



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

Council Chambers

March 11, 2024

Immediately following Committee of the Whole

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. Delegations:

3. Notice of New Business:

4. Adoption of Agenda by Consensus:

5. Declaration of Conflict of Interest:

6. Adoption of Minutes:

M1 Regular Council Meeting Minutes – March 4, 2024

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7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

SR1 Revised 2024 Council Meeting Dates

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SR2 Initial Fire Attack Crew Relocation

Page 13

SR3 Veolia Clarifier Rental Agreement

Page 15

SR4 Local Government Development Approval Grant Application

Page 17

SR5 Economic Development Consulting Services - RFP

Page 18

10. Committee Meeting Reports:

11. Bylaws

12. Correspondence:

13. Reports by Mayor & Council

14. 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

15. New Business:

NB1 WildSafeBC Community Program Grant Application Page 36

16. Public Inquiries:

17. In-Camera Session

ICSR Notice of Closed Session – March 11, 2024 Page 38

18. Adjournment



REGULAR COUNCIL MEETING
District Office – Council Chambers
March 4, 2024, 6:00 pm

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

Youth Councillor Taylor Sanderson

Staff: Chief Administrative Officer, Crystal Brown
Corporate Officer, Andrea Martin
Director of Public Works, Robert Dauphinee
Directory of Protective Services, Fred Burrows
Deputy Fire Chief Allan Graham

Other: There were several community members in the gallery.

1. CALL TO ORDER

Mayor Quibell called the meeting to order at 8:28 pm.

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

- NB1 NCLGA Proposed Resolutions.
- ICC1 – New addition to the In-Camera Meeting - *Community Charter* s. 90(1)(i), the receipt of advice that is subject to solicitor-client privilege, including communication necessary for that purpose.

4. ADOPTION OF AGENDA WITH ADDITIONS BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

- Mayor Quibell declared a conflict of interest for item C1 – Hudson's Hope Radio Amateur Club as he is a member of the organization.
- Councillor Charlesworth declared a conflict of interest for item SR1 Curling Rink Lease Agreement as she is a member of the organization.

6. ADOPTION OF MINUTES

**M1 REGULAR COUNCIL MINUTES FEBRUARY 12, 2024
RESOLUTION NO. /2024**

M/S Councillors Jeffrey/Cryderman

That the minutes of the February 12, 2024, Regular Council Meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 CURLING RINK LEASE AGREEMENT

Councillor Charlesworth left the meeting at 8:31 pm.

RESOLUTION NO. /2024

M/S Councillors Beattie/Jeffery

That Council receives the report titled " Curling Rink Lease Agreement " dated March 4, 2024, for discussion.

CARRIED

RESOLUTION NO. /2024

M/S Councillors Winnicky/Jeffery

That Council authorizes that the Bullhead Mountain Curling Club receive a 25% reduction (\$2,500) in the rental fee for the 2023/2024 operating season due to the compressor failing and that the Curling Club was only able to utilize the ice for part of the season.

CARRIED

Councillor Charlesworth returned to the meeting at 8:34 pm.

SR2 2024 LOCAL BY-ELECTION RESULTS

RESOLUTION NO. /2024

M/S Councillors Winnicky/Jeffery

That Council receive the report titled "2024 Local By-Election Results" dated March 4, 2024, which provides Council with official notification that Greta Goddard was declared elected in the 2024 Local By-Election held on February 24, 2024, with 93 votes, for information.

CARRIED

SR3 REPLACEMENT APPARATUS FOR THE 2007 SPARTAN/TOYNE

RESOLUTION NO. /2024

M/S Councillors Jeffrey/Winnicky

That Council receive the report titled "Replacement Apparatus for the 2007 Spartan Tonye, known as Engine 1" dated March 4, 2024; for discussion.

CARRIED

RESOLUTION NO. /2024

M/S Councillors Jeffrey/Cryderman

That Council consider replacement of the 2007 Spartan Tonye with the purchase of the Quint Engine fire truck during the 2024 budget discussions; further, that the full purchase price of \$1.8 million USD (approximately \$2.45 million CAD), excluding taxes, be included in the draft five-year capital budget in the 2024 budget year.

CARRIED

OPPOSED – Councillor Jeffrey

SR4 RFQ – HUDSON'S HOPE COMMUNITY CENTRE

RESOLUTION NO. /2024

M/S Councillors Winnicky/Charlesworth

That Council receives the report titled "RFQ – Hudson's Hope Community Centre" dated March 4, 2024, further, that Council authorizes the Chief Administrative Officer to notify the following four companies they have been shortlisted through the Request for Qualifications process and will be sent a Request for Proposal package as the next step towards the replacement of the Hudson's Hope Public Library and Community Centre:

- IV. Station One Architects
- II. KMBR Architects Planners Inc.
- III. Urban Arts Architecture
- IV. Arcadis Architects

CARRIED

RESOLUTION NO. /2024

M/S Councillors Winnicky/Cryderman

That Council establish a Select Committee to deal with the Architectural services and development for a multi-use community centre; further, that Council authorizes Mayor Quibell, Councillor Winnicky, and the Chief Administrative Officer, to develop a draft Terms of Reference for the Select Committee.

CARRIED

RESOLUTION NO. /2024

M/S Councillors Jeffrey/Winnicky

That Council vary the Council Procedure Bylaw No. 765, 2009, and proceed beyond the Regular Council meeting time of 9:00 pm.

CARRIED

OPPOSED Councillor Charlesworth

10. COMMITTEE MEETING REPORTS

11. BYLAWS

B1 DISTRICT OF HUDSON'S HOPE PROPERTY MAINTENANCE BYLAW NO. 941, 2024

RESOLUTION NO. /2024

M/S Councillors Winnicky/Jeffrey

That Council defers the reports titled "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024 dated March 4, 2024", "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024, dated March 4, 2024" and "District of Hudson's Hope Municipal Ticket Information System Bylaw No.943, 2024 dated March 4, 2024", to the April 15, 2024, Council Meeting to allow the public the opportunity to provide written comments regarding the proposed bylaws; further, that staff develop an engagement section on the District of Hudson's Hope website to share information with public regarding the proposed bylaws.

AMENDMENT

RESOLUTION NO. /2024

M/S Councillors Winnicky/Jeffrey

That Council amend the motion to remove April 15, 2024, and replace it with May 6, 2024.

CARRIED

MOTION AS AMENDED

RESOLUTION NO. /2024

M/S Councillors Winnicky/Jeffrey

That Council defers the reports titled "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024 dated March 4, 2024", "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024, dated March 4, 2024" and "District of Hudson's Hope Municipal Ticket Information System Bylaw No.943, 2024 dated March 4, 2024" to the May 6, 2024, Council Meeting to allow the public the opportunity to provide written comments regarding the proposed bylaws; further, that staff develop an engagement section on the District of Hudson's Hope website to share information with public regarding the proposed bylaws.

CARRIED

12. CORRESPONDENCE

C1 HUDSON'S HOPE RADIO AMATEUR CLUB

Mayor Quibell declared a conflict of interest and left the meeting at 9:10 pm.

RESOLUTION NO. /2024

M/S Councillors Jeffrey/Cryderman

That Council receives the correspondence titled "Amateur Radio Club" for discussion.

CARRIED

Mayor Quibell returned to the meeting at 9:12 pm.

C2 MINISTRY OF HEALTH – FUNDING FOR BULTERYS HOUSE

RESOLUTION NO. /2024

M/S Councillors Jeffrey/Cryderman

That Council receives the correspondence titled “Ministry of Health – Funding for Bulterys House.” for information.

CARRIED

C3 FORESTRY ENHANCEMENT SOCIETY OF BC

RESOLUTION NO. /2024

M/S Councillors Beattie/Winnicky

That Council receives the correspondence titled “Forestry Enhancement Society of BC” for information.

CARRIED

C4 NOTICE OF SITE C CONSTRUCTION ACTIVITIES

RESOLUTION NO. /2024

M/S Councillors Jeffrey/Beattie

That Council receives the correspondence titled “Notice of Site C Construction Activities” for information.

CARRIED

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

14. OLD BUSINESS

15. NEW BUSINESS

NB1 NCLGA Proposed Resolutions

RESOLUTION NO. /2024

M/S Councillors Jeffrey/Cryderman

WHEREAS the Province of British Columbia has enacted legislation known as the Emergency and Disaster Management Act (EDMA) that constitutes a significant download of responsibilities and addition of new legislative and regulatory requirements that will significantly and permanently add to the workload of Municipalities and Regional Districts;

AND WHEREAS the opportunities for local governments to raise funds required to support these legislative changes are limited, and where the Provincial Government has provided some proactive capacity funding in specific areas, such as First Nations Consultation, but has not provided any guarantee of ongoing capacity funding to support the legacy of these legislative changes;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Province of British Columbia to enact legislation to provide long-term sustainable capacity funding to Municipalities and Regional Districts.

CARRIED

RESOLUTION NO. /2024

M/S Councillors Jeffrey/Cryderman

WHEREAS the Province of British Columbia has enacted legislation known as Bill 44 and Bill 47 (Housing Statutes) imposing additional legislative requirements that will significantly and permanently add to the workload of Municipalities and Regional Districts, including the requirement to update Housing Needs Assessments, Official Community Plans, and Zoning Bylaws;

AND WHEREAS the opportunities for local governments to raise funds required to support these legislative changes are limited, and where the Provincial Government has provided some proactive capacity funding but has not provided any guarantee of ongoing capacity funding to support the legacy of these legislative changes;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Province of British Columbia to enact legislation to provide long-term sustainable capacity funding to Municipalities and Regional Districts.

CARRIED

RESOLUTION NO. /2024

M/S Councillors Beattie/Winnicky

WHEREAS 60% of BC's Indigenous population lives within the area of the North Central Local Government Association (NCLGA), and where NCLGA allows cities, districts, townships, towns, villages, regional districts, and other local governments within the north area of British Columbia to become members but does not yet recognize First Nations Communities as eligible members;

AND WHEREAS many of the NCLGA member communities are developing close relationships with neighboring First Nation Communities through Community-to-Community meetings, Memorandums of Understandings, and Municipal Service Agreements for Urban Reserves;

AND WHEREAS the value of the NCLGA as a forum for all communities to come together "to secure united action among the members in dealing with all matters of individual or common local government interest" cannot be overstated;

THEREFORE BE IT RESOLVED that NCLGA update their constitution and bylaws to allow First Nation Communities to join the NCLGA;

AND BE IT FURTHER RESOLVED that the NCLGA tailor these amendments to appropriately recognize the legislative and jurisdictional differences between the member communities and nations.

CARRIED

RESOLUTION NO. /2024

M/S Councillors Winnicky/Beattie

WHEREAS British Columbia experienced one of the most active fire seasons on record in 2023, with many of the fires ignited in 2023 still burning into 2024, and where British Columbia is experiencing an ongoing and record-setting drought which is impacting all areas of the province and will likely precipitate another extremely active fire season in 2024;

AND WHEREAS the Province of British Columbia has provided funding for communities to proactively work to mitigate fire risk through the Community Resiliency Investment Program and 2024 Fire Smart Community Funding, and where ongoing work in all BC Communities to address fire risk through fuel management and other mitigation strategies needs to continue to be a priority;

AND WHEREAS the costs of ongoing mitigation are high, especially for small and remote communities, and the grant application process can be administratively burdensome, time-consuming, and complex;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Province of British Columbia to streamline the process of providing funding to communities by providing funding directly and on an ongoing basis.

CARRIED

16. PUBLIC INQUIRIES

Youth Councillor Taylor Sanderson reported that the Trivia Night fundraiser for the High School basketball team was a success and that the fundraiser will assist with the team's transportation to the provincial zones.

17. IN-CAMERA SESSION

ICSR1 NOTICE OF CLOSED SESSION – MARCH 4, 2024

RESOLUTION NO. /2024

M/S Councillors Winnicky/Charlesworth

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

- Agenda Item ICM1 - *Community Charter* Section 90(1)(b), closed meeting minutes
- Agenda Item ICC1 - *Community Charter* s. 90(1)(i), the receipt of advice that is subject to solicitor-client privilege, including communication necessary for that purpose.

CARRIED

Mayor Quibell recessed the meeting for a Closed Session at 9:32 pm.

17. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned at 9:40 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, MARCH 4, 2024.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer

DRAFT



STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: March 11, 2024

SUBJECT: Revised 2024 Council Meeting Dates

RECOMMENDATION #1:

That Council receives the report titled “Revised 2024 Council Meeting Dates” dated March 11, 2024; further, that Council reschedules the March 25, 2024, Regular Council Meeting to April 8, 2024, at 6 pm.

RECOMMENDATION #2:

That Council authorizes a Special Council Meeting to be held on April 29, 2024, at 6 pm, for the purpose of giving the Financial Plan Bylaw and Tax Rate Bylaw, first, second, and third reading.

BACKGROUND:

Due to several conflicts, Council will be unable to make quorum for the March 25, 2024, Council Meeting. As there are several time sensitive matters coming up, staff are recommending that the March 25, 2024, Council Meeting be rescheduled to April 8, 2024. Section 11.5 of the District of Hudson’s Hope Council Procedure Bylaw No. 765, 2009 states that the day and hour of a regular Council meeting may be changed, or a regular Council meeting may be cancelled by an affirmative vote of the majority of the Council members present.

DISCUSSION:

One of the main responsibilities for Council is the adoption of the five-year Financial Plan Bylaw and Tax Rate Bylaw. These bylaws must be adopted before May 15th. Prior to Council adopting the five-year Financial Plan, Council must undertake a public engagement process on the draft budget. To ensure that Council will have sufficient time to review, approve, adopt the Financial Plan Bylaw and Tax Rate Bylaw, and receive public input, staff are recommending that Council authorizes the addition of a Special Meeting to be held on April 29, 2024. If approved by Council, the revised 2024 budget schedule will be as follows:

March 11, 2024	COW Meeting	Staff to provide high level overview of the budget process revenue streams, and update on reserves
April 8, 2024	COW Meeting	Staff to present the draft five-year capital budget
	Council Meeting	Council to review 2024 Grant-in-Aid requests
April 15, 2024	COW Meeting	Staff to present the draft five-year operational budget
	Council Meeting	Council to approve the capital and operational budgets

April 17, 2024		Beginning of Public Engagement on draft five-year financial plan
April 25, 2025		Last day to submit public feedback
April 29, 2024	Council Meeting	Council to give the five-year financial plan and tax rate bylaw first three readings
May 6, 2024	Council Meeting	Council to adopt the five-year financial plan and tax rate bylaw

FINANCIAL CONSIDERATIONS:

None at this time.

OTHER CONSIDERATIONS:

Council may choose to review the capital and operation budgets at the same meeting instead of calling a special meeting. This risk with this option would be not providing Council with enough time to ask questions regarding specific budgets, or not providing time for staff to research further.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Revised 2024 Council Meeting Dates" dated March 11, 2024; further, that Council reschedules the March 25, 2024, Regular Council Meeting to April 22, 2024, at 6 pm.
2. That Council receives the report titled "Revised 2024 Council Meeting Dates" dated March 11, 2024; further, that Council reschedules the March 25, 2024, Regular Council Meeting to April 8, 2024, at 6 pm; and further, that Council reschedules the April 15, 2024, Regular Council Meeting to April 22, 2024, at 6 pm to provide a gap between Council Meetings.

ATTACHMENTS:

None.

Prepared By: *Crystal Brown, Chief Administrative Officer*



STAFF REPORT

TO: Mayor and Council
FROM: Crystal Brown, Chief Administrative Officer
DATE: March 11, 2024
SUBJECT: Initial Fire Attack Crew Relocation

RECOMMENDATION:

WHEREAS the BC Wildfire Initial Attack Crews are a critical component of the wildfire response and rapid wildfire suppression in the Province of British Columbia;

AND WHEREAS Initial Fire Attack Crew Base locations are key to providing timely wildfire suppression efforts; especially in remote and rural areas;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to maintain the Initial Fire Attack Crew Bases in their current locations, and not relocate them without significant local stakeholder consultation.

BACKGROUND:

On January 29, 2024, Council passed the following resolution:

MOVED, SECONDED, and CARRIED

That Council receives the correspondence titled "Chetwynd NIFAC Base Relocation" dated January 12, 2024; further, that Council authorizes a letter of support be provided to keep the Northern Initial Fire Attack Crew located in the District of Chetwynd.

DISCUSSION:

The North Central Local Government Association (NCLGA) received the above resolution from the District of Chetwynd with recognition of co-submission support from the District of Hudson's Hope, District of Tumbler Ridge, and District of Mackenzie. For each resolution, NCLGA would like to recognize the submitting members in the NCLGA Annual Report. Having multiple members co-submit a resolution gives a strong indication of support for the proposed resolution during the debate and voting process.

The deadline to submit resolutions to NCLGA was 5:00 PM on Friday, March 8, 2024, however, NCLGA has agreed that the District of Hudson's Hope can submit the approval for the resolution on March 12, 2024. Resolutions that receive approval from the NCLGA membership will be forwarded to the Union of BC Municipalities (UBCM) for consideration during the 2024 Convention.

FINANCIAL CONSIDERATIONS:

None.

ALTERNATIVE OPTIONS:

1. That Council receive the report titled "Initial Fire Attack Crew Relocation" dated May 11, 2024, for discussion.
2. That Council provide further direction.

ATTACHMENTS:

1. [NCLGA Resolution Submission Guideline](#)

Prepared By: *Crystal Brown, Chief Administrative Officer*



STAFF REPORT

TO: Mayor and Council

FROM: Robert Dauphinee, Director of Public Works

DATE: March 11, 2024

SUBJECT: Veolia Clarifier Rental Agreement

RECOMMENDATION:

That Council receive the report titled "Veolia Clarifier Rental Agreement" dated March 11, 2024; further, that Council authorizes pre-budget approval and enters into a contract with Veolia, for a twelve month term, beginning April 10, 2024, and ending April 9, 2025, at a cost of \$394,980 (excluding taxes), for the rental of an ACTIFLO AC-30-90 ballasted clarifier; further, that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the District of Hudson's Hope

BACKGROUND:

Since January 2023, the District of Hudson's Hope (District) has been operating a temporary water treatment plant due to the failure of the Reverse Osmosis Treatment Plant resulting from the deterioration of the groundwater source. Consequently, the District reverted to utilizing the Peace River as the water source.

The first stage in the Peace River surface water treatment process is known as clarification. This process involves a clarifier, which eliminates solid particulates or suspended solids from river water before the subsequent stages of filtration and disinfection.

Since April 2023, the temporary treatment plant has utilized a rented ballasted flocculation clarifier provided by Veolia Waters Technologies Canada. This clarifier is a crucial component of the treatment process and is a requirement by Northern Health for the water treatment plant operating permit.

DISCUSSION:

The existing rental agreement with Veolia stipulated a minimum rental period of 12 months at a monthly rate of \$27,000, with one month defined as 28 calendar days. This translated to an average cost of \$29,300 per month. The agreement was set to automatically renew for one month unless terminated by either party at the end of the Initial Term or with at least twenty-one (21) days' notice. Beyond the initial 12-month period, Veolia retained the right to revise pricing.

Following discussions with Veolia on their proposed pricing adjustments, Veolia has proposed adopting the new calendar monthly rate of \$32,915 for the entire rental duration, subject to a

minimum 12-month commitment. Additionally, if the District of Hudson's Hope chooses the Veolia system for the new permanent water treatment plant, Veolia is open to providing a credit for some of the purchase cost from the rental system.

If the District chooses not to extend the agreement with Veolia, the District will need to return the rental clarifier. This would result in a violation of the operating permit from Northern Health, which may result in the District issuing a Drinking Water Notice.

FINANCIAL CONSIDERATIONS:

The twelve-month agreement comes with a monthly rental rate of \$32,915, totalling \$394,980 for 2024. This amount will be included in the 2024 Financial Plan.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Veolia Clarifier Rental Agreement" dated March 11, 2024, for discussion.
2. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

None.

Prepared By: *Robert Dauphine, Director of Public Works*

Approved by: *Crystal Brown, Chief Administrative Officer*



STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: March 11, 2024

SUBJECT: Local Government Development Approval Grant Application

RECOMMENDATION:

That Council receives the report titled "Local Government Development Approval Grant Application" dated March 11, 2024; further, that Council authorizes the submission of a grant application to the Local Government Development Approvals Program, for a grant up to \$44,000 to be used for the development, review, and update of internal and external development approvals processes, and resources to improve the land development approvals process, including,

- a) the land use manual, guidelines, templates, and checklists for applicants and staff;
- b) Development Procedure Bylaw; and
- c) facilitating a workshop with Mayor and Council;

and further, that Council commits to providing financial resources to fund expenses more than the grant amount and to cover expenses not eligible under the grant program.

BACKGROUND:

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives.

DISCUSSION:

Staff are working with Urban Systems to develop, review, and update internal and external development approvals processes, and resources to improve efficiency and effectiveness, and strengthen its operational steps and decision making in relation to the planning and land development application process to provide a more consistent, transparent and easy to understand process, including,

- a) the land use guidelines, templates, and checklists for applicants and staff;
- b) Development of a robust Development Procedures Manual and Procedure Bylaw;
- c) Public information brochures;
- d) Development application forms (digital and print); and

- e) A workshop with Mayor and Council to review planning and development approval processes, including the different types, clarification regarding Council and staff's role, and ways in which to expedite development applications.

The UBCM Local Government Development Approvals Grant, if received, will enable the District to facilitate a review and update of its Development Procedures Systems, including expanding the system to incorporate public information brochures, and website materials and information. In addition, the District wishes to provide education and training to Council through a workshop on land use planning and development approval processes, including clarifying Council and staff's role in these processes. Ensuring that Council and staff have a clear and solid understanding of development approvals processed will enable the District to more effectively and expediently respond to development requests within the community and provide appropriate guidance. The proposed activities of this work will include:

In 2019, the Province of BC initiated the Development Approvals Process Review (DAPR). Extensive local government and stakeholder engagement produced a comprehensive list of informed ideas for streamlining and speeding up the development approvals process, outlined in the DAPR Report. The Local Government Development Approvals Program provides support to local governments to address the findings and adopt the recommendations in the DAPR Report.

Local Government Development Approvals Program

The development approvals process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building permit. The local government's review process ensures that development applications conform to policies, plans, and regulations for building and development.

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives.

The Local Government Development Approvals Program is not intended to support projects where proposed deliverables require or are directly focused on provincial legislative changes or information technology projects, such as digitization of development approvals.

Activities Eligible for Funding Include:

- A. Developing, reviewing and/or updating internal development approvals processes to improve efficiency and effectiveness. For example:
 - planning, training, and facilitating to improve collaboration between departments to improve development approvals process;

- Planning and making recommendations for triaging development applications at the submission stage to identify incomplete, straight forward, complex, or high priority (e.g., aligned with council priorities on affordable and rental housing) applications and have a different process for acting on each kind.
- B. Developing, reviewing and/or updating development approvals guidance for staff and/or applicants. For example:
- Creating guides, templates, and/or checklists for applicants and/or staff;
 - Creating guidelines that define what constitutes a major or minor amendment change; • Change management training and capacity building for staff, or elected officials.
- C. Reviewing and making recommendations to improve development approval procedures bylaw. For example:
- Delegating authority to staff to make decisions where appropriate, including delegating technical development permits to staff.
- D. Reviewing zoning bylaw(s) and providing recommendations to improve development approval processes. For example:
- Reducing the need for commonly requested variances.
- E. Reviewing other land use bylaw(s) and providing recommendations to improve the development approval process. For example:
- Reviewing official community plans or regional growth strategies to identify opportunities to improve development approval process.
- F. Facilitating collaboration or coordination with external partners (e.g., development community, provincial Ministry, First Nations, other local governments). For example:
- Developing communication materials, user guidelines, and/or training modules for development approvals;
 - Establishing a pre-application process and/or guidelines (e.g., pre-application developer meetings; pre-application public engagement);
 - Training external partners on the development approvals process;
 - Coordinating with neighbouring communities to increase consistency across jurisdictions.
- G. Other activities that support the improvement of the local government development approval process and that meet the intent of the program may be considered for funding

FINANCIAL CONSIDERATIONS:

The UBCM Local Government Development Approvals Grant, if received, will ensure the efficient use of District resources, and will further provide educational forums and materials, development approval system components. Staff have included funding in the draft 2024 budget for Council's consideration. The grant, if received, will cover 100% of the costs associated with the proposed activities.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled “Local Government Development Approval Grant Application” dated March 11, 2024, for discussion.
2. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. [Local Government Development Approvals Programs 2024 Program and Application Guide](#)
2. [Development Approvals Process Review Report](#)

Prepared By: *Crystal Brown, Chief Administrative Officer*



STAFF REPORT

TO: Mayor and Council
FROM: Crystal Brown, Chief Administrative Officer
DATE: March 11, 2024
SUBJECT: Economic Development Consulting Services – Request for Proposals

RECOMMENDATION:

That Council receive the report titled “Economic Development Consulting Services – Request for Proposals” dated March 11, 2024; further, that Council authorizes pre-budget approval and awards Economic Development Consulting Services – Request for Proposals, dated January 2, 2024, to Inge Development, beginning March 15, 2024, and ending December 31, 2024, at a cost of \$47,355.43 (excluding taxes), for economic development consulting services; 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 September 11, 2023, Council passed the following resolution:

MOVED, SECONDED, and CARRIED

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

DISCUSSION:

On September 11, 2023, Council received a brief overview of the newly formed Hudson's Hope Business Association (HHBA). On behalf of the Business Association members, Nicole Gillis requested that the District of Hudson's Hope make an application to the Northern Development Initiative Trust (NDIT) for a grant to fund of up to \$50,000 for an Economic Development Officer (EDO) position.

Kathleen Connolly, Executive Director of the Fort St. John Chamber of Commerce attended in support of the Hudson's Hope Business Association. Hudson's Hope Business Association member, Caitlyn Vince spoke of the importance of the EDO in promoting her business to the surrounding region. Hudson's Hope Business Association member, Scott Linley spoke of how the EDO can promote the tourism industry in the community which would directly impact his business revenue positively.

The District agreed to submit the application to NDIT with the understanding that if the grant application was successful, the District would assist in an administrative capacity, and the HHBA would provide the day-to-day oversight.

FINANCIAL CONSIDERATIONS:

A grant in the amount of \$50,000, has been awarded to the District for the EDO position. A condition of the grant is that the funds must be spent in the 2024 calendar year.

A second grant application through NDIT for a business façade improvement program was also successful.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled “Economic Development Consulting Services – Request for Proposals” dated March 11, 2024, for discussion.
2. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. Economic Development – Consulting Services Request for Proposal

Prepared By: *Crystal Brown, Chief Administrative Officer*

REQUEST FOR PROPOSALS

Economic Development – Consulting Services

District of Hudson's Hope & Hudson's Hope Business Association

Proposals clearly marked “**Proposal – District of Hudson's Hope Business Association – Economic Development – Consulting Services**” will be accepted until **4 PM** local time on **Friday, February 2, 2024**, at the office of the District of Hudson's Hope, 9904 Dudley Dr, Hudson's Hope, BC V0C 1V0 or by electronic submission via email in PDF format to chris.cvik@hudsonshope.ca

Proposal documents and further information are available online at the <https://hudsonshope.ca/>

The District of Hudson's Hope reserves the right to accept or reject any or all Proposals and to waive any informality in the Proposals received, in each case without giving any notice. The District of Hudson's Hope reserves the right to accept the Proposal, which it deems to be most advantageous.

Emailed submissions will be accepted.

The lowest of any Proposal is not necessarily accepted.

For more information, please contact:
Chris Cvik, Special Projects
c. 403 803 9833 e. chris.cvik@hudsonshope.ca

January 2, 2024

DISTRICT OF HUDSON'S HOPE REQUEST FOR PROPOSALS

An Overview

On behalf of the Hudson's Hope Business Association (HHBA), the District of Hudson's Hope is issuing this Request for Proposal (RFP) to invite qualified consultants to offer their expertise to facilitate and guide completion of several key initiatives identified by the HHBA.

The HHBA was established in 2023 and currently has sixteen (16) members. The goal of the HHBA is help local businesses grow and prosper. This will be accomplished through improved communication, sharing of information between the members and supporting each other. The HHBA has identified several key initiatives that will help the group towards achieving their goal.

In June 2023, the HHBA approached the District of Hudson's Hope and encouraged the District to apply for funding through the Northern Development Initiative Trust (NDIT) to help Economic Development activities in the Community. The District made application to NDIT with the understanding that if the grant application was successful, the District would assist in an administrative capacity, and the HHBA would provide the day-to-day oversight. The grant application was successful. A second grant application through NDIT for a business façade improvement program was also successful.

In looking to see whether the needs of the HHBA could best be served by an Economic Development Consultant versus an employee, the District and the HHBA felt that the independence of a consultant and the flexibility they can provide over an employee are the best way to help achieve the objectives of the HHBA.

INTRODUCTION

1.1 Form of Contract

The successful Proponent will enter into a form of contract for the delivery of the services based on the Proponent's proposal, the terms within this RFP and negotiations with the Preferred Proponent and the District of Hudson's Hope.

1.2 Definitions

In this RFP the following definitions shall apply:

"Closing Time" has the meaning set out in Section 2.1;

"Contract" means a formal written contract between the District of Hudson's Hope and a Preferred Proponent to undertake the Services;

"HHBA" means the Hudson's Hope Business Association;

"Office" means the office of the District of Hudson's Hope;

"Preferred Proponent(s)" means the Proponent(s) selected by the District of Hudson's Hope to enter into negotiations for a Contract;

"Proponent" means an entity that submits a Proposal;

"Proposal" means a proposal submitted in response to this RFP;

"RFP" means this Request for Proposal.

2. INSTRUCTIONS TO PROPONENTS

2.1 Closing Time and Address for Proposal Delivery

Proposals must be received:

(a) at the office of:

District of Hudson's Hope
Attention: Chris Cvik,
9904 Dudley Dr, Hudson's Hope, BC V0C

(b) or electronic submission via email in PDF format to:

chris.cvik@hudsonshope.ca

(c) on or before the following date and time (the "Closing Time"):

Time: **4 PM** local time
Date: **Friday, February 2, 2024**

It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time.

Proposals will be opened in private by the District of Hudson's Hope after the Closing Time.

2.2 Number of Copies

Proposals submitted by mail should include the original plus two hard copies (three in total).

2.3 Late Proposals

Proposals received after the Closing Time will not be accepted or considered and will be returned upon the Proponent's request and at the Proponent's expense.

2.4 Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out above, or submitted electronically via email in PDF format, at any time before the Closing Time but not after.

2.5 Inquiries

All inquiries related to this RFP should be directed by email to:

Chris Cvik, Special Projects
District of Hudson's Hope
c. 403 803 9833 e. chris.cvik@hudsonshope.ca

Information obtained from any person or source other than the District of Hudson's Hope's Representative may not be relied upon.

Inquiries should be made no later than three days before Closing Time. The District of Hudson's Hope reserves the right not to respond to inquiries made within three days of the Closing Time. Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the District of Hudson's Hope.

Proponents finding discrepancies or omissions in the RFP or having doubts as to the meaning or intent of any provision, should immediately notify the District of Hudson's Hope Representative. If the District of Hudson's Hope determines that an amendment is required to this RFP, the District of Hudson's Hope will issue an addendum in accordance with Section 2.6. **No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.**

2.6 Addenda

If the District of Hudson's Hope determines that an amendment is required to this RFP, the District of Hudson's Hope will post a written addendum on the District of Hudson's Hope website at <https://hudsonshope.ca> that will form part of this RFP. No amendment of any kind to this RFP is effective unless it is posted in a formal written addendum on the District of Hudson's Hope website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the District of Hudson's Hope.

2.7 Examination of Documents

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules and all relevant documents, prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

2.8 Project Time Frame

The budget for this project is **\$50,000.00**. This budget includes all aspects relating to the completion of the objectives outlined in the scope of work (**Schedule A**) which includes research, community consultation, and reporting to the Hudson's Hope Business Association on the progress of achieving the objectives. All work completed is to be within this budgeted amount.

The target completion of the Strategic plan is **March 31, 2025**.

3. PROPOSAL SUBMISSION FORM AND CONTENTS

3.1 Package

Proposals must be submitted in the Proposal Format as outlined in Schedule 'B', Proposal Submission Format. Hard copy submissions should be submitted in a sealed package, marked on the outside with the Proponent's name and title of the project.

3.2 Form of Proposal

The District of Hudson's Hope reserves the right to waive informalities in proposals, reject any or all proposals or accept the proposal deemed most favorable in the interests of the District of Hudson's Hope and the HHBA. Furthermore, the District of Hudson's Hope reserves the right to negotiate with any proponent at its discretion. The Proponents will be competent and capable of performing the work. The Proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

3.3 Signature

The proposal should be signed by a person authorized to sign on behalf of the Proponent and include the following:

- (a) If the Proponent is a corporation, then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;
- (b) If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Hudson's Hope Business Association that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Proponent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1 Evaluation

The District of Hudson's Hope and the HHBA will evaluate the Proposals by applying the evaluation criteria as described in Section 4.2 to identify the Proponent that the District of Hudson's Hope and the HHBA determines is the most advantageous to achieving the objectives of the HHBA.

The criteria will be applied without priority or weighting established in advance of the evaluation, and in particular, the Proponent whose Proposal has the lowest price will not necessarily be selected as the Preferred Proponent. The District of Hudson's Hope and the HHBA will apply the criteria evenly and fairly to all Proposals.

4.2 Evaluation Criteria

The District of Hudson's Hope and the HHBA will compare and evaluate all Proposals to determine the Proponent's strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the District of Hudson's Hope and the HHBA, using the following criteria and evaluation scoring guide:

(a) **Experience** /35

The Proponent will have at least three years' experience as a consultant in the business of developing and delivering on economic objectives and strategies specifically for rural communities, and experience working with local governments, committees, community stakeholders, and residents.

(b) Reputation and Resources /35

Proponents will provide complete information on experience of key personnel to be involved in the project and references from work on similar projects. The Proponent must include a minimum of three references complete with contact information in the proposal for projects like the objectives described herein. Proponents will submit evidence of previous successful performance in comparable work. A brief description of the projects completed with each reference should be provided.

(c) Work Plan, Methodology and Schedule /20

The District of Hudson's Hope and the HHBA will consider the Proponent's proposed work plan, methodology and schedule as indicated in the Proposal. Proponents are encouraged to identify innovations that would maximize the efficiency and economics of the proposed work.

(d) Financial /10

The District of Hudson's Hope and the HHBA will consider the Proponent's pricing to deliver the objectives as indicated in the Proposal.

/100

4.3 Additional Information

The District of Hudson's Hope and the HHBA may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, may make such requests to only selected Proponents. The District of Hudson's Hope and the HHBA may consider such clarifications or additional information in evaluating a Proposal.

4.4 Waiver of Deficiencies

If a Proposal does not satisfy every District of Hudson's Hope and HHBA request or requirement as described in this RFP, the District of Hudson's Hope and the HHBA may, in its sole discretion, waive such deficiency and consider such Proposal in the evaluation of Proposals.

4.5 Selection of Proponent

The District of Hudson's Hope and the HHBA will select the Proponent which it determines is the most advantageous to the District of Hudson's Hope and the HHBA based on the Evaluation Criteria set out in Section 4.2 above. The District of Hudson's Hope and the HHBA are not bound to accept the lowest priced Proposal and reserves the right to accept or reject any Proposal in whole or in part.

4.6 Good Faith Negotiations

By submission of its Proposal, the Proponent agrees that if at any time in the 60 days from the Closing Time it is selected by the District of Hudson's Hope and the HHBA to enter into negotiations for a Contract, the Proponent will, in good faith, participate in negotiations and use reasonable commercial efforts to reach agreement and finalize a Contract based on the Proponent's Proposal.

4.7 Negotiation of Contract and Award

If the District of Hudson's Hope and the HHBA selects a Preferred Proponent or Preferred Proponents, then it may:

- (a) Enter into a Contract with the Preferred Proponent(s); or
- (b) Enter into discussions with the Preferred Proponent(s) to clarify any outstanding issues and attempt to finalize the terms of the Contract(s), including financial terms. If discussions are successful, the District of Hudson's Hope and the Preferred Proponent(s) will finalize the Contract(s); or
- (c) If at any time the District of Hudson's reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the District of Hudson's Hope may then either open discussions with another Proponent or terminate this RFP and retain or obtain the services in some other manner.

4.8 Proposed schedule and timeline

Event	Estimated date
Request for proposal published	January 2, 2024
Deadline for questions from vendors	January 30, 2024
Final addendum for questions published	January 31, 2024
Deadline for proposal submissions	February 2, 2024
Proposal Review	February 5 - 16 th
Tentative date for awarding contract – District of Hudson's Hope Council Meeting	March 4, 2024*
Finalize contract with Proponent	March 5 – 29th
Successful Proponent commences project	April 1, 2024
Project Completion deadline	March 31, 2025

5. GENERAL CONDITIONS

5.1 No District of Hudson's Hope Business Obligation

This RFP is not a tender and does not commit the District of Hudson's Hope nor the HHBA in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the District of Hudson's Hope reserves the right in its sole discretion to at any time reject all Proposals, and to terminate this RFP process.

5.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the District of Hudson's Hope or the HHBA relating to or arising from this RFP. The District of Hudson's Hope and the HHBA and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

5.3 No Contract

By Submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Contract.

5.4 Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the District of Hudson's Hope or HHBA, its elected or appointed officials or employees. The District of Hudson's Hope may rely on such disclosure.

5.5 Confidentiality

All submissions become the property of the District of Hudson's Hope and will not be returned to the Proponent. All submissions will be held in confidence by the District of Hudson's Hope unless otherwise required by law. Proponents should be aware the District of Hudson's Hope is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

5.6 Insurance

The successful Proponent will, in the event of award, be required to provide to the District of Hudson's Hope, within ten (10) days of award:

- (a) Proof of public liability insurance for injury, property damage or death arising from the Proponent's operations under the agreement in an amount not less than **ONE MILLION (\$1,000,000) DOLLARS** naming the District of Hudson's Hope as additional named insured;
- (b) Proof of professional liability insurance in an amount of not less than **FIVE HUNDRED THOUSAND (\$500,000) DOLLARS**; and
- (c) Proof of registration with WorkSafeBC.

SCHEDULE 'A'

TERMS OF REFERENCE

OBJECTIVES & DESIRED OUTCOMES

The Proponent will be responsible for the completion of the following measurable objectives:

1. Develop a business directory of all local businesses within the District of Hudson's Hope. The directory will be in electronic format – available on the District website and in a format that can be easily printed by member of the public and interested parties. The consultant will also develop a way for new businesses and/or changes to be easily updated and maintained.
2. Update the District of Hudson's Hope Investment Ready Community Profile:
<https://hudsonshope.ca/wp-content/uploads/2013/06/Hudsons-Hope-Investment-Ready-Community-Profile-FINAL.pdf>
3. Manage the Business Façade Program. This includes contacting each business in Hudson's Hope to explain the details of the program and manage the application of any interested parties.
4. Develop and deliver a survey to residents in Hudson's Hope to obtain information on the business and commercial needs of residents in the community. Specifically, the objectives are to create, advertise, distribute a survey to all residents. (Minimum of 100 responses) to gain knowledge, and insight on local business needs, what services are wanted and needed. What would help get more residents to shop local? How can we help more entrepreneurs open a business locally, etc. The results are to be broken out based on age, sex, and other relevant demographics. The results will be used for grants, funding request, can be used by local govt for planning etc.
5. Identify and meet with every business owner in the community that is providing a "service" even if there is no brick and mortar building to obtain feedback on needs and challenges faced by local business. The survey will obtain the type of assistance needed (and by whom). Ideally, the survey will also include activities that are successful and should be continued.
6. Develop and maintain a database of information, reports, survey results, that will become the property of the HHBA upon completion of the project. The archived information and data received from business visits will be used for future EDO work and to track business data.
7. Follow-up on any business leads that are presented that require assistance, information, or coordination with other businesses, user groups in the District.
8. Research and share information on current or upcoming grant opportunities to businesses within the community. Assist with the application where possible. Managing the grants and submitting final reports would be the business owners' responsibility.
9. Prepare and deliver a monthly report to the HHBA with a summary of accomplishments and project updates. Prepare a final summary report at the end of the project on achievements, observations, and suggested next steps.

Other

10. Assist local businesses to develop a social media presence.
11. Work with local businesses to showcase their goods and services and get the word out. (Minimum of 4 In person, Live Business events in 12-month period). The businesses are responsible to provide assistance, staff, and funds. The consultant is responsible to help plan and promote the events.
12. Encourage local businesses to get involved at local events and improve visibility within the community. Example, for the Winter 2024, the consultant could plan and get business sponsorship for a contest amongst businesses to enter a float in the Christmas parade.
13. Attend the District of Hudson's Hope municipal council meeting with a member of the HHBA as a delegation on a quarterly basis to provide a verbal report and presentation on economic development within the community.

SCHEDULE 'B'

PROPOSAL SUBMISSION FORMAT

All Proposals must follow the format outline below, and all of the requested information must be provided to the District of Hudson's Hope.

Cover Letter and Executive Summary

- (a) The cover letter will reference the RFP title and should clearly state the Proponent's understanding of the services to be provided. The letter should include the name(s) of the person(s) who will be authorized to make representations for the Proponent, their title(s) and contact number(s) and email address. The cover letter should be signed by an authorized signatory in a position to legally bind the Proponent to statements made in response to this RFP.
- (b) The executive summary should provide a synopsis of the overall approach and key points in the Proposal.

Table of Contents

The Table of Contents should reference the applicable section, subsection and page numbers. Pages should be consecutively numbered.

Experience, Reputation and Resources

Provide sufficient information, as outlined in the requirements section of the Terms of Reference, which demonstrates the Proponent's experience, reputation, capacity and availability of resources, including the ability to meet requirements of this RFP.

Also include how you will:

Provide sufficient information about the Proponent that includes but is not limited to:

- Contact information including name, title, address, email and contact numbers;
- Location of head office and subsidiary offices (if applicable);
- Number of employees (if applicable);
- Project Team Leader;
- Detailed information of the Proponent's years of relevant experience in providing the services required by this RFP; and
- Detailed information of the Project Team Leader's years of relevant experience in providing the services required by this RFP.

REQUIREMENTS TO BE INCLUDED IN THE PROPOSAL

Strategic Consulting

- Describe the role of an economic development consultant.
- Explain your understand of the challenges and opportunities for economic development in rural or remote communities.
- How do you maximize the impact of an economic development consultant in a community?

Consulting Services

- Describe how you plan to deliver the required services.
- Explain your approach to communicating with stakeholder groups to identify needs.

Experience

- Demonstrate your team's experience in working with business stakeholders in rural and remote communities.

Administrative

- Provide 3 client references.
- Describe any relevant relationships with partners that might be relevant to our organization.
- Provide your rate card or budget breakout to complete the objectives. Describe how you approach scoping and delivery of ongoing services to ensure cost effectiveness.

Proponents may use this section to provide any additional comments about their experience and capacity which may be informative and beneficial to the District of Hudson's Hope and the HHBA.

Work Plan, Methodology and Schedule

At a high-level, Proponents must provide a timetable, milestones, meetings and detailed work plan for the project, including timelines for completion of specific tasks (by individual), time requirements and identification of specific deliverables. A methodology outline should describe the key elements of the approach that would be used by the Proponent.

Fees

Proponents must provide a schedule of hourly rates for all personnel who might be used on the project and a table summarizing the total estimated cost of the project with the hourly rates and the total hours anticipated.

A schedule and a total fee to complete the objectives and deliverables **including expenses and disbursements** is also required. If optional tasks are proposed, a separate cost for those tasks should be noted.



STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: March 11, 2024

SUBJECT: WildSafeBC Community Program Grant Application

RECOMMENDATION:

That Council receives the report titled “WildSafeBC Community Program Grant Application” dated March 11, 2024; further, that Council authorizes the submission of a grant application to the WildSafeBC Community Program, for a part-time Community Coordinator that is hired, trained, and supervised by the British Columbia Conservation Foundation and the WildSafeBC Provincial Team, to deliver the WildSafeBC Community Program; and further, that Council commits to contributing \$4,000 to go towards the program, and to cover expenses not eligible under the grant program.

BACKGROUND:

In 2024, the District of Hudson’s Hope (District) experienced a higher-than-normal amount of wildlife coming into the populated areas of the District. To discourage wildlife from entering the District, the District is considering amending existing bylaws to reduce the hours that garbage bins may be placed at the curb and restrict the accumulation of fruit from trees and bushes on the ground. On February 12, 2024, the bylaws received first and second reading. During the March 4, 2024, Council Meeting, Council deferred consideration of the third reading for the bylaws to the May 6, 2024, Council Meeting to allow the public more time to submit comments reading the proposed changes and offer alternative solutions.

WildSafeBC has contacted the District and suggested that the District could apply to WildSafeBC for a part-time community coordinator to assist the District with messaging the community. The request for the WildSafeBC program has been brought to several communities in the NE in the past. The District of Tumbler Ridge and Northern Rockies have had one for several years. BC Conservation has indicated that they are supportive of this approach.

DISCUSSION:

WildSafeBC is the provincial leader in reducing conflict with wildlife across British Columbia through education, collaboration, and community solutions. WildSafeBC, formerly Bear Aware, has been managed and delivered by the British Columbia Conservation Foundation since 1998.

British Columbia has a great diversity of wildlife and boasts a variety of ecosystems supporting wildlife. However, the proximity of human habitation to prime wildlife habitat, our inclination to participate in recreational activities in outdoor spaces, and the requirement for work to be done in wilderness settings, sets the stage for substantial human-wildlife conflict within the Province. It is vital that residents and visitors have the tools and knowledge they need to reduce this potential for conflict. WildSafeBC staff works to ensure people are exposed to these tools and that they have the necessary information to encourage changes in their behaviors leading to humans coexisting with wildlife in BC.

WildSafeBC strives to hire qualified, committed, and passionate people to work in the communities. Community Coordinators are hired, trained, and supervised by the British Columbia Conservation Foundation and the WildSafeBC Provincial Team. These seasonal contracts typically run from May to November annually and include a minimum of 400 contract hours.

Community Coordinators are responsible for delivering the WildSafeBC Community Program by working closely with their community liaison(s) and local Conservation Officers. Community Coordinators deliver school programs, bear spray workshops, wildlife awareness and safety presentations, newspaper and radio releases, door-to-door canvassing, presentation booths, business pledge program, bare camping training and social media campaigns which aim to help people reduce the potential for conflict with wildlife where residents 'live, play, work, or grow.'

WildSafeBC also works closely with local governments to facilitate the adoption and maintenance of the Provincial Bear Smart Community criteria. An annual report, summarizing the program activities for each community program, is made available each year on the WildSafeBC [website](#).

FINANCIAL CONSIDERATIONS:

The minimum contribution for the program is \$4,000. In addition to the monetary contribution, the District may support the program by providing storage for the toolkit, office space, access to phone, printing, photocopying, and cell phone.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "WildSafeBC Community Program Grant Application" dated March 11, 2024, for discussion.
2. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. [WildSafeBC Community Program Information](#)
2. [Bear Smart Community Criteria](#)

Prepared By: *Crystal Brown, Chief Administrative Officer*



STAFF REPORT

TO: Mayor and Council
FROM: Crystal Brown, Chief Administrative Officer
DATE: March 11, 2024
SUBJECT: Notice of Closed Session – March 11, 2024

RECOMMENDATION:

That Council receive the report titled “Notice of Closed Session – March 11, 2024; further, that Council recess 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 items ICSR1** – *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service.

ALTERNATIVE OPTIONS:

1. That Council recess to a Closed Session to discuss whether the proposed agenda items properly belong in a Closed Meeting (*Community Charter Section 90(1) (n)*).

Prepared By: *Crystal Brown, Chief Administrative Officer*