style="list-style-type: none">Review for completeness

5. Personnel & Project Experience

5.1. KEY TEAM MEMBERS

Our team features members of our Water and Wastewater Facilities Group, which is our team of professionals with specific and dedicated focus on facility assessment, design, and construction. Our senior members have over 125 years of experience and have been working together on various projects for 6 years at McElhanney. Mark DeGagné, PEng will be the lead treatment specialist on the project with



the main support in the assessment coming from Dragan Rokic, PEng. We have also listed Larry Sawchyn, PEng as part of the team who will advise as requested by the team and be a backup resource for Mark or Dragan Rokic should there be a need enhance the assessment or boost the team to meet the required schedule, which is aggressive and relies heavily on timely reviews by the District's team. Resumes of the team have already been forwarded to the District, but if you require new copies, they can be forwarded upon request.

5.1.1. Justin Todd, PEng

Justin is a professional engineer with 17 years of experience in both leadership and technical design roles. Half of this experience has been in projects in the resource extraction industry, with the remainder focused on municipal infrastructure design and rehabilitation. Justin has considerable experience communicating with and coordinating teams that excel and mentoring technical professionals to perform to their full potential.

5.1.2. Mark DeGagné, PEng, MSc

Mark has over 29 years of experience in the design and implementation of municipal infrastructure including water facilities. As leader of McElhanney's Water and Wastewater Facilities Group, Mark will ensure the resources put to this project will be dedicated to the effort required, producing quality results for the District. Specializing in project implementation, Mark will provide guidance to the team on practicality and cost related issues for construction of alternatives. As lead professional on this assignment, Mark will be directing the design team toward positive solutions for Hudson's Hope bringing in higher levels of expertise from Dragan Rokic and Larry Sawchyn as required. Mark's experience covers a variety of projects ranging from small water system components to complex water treatment facilities, especially those that require or have been upgraded in the recent past.

5.1.3. Dragan Rokic, PEng, LEED AP, MCMP, PMP

Dragan brings 35 years of progressive civil, municipal, and environmental engineering experience, with an emphasis on design for civil works, water / wastewater treatment and process design / control, water supply and wastewater collection systems, urban drainage and stormwater management, water resources, environmental impact assessments, urban hydrology, system hydraulics, computer simulations, and regulatory approvals.

His extensive engineering and project management experience includes a variety of conventional, optimized conventional, and advanced water / wastewater treatment technologies, with emphasis on system configuration, process and hydraulic design, process modelling, system engineering, construction management and supervision, start-up, commissioning, process troubleshooting, operation, and process optimization.

Dragan has been active in the design and supervision of water, wastewater and stormwater management projects from planning and permitting, through to detailed design, construction, start-up, and commissioning.

He has led teams as a project manager and as a design, project, and hydraulic engineer on a variety of projects related to sewerage planning and design, urban drainage planning / design and stormwater



management with active involvement in all project phases ranging from stakeholder management, environmental impact studies, permitting, feasibility analyses and case studies, through technical-economic analyses and life-cycle costing studies to the detailed system / facility design, computer modelling and project implementation. Proven ability to deliver value by managing scope, timelines, and costs, and efficiently achieve work objectives by maximizing benefits.

5.1.4. Larry Sawchyn, PEng

Larry brings 35 years of experience in the water and wastewater industry, primarily in Western Canada. His unique employment history includes experience in water and wastewater process equipment design / supply industry. Within this role, he was involved from conceptual design through to commissioning of process equipment supply. This experience provides the foundation of his hands-on approach as a consulting engineer. His role as a supplier turned consultant has seen him oversee numerous, diverse water related projects with an equally diverse construction execution. Larry has been drawn upon to review projects to look at the operability and constructability of an approach and identify project value for our clients. Drawing from a diverse background provides a balance between the technical and operational viewpoints.

His technical knowledge of water processes combined with experience in commissioning has been a strength in his consulting career. Larry has brought these strengths to create teams to complete multi-discipline engineering design. He has completed projects ranging from small one-week studies, 2-4 connection systems up to four projects exceeding \$600M in capital. His experience includes a solid basis to form the partnerships required to take projects from conceptual / piloting stages to gain the criteria and design basis, then advancing them to detailed design and construction.

5.1.5. Jane Price, EIT

Jane is a Civil Engineer-In-Training and has been part of the McElhanney team on this project from its inception. Living in Hudson's Hope, Jane is the perfect team member for this project moving forward, as she is the eyes and ear's of McElhanney on the ground at moments notice. Jane will assist the team on field requirements and design work to ensure timely delivery of reports, drawings, and specifications. She will also assist in the preparation of all estimates, applications, and correspondence to and from the District and other interested parties like BC Hydro.

5.2. RELEVANT PROJECT EXPERIENCE

McElhanney knows this plant better than anybody at this juncture between old – temporary – and what is required for the new construction. We have demonstrated that we can work with BC Hydro, the approval agencies and District staff to execute in a timely fashion and to respond to questions, concerns, or emergencies in a timely manner.

This is only one of two significant water treatment plant projects that we are currently working on, and we intend to provide priority services to the District with core team members that have been involved in the project from the beginning.



6. Financial Proposal

6.1. FEES

Our fees are outlined on Table 2 below with our detailed resource allocation and fee table is provided in Appendix B. The estimated fees are based on the scope and assumptions provided herewith, and include all disbursements related to the project delivery including travel.

We have assumed that one trip by our senior project designer will be required, which will include our geotechnical expert from Fort St. John. A subsequent site visit is likely required by one of our electrical designers for the electrical work associated with the pump control building.

We want this to be a collaborative approach and engaging the plant operators is key to long-term success of any sensitive process system, but especially in water treatment. Subsequent site visits will be coordinated with District staff at key milestones and to present recommendations to council as may be deemed appropriate.

Table 2: Project Fees

Task	Fees
Task 1.0 – Project Management and Administration	\$ 7,794
Task 2.0 – Preliminary Design	
Task 2.1 – Treatment Process Review for Clarifiers and Filtration Equipment	\$ 15,868
Task 2.2 – Redundancy	\$ 6,604
Task 2.3 – Electrical Requirements Assessment	\$ 14,070
Task 2.4 – Preliminary Design Drawings	\$ 27,994
Task 2.4 – Project Implementation Plan	\$ 5,018
Task 2.5 – Cost Estimates and Reporting	\$ 11,876
TOTAL EXCLUDING TAXES	\$89,224

6.2. TERMS AND CONDITIONS

We anticipate that this work will be covered under a scope change request and authorization under our existing agreement with the District.



7. Closure

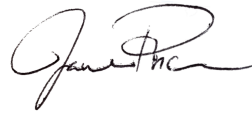
We thank you again for the opportunity to propose our services and we look forward to continuing our relationship with the District on this unique and challenging project. We trust you will find our team is perfectly suited to assist the District in navigating and solving this issue with a critical piece of infrastructure, which needs to provide a safe, reliable, and healthy water supply to the community.

Please do not hesitate to call the undersigned at your earliest convenience should you have any questions or require additional information.

Sincerely,
McElhanney Ltd.



Mark DeGagne, P. Eng
Lead Treatment Specialist, Victoria
mdegagne@mcelhanney.com | 778 560 2001



Jane Price, EIT
Project Engineer, Fort St. John
jprice@mcelhanney.com | 778 844 0148

APPENDIX A

Detailed Fee Estimate and Resource Table



Fee Estimate

District of Hudson's Hope - Preliminary Design for Long-term WTP Upgrades for Surface Water
Thursday, December 7, 2023



Task Description															Totals			
			Role	Project Manager	Senior Treatment Specialist	Design Engineer	QA/QC	Structural	Structural Tech	Technical Support	Drafting Support	Electrical	Electrical	Electrical (QA/QC)			Admin	Disbursements
			Name	Justin Todd	Mark DeGagne	Jane Price	Dragan Rokic	Sven Freitag	Travis Martenen	Christina Saxvic	Garrett Priekschas	Michael Barnes	Ethan Hoffman	Trevors Isaacs			TBD	
			Hourly Rate	\$188	\$230	\$135	\$250	\$200	\$140	\$148	\$130	\$195	\$155	\$195			\$105	
Preliminary and Detailed Design and Permit Approvals																		
Task 1.0	Project Management and Administration	Includes Bi-Weekly Meeting x12 (Dec-Feb)	8	14	16								4	\$ 490.00	\$ 7,794.00			
Task 2.0	Preliminary Design	The preliminary design includes a more detailed review of the Clarifier sizing and creating an addition to the existing building for the additional required space for the clarifier and the required ancillary coagulant and polymer dosing systems. In addition, the initial water quality derived from the rented Acti-flo will be assessed to ensure that ballasted flocculation is the right clarification process for the District. The design will also consider the pro and cons of installing a single clarifier versus two full redundancy													\$ -			
Task 2.1	Treatment Process Review for Clarifiers and Filtration Equipment	Process team will use data acquired during the piloting (rental phase) to refine the process design and equipment sizing. The assessment will include solidifying the process narrative and process flow diagrams to reflect the requirement of 2000 cubic metres of treated water capacity per day.		16	32	8			16	8	8			\$ 900.00	\$ 15,868.00			
Task 2.2	Redundancy	A Technical Memo will be developed to provide recommendations for the requirement of full redundancy of the clarifiers, including considerations for climate change resiliency, and potential future impacts to water quality from such events as forest fires, and droughts		8	12	2			8		4		2	\$ 470.00	\$ 6,604.00			
Task 2.3	Electrical Requirements Assessment	Coordinate Electrical Assessment with PBX subconsultants after preliminary equipment selection is concluded. Electrical review will include an assessment of automation needs and SCADA control system		4	20				16	8	32	2		\$ 1,460.00	\$ 14,070.00			
Task 2.4	Preliminary Design Drawings	Drawing Development of the General Arrangement Process Flow and P&ID of the system to ensure key components fit and the process and instrumentation for control and monitoring are fully developed,		8	16	4	8	24	8	56	8	32	4	\$ 2,270.00	\$ 27,994.00			
Task 2.5	Project Implementation Plan	Need to keep the plant running while we build the permanent infrastructure. The most significant challenge is the system control panel which is attached to MTU1. Need to move this to a separate location so we can remove MTU1, a detailed schedule will be developed	2	4	16				4		4			\$ 350.00	\$ 5,018.00			
Task 2.6	Cost Estimates and Reporting	Prepare Class 'B' Cost Estimates and a report for recommendations in implementing the project	2	12	30	2	4		8	2	6		2	\$ 820.00	\$ 11,876.00			
Total Hours			12	66	142	16	12	24	36	88	30	74	6	8				
Effort total			\$2,256	\$15,180	\$19,170	\$4,000	\$2,400	\$3,360	\$5,328	\$11,440	\$5,850	\$11,470	\$1,170	\$840	\$ 6,760.00 \$ 89,224.00			

Assumptions and Exclusions:																	Capital Cost is Likely \$5,000,000	\$ 5,000,000
																	Task 3 Fee as a Percent of Capital	1.78%
	We assume that all tasks will be primarily completed in 2024 The effort will be tracked, and as this is a dynamic and fluid situation with some uncertainty for approvals and DoHH preferences and protocols, changes are likely to occur. We will not exceed this amount without prior written approval from the District GST is excluded Disbursements include allowances for water quality testing and travel from Victoria to Hudson's Hope and return.																	



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: December 11, 2023

FROM: Andrea Martin, Corporate Officer

RFD TITLE: 2024 Acting Mayor Schedule

RECOMMENDATION:

That Council receives the report titled "2024 Acting Mayor Schedule" dated December 11, 2023; further, that Council approve the 2024 Acting Mayor Schedule as follows:

- Council Beattie – January and July 2024
- Councillor Jeffrey – February and August 2024
- Councillor Cryderman – March and September 2024
- Councillor Winnicky – April and October 2024
- Councillor Charlesworth - May and November 2024
- Councillor Winnicky - June and December 2024

BACKGROUND:

The *Community Charter* requires that Council must, in accordance with its applicable procedure bylaw, provide for the designation of a Councillor as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.

The District of Hudson's Hope Council Procedure Bylaw No. 765, 2009, requires that annually in December, Council must designate Councillors to serve on a rotating basis as Acting Mayor.

DISCUSSION:

In preparation of the report, staff reached out to Council to determine Councillor availability for the 2024 year. The draft schedule is based on those responses.

Due to a vacancy on Council, it is proposed that Councillor Winnicky serve as Acting Mayor for April and October 2024, and June and December 2024. Once the vacancy is filled, it is anticipated that Council will appoint the new Councillor to cover the June and December 2024 portion of the schedule.

FINANCIAL CONSIDERATIONS:

None at this time.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled “2024 Acting Mayor Schedule” dated December 11, 2023; further, that Council identifies an alternative 2024 Acting Mayor Schedule.
2. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. Draft 2024 Acting Mayor Schedule

Prepared by:

Andrea Martin

Andrea Martin, Corporate Officer

Approved by:

Crystal Brown

Crystal Brown, CAO



2024 Acting Mayor Schedule

Councillor Beattie	January / July 2024
Councillor Jeffrey	February / August 2024
Councillor Cryderman	March / September 2024
Councillor Winnicky	April / October 2024
Councillor Charlesworth	May / November 2024
Councillor Winnicky	June / December 2024



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: December 11, 2023

FROM: Andrea Martin, Corporate Officer

RFD TITLE: 2024 Keeping It Rural Conference

RECOMMENDATION:

That Council receives the report titled “2024 Keeping It Rural Conference”, dated December 11, 2023; further, that Council authorizes that conference registration, travel arrangements and hotel rooms be booked for Council Members interested in attending the 2024 Keeping It Rural Conference being held in Kelowna from May 21 – 23, 2024.

BACKGROUND:

Over the past decade, the BC Rural Centre and its founding organization – the Southern Interior Beetle Action Coalition (SIBAC) - has developed, led and co-sponsored an extensive variety of rural development projects and initiatives; completed many detailed rural development reports and case studies; and organized a significant number of rural development webinars, workshops and conferences including but not limited to:

- [Escape the City / Project & Contest](#)
- [Community Land Trusts & Affordable Rural Housing Projects](#)
- [Recommendation to the BC Provincial Government on Rural Development](#)

The annual 2024 Keeping it Rural Conference will be held at the Four Points by Sheraton from Tuesday, May 21, 2024, to Thursday, May 23, 2024.

Across North America and Western Europe, rural communities share many of the same issues and challenges. It can be both helpful and inspiring to hear how small rural communities, First Nations, and rural development organizations from outside BC have successfully strengthened their rural communities.

As a result, the BC Rural Centre will strive to organize and host a major international rural development conference that profiles successful and innovative rural development initiatives.

Registration will open mid January 2024.

SR5

DISCUSSION:

If approved, staff will work with Council to confirm and book conference registration, hotels, and preferred method of travel.

FINANCIAL CONSIDERATIONS:

If approved by Council, funding will be included in the 2024 Financial Plan.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "2024 Keeping It Rural Conference", dated December 11, 2023, for information.

ATTACHMENTS AND EXTERNAL LINKS:

1. [BC Rural Centre](#)

Prepared by:

Andrea Martin

Andrea Martin, Corporate Officer

Approved by:

Crystal Brown

Crystal Brown, CAO



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: December 11, 2023

FROM: Crystal Brown, Chief Administrative Officer

RFD TITLE: 2024 Local Government Leadership Academy Conference Authorization

RECOMMENDATION:

That Council receives the report titled “2024 Local Government Leadership Academy Conference Authorization”, dated December 11, 2023; further, that Council authorizes that conference registration, travel arrangements and hotel rooms be booked for Council Members interested in attending the 2024 Local Government Leadership Academy Forum being held in Richmond from January 31 – February 2, 2024.

BACKGROUND:

The annual Local Government Leadership Academy (LGLA) Leadership Forum will be held at the Radisson Vancouver Airport Hotel in Richmond, from Wednesday noon to Friday noon, January 31, February 1&2, 2024.

The Local Government Leadership Academy is a leadership development initiative that serves local government and First Nations elected officials and senior administrators throughout the Province of British Columbia by improving the competencies needed to effectively manage and lead BC's communities.

The theme of the 2024 LGLA is “Empowering Communities: Leading Change Together”. The Forum theme aims to bring together elected officials from various local governments to explore innovative ways to collaborate with their communities and drive positive transformation. The Annual Forum will focus on strategies to strengthen citizen engagement, foster inclusive decision-making, and build resilient and sustainable local communities. By empowering elected officials with tools, knowledge, skills, and the opportunity to network, LGLA seeks to inspire delegates to take a more active role in fostering meaningful relationships with their constituents and to drive collective change.

Cost is \$495 plus GST. Registration includes Networking reception, two breakfast, a lunch and several refreshment breaks.

SR6

DISCUSSION:

If approved, staff will work with Council to confirm and book conference registration, hotels, and preferred method of travel.

FINANCIAL CONSIDERATIONS:

If approved by Council, funding will be included in the 2024 Financial Plan.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "2024 Local Government Leadership Academy Conference Authorization", dated December 11, 2023, for information.

ATTACHMENTS AND EXTERNAL LINKS:

1. [LGLA](#)

Prepared by:

Crystal Brown

Crystal Brown, CAO



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: December 11, 2023

FROM: Becky Mercereau, Administrative Assistant

RFD TITLE: Appointment of Chief and Deputy Election Officers

RECOMMENDATION #1:

That Council receives the report titled "Appointment of Chief and Deputy Election Officers" dated December 11, 2023; and authorize pre budget approval in the amount of \$10,000 for the 2024 Hudson's Hope Local Government By-Election.

RECOMMENDATION #2:

That Council appoints Becky Mercereau as the Chief Election Officer and Andrea Martin as the Deputy Chief Election Officer for the 2024 Hudson's Hope Local Government By-Election.

BACKGROUND:

Pursuant to the *Local Government Act (Act)*, a by-election must be held when a Council member resigns from office. The *Act* requires that the local government must appoint a Chief Election Officer (CEO) as soon as practicable after the vacancy and the CEO must set a General Voting Day that is no later than 80 days following the appointment.

Becky Mercereau acted as the Deputy Chief Election Officer (DCEO) during the last by-election in July, 2023, and Andrea Martin acted as an Election Official during the same election.

DISCUSSION:

The *Act* s. 54 requires the Chief Election Officer to set a general voting day for a byelection on a Saturday no later than 80 days after the chief election officer is appointed. If the election officer is appointed on December 11th, it is anticipated that General Voting Day would be set as February 24, 2022, with a nomination period advertised in late December/early January and nominations accepted between January 9th and 19th.

Once a Chief Election Officer is appointed, the *Act* requires that the local government notify the Minister that an election is to be held and notify Elections BC.

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FINANCIAL CONSIDERATIONS:

The 2023 Hudson's Hope Local Government By-Election costs were \$6,246 not including staff wages.

The proposed 2024 rates for the CEO, DCEO, and Election Officials are as follows:

- CEO - \$1200 for General Election Day and \$500 for Advanced
- DCEO - \$900 for General Election Day and \$300 for Advanced
- Election Official (1) - \$300 for Advanced
- Election Officials (2) - \$600 for General (half days for 4 employees at \$300).

Other elections costs include Ballot printing costs and General Stationary supplies.

ALTERNATIVE OPTIONS:

1. That Council provide further direction.

Prepared by:

Becky Mercereau

Becky Mercereau
Administrative Assistant

Approved by:

Crystal Brown

Crystal Brown
Chief Administrative Officer



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: December 11, 2023

FROM: Crystal Brown, Chief Administrative Officer

RFD TITLE: Video Recording Contract Award

RECOMMENDATION:

That Council receives the report titled "Video Recording Contract Award" dated December 11, 2023, further, that Council authorizes a direct award to Recording Services, to Russell Eggleston Creative Services, starting January 1, 2024, for a one year term ending December 31, 2024, to a maximum contract value of \$20,000 (excluding taxes) over the term of the contract; and further, that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the District of Hudson's Hope.

BACKGROUND:

The District of Hudson's Hope Strategic Plan includes investigating options for live-streaming and recording Council Meetings as one of the deliverables. Recording council meetings has become essential for local governing bodies, providing numerous advantages contributing to transparency, accountability, and effective governance. Some of the key benefits associated with the recording of council meetings include:

- Recording council meetings ensures that citizens have access to accurate and unfiltered information about discussions, decisions, and deliberations. This promotes an informed and engaged community, fostering transparency and increased trust in local governance.
- Recorded meetings can be made available online, making it easier for citizens to access and stay informed about local government proceedings, benefiting those unable to attend meetings in person due to work, health, or other commitments.
- Recording meetings provides an accurate record of decision-making processes, allowing council members and administrators to review past discussions and decisions. Recorded meetings serve as a valuable resource for clarifying the intent behind specific decisions or statements made during the proceedings and facilitates a better understanding of historical context when addressing current issues.
- Recorded meeting serve as valuable training resources for new council members, staff, and anyone interested in understanding local governance.

DISCUSSION:

Staff reached out to Russell Eggleston Creative Services (Sound in Town) to provide a quote for the provision of recording and live-streaming services for Council Meetings held in Council Chambers. Sound in Town had previously installed the sound system in the Council Chambers, are familiar with the District's equipment and processes, and provides similar services for other local, provincial and federal governments, including the Peace River Regional District.

Sound in Town has provided a quote of \$625.00 per Council Meeting, which includes the following deliverables:

- Stream and record all District of Hudson's Hope Board meetings.
- Provide the recording services by remote login.
- Provide multiple camera angles to capture each of the council members, speakers, staff, and/or a meeting room. They can also create a multi-view, when appropriate or directed.
- Capture the audio and video feed supplied by any additional laptops provided by staff for additional meeting content (like Zoom or Teams for example).
- Provide and install Sound In Town cameras located in the meeting room.
- Utilize the on-site-microphones located in the meeting room.
- Install the computer that they will use for the streaming services.
- Record and real-time livestream the event at the same time to the District's Facebook page.
- Provide real-time text overlays using the District's provided agendas.
- Upon Recess/Closed Session - District of Hudson's Hope logo is faded onto screen and audio is muted until the meeting resumes. The appropriate text overlay is applied for the viewing audience.
- Upload the meeting recording to file storage of the District of Hudson's Hope's choice.

FINANCIAL CONSIDERATIONS:

There is \$27,000 remaining in the COVID-19 Safe Restart that has been allocated for live streaming. Actual costs for the service will be determined based on the number of Council Meetings held in 2024.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Video Recording Contract Award" dated December 11, 2023, for discussion.
2. That Council provides further direction.

Prepared by:

Crystal Brown

Crystal Brown, CAO



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: December 11, 2023

FROM: Crystal Brown, Chief Administrative Officer

RFD TITLE: Escribe Contract Award – Meeting Management Software

RECOMMENDATION:

That Council receives the report titled “Escribe Contract Award – Meeting Management Software” dated December 11, 2023, further, that Council authorizes capital budget pre-approval for the acquisition and implementation of a corporate meeting management software in the amount of \$7,500 (excluding taxes).

RECOMMENDATION:

That Council authorizes a contract with Escribe for a three-year term, beginning January 1, 2024, and ending December 31, 2027, at a cost of \$7,500 (excluding taxes) for the 2024 implementation including licensing fees and contingency, with a total contract value of \$35,174 (excluding taxes) over the three year term, including licensing fees and contingency; further, that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the District of Hudson’s Hope.

BACKGROUND:

The District of Hudson’s Hope is seeking a way to improve meeting management to achieve the following project goals:

- Digitally create and manage public meetings for staff, elected officials and public
- Improve staff efficiency with automated workflow and approval processes
- Reduce late items and changes to agenda items after they have been published
- Efficiently create and distribute paperless agendas to meeting attendees
- Document control and records retention

DISCUSSION:

Meeting management software can offer various benefits by streamlining the process of planning, conducting, and documenting meetings. Some of the benefits of Escribe include:

- It helps in creating and distributing meeting agendas efficiently, ensuring that participants are well-prepared for discussions.
- Participants can receive real-time updates and notifications about meeting changes, reducing the chances of miscommunication.
- Assigning tasks during or after meetings becomes more organized, ensuring that action items are clear, accountable, and trackable.
- Configurable email alerts and notifications sent automatically.
- Participants can access meeting information and materials from any location, making it easier for remote teams or individuals who are frequently on the move.
- Secure access to confidential meetings.
- Supports one-click publishing of meeting agendas and minute packages.
- Participants can make notes regarding reports right in the software.
- Supports online voting with roll call, check in/out, and pecuniary interest.
- Report and agenda development – allows for collaboration support, including version control, simultaneous multi-user document editing.
- Manage permissions for public & private/in-camera items.
- Automatic extraction of content to populate agenda items details, motions, and minutes.
- Comprehensive audit reports and workflow approval histories, including electronic signature options.

FINANCIAL CONSIDERATIONS:

Year One – 2024 - Annual Software and Support Fees and One Time Implementation Fees *offer available to Dec 31, 2023	\$6,400
Year Two - 2025 – Licensing Fees	\$11,856
Year Three - 2026 – Licensing Fees	\$12,330
Contingency (15%)	\$4,588
Total	\$35,174

ALTERNATIVE OPTIONS:

1. That Council receives the report titled “Escribe Contract Award – Meeting Management Software” dated December 11, 2023, for discussion.
2. That Council provides further direction.

OTHER CONSIDERATIONS:

If approved by Council, it is anticipated that it will take approximately 12 weeks to complete the roll out of the program. Staff did receive a quote from another supplier but choose to recommend moving forward with Escribe. This is the same software that the Peace River Regional District uses, therefore some of the administrative staff and elected officials are familiar with the program.

Prepared by:

Crystal Brown

Crystal Brown, CAO



Holiday Open House

Please join **MLA Dan Davies** for an
afternoon of warm drinks, snacks
and holiday cheer!

Thursday, December 7th, 2023

3pm - 6pm

Peace River North Constituency Office

Fort St. John

10104 - 100 Street

Please RSVP (250)-263-0101

Please bring a non-perishable food item
for the food bank.



SOUTH PEACE HEALTH SERVICES SOCIETY

Mayor and Council of Hudson's Hope;

My name is Chris Norbury I'm a councillor in the District of Tumbler Ridge, and the newly elected president of the South Peace Health Services Society.

We are a non-profit organization comprised of volunteers in which our goal is to aid in the recruitment and retention of healthcare professionals for the region. We do that through different initiatives, which include, but are not limited to: leasing a house from the City of Dawson Creek to serve as a house for locum doctors to stay while serving the region and our newly completed project: The Bulterys House.

The Bulterys House is a 6 bedroom, 4 ½ bath, modern, state of the art, newly renovated facility for accommodations for visiting residents seeking health care services in Dawson creek. We have had the support from Northern Health to fund the operation of the Bulterys House through a partnership with the Dawson Creek Society For Community Living to operate the facility for the South Peace Health Services Society.

The current funding from Northern Health ends March 31, 2024.

The South Peace Health Services Society is asking the Ministry of Health to continue funding the operations of the Bulterys House so we can keep this great asset open and to welcome residents from our communities.

I'm asking that the Mayor and Council of Hudson's Hope send the Deputy Minister of Health, Stephen Brown, and myself a letter of support including the following resolution:

"THAT the Mayor and Council of Hudson's Hope recognizes the importance of affordable patient accommodation to access healthcare,

AND THAT;

The Ministry of Health continue to fully support the funding of the Bultreys House operations."

Thank you for your consideration,

Chris Norbury
President
South Peace Health Services Society



VIA EMAIL

Ref: 62641

November 9, 2023

Their Worship Travous Quibell
Mayor of the District Municipality of Hudson's Hope
Email: mayor@hudsonshope.ca

Dear Mayor Travous Quibell:

RE: New legislation to support local government housing initiatives

Over the past week, I have introduced several pieces of legislation to support local governments to get more homes built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Taken together, these changes are critical to getting more of the right kind of housing built in the right places to provide homes for British Columbians.

Last week, I introduced Bill 44, to support communities to deliver the homes people need quickly by allowing small-scale multi-unit housing across BC. These homes, including townhomes, triplexes, and secondary suites, can generally be built in a reasonable timeframe and blend more seamlessly into neighbourhoods. The legislation will apply to many areas of the province, and we anticipate it will allow up to 4 units in single-detached and duplex zones (or 3 depending on the size/type of lot) and up to 6 units permitted in single-detached and duplex zones close to bus stops with frequent service. It will also allow secondary suites or an accessory dwelling unit on single-detached lots throughout BC.

Bill 44 will also speed up the approvals process by moving away from spot zoning to ensure more comprehensive upfront planning and zoning to meet current and future housing needs. The changes include using a robust, standard methodology for calculating long-term housing needs for all Housing Needs Reports to ensure consistency across the

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Office of the
Minister of Housing

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

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province. Municipalities will also be required to update Official Community Plans (OCPs) and zoning bylaws to ensure their communities have sufficient land designated and zoned to meet long-term housing needs and continue to make these updates on a regular basis. The new legislation will also remove the option for local governments to hold public hearings for rezonings for housing projects consistent with OCPs.

Today, I announced new legislation, Bill 47, to support new housing to get built near high-frequency transit, and yesterday Bill 46, to ensure local governments have tools to collect amenity and infrastructure contributions outside of the re-zoning process.

Bill 47 will require local governments to designate areas near high frequency transit stations as 'TOD Areas.' TOD Areas are near SkyTrain stations and busy bus exchanges and are expected to be identified in 29 municipalities in BC. This is different from the 6-unit requirements in the small-scale multi-unit housing legislation which will focus on properties within 400 metres of bus stops with frequent service. TOD areas will include minimum levels of density, size, and dimension prescribed by regulation. Similar to implementing small-scale multi-unit housing requirements, local governments will have a comprehensive provincial policy manual to assist in making bylaw amendments consistent with the TOD legislation. Off-street parking spaces in TOD areas will be determined by the market; local governments will not be able to require off-street residential parking, other than spaces for other uses like commercial, spaces for disabled persons and loading spaces. These changes will help get more of the right kind of housing built in the right places to provide homes for British Columbians. A subsequent letter will notify the identified municipalities in December.

The new legislation will expand the scope of infrastructure for which Development Cost Charges (DCCs) can be collected to include fire protection facilities, police facilities, and solid waste facilities. It also allows local governments to collect DCCs for provincial highway infrastructure projects where there is a cost-sharing arrangement between the municipality and the Province.

The new Amenity Cost Charges (ACCs) tool will allow local governments to collect monetary and in-kind contributions for amenities (e.g., community centres, recreation centres, libraries) to support liveable communities in areas where new housing is going. This tool will provide certainty and transparency for local governments and developers.

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We are aware that local governments require tools and supports to facilitate the delivery of affordable housing in their communities. We are currently exploring policy options and additional tools, including the potential for inclusionary zoning, and I look forward to sharing more about this in the coming months.

I know that the new housing initiatives announced over the past week will take work to implement and require additional resources for your local government to meet the requirements. We have committed to \$51 million in funding for local governments to support planning and capacity to meet these new requirements. The funding will be allocated based on population and the volume of work needed because there are different requirements for municipalities and regional governments. The funding will be distributed in early 2024.

The Province has also provided another \$10 million for a second intake of the Local Government Development Approvals Program (LGDAP), managed by the Union of B.C. Municipalities (UBCM). This funding is in addition to the \$1 billion provided to local governments through the Growing Communities Fund to support the delivery of infrastructure projects needed to support increasing density.

The Ministry of Housing is committed to working together and supporting every community as we move forward with new approaches and new ways to deliver the housing supply our province needs. In the coming weeks, we will be providing policy manuals detailing the site-level specifications for small-scale multi-unit housing and TOD areas. Further guidance will be coming in the new year to support implementation of the development finance tools and pro-active zoning requirements. Ministry of Housing staff will be in touch with your administration in the coming weeks to provide more detail about the changes and about funding and educational support and opportunities.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', written in a cursive style.

Ravi Kahlon
Minister of Housing

pc: Honourable Rob Fleming, Minister of Transportation and Infrastructure
Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Crystal Brown, Chief Administrative Officer, District Municipality of Hudson's Hope
(cao@hudsonshope.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 44 Announcement: news.gov.bc.ca/releases/2023PREM0062-001706

Bill 46 Announcement: news.gov.bc.ca/releases/2023HOUS0063-001737

Bill 47 Announcement: news.gov.bc.ca/releases/2023HOUS0063-001748



THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Crystal Brown, CAO
DATE: December 11, 2023
SUBJECT: NOTICE OF CLOSED SESSION – DECEMBER 11, 2023

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, and
- **Agenda Item ICSR1 and ICSR2**- *Community Charter* Section 90(1)(c), labour relations or other employee 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

Crystal Brown, CAO

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