



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

Council Chambers

January 8, 2024

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 Nicole Gillis - Temporary Use Permit 2023.001 - Opposition

D2 Darin Nelson - Temporary Use Permit 2023.001 - Opposition 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 Meeting Minutes - December 11, 2023 Page 5

M2 Special Council Meeting Minutes - December 14, 2023 Page 14

8. Business Arising from the Minutes:

9. Public Hearing:

10. Staff Reports:

SR1 RFD - FCM - Membership Invoice and Conference Page 16

SR2 RFD - 2024 Peace Region Hockey Tournament Ice Rental Fees Page 19

SR3 RFD - PurelyHR Time Management Software Page 22

SR4	RFD - Kendrick Lift Station - Engineering Services Award	Page 26
SR5	RFD - Property Maintenance Bylaw	Page 30
SR6	Items Previously Released	Page 33
SR7	RFD - Water Conservation Bylaw	Page 34
SR8	Notice of Closed Meeting	Page 43

11. Committee Meeting Reports:

12. Bylaws

13. Correspondence:

C1	2023 UBCM Meeting Northern Health	Page 44
C2	Request for Proclamation	Page 45
C3	Hudson's Hope Introduction to PRRD Regional Growth Strategy	Page 49
C4	Housing Initiative Funding	Page 51
C5	Request Letter from Dwayne Biever	Page 53

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

19. Adjournment

To Whom it may concern.

I am writing to express my disappointment over the council's decision of November 27th, 2023, to grant a **"Temporary Commercial Use Permit – No. 2023.01."**

At the November 15th, 2023 public hearing all but one adjacent land owners either presented letters in opposition, or attended to voice opposition at the above mentioned meeting. During that time, we asked the council for further clarity on several key issues of concern. Some of which were as follows.

- 1) **Hours of operation.** I see that council has put a hauling limit on the road for 7 am to 7pm, however this will not apply to non heavy trucks, and crew trucks, flat decks, or the actual hours of work on the site. I have a fair bit of experience in the pipeline industry and know that there will be valves, bolting packages, flanges etc... that will be heading out to the pipeline through the evening and possibly the night to set up the work crews for the day shift. What will also happen is that if they cannot haul pipe on the road until 7am, they will be loading trailers in the evenings and the early morning so that the trucks can come up the road and grab their load at 7am.
- 2) **Duration.** This is a temporary permit; however, the duration is 3 years. You're asking the that Families that live adjacent to this land and in the near vicinity to put up with heavy industrial work for the next 3 years. I find this completely unacceptable. Again, I have experience with this type of operation, several pieces of heavy equipment will be utilized. Besides the noise of the machines themselves, they are all required under Work Safe BC legislation to have back up alarms.
- 3) **Our grandchildren and pets.** Our grandchildren and pets use this road to cross over to the neighbors to visit.

Further to those comments brought up at the meeting, I would like to understand how our property value will be impacted. The realtors I have spoken to have told me that it will be a sever detriment if we choose to sell while we have an active industrial laydown within meters of our property line. Prior to construction we are planning to get a valuation completed as is. If we decide to sell while the laydown is in operation, and other that regular market fluctuation, how will we be compensated for our losses?

During the council meeting we were told not to debate any of Val's comments, however there are misleading comments in the meeting and on the application. The application states in the notes that there are only 3 families on Drew Road, one of them being Val's. The truth is that there are 5 houses on Drew Road and one more in the planning stage of preconstruction. It is also stated that rick was closing up his property. Rick is not planning of closing up the property, he is simply working out of town. Further the property is owned by his father, Vilmos Halpern who resides full time on the property in another residence with his daughter. Vilmos (Willie) has supplied a letter in opposition to this that although was supplied to council, was not read in the public hearing.

It was stated in the council meeting that there have been laydowns in the area before without any issues however nothing could be further from the truth. Property was damaged residents were continually forced into the ditches by heavy trucks and the noise and dust where unbearable.

I am in disbelief that council agreed to let this go forward, especially after every adjacent property owner is opposed. We were also led to believe that the hearing would be opened again or more information

would be forthcoming, only to find out that it was approved with no notice. And upon land that the ownership of is being disputed in litigation currently.

Shelley, I, and our neighbors would like to submit an appeal to the decision and try to work through this without seeking legal council. Please let us know how to proceed.

Sincerely,

Darin Nelson and Shelley Todd

4694 Beryl Prairie Road



REGULAR COUNCIL MEETING
District Office – Council Chambers
December 11, 2023, 6:00 pm

Present: Mayor Travous Quibell
Councillor Tashana Winnicky
Councillor KK Charlesworth
Councillor James Cryderman
Youth Councillor Taylor Sanderson

Absent: Councillor Debbie Beattie (with notice)
Councillor Tina Jeffrey (with notice)

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

Delegations: BC Emergency Health Services
Jonathan Brnjas, Manager of Clinical Operations Northeast District
Stephanie Koehn, Acting Unit Chief, Hudson's Hope Ambulance

Peace River Regional District
Gerritt Lacey, Solid Waste Manager (Via Zoom)

Other: There was one community member in the gallery.

1. CALL TO ORDER

Mayor Quibell called the meeting to order at 6:00 pm.

2. DEDICATION PAGE

3. DELEGATIONS

D1 Jonathan Brnjas updated Council with the new mixed model of staffing for the Hudson's Hope Ambulance Station. BC Emergency Health Service will be offering eight positions, two of which are filled. They are offering a Community Paramedic Position opening as well. Since the province-wide recruitment campaign and positive changes to remote locations' staffing, the surrounding communities have full schedules, and Hudson's Hope Ambulance is not expected to have to leave the community for any cross-coverage as it had in the past.

- D2 Garritt Lacey provided an overview on the Hudson's Hope Transfer Station Tier 1 Upgrade Project and the Recycling Station Relocation Project that is scheduled for 2024.

Hudson's Hope Transfer Station: The goal of the project is to keep the level of service that is currently offered the same, however, there are a few items that will need to be discussed further as the Peace River Regional District (PRRD) does not offer those services, including the collection of yard and garden, vehicle hulks, and kitchen grease. The District of Hudson's Hope (District) will need to determine if the District will continue to pay tipping fees as the waste arrives at the landfill or if the preferred method moving forward will be to have the customers charged tipping fees as they use the transfer station. The District will be required to enter into a new Master Servicing Agreement/Transition Plan Draft with the PRRD.

Recycling: The PRRD has been requested to relocate the unattended recycling depot by Spring of 2024 from its current location. Relocation Options include:

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

Cardboard Collection: The District has reached out to PRRD to begin the process of exploring options for the collection of cardboard: Options for Cardboard include: PRRD to include cardboard collection at unattended recycling depot, or District could partner with PRRD contractor for processing and receive compensation.

4. NOTICE OF NEW BUSINESS

NB1 Hudson's Hope Transfer Station and Recycling System

5. ADOPTION OF AGENDA BY CONSENSUS

6. DECLARATION OF CONFLICT OF INTEREST

7. ADOPTION OF MINUTES

**M1 REGULAR COUNCIL MINUTES NOVEMBER 27, 2023
RESOLUTION NO. 254/2023**

M/S Councillors Winnicky/Cryderman

That the minutes of the November 27, 2023, Regular Council Meeting be adopted as presented.

CARRIED

**M1 SPECIAL COUNCIL MINUTES NOVEMBER 30, 2023
RESOLUTION NO. 255/2023**

M/S Councillors Winnicky/Charlesworth

That the minutes of the November 30, 2023, Special Council Meeting be adopted as presented.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

**SR6 TEMPORARY COMMERCIAL USE PERMIT – NO. 2023.001
RESOLUTION NO. 256/2023**

M/S Councillors Charlesworth/Winnicky

That Council authorize the reconsideration of Resolution NO. 238/2023, from the November 27, 2023, Council Meeting, regarding the approval for 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

**RECONSIDERATION OF RESOLUTION NO. 238/2023
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.

**DEALT WITH BY THE FOLLOWING
RESOLUTION NO. 257/2023**

M/S Councillors Winnicky/Cryderman

That Council defer consideration of Resolution No. 238/2023 from the November 27, 2023, Council Meeting, which states:

"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"

until such time as Council is provided with a report regarding options to mitigate road use concerns.

CARRIED

9. PUBLIC HEARING

10. STAFF REPORTS

SR1 PROPOSED 2024 COUNCIL MEETING SCHEDULE

RESOLUTION NO. 258/2023

M/S Councillors Winnicky/Cryderman

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

CARRIED

SR2 LOCAL GOVERNMENT CLIMATE ACTION PROGRAM

RESOLUTION NO. 259/2023

M/S Councillors Cryderman/Charlesworth

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.

CARRIED

SR3 PRE-DESIGN FOR PERMANENT TREATMENT PLANT MODIFICATIONS

RESOLUTION NO. 260/2023

M/S Councillors Winnicky/Charlesworth

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.

CARRIED

RESOLUTION NO. 261/2023

M/S Councillors Cryderman/Charlesworth

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.

CARRIED

SR4 2024 ACTING MAYOR SCHEDULE

RESOLUTION NO. 262/2023

M/S Councillors Charlesworth/Winnicky

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:

- Councillor 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

CARRIED

SR5 2024 KEEPING IT RURAL CONFERENCE

RESOLUTION NO. 263/2023

M/S Councillors Charlesworth/Winnicky

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.

CARRIED

SR6 2024 LOCAL GOVERNMENT LEADERSHIP ACADEMY CONFERENCE AUTHORIZATION

RESOLUTION NO. 264/2023

M/S Councillors Winnicky/Charlesworth

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.

CARRIED

SR7 APPOINTMENT OF CHIEF AND DEPUTY ELECTION OFFICERS

RESOLUTION NO. 265/2023

M/S Councillors Cryderman/Winnicky

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.

CARRIED

RESOLUTION NO. 266/2023

M/S Councillors Charlesworth/Winnicky

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.

CARRIED

SR8 VIDEO RECORDING CONTRACT AWARD

RESOLUTION NO. 267/2023

M/S Councillors Winnicky/Charlesworth

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.

CARRIED

SR9 ESCRIBE CONTRACT AWARD – MEETING MANAGEMENT SOFTWARE

RESOLUTION NO. 268/2023

M/S Councillors Cryderman/Winnicky

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

CARRIED

RESOLUTION NO. 269/2023

M/S Councillors Cryderman/Winnicky

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.

CARRIED

SR10 ASSET RETIREMENT OBLIGATIONS

RESOLUTION NO. 270/2023

M/S Councillors Charlesworth/Cryderman

That Council receives the report titled “Asset Retirement Obligations” dated December 11, 2023, further, that Council appoints Councillor Jeffery to work with administration to develop the project plan and scoping for the PS 3280 Asset Retirement Obligations reporting.

CARRIED

RESOLUTION NO. 271/2023

M/S Councillors Winnicky/Cryderman

That Council adopt the Modified Retroactive Approach as the approach to account for and report a liability for Asset Retirement Obligations in compliance with Public Sector Accounting Board Handbook, Section PS 3280 Asset Retirement Obligations.

CARRIED

11. COMMITTEE MEETING REPORTS

12. BYLAWS

13. CORRESPONDENCE

C1 MLA DAN DAVIES HOLIDAY OPEN HOUSE INVITE

RESOLUTION NO. 272/2023

M/S Councillors Winnicky/Charlesworth

That Council receive the correspondence titled “MLA Dan Davies Holiday Open House Invite” for information.

CARRIED

C2 LETTER OF SUPPORT - SOUTH PEACE HEALTH SERVICES SOCIETY

RESOLUTION NO. 273/2023

M/S Councillors Cryderman/Charlesworth

That Council receive the correspondence titled “Letter of Support – South Peace Health Services Society”; further, that Council authorizes a letter of support requesting that the Ministry of Health continue to fund the operations of the Bulterys House in Dawson Creek.

CARRIED

C3 NEW LEGISLATION TO SUPPORT LOCAL GOVERNMENT HOUSING INITIATIVES

RESOLUTION NO. 274/2023

M/S Councillors Cryderman/Beattie

That Council receive the correspondence titled “New Legislation to support local government housing initiatives” dated November 9, 2023, for information.

CARRIED

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

15. OLD BUSINESS

16. NEW BUSINESS

NB1 HUDSON'S HOPE TRANSFER STATION AND RECYCLING SYSTEM

RESOLUTION NO. 275/2023

M/S Councillors Winnicky/Charlesworth

That Council authorize the development of a report to be brought to a future Council Meeting regarding proposed changes to service levels at the Hudson's Hope transfer station in relation to yard and garden collection, collection of vehicle hulks, collection of used cooking oil, collection and management of cardboard, and the fee structure for collection, hauling and disposal of solid waste.

CARRIED

16. PUBLIC INQUIRIES

Youth Councillor Taylor Sanderson updated council that the school council has had 1 meeting to date and had discussed partnering with the PAC for more school events.

17. IN-CAMERA SESSION

ICSR1 NOTICE OF CLOSED SESSION – DECEMBER 11, 2023

RESOLUTION NO. 276/2023

M/S Councillors Winnicky/Charlesworth

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.

CARRIED

Mayor Quibell recessed the meeting for a Closed Session at 8:21 pm.

17. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned at 8:38 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, DECEMBER 11, 2023.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer



**DISTRICT OF HUDSON'S HOPE
SPECIAL COUNCIL MEETING
District Office – Council Chambers
December 14, 2023, 7:15 pm**

Present: Mayor Travous Quibell
Mayor Tashana Winnicky
Councillor Debbie Beattie
Councillor KK Charlesworth

Absent: Councillor Tina Jeffrey (with notice)
Councillor James Cryderman (with notice)

Staff: Crystal Brown, Chief Administrative Officer

1. CALL TO ORDER

Mayor Quibell called the meeting to order at 7:15 pm.

2. ADOPTION OF AGENDA BY CONSENSUS

3. DECLARATION OF CONFLICT OF INTEREST

4. IN-CAMERA SESSION

ICSR1 NOTICE OF CLOSED SESSION – DECEMBER 14, 2023

RESOLUTION NO. /2023

M/S Councillors Winnicky/Beattie

That Council recess to a Closed Meeting for the purpose of discussing the following item:

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

CARRIED

Mayor Quibell recessed the meeting for a Closed Session at 7:16 pm.

17. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned at 8:20 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL
HELD THURSDAY, DECEMBER 14, 2023.

Travous Quibell, Mayor

Crystal Brown, Chief Administrative Officer



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: January 8, 2024

FROM: Andrea Martin

RFD TITLE: 2024 Federation of Canadian Municipalities Membership Renewal and Conference Authorization

RECOMMENDATION #1:

That Council receives the report titled “2024 Federation of Canadian Municipalities Membership Renewal and Conference Authorization”, dated January 8, 2024, further, that Council renews their 2024 - 2025 Federation of Canadian Municipalities Membership Renewal and authorize payment in the amount of \$340.03.

RECOMMENDATION #2:

That Council authorizes that conference registration, travel arrangements and hotel rooms be booked for Council Members interested in attending the 2024 Federation of Canadian Municipalities Annual Conference and Trade Show being held in Calgary from June 6 - 9, 2024.

BACKGROUND:

As the voice of local governments, the Federation of Canadian Municipalities (FCM) leads the charge in empowering municipalities across Canada to enhance the quality of life for residents. Now more than ever, local governments stand at the forefront of our country's most pressing challenges. With a united voice, we can bring upon the positive change needed to address the challenges and opportunities facing Canada now, and in the future.

Together, FCM is driving historic progress for communities of all sizes—including landmark federal investments in infrastructure, housing, transit and rural transportation, universal broadband, climate adaptation and more. In addition to these significant gains, as an FCM member you'll receive access to exclusive benefits, including:

- **Tools, tips and analysis** from our policy, government relations and communications experts to help you serve your community and your residents.
- **Informative updates on key federal-municipal issues**—as well as on federal budgets, elections and legislation—through our regular e-communications.

- **The support of thousands of municipal colleagues**, all working together to tackle local challenges like yours—and to make their community better.
- **Valuable networking opportunities** with a wide range of [FCM corporate partners](#) that offer products, services and resources to municipalities.
- **Insider information and discounted rates** on FCM’s ever-popular [annual conference and trade show](#).
- **The opportunity to shape FCM’s work** by electing our Board of Directors and table officers, as well as by voting at our annual general meeting.

The District of Hudson’s Hope membership base fees are calculated on population and the Per Capita dues also calculated based on our population of 841.

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 Federation of Canadian Municipalities Membership Renewal and Conference Authorization”, dated December 11, 2023, for discussion.
2. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. 2024-2025 FCM Membership Invoice.

Prepared by:

Andrea Martin

Andrea Martin, Corporate Officer

Approved by:

Crystal Brown

Crystal Brown, CAO

**Membership Invoice
2024-2025
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221

Mokles Rahman

District of Hudson's Hope

PO Box 330 9904 Dudley Drive

Hudson's Hope, BC, V0C 1V0

Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-38142-D4Q5G6

DATE: 11/14/2023

ACCOUNT / COMPTE: 155

DUE DATE / DATE LIMITE: 03/31/2024

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$140.00	\$140.00	\$7.00	\$147.00
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	841	\$0.2186	\$183.84	\$9.19	\$193.03
TOTAL			\$323.84	\$16.19	\$340.03

PAID AMOUNT / MONTANT PAYÉ: \$0.00

BALANCE DUE / MONTANT DÛ: \$340.03

PAYMENT / PAIEMENT

Cheque payable to / Chèque à l'ordre de

Federation of Canadian Municipalities
Fédération canadienne des municipalités

Electronic Funds Transfer / Transfert électronique de fonds

Royal Bank of Canada (RBC)/Banque Royale du Canada
Institution Number/Numéro de l'institution: 003
Transit Number/Numéro de transit: 00006
Account Number / Numéro de compte: **1113307**

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Your FCM membership empowers local leaders to
strengthen their communities and shape a brighter future
for all Canadians.
Learn more at <https://fcm.ca/membership>.**



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: January 8, 2024

FROM: Kelsey Shewfelt, Recreation Officer

RFD TITLE: 2024 Peace Region Hockey Tournament Ice Rental Fees

RECOMMENDATION:

That Council receives the report titled "2024 Peace Region Hockey Tournament Ice Rental Fees" dated January 8, 2024; further, that Council authorizes that the rental fees for the District of Hudson's Hope Arena rental be reduced from \$100 per hour to \$50 an hour for the Peace Region Hockey Tournament, being held from January 26-28, 2024, contingent upon the operator providing proof of Liability Insurance and a \$350 damage deposit.

BACKGROUND:

On January 9, 2023, Council approved the request from Peace Region Hockey Tournament to reduce hourly fee for ice rental from \$100 to \$50 an hour. The tournament was a success and well attended by community members and visitors alike.

MOVED, SECONDED, and CARRIED

That Council approve the request from the Hudson's Hope Peace Region Hockey Tournament for a reduction in the Arena Rental fee from \$100 to \$50, and further, that a refundable damage deposit of \$300 be applied.

DISCUSSION:

The Peace Region Hockey Tournament will be running concurrently with Winter Fest 2024. The Recreation Department is now working with tournament directors to include this as a Winter Fest event. There will be games and face painting for children, a chance to win extra raffle tickets to be used at the Winter Fest Windup Dinner and an exhibition game between Hudson's Hope Minor Hockey and our local Men's Rec team. This will be an alcohol-free event to ensure it is family friendly.

FINANCIAL CONSIDERATIONS:

Rental income for an event like this would generate approximately \$2000. If a reduced rental rate is given, approximately \$1000.

ALTERNATIVE OPTIONS:

1. That Council receive the report titled “2024 Peace Region Hockey Tournament Ice Rental Fees” dated January 8, 2024; for discussion.
2. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. Letter – Peace Region Hockey Tournament Ice Rental Fees

Prepared by:

Kelsey Shewfelt

Kelsey Shewfelt, Recreation Officer

Approved by:

Crystal Brown

Crystal Brown, CAO

Hudson's Hope Peace Region Hockey Tournament

January 26th, 27th & 28th

I am reaching out to the Hudson's Hope Mayor and Council members to ask on behalf of the Peace Region Hockey Tournament if the District would be willing to donate the ice from \$100 / hr to \$50 / hr

This will still bring an income for the District and allow us to put money into 1st, 2nd and 3rd place prizes for the teams who are traveling from all over the Peace Region to join us for a weekend of hockey here in Hudson's Hope.

We call this the Peace Region Tournament because it brings people from all the communities of the Peace Region together, I think it is important to bring the communities of the Peace Region together to uphold community bonds.

It feels like over the last few years, events to bring our communities together are becoming less and less.

We believe events like this help keep us all connected with real life experiences.

This tournament will be beneficial for our small and quiet community.

It will be bringing in around 200 people who other wise may not be visiting our community in the quiet month of January.

Local hotels, restaurants, gas stations, grocery store and clubs will be making a revenue that they would not make if this tournament did not take place.

We will have a fun and wholesome game of hockey from our local Hudson's Hope team and our local Minor Hockey Team!

We also bringing back a historic hockey tournament event! The famous "paper airplane toss" a fun time for all ages!

The dance will take place Saturday night at the Pearkes Centre with profits going to the 2024 HH Rodeo Club & for the 2025 HH Hockey Tournament!

The Lions Club will be making a profit from the use of the Lions Van. The skating arena concession will also be making a large profit. This tournament is beneficial for our amazing community and local clubs!

Thank you for your time and consideration and as well as your continued support of helping us keep adult hockey alive!

The Peace Region Tournament has its own insurance and waivers for each player

Kind regards, Yvonne Clarke

If you have any questions or concerns I can be reached at

250 783 3160 or clarkeyvonne19@hotmail.com



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: January 8, 2024

FROM: Robert Dauphinee, Director of Public Works

RFD TITLE: PurelyHr Time Management Software

RECOMMENDATION:

That Council receives the report titled " PurelyHr Time Management Software " dated January 8, 2024; further, that Council approves an annual subscription to the PurelyHR Time Management Software at an annual cost of \$724.00 (excluding taxes) for 2024.

BACKGROUND:

The current manual time-tracking system in the District of Hudson's Hope (District), relying on paper forms and spreadsheets, presents challenges in terms of efficiency and accuracy. To request time off, staff must complete paper forms, which are then forwarded to their supervisors for approval. Subsequently, these forms are sent to payroll to be entered into spreadsheets. This process is inefficient and time-consuming, with the potential for inaccuracies.

This approach becomes particularly problematic if the information is not entered correctly or if the employee's time allotments are not known to them at the time of the request. This report recommends transitioning to Time Management Software as a solution to enhance the District's time-tracking processes.

DISCUSSION:

Moving to time management software provides an opportunity for increased efficiency and improved accuracy and accessibility to information. This approach would streamline and automate the District's time-tracking process, eliminating the inefficiencies of traditional spreadsheet and paper-based methods. Time management software like PurelyHR offers a user-friendly interface, real-time accessibility, and customization options tailored to our organizational needs. The shift addresses current shortcomings and positions us to embrace modern, software-based systems prevalent in most workplaces today.

Key Features and Advantages:

1. **Streamlined Submission and Approval:** PurelyHR simplifies the time-off request and approval process, resulting in significant time savings for employees and supervisors.
2. **Tailored Time-Off Types and Policies:** The software enables the customization of time-off types and policies, ensuring alignment with the requirements of the District. Within our Collective Agreement, there are numerous time-off types, each associated with its dedicated bank for withdrawals.
3. **Seamless Calendar Integration:** Integration with popular calendars such as Outlook, Apple, and Google for easy access and collaboration and provides a centralized view of leave schedules.
4. **Automated Time Management:** PurelyHR automates various time management processes like accounting for holidays and adjusting time allotment based on the terms of our collective agreement.
5. **Efficient Data Sharing with Pre-Built Report:** The software offers pre-built reports for easy sharing of payroll, workforce, and time-off data, facilitating informed decision-making.
6. **Remote Time Tracking Capability:** PurelyHR enables users to track their time remotely, ensuring accurate and timely reporting even when employees are out of the office.
7. **Automated Calculations and Reminders:** The software handles intricate calculations such as accruals and provides timely reminders for pending requests and upcoming scheduled time off.
8. **Recognition of Service Milestones:** Employees' service milestones are automatically acknowledged, with accrual adjustments contributing to enhanced employee satisfaction and retention.

FINANCIAL CONSIDERATIONS:

The annual subscription costs will be part of the annual operating budget.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "PurelyHr Time Management Software " dated January 8, 2024., for information.
2. That Council provides further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. Staff and Time-Off Module Fact Sheets

Prepared by:

Robert Dauphinee

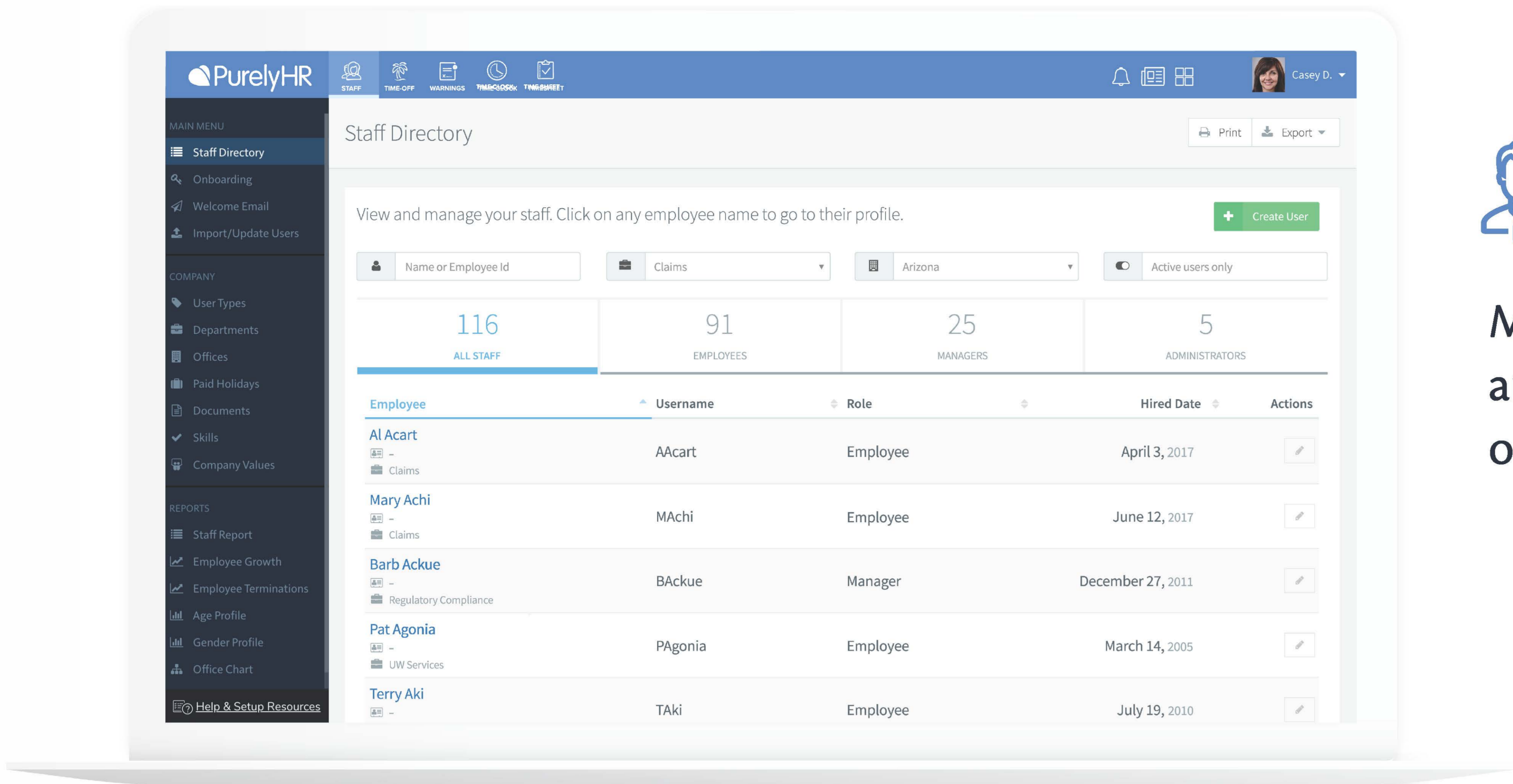
Robert Dauphinee, Director of Public Works

Approved by:

Crystal Brown

Crystal Brown, CAO

Your Custom People Portal



STAFF

Manage employee data conveniently and securely—no more spreadsheets or filing cabinets



We'll Fit Right In!

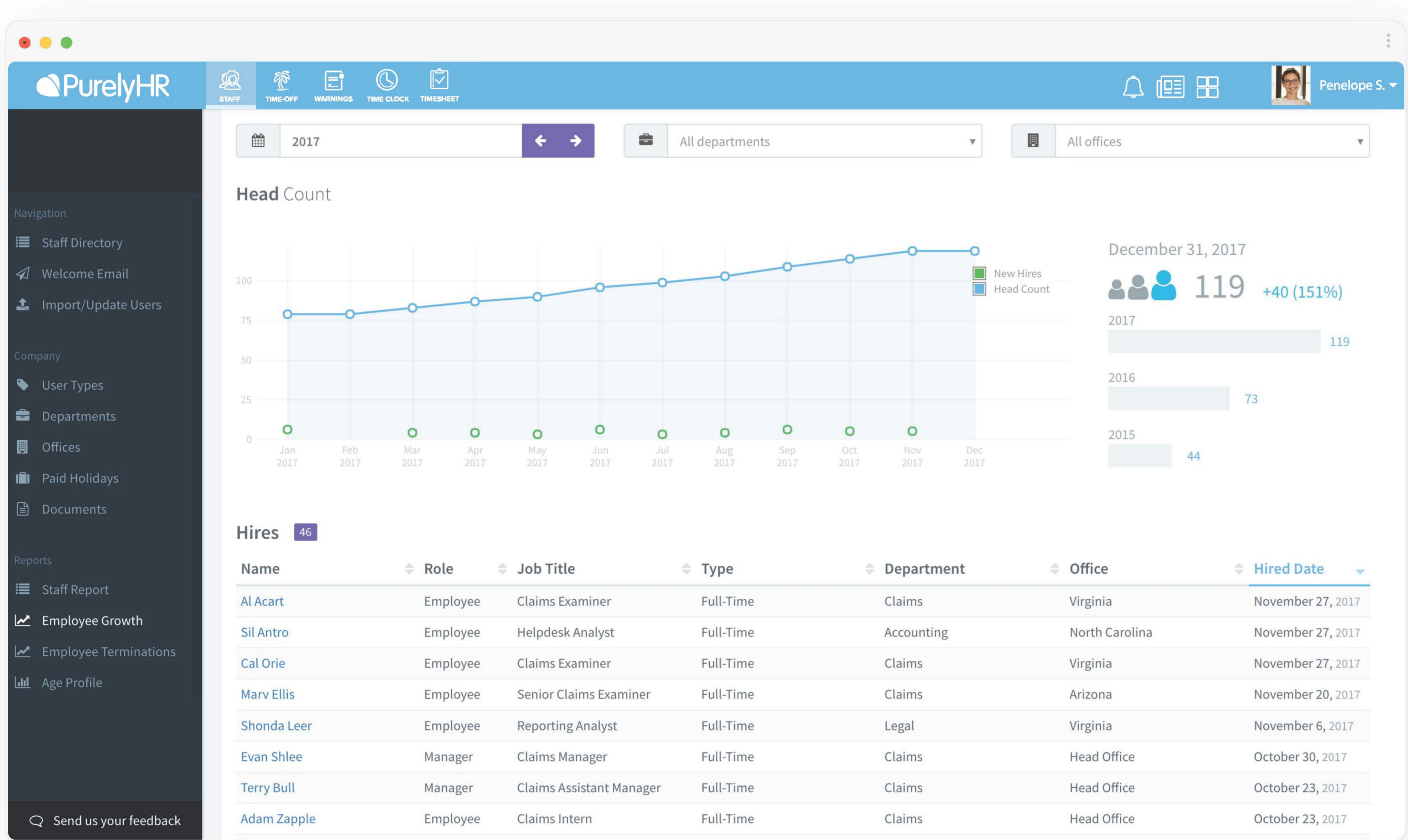
Customize the PurelyHR interface to match your company's brand. Add your logo and brand colour for a seamless employee experience.

Manage Multiple Offices

Do you have offices in different locations? Create offices within Staff, assign employees by geographic location, and manage them all from one account.

Start New Hires Off On the Right Foot

Onboarding helps you organize, assign, and track tasks with customizable onboarding templates so new employees are set up for success as soon as they're hired.



Rockstar Reporting at Your Fingertips

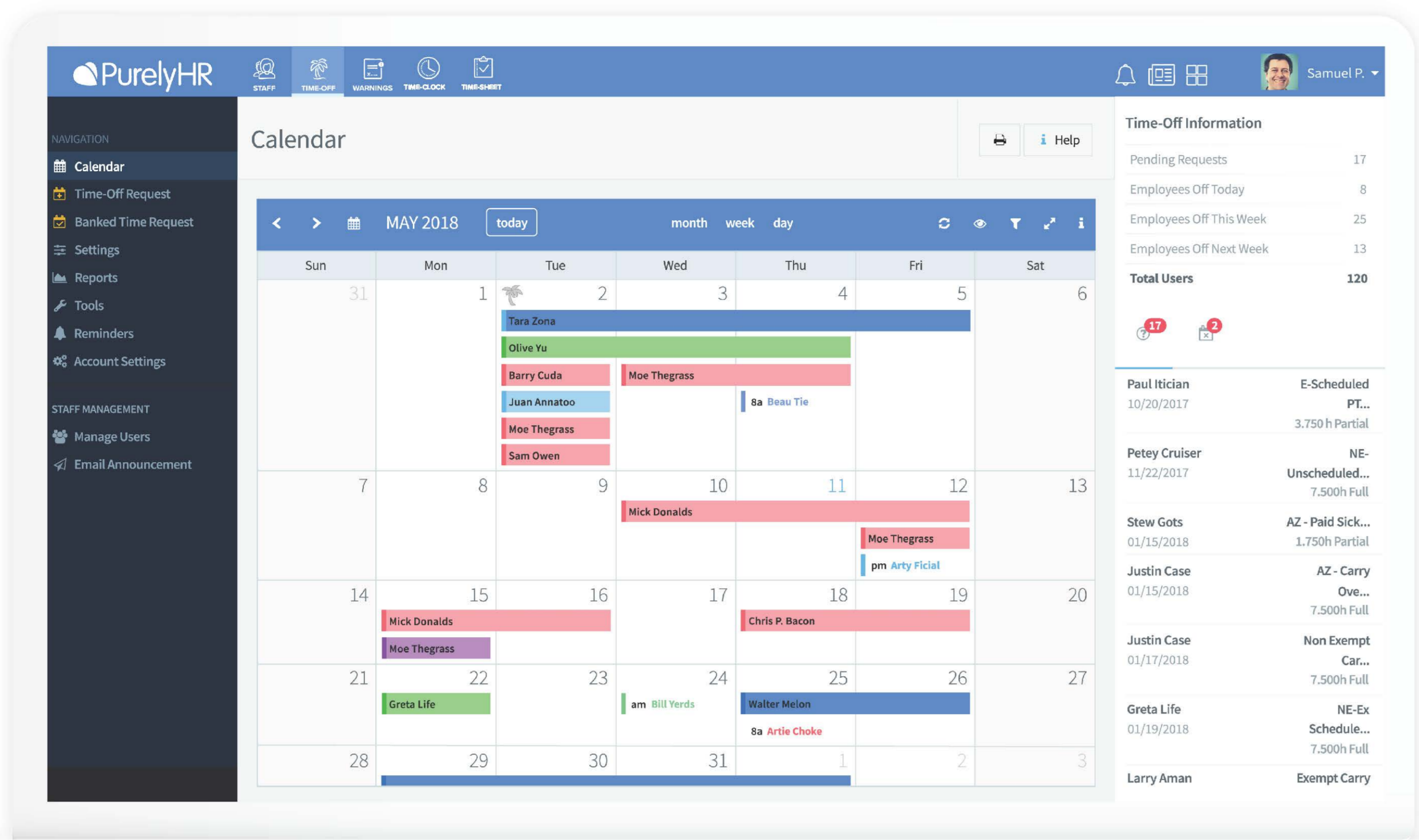
Pre-built reports provide you with the employee data you need in just a few clicks. Customizable staff reports and demographic profiles give you in-depth analytics on your employees while growth and termination reports show how your workforce is changing over time.



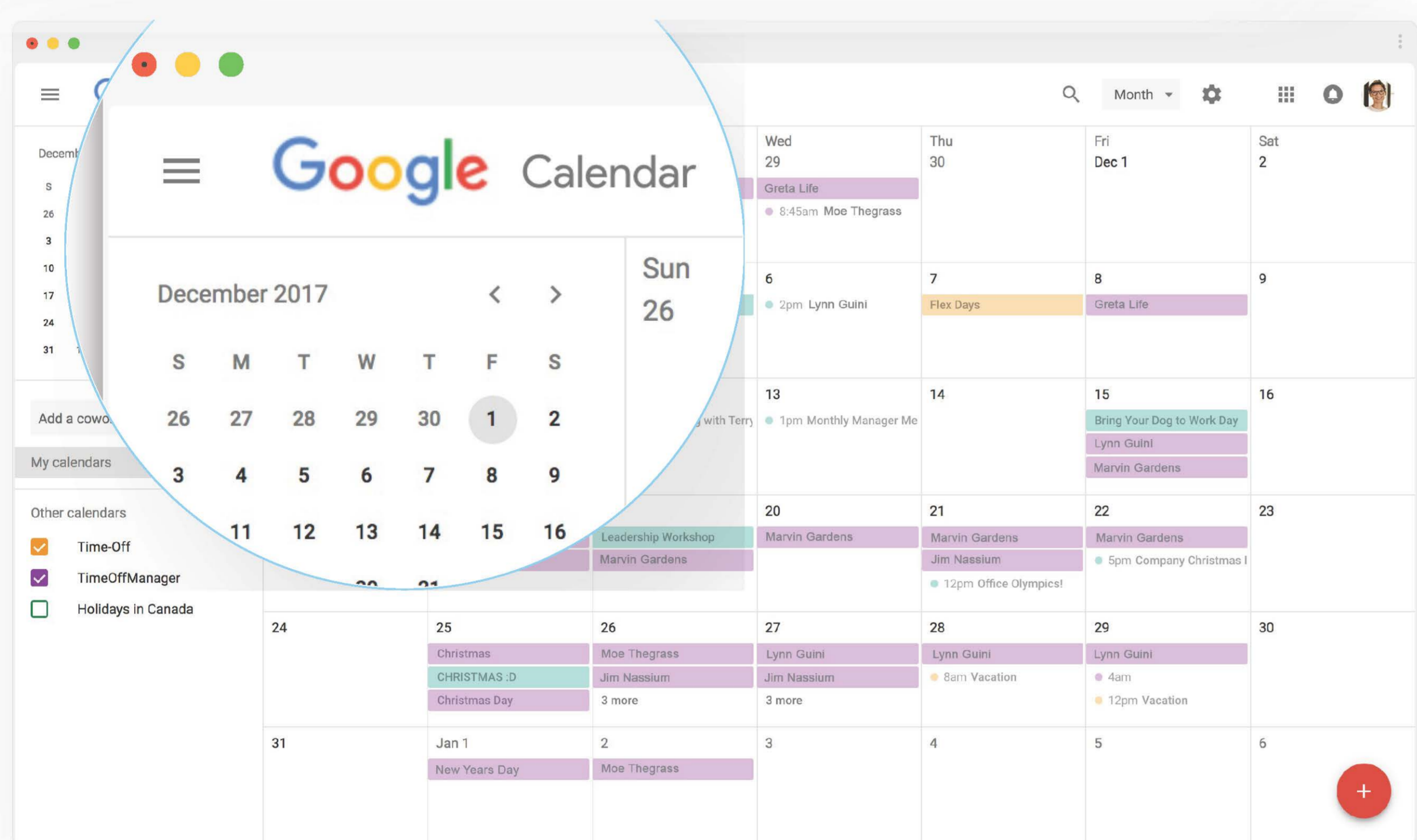
Visit purelyhr.com/trial and start your free 21-day trial.



The Ultimate Leave Management Tool

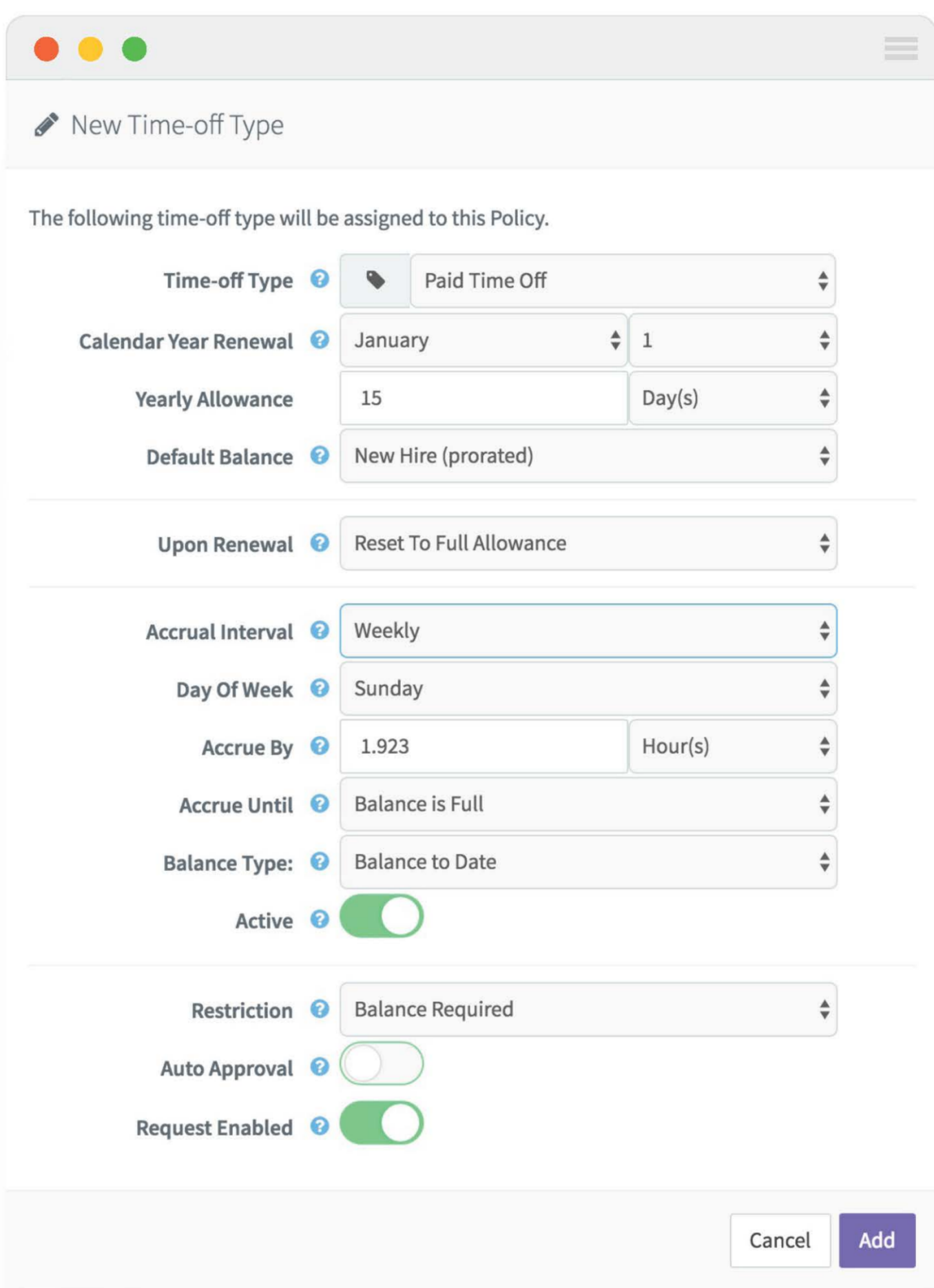


Say goodbye to tedious approval processes with Time-Off. An industry-leading solution for tracking PTO and other leave types plus automated accruals, policy renewals, and simple requests and approvals.



Sync With Your Favourite Calendar

Our shared leave calendar is compatible with Google Calendar, Apple Calendar, and Outlook. See your time off and who's out of the office alongside your daily appointments and reminders.



Build Your Own Time-Off Policies

Create custom time-off types and policies that match your organization's unique needs. With thousands of configurations, Time-Off can perfectly reflect your existing policies whether employees accrue time or receive it upfront.

Automatic Policy Changes

Use the Length of Services feature to automatically switch employees to a new policy when they are entitled to more time off.

Annual Renewals on Your Terms

Do you allow carryover? Do employees receive their full balance at the start of the year or reset to zero and accrue time? PurelyHR can accommodate over 10 renewal scenarios.

Reminders

Enable reminders for upcoming PTO, pending requests, work anniversaries, and birthdays. Get notifications within the module or via email.



Visit purelyhr.com/trial and start your free 21-day trial.



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: January 8, 2024

FROM: Robert Dauphinee, Director of Public Works

RFD TITLE: Kendrick Lift Station – Engineering Services

RECOMMENDATION:

That Council receives the report titled “Kendrick Lift Station – Engineering Services” dated January 8, 2024; further, that Council award “Request for Proposal Quote for Engineering Services for the Kendrick Sewer Lift Station Upgrade Project”, dated December 5, 2023, to McElhanney Ltd, at a cost of \$138,070 (excluding taxes) for preliminary design review, detailed design, bid package preparation, tendering and contract administration services to upgrade the Kendrick Lift Station; 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:

On July 18, 2022, Council passed the following resolution:

MOVED, SECONDED, and CARRIED

That Council approve awarding the contract for engineering services to DGH Engineering Ltd. for the Kendrick Lift Station Upgrade Project and authorize the Mayor and the CAO or Acting CAO to sign the contract.

DISCUSSION:

The Kendrick Lift station on Dudley Drive serves approximately 50 residents and the District of Hudson’s Hope (District) outdoor swimming pool. This station was constructed in 1967 and is well past its design life.



Kendrick Lift Station



Kendrick Lift Station Wet Well

Urban Systems Ltd. was retained in 2021 to complete an assessment on the condition of the Kendrick Lift Station to aid the District in planning for future upgrades and/or replacements.

In 2022, the District retained DGH Engineering Ltd (DGH) to complete a preliminary design for the Kendrick Lift Station. This work focused on reviewing all relevant reports and documents and develop options and tentative costs for each option.

As requested by the District, DGH prepared two recommendations to upgrade the existing lift station.

Description	Class "D" Estimate
Lift Station Rehabilitation	\$ 364,500
Wet-Well with Pump Room Configuration	\$ 696,900

Under the **Lift Station Rehabilitation** option, various aspects of the lift station would be revitalized to extend its operational lifespan. This includes structural improvements such as patching and repairing significant issues in the wet-well and reinforcing it with an FRP liner. The mechanical and electrical systems will be replaced with equivalent components to enhance the station's utility. New pumps and supporting infrastructure will be integrated with a modern control panel, capable of data trend analysis and more meaningful alarms for Public Works' Staff. However, it's important to note that this option does not address safety concerns or the potential for sewage backup. The estimated cost for this option is approximately \$364,500 at a Class "D" level.

The Lift Station Rehabilitation option comes with several drawbacks for the district, including:

- The wet-well remains vulnerable to environmental conditions.
- Confined space entry is still required.
- The risk of sewage backup into houses on Garbitt Crescent remains.
- Compliance with the double-block and bleed valve assembly requirement is not achieved, posing safety concerns for Public Works Staff.

For the **Wet-Well with Pump Room Configuration**, a new structure would be constructed above the existing wet-well. The existing wet-well will undergo minor refurbishment while staying in place. The new structure would be divided into three rooms, with the specific sizes and layout to be determined during the detailed design phase. While this option satisfies most of the Project Requirements, it's important to note that it doesn't eliminate the requirement for confined space entry. The estimated cost for this option is approximately \$696,900 at a Class "D" level.

With this option, the District would face the following drawbacks:

1. Higher costs compared to the previously presented options.
2. Confined space entry is still a requirement.
3. BC Hydro's overhead distribution lines would necessitate relocation, contingent on approval from BC Hydro's Engineering Department. This third-party review may result in schedule delays or additional expenses.

In the fall of 2023, an Request for Proposal (RFP) was developed to secure the expertise of an experienced consulting engineering firm to complete the final design and provide project management services. The proposed scope encompasses various services essential for enhancing the Kendrick Lift Station. These services include reviewing the proposed options and identifying cost savings that align with the project objectives, conducting Geotechnical Engineering if required, collaborating with the District to finalize detailed design and cost estimates, crafting comprehensive contract documents, overseeing the tendering process, ensuring strict adherence to project specifications and timelines during the construction phase, maintaining precise project drawings, and ultimately managing the project's closure.

The RFP was extended to experienced consultants in wastewater lift station engineering and design and project management, including Urban Systems, WSP, and McElhanney. Both Urban Systems and WSP did not respond by the deadline, and the sole proposal received came from McElhanney. The response from McElhanney was \$ 111,535.00, with an additional \$29,961 for optional services. Since the value of the tender response was above the District's purchasing threshold for requesting quotes, administration proceeded with a formal RFP through BC Bids. In response to the RFP on BC Bids, the District received one submission, from McElhanney.

McElhanney Submission	Proposed Fees
Design	\$ 45,010.00
Construction Services	\$ 60,710.00
Sub Total	\$ 105,720.00
Optional Services	
Structural Design & Field Reviews for New Building	\$ 14,040.00
Survey	\$ 5,710.00
Geotechnical Investigation	\$ 7,750.00
Materials Testing	\$ 4,730.00
Sub Total	\$ 32,350.00
Total	\$ 138,070.00

In the conversation with McElhanney regarding their proposal, it was noted that the estimated costs in the 2022 pre-design appear lower than the typical expenses for lift station rehabilitation projects of a similar size. While their proposed budget accounts for optional services, it's worth considering whether these services will be necessary, especially if rehabilitation can be accomplished without constructing a new building at this location.

FINANCIAL CONSIDERATIONS:

The project received approval for a budget of \$585,000 in the 2023 capital budget. Funding was provided through the BC Local Government Infrastructure Grant (\$550,000) and the Peace River Agreement (\$35,000).

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Kendrick Lift Station – Engineering Services" dated January 8, 2024 for information.
2. That Council provides further direction.

Prepared by:

Robert Dauphinee

Robert Dauphinee, Director of Public Works

Approved by:

Crystal Brown

Crystal Brown, CAO



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: January 8, 2024

FROM: Chris Cvik, Special Projects

RFD TITLE: Property Maintenance Bylaw

RECOMMENDATION:

That Council receives the report titled "Property Maintenance Bylaw" dated January 8, 2024, for discussion.

BACKGROUND:

During the August 28, 2023, Council Meeting, Corporal Erich Schmidt, Detachment Commander with the Hudson's Hope RCMP, and Sergeant Brad Lacey of the BC Conservation Services shared concerns with Mayor and Council that residents of Hudson's Hope are not complying with requests to remove attractants such as fruit trees and berry bushes, and that failure to do so, is causing an increase in bear activity and creating concerns for public safety.

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

At that time, Council passed the following motion:

MOVED, SECONDED, and CARRIED

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

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

SR5

DISCUSSION:

As Council may recall, the reason for conducting a review of the Property Maintenance Bylaw, centered around several bears that were determined by Conservation Officers to be 'Problem Bears' and were euthanized in the fall of 2023.

While at the 2023 Union of BC Municipality Conference (UBCM), Administration met with members of the 'Get Bear Smart Society' who attended the UBCM Tradeshow. The group provided administration with a 'Wildlife Attractant Bylaw Toolkit' as a resource to help municipalities deal with wildlife attractants.

Administration will be incorporating some of the tools outlined in the 'Wildlife Attractant Bylaw Toolkit' as it prepares proposed changes to existing district bylaws. The approach being taken by administration is one of evolution not revolution.

In other words, changes that will be proposed in the forthcoming draft bylaws will include incremental changes not wholesale – step changes. Administration believes that the incremental changes if properly followed by residents and enforced by Bylaw Enforcement, will go a long way to addressing the problems faced in the District due to a lack of education and enforcement.

There will be a total of three bylaws brought forward for consideration by Council within the first quarter of 2024. All three are related. They are:

1. Property Maintenance Bylaw No.791, 2010
2. Hudson's Hope Garbage Bylaw No.838, 2014
3. Municipal Ticket Information System Bylaw No. 590, 1999

Property Maintenance Bylaw No.791, 2010

Proposed changes to this bylaw will focus on the care and maintenance of trees, shrubs, or bushes that attract wildlife.

Hudson's Hope Garbage Bylaw No.838, 2014

Proposed changes to this bylaw will focus on the timing of when refuse containers can be set out for collection and removed.

Municipal Ticket Information System Bylaw No. 590, 1999

Proposed changes to this bylaw will include the ability to issue tickets to help ensure compliance. *A bylaw can identify a financial consequence of non-compliance, but authority to enforce has to be identified through the ticketing bylaw.*

FINANCIAL CONSIDERATIONS:

Not applicable at this time.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Property Maintenance Bylaw" dated January 8, 2024, for information.
2. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. [Wildlife Attractant Bylaw Toolkit](#)

Report Prepared by:

Chris Cvik

Chris Cvik, Special Projects

Report Approved by:

Crystal Brown

Crystal Brown, CAO



THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Crystal Brown
DATE: January 8, 2024
SUBJECT: Items Previously Released from Closed Meeting

RECOMMENDATION:

That Council receive the report titled "Items Previously Released from Closed Meeting", dated January 8, 2024, for information.

BACKGROUND:

For information only – Council has authorized the following resolutions for release to the public from prior closed meetings.

December 14, 2023

MOVED, SECONDED, and CARRIED

That Council receives the report titled "BCGEU Contract Negotiations Update #3" dated December 11, 2023; further, that Council approves the Two-Year Memorandum of Agreement with the British Columbia General Employees Union; and further, that this item be immediately released to the public.

BACKGROUND/RATIONALE:

The above resolution(s) were authorized for release and are provided in this report as the official disclosure of the items to the regular Council agenda.

Prepared by:

Crystal Brown

Crystal Brown, CAO

SR6



REQUEST FOR DECISION

REPORT TO: Mayor and Council

DATE: January 8, 2024

FROM: Crystal Brown, Chief Administrative Officer

RFD TITLE: Water Conservation Bylaw

RECOMMENDATION:

That Council receives the report titled “Water Conservation Bylaw” dated January 8, 2024; further, that Council authorizes the development of a draft Water Conservation Bylaw for Council’s consideration.

BACKGROUND:

In March 2022, a contract was awarded to L & M Engineering to update the Water Services Regulations Bylaw to allow staff to enforce water conservation to control demand at the water treatment plant.

A new Bylaw was drafted and presented to Council on June 16, 2022, for first three readings. The draft Bylaw had proposed the following water conservation methods:

- The Operations Manager in consultation with the CAO may shut down the Bulk Water Station if it is deemed necessary to manage the water demand and supply at the Water Treatment Plant or to manage other operational challenges of Water Works Systems,
- Water usage restrictions expanded to incorporate a new Schedule-D that designated different stages of water conservation, and
- Water usage restrictions Zone maps (Zone A and B).

Council defeated the motion, and instructed staff to remove Schedule D. On July 18, 2022, Council adopted the amended draft bylaw as presented without and water conservation requirements.

DISCUSSION:

Following a decline in aquifer water quality in 2022 and “Do Not Consume” order initiate in August, the wells serving the District of Hudson’s Hope’s water treatment plant were taken out of service and replaced by temporary pumps placed in the Peace River to extract the higher quality surface water for use in the District’s potable water supply system, and a temporary treatment system was constructed.

The plant has been successfully delivering surface water to the community since February 2023. An integral part of the temporary treatment plant is the rental of a ballasted flocculation clarifier that was commissioned in April to handle higher turbidity in the river during the spring freshet and rain events over the summer.

The clarifier pre-treats the water reducing the turbidity to acceptable levels prior to filtration and disinfection. The clarifier has a firm capacity of 720 cubic metres per day but can effectively treat up to 1250 cubic metres per day if river turbidity conditions remain within practical limits for the treatment process to remain effective. Even with higher turbidity the clarifier has the ability to significantly reduce the solids in the water to suitable levels for the filtration system to work without significant risk to process upsets and/or plant failure.

In addition, the District purchased two Ultraviolet (UV) reactors to assist with the inactivation of cysts and oocysts that maybe present in the raw water and are a requirement from Northern Health for the treatment of surface water. All components of the temporary works are sized to treat up to 2000 cubic metres per day, except the clarifier.

In May of 2023, the Water Treatment Plant was treating treating up to 1200 cubic metres of water per day, pushing the clarifier to its limits. This water usage in the District is twice the recommended guidelines and higher than most communities. On May 23, 2023, the District of Hudson's Hope (District) received a technical memo from McElhanney requesting that the District consider the following elements to a concerted water conservation plan, which are presented in priority sequence:

1. A public information campaign should be started as soon as possible including Public Notices to conserve water, using the above limitations of the "temporary" treatment system as justification for limiting water usage to the greatest extent possible.
2. Water meters (if these don't already exist) should be installed on the public and commercial filling stations, and a usage fee should be implemented to limit over use of these facilities.
3. Lawn watering restrictions should be considered over the summer period. Many communities restrict lawn watering as follows:
 - a. Water Restrictions Level 1:
 - i. Even Number Homes would be restricted to Mon, Wed, and Friday
 - ii. Odd Number Homes would be restricted to Tues, Thursday and Saturday
 - iii. No lawn watering on Sundays
 - iv. Prohibit washing impermeable surfaces such as driveways.
 - v. Prohibit topping up or filling pools. Encourage use of Cameron Lake and Dinosaur Lake campgrounds
 - b. Water Restrictions Level 2: No lawn watering allowed. This is only envisioned if the water treatment plant can't keep up to demands under Level 1 restrictions.

4. Northern Health is asking the District to consider its long-term water usage and storage needs. The distribution system features two storage reservoirs, but they are limited in their ability to buffer demand, with a total capacity of 2,730m³. Recent experience during treatment plant outages has led to the District running out of water and requiring water to be shipped into the community at considerable expense. The District should complete a leak detection study and create a program for fixing leakage, which is likely a considerable factor in the water demand in the community.
5. Consider closing the community pool for the season or **purchasing water from a third-party for pool operations**: During operation last summer, the pool required a daily top up of approximately 70 m³ (400 x 45 gal drums) of water each day. 7% of the water that will be produced by the plant daily.

During the spring and summer of 2023, the Minister of Emergency Management and Climate Readiness also requested that municipalities evoke or escalate water conservations measures in their communities as more than two-thirds of British Columbia's rivers were facing high to extreme drought conditions. As of November 30, 2023, the Peace Region remains in a [Drought Level 5](#).

FINANCIAL CONSIDERATIONS:

None at this time.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Water Conservation Bylaw" dated January 8, 2024, for discussion.
2. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. Hudson's Hope Water Treatment Plant Water Conservation

Prepared by:

Crystal Brown

Crystal Brown, CAO

TECHNICAL MEMO

To

Mokles Rahman, P.Eng., MBA
Chief Administrative Officer, District of Hudson's Hope

From

Mark DeGagne, MSc, P.Eng.
Water and Wastewater Facilities, Division Manager

Re

Hudson's Hope Water Treatment Plant
Water Conservation

Date

May 26, 2023

Following a decline in aquifer water quality in 2022 and "Do Not Consume" order initiate in August, the wells serving the District of Hudson's Hope's water treatment plant were taken out of service and replaced by temporary pumps placed in the Peace River to extract the higher quality surface water for use in the District's potable water supply system. At the request of the District, this temporary treatment system was constructed with the intention of returning to surface water as soon as possible.

Several other system changes were completed including bypass of the two Reverse Osmosis (RO) membrane treatment units (MTUs), the utilization of existing cartridge filters along with the existing media filters and chlorination systems. The plant has been successfully delivering surface water to the community since February 2023, but the District remains on a "Boil Water Advisory" until it can make further improvements to comply with requirements of the North Health department.

An integral part of the temporary solution is the rental of a ballasted flocculation clarifier rented from Veolia Water Technologies and called "Actiflo" that was commissioned in April to handle higher turbidity in the river during the spring freshet and rain events over the summer. Given the urgent demand for potable water, the District opted to rent the Actiflo clarifier for the duration of the summer of 2023, and into the fall as the river changes to a reservoir with the commissioning of the Site 'C' dam. The clarifier pre-treats the water reducing the turbidity to acceptable levels prior to filtration and disinfection. The clarifier has a firm capacity of 720 cubic metres per day but can effectively treat up to 1250 cubic metres per day, if river turbidity conditions remain within practical limits for the treatment process to remain effective. Even with higher turbidity the clarifier will have the ability to significantly reduce the solids in the water to suitable levels for the filtration system to work without significant risk to process upsets and/or plant failure.

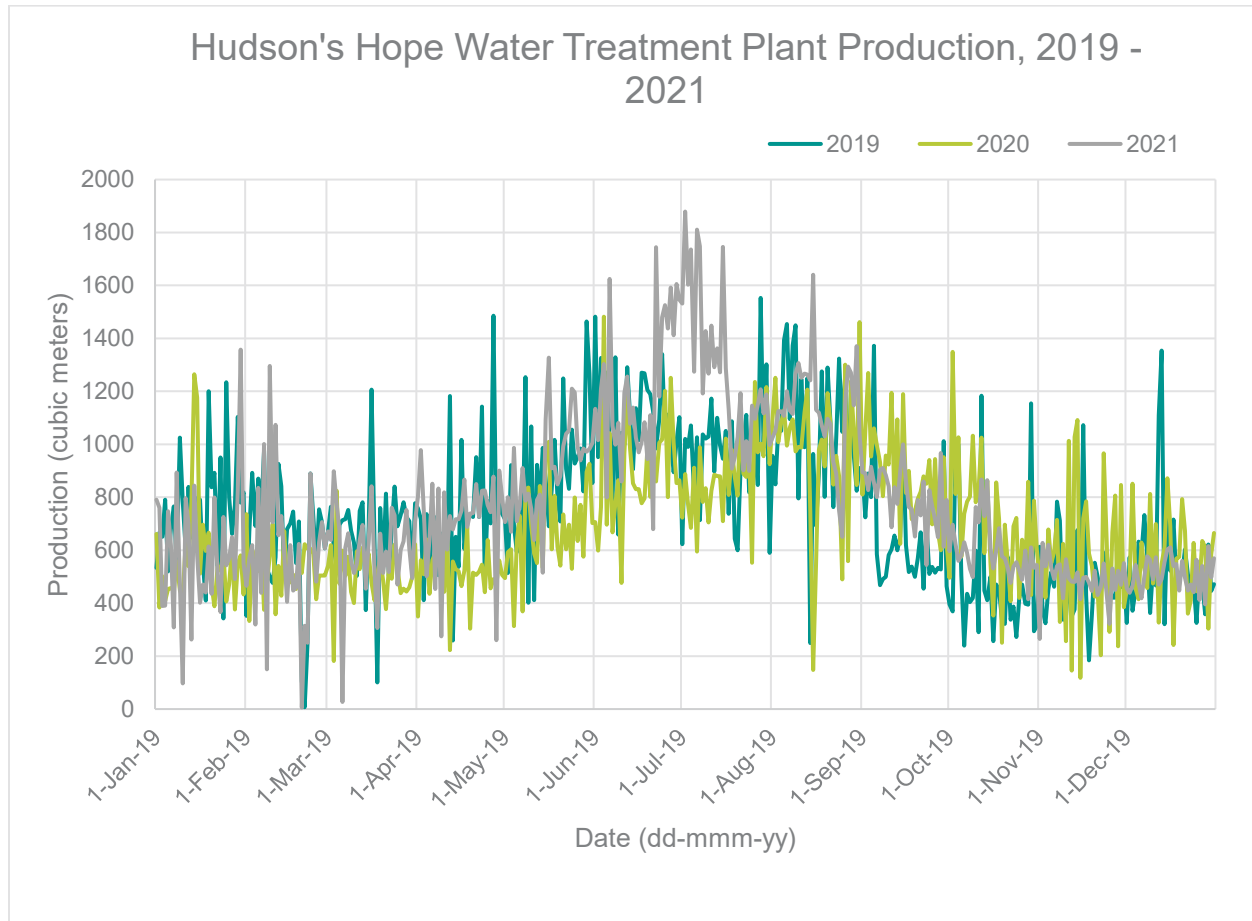
In addition, the District has purchased two Ultraviolet (UV) reactors to assist with the inactivation of cysts and oocysts that maybe present in the raw water and are a requirement from Northern Health for the treatment of surface water.

All components of the temporary works are sized to treat up to 2000 cubic metres per day, except the clarifier.

McElhanney

8808 Northern Lights Drive, Fort St. John BC Canada V1J 6M2
Tel. 250-787-0356 | Fax. 250-787-0356 | www.mcelhanney.com

Test results for the clarifier were received on May 3rd showing that the treated, clarified water was within Canadian Drinking Water Quality Guidelines; operators then began to send clarified water to the distribution system. During commissioning from April 17th to May 3rd and since beginning to send water to distribution, the clarifier has been producing high-quality, low-turbidity water however: due to site and scheduling constraints this temporary rental clarifier is sized for a production rate of 58 m³ per hour. Figure 1 is a graph of treatment plant production from 2019 to 2021 showing that average daily demand during the summer is between 845 m³/d and 1,035 m³/d, with peaks of up to 1,969 m³/d.



The Water Treatment Plant is currently treating up to 1200 cubic metres of water per day, which is pushing the clarifier to its limits. With only 1000 or so residents in Hudson's Hope, the per person consumption equates to about 1200 litres per person per day, which is twice recommended guidelines and higher than most communities. This usage is not all attributable to consumers, as there is likely leakage throughout the system of this age, also consumers sometimes leave taps running to prevent freezing, and heading into the spring season there is water for irrigation and lawn watering. Having stated the above the District should consider the following elements to a concerted water conservation plan, which are presented in priority sequence:

1. A public information campaign should be started as soon as possible including Public Notices to conserve water, using the above limitations of the "temporary" treatment system as justification for limiting water usage to the greatest extent possible



2. Water meters (if these don't already exist) should be installed on the public and commercial filling stations, and a usage fee should be implemented to limit over use of these facilities.
3. Lawn watering restrictions should be considered over the summer period. Many communities restrict lawn watering as follows:
 - a. Water Restrictions Level 1:
 - i. Even Number Homes would be restricted to Mon, Wed, and Friday
 - ii. Odd Number Homes would be restricted to Tues, Thursday and Saturday
 - iii. No lawn watering on Sundays
 - iv. Prohibit washing impermeable surfaces such as driveways.
 - v. Prohibit topping up or filling pools. Encourage use of Cameron Lake and Dinosaur Lake campgrounds
 - b. Water Restrictions Level 2: No lawn watering allowed. This is only envisioned if the water treatment plant can't keep up to demands under Level 1 restrictions.
4. Northern Health is asking the District to consider its long-term water usage and storage needs. The distribution system features two storage reservoirs, but they are limited in their ability to buffer demand, with a total capacity of 2,730m³. Recent experience during treatment plant outages has led to the District running out of water and requiring water to be shipped into the community at considerable expense. The District should complete a leak detection study and create a program for fixing leakage, which is likely a considerable factor in the water demand in the community.
5. Consider closing the community pool for the season or **purchasing water from a third-party for pool operations**: During operation last summer, the pool required a daily top up of approximately 70 m³ (400 x 45 gal drums) of water each day. 7% of the water that will be produced by the plant daily.

The above recommendations 1, 2, 3 and 5 can be implemented expeditiously with very little additional funds required for new parts and equipment. Item 4 above would require hiring a leak detection company to complete a survey of the community system and determine the location and needs for repairs, which can then be systematically executed. We would be pleased to assist the District in this endeavor, which we have successfully completed in several other small more remote communities like Hudson's Hope. There are government grants to assist with this type of asset management/planning work, which can be sought after.

Implementing these recommendations will reduce pressure on the plant components and, most importantly, it will reduce the demand on District staff who currently attend to callouts in the evenings, overnight and on weekends in an attempt to meet rising water demands from the community. A Certified Operator is the most valuable resource in a water or wastewater system, and ensuring they are able to comfortably meet the demands of their position is imperative.

Should you have any questions or require further clarification on the above recommendations please contact the undersigned.



McElhanney Consulting Services Ltd.

Prepared by:

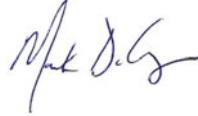


Jane Price, EIT

jprice@mcelhanney.com

250-262-9063

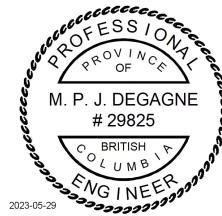
Reviewed by:



Mark DeGagne, MSc., P.Eng.

mdegagne@mcelhanney.com

778-560-2001



APPENDIX A

Statement of Limitations

Statement of Limitations

Use of this Report. This report was prepared by McElhanney Ltd. ("McElhanney") for the particular site, design objective, development, and purpose (the "Project") described in this report and for the exclusive use of the client identified in this report (the "Client"). The data, interpretations and recommendations pertain to the Project and are not applicable to any other project or site location and this report may not be reproduced, used, or relied upon, in whole or in part, by a party other than the Client, without the prior written consent of McElhanney. The Client may provide copies of this report to its affiliates, contractors, subcontractors, and regulatory authorities for use in relation to and in connection with the Project provided that any reliance, unauthorized use, and/or decisions made based on the information contained within this report are at the sole risk of such parties. McElhanney will not be responsible for the use of this report on projects other than the Project, where this report or the contents hereof have been modified without McElhanney's consent, to the extent that the content is in the nature of an opinion, and if the report is preliminary or draft. This is a technical report and is not a legal representation or interpretation of laws, rules, regulations, or policies of governmental agencies.

Standard of Care and Disclaimer of Warranties. This report was prepared with the degree of care, skill, and diligence as would reasonably be expected from a qualified member of the same profession, providing a similar report for similar projects, and under similar circumstances, and in accordance with generally accepted engineering/planning/etc. and scientific judgments, principles, and practices. McElhanney expressly disclaims any and all warranties in connection with this report.

Information from Client and Third Parties. McElhanney has relied in good faith on information provided by the Client and third parties noted in this report and has assumed such information to be accurate, complete, reliable, non-fringing, and fit for the intended purpose without independent verification. McElhanney accepts no responsibility for any deficiency, misstatements or inaccuracy contained in this report as a result of omissions or errors in information provided by third parties or for omissions, misstatements or fraudulent acts of persons interviewed.

Effect of Changes. All evaluations and conclusions stated in this report are based on facts, observations, site-specific details, legislation, and regulations as they existed at the time of the site assessment/report preparation. Some conditions are subject to change over time and the Client recognizes that the passage of time, natural occurrences, and direct or indirect human intervention at or near the site may substantially alter such evaluations and conclusions. Construction activities can significantly alter soil, rock, and other geologic conditions on the site. McElhanney should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented herein upon any of the following events: a) any changes (or possible changes) as to the site, purpose, or development plans upon which this report was based, b) any changes to applicable laws subsequent to the issuance of the report, c) new information is discovered in the future during site excavations, construction, building demolition or other activities, or d) additional subsurface assessments or testing conducted by others.

Independent Judgments. McElhanney will not be responsible for the independent conclusions, interpretations, interpolations and/or decisions of the Client, or others, who may come into possession of this report, or any part thereof. This restriction of liability includes decisions made to purchase, finance, or sell land or with respect to public offerings for the sale of securities.





THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Crystal Brown, CAO
DATE: January 8, 2023
SUBJECT: NOTICE OF CLOSED SESSION – JANUARY 8, 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 ICC1-** *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service.

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)).

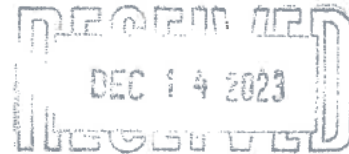
Crystal Brown

Crystal Brown, CAO

SR8

December 1, 2023

District of Hudson's Hope
Mayor Travous Quibell
P.O. Box 330
Hudson's Hope, BC V0C 1V0



Dear Mayor Quibell,

Re: UBCM Meeting September 20, 2023

Thank you for the opportunity to meet with you and your Council at UBCM in Vancouver. It was a pleasure to meet with you and we appreciate the time you set aside to meet with us to discuss the areas of concern for the District of Hudson's Hope.

At our meeting, we discussed concerns regarding staffing and continuity of services in the region such as emergency care and obstetrics. Recruitment and retention of health care professionals is priority work for the Ministry of Health and for Northern Health. We have a robust recruitment and retention plan supported by our Travel Resource Pool and agency staff, and the new Ministry of Health funding and contract commitments are beginning to help us address these challenges and our ability to recruit both physicians and nurses.

We also recognize we need to continue to partner with the community to attract and retain professionals, and the communities in the North have been exceptional partners in this work, including yours. Your commitment to housing through community business and partnerships has been helpful, but we acknowledge the challenges that a lack of daycare can present, which is something that is a pressure in your community. I welcome conversations on creative partnerships to solve some of the barriers for recruiting and retaining professionals and encourage you to continue to stay connected with Angela De Smit, Chief Operating Officer for the Northeast, to explore ideas.

Thank you again for meeting with us. We value the opportunity to learn more about your community and the health needs for the residents of Hudson's Hope.

Sincerely,



Ciro Panessa
President & Chief Executive Officer
Northern Health

cc. Colleen Nyce, Chair, Northern Health Board
Angela De Smit, Chief Operations Officer, Northeast
Becky Borton, Health Service Administrator, North Peace

From: [Andrea Martin](#)
To: [Andrea Martin](#)
Subject: RE: Request for Proclamation from the District of Hudson's Hope
Date: December 27, 2023 11:40:04 AM

From: Sonia Ali <sonia@bcepilepsy.com>
Sent: Thursday, August 17, 2023 12:10 PM
To: Jeanette McDougall (Disabled) <jeanette@hudsonshope.ca>; Travous Quibell <mayor@hudsonshope.ca>
Subject: Request for Proclamation from the District of Hudson's Hope

To Whom It May Concern,

As you may already be aware, epilepsy is one of the most common neurological conditions, however, it currently has the least recognition in society.

My name is Deirdre Syms, and I am the Executive Director of the BC Epilepsy Society, which is a provincially incorporated non-profit organization and a federally registered charitable organization. We support the over 50,000 people living with epilepsy in BC and their families, friends and loved ones and work to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will be taking place on March 26th, 2024. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from the Mayor and Council designating March 26th, 2024, as International PURPLE DAY® for Epilepsy Awareness in the District of Hudson's Hope. Included with this email correspondence is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26th, 2024, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy in the community.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26th, 2024, and in the future. Please feel free to contact me via email at deirdre@bcepilepsy.com or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,
Deirdre Syms
Executive Director
BC Epilepsy Society

--

Kind regards,
Sonia Ali
Provincial Manager of Programs and Services
BC Epilepsy Society

Mailing Address: PO Box 30521, Burnaby RPO Madison, BC V5C 6J5

Phone: 236-334-7087

Email: sonia@bcepilepsy.com

Website: www.bcepilepsy.com

Social Media:

Instagram: [BCEpilepsySociety](https://www.instagram.com/BCEpilepsySociety)

Facebook: [BC Epilepsy Society](https://www.facebook.com/BC-Epilepsy-Society)

Twitter: [BCEpilepsy](https://twitter.com/BCEpilepsy)

The BC Epilepsy Society empowers, educates, and supports British Columbians living with epilepsy.

[WARNING: This message is from an external source]



Office of the Mayor
District of Hudson's Hope, British Columbia
PROCLAMATION
International Purple Day for Epilepsy Awareness - March 26th, 2024

- WHEREAS** Purple Day is celebrated on March 26 annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;
- WHEREAS** Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;
- WHEREAS** On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;
- WHEREAS** There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 Million people worldwide living with epilepsy;
- WHEREAS** The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;
- WHEREAS** Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:
- THEREFORE** I, Travis Quibell, Mayor of Hudson's Hope in the Province of British Columbia, Canada, do hereby proclaim that Tuesday, March 26, 2024, shall be known as **"PURPLE DAY"** in the District of Hudson's Hope.

Travous Quibell, Mayor

Dated this th day of , 2024



District of Hudson's Hope

Land of Dinosaurs and Dams

PROCLAMATION POLICY

Council Resolution No. 110/09

Effective Date: March 23, 2009

Section: Administration

Policy Details or Policy Objectives:

Objective:

To implement a policy that formalizes procedures on handling proclamation requests.

Procedures or Guiding Principles:

Implementation:

1. All proclamation requests received by the District of Hudson's Hope shall be delivered directly to the Mayor.
2. The Mayor shall review all requests for proclamations.
3. Only those proclamations from interest groups and organizations that have a local or regional affiliation with the District of Hudson's Hope or the Peace River Regional District shall be considered.
4. The Mayor, at his/her discretion, may consider other proclamation requests from widely known and long established groups or organizations that the community supports and/or benefits from.
5. Those proclamation requests that the Mayor chooses to proclaim shall be placed on the next regular meeting agenda of the District Council for information.



PEACE RIVER REGIONAL DISTRICT

December 27, 2023

Mayor Quibell and Councilors
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC VOC 1V0

Re: Peace River Regional District - Regional Growth Strategy

Dear Mayor Quibell and Councilors,

I am writing to inform you of a new planning project the Peace River Regional District (PRRD) has launched called the Regional Growth Strategy (RGS). The project was approved by the PRRD Board in 2022 and launched in September after bringing on a consultant to work on the project.

Over the next year and a half, we will be working with residents, stakeholders, and member municipalities (Fort St. John, Dawson Creek, Chetwynd, Taylor, Hudson's Hope, Pouce Coupe) to create the first RGS for the entire region. The long-range, high-level plan will help the region better understand and prepare for the potential changes the entire region can expect over the next 20 years with a growing population, new service demands, the regional economy, and a changing climate.

Regional Growth Strategies are long-range documents with a 20-year time frame. They are intended to promote regional coordination and collaboration and will help us better understand our mutual opportunities and challenges across the region. The RGS does not regulate land use as that is the role of Official Community Plans and Zoning Bylaws. The key themes for the RGS will be developed through extensive public and stakeholder engagement to reflect that this is a plan made in the Peace region for the Peace region.

As a collaborative undertaking, we have established a project Steering Committee that includes senior staff from member municipalities and provincial representatives from Northern Health, the Agricultural Land Commission, and the Ministry of Transportation and Infrastructure. The Steering Committee will meet at least five times over the course of the project to provide input at key milestones and to support communication between the project team, PRRD communities, and the broader public. They will also play an important role in the development of the RGS and its policy areas, and work to ensure that all member municipalities have a strong and clear voice in its creation.

diverse. vast. abundant.

Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8
(250) 784-3200 (800) 670-7773 Fax: (250) 784-3201
prrd.dc@prrd.bc.ca

9505 100 St, Fort St. John, BC V1J 4N4
(250) 785-8084 Fax: (250) 785-1125
prrd.fs@prrd.bc.ca

We are grateful to have the participation of your staff members in the project and would be happy to provide your Council with more information on the project, including an overview presentation on it. You can also visit our Have Your Say engagement platform, to stay up to date and provide your input on the project: haveyoursay.prrd.bc.ca/regional-growth-strategy.

Over the coming year, we will work to ensure that residents of the District of Hudson's Hope are kept informed and engaged as the project moves into the next phase of work. In the meantime, please don't hesitate to reach out to me directly for any additional information on this exciting undertaking.

Regards,

A handwritten signature in blue ink, appearing to read 'A. Murphey', with a long, sweeping horizontal line extending to the right.

Ashley Murphey, RPP, MCIP

General Manager of Development Services

REPLY TO: RGS@prrd.bc.ca



VIA EMAIL

Ref: 63760

December 21, 2023

Crystal Brown
Chief Administrative Officer
District of Hudson's Hope
Email: cao@hudsonshope.ca

Dear Crystal Brown:

I am writing to notify you of the funding allocation for the District of Hudson's Hope from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The District of Hudson's Hope will receive \$154,697 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

C4

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.

Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, 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
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing

From: [Gerri Bird](#)
To: [Andrea Martin](#)
Subject: FW: Special Council Meeting Agenda
Date: December 18, 2023 10:04:03 AM

From: Dwayne Biever <dwaynebiever1@gmail.com>
Sent: Wednesday, December 13, 2023 11:21 AM
To: Hudson's Hope PSA <hpsa@hudsonshope.ca>
Subject: Re: Special Council Meeting Agenda

You don't often get email from dwaynebiever1@gmail.com. [Learn why this is important](#)

Sent from my iPhone

On Dec 13, 2023, at 8:49 AM, HHPSA Owner <hpsa@hudsonshope.ca> wrote:

I am not sure how to get this to the right person or on the agenda?? It is something that should be dealt with. The photos show a burned vehicle wreckage in the ditch on the Dunlevy inlet road ! It has been there two years now! The story is the owner was not made haul it away, it is not the RCMPs job, ICBC has not done it, the department of highways has not done it. I am wondering if it falls to the municipality to pay for it.?? It makes the area look junky!! It is at power pole 48. Or 4.8 km considering this road is posted as a tourist destination and viewing area !! Thanks for your attention. [REDACTED]

