



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

Council Chambers

April 8, 2024

5pm

**First Nations Acknowledgement**

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

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**1. Call to Order**

**2. Delegations**

Kevin Howard and John Simcock – District of Hudson's Hope Purchasing Policy Page 3

**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 of March 11, 2024 Page 7

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

**8. Public Hearing:**

**9. Staff Reports:**

SR1 ATV Campground – Picnic Shelters Page 8

SR2 Draft 2024 Capital Budget Summary Page 14

SR3 Draft 2024 Capital Budget – General Administration Page 19

SR4 Draft 2024 Capital Budget – Fleet Page 23

SR5 Draft 2024 Capital Budget – Facilities Page 27

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**10. Committee Meeting Reports:**

**11. Bylaws**

**12. Correspondence:**

C1	Presentation on Land Use Planning for Agriculture	Page 72
C2	2024 Economic Development Capacity Building - Approval	Page 73
C3	Chetwynd Initial Attack Crew Relocation - Response	Page 74
C4	Sakred Circles Women's Festival	Page 76

**13. Reports by Mayor & Council**

**14. Old Business:**

<b>DIARY</b>	<b>Diarized</b>
» 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:**

**16. Public Inquiries:**

**17. In-Camera Session**

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**18. Adjournment**



**PURCHASING POLICY**  
**Council Resolution No. 391/11**  
**Effective Date: January 1, 2012**  
**Revised Date: May 8, 2017; February 25, 2019**

Section: Administration

**Purpose:**

To ensure that all necessary goods and services are acquired in a consistent manner that results in the best overall value to the District. The District of Hudson's Hope intends to make purchases and contract agreements through an open, competitive and non-discriminatory selection process which will identify qualified suppliers through competitive bids and written quotations.

The District of Hudson's Hope is committed to supporting our local economy by using local vendors and manufacturers of products and services used by the municipality in the course of our operations whenever possible, based on best value for the taxpayer.

It is the goal of this Policy to outline conditions and processes for establishing an 'Open' and 'Fair' process for tendering and purchasing for the District.

The District of Hudson's Hope expects that all corporations operating in the District will similarly support the Local economy by providing qualified local vendors, manufacturers and contractors an opportunity to bid their work.

**Definitions:**

"Local" means firms with a current District of Hudson's Hope Business License whose premises are located within the municipal boundaries of the District of Hudson's Hope.

"NWPTA" means the New West Partnership Trade Agreement that requires fair and open tendering of procurement opportunities. The District of Hudson's Hope is required to comply with the terms of NWPTA where anticipated costs are at or above the following thresholds:

- \$75,000 or greater for goods
- \$75,000 or greater for services
- \$200,000 or greater for construction

"Sole Source" means where only one supplier is being considered. Sole Sourcing can be rationalized under the following circumstances:

- Monopoly – where the market is controlled by a single supplier.
- Technical Compatibility – to ensure compatibility with existing technology.
- Specialized Knowledge – where expertise or the product exists with one supplier.
- Emergency or Time Sensitive – cases where the need for a service is under a tight timeline or otherwise required immediately.

**Policy Application:**

The Purchasing Policy applies to all employees of the District of Hudson’s Hope. The Chief Administrative Officer is responsible to ensure that all proper purchasing procedures are followed.

**Policy Details or Policy Objectives:**

**1. Policy Objectives**

- a. All purchases whether of an operating or capital nature must have been included in the District’s adopted annual budget or approved by a specific Council resolution.
- b. District Council will consider all tenders and request for proposals by resolution:
  - where the value of the tender or request for proposal meets or exceeds the NWPTA threshold amounts; or
  - where the recommendation is not to award to the lowest tender or request for proposal; or
  - where sole sourcing of goods and services is being recommended.
- c. The District will advertise either public tenders, request for proposals or provide three written price quotes as determined by the Chief Administrative Officer for works and services that are estimated to exceed \$5,000 in value but are below the procurement thresholds of the New West Partnership Trade Agreement; other than professional and consulting services which may be selected after proposal calls for one or more years.

Amount for Services	Type
At or above the NWPTA thresholds	Tenders or Request for Proposals be determined by Council Resolution
Below the NWPTA threshold but above \$5,000	Tenders, RFPs or three written price quotes as determined by the CAO with decisions reported to Council.
Between \$500.00 - \$5,000	Telephone Quotations

- d. The District will select successful tenders based on the lowest submitted price from a fully qualified supplier which demonstrates they can fulfill all conditions and performance requirements of the contract to the satisfaction of the District and provide the best value to the District. Some factors for evaluating tenders other than the lowest price may include qualifications, experience, ability to respond in a timely fashion, and any other evaluation criteria identified in the tender or request for proposal document.
- e. The District will determine the successful tender based on the submitted price adjusted to comply with the original tender specifications to achieve an apple to apple comparison. All tenders shall contain the clause “The District reserves the right to accept or reject the lowest or any tender”.
- f. It is the responsibility of the Chief Administrative Officer to assign approving authority for written and telephone quotations with those assignments provided formally to all Department heads.

- g. For the purpose of ensuring efficiency and effectiveness, the following exceptions to the normal procedure are authorized and the quotation and tender provisions of the Purchasing Policy do not apply when:
  - i. Services and supplies are provided by utility companies on a monopoly basis;
  - ii. Professional services may be obtained through proposal calls or other methods determined by District Council;
  - iii. Cooperative purchasing agreements are made with other agencies or levels of government i.e. School District, Regional District, etc.;
  - iv. Due to an emergency, a situation exists which could adversely affect the life, health or safety of citizens;
  - v. Services are provided on a rotational basis where regular quotations or tenders are not feasible e.g. catering
- h. The issuance of a work order is required for purchases of \$200 and over except where there are contractual agreements or regular on-going costs whether fixed or variable, such as utilities, or where payment is made at the time of purchase, such as postage for the postage machine or other prepaid purchase.

## **Procedures or Guiding Principles:**

### **2. Action Plan**

- a) Work Orders are issued at the time the commitment is made to the supplier and distributed immediately.
- b) Work Orders must clearly specify supplier name, account codes, unit prices, and product or service description.
- c) Where telephone or written quotations are required, they are to be documented on the Work Order or added as an attachment.
- d) Work Orders are not required if the invoice is received at the same time as the goods or services. Invoices are to be reviewed, approved, signed off by appropriate signing authority and forwarded to the Deputy Treasurer immediately.
- e) Work Orders, when issued, are encumbered on the Municipal Accounting System.
- f) The objective is to obtain at least three telephone quotations and as many as possible written quotations or tenders within the guidelines of this policy.
- g) All invoices for payment require proper written authorization before cheques are issued and where there is a requirement to use a cheque requisition; the same authorizations are required as if it was an invoice.
- h) Tenders, whether for approval by the CAO or District Council, are to be submitted on an Administrative report in a format similar to current reports to Council.

### **3. Accountability**

- a) Each Director or Department Head is accountable for purchases charged against their area of responsibility.
- b) Each Director or Department Head has the authority to delegate their staff for purchasing and will provide an update list to the Deputy Treasurer as may be required from time to time.
- c) There must be sufficient current budget allocation within the function before a purchase commitment is made.

- d) Leases, rental agreements and contracts beyond the current fiscal year must be approved by the CAO.
- e) The CAO and Deputy Treasurer are designated as signing authorities for the District with respect to operational leases, obtained through the MFA or otherwise, provided that proper authority has been obtained through the budget or appropriate Council resolution.

#### **4. Ethical Behavior**

All staff involved in purchasing activities or dealing with suppliers are expected to be fully aware of the following general principles.

Any attempt by a supplier to gain an unethical advantage, such as the offer of a bribe or inducement in any form should be reported immediately to the CAO.

The following general principles apply:

- a) No staff member is permitted to derive, directly or indirectly, any personal advantage from the District of Hudson's Hope's purchases. The highest ethical standards must be observed at all times and staff should not put themselves in situations whereby it could be construed that their impartiality has been or could be compromised.
- b) Staff must act fairly and objectively and in the best interests of the District in conducting business with suppliers.
- c) Gifts and entertainment such as sporting events, or cultural events, or meals involving spouses offered by suppliers, should be declined to avoid any perception.
- d) Staff must not make personal purchases through open District contracts with suppliers.



**REGULAR COUNCIL MEETING**  
**District Office – Council Chambers**  
**March 11, 2024, 6:00 pm**

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

Absent: Councillor Tina Jeffrey (with notice)

Staff: Chief Administrative Officer, Crystal Brown  
Recreation Officer, Kelsey Shewfelt (Recording Clerk)  
Deputy Treasurer, Tonia Alexander  
Director of Public Works, Robert Dauphinee  
Director of Protective Services, Fred Burrows

Other: There were zero community members in the gallery.

**1. CALL TO ORDER**

Mayor Quibell called the meeting to order at 6:23 pm.

**2. DELEGATIONS**

**3. NOTICE OF NEW BUSINESS**

- NB1 WildSafeBC Community Program Grant Application.

**4. ADOPTION OF AGENDA BY CONSENSUS**

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. ADOPTION OF MINUTES**

**M1 REGULAR COUNCIL MINUTES MARCH 4, 2024**  
**RESOLUTION NO. 109/2024**

**M/S Councillors Beattie/Cryderman**

That the minutes of the March 4, 2024, Regular Council Meeting be adopted as amended to include resolution numbers.

**CARRIED**

**7. BUSINESS ARISING FROM THE MINUTES**

**8. PUBLIC HEARING**

**9. STAFF REPORTS**

**SR1 REVISED 2024 COUNCIL MEETING DATES**

**RESOLUTION NO. 110/2024**

**M/S Councillors Charlesworth/Winnicky**

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.

**CARRIED**

**RESOLUTION NO. 111/2024**

**M/S Councillors Winnicky/Beattie**

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.

**CARRIED**

**SR2 INITIAL FIRE ATTACK CREW RELOCATION**

**RESOLUTION NO. 112/2024**

**M/S Councillors Beattie/Cryderman**

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 the NCLGA and WBCM 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.

**CARRIED**

**SR3 VEOLIA CLARIFIER RENTAL AGREEMENT**

**RESOLUTION NO. 113/2024**

**M/S Councillors Winnicky/Cryderman**

That Council receives 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.

**CARRIED**

**SR4 LOCAL GOVERNMENT DEVELOPMENT APPROVAL GRANT APPLICATION**

**RESOLUTION NO. 114/2024**

**M/S Councillors Beattie/Winnicky**

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 Approvals Program, for a grant up to \$44,000 to be used for the development, review, and update of internal and external 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.

**CARRIED**

**SR5 ECONOMIC DEVELOPMENT CONSULTING SERVICES – REQUEST FOR PROPOSALS**

**RESOLUTION NO. 115/2024**

**M/S Councillors Cryderman/Beattie**

That Council receives 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.

**CARRIED**

**10. COMMITTEE MEETING REPORTS**

**11. BYLAWS**

**12. CORRESPONDENCE**

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

**14. OLD BUSINESS**

## 15. NEW BUSINESS

### NB1 WILDSAFE BC COMMUNITY PROGRAM GRANT APPLICATION

#### RESOLUTION NO. 116/2024

#### M/S Councillors Beattie/Cryderman

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.

**CARRIED**

## 16. IN-CAMERA SESSION

### ICSR1 NOTICE OF CLOSED SESSION – MARCH 11, 2024

#### RESOLUTION NO. 117/2024

#### M/S Councillors Beattie/Winnicky

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, and
- Agenda Item ICSR1 - Community Charter Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service.

**CARRIED**

Mayor Quibell recessed the meeting for a Closed Session at 6:43 pm.

## 17. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned it to 8:39 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD MONDAY, MARCH 11, 2024.

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Travous Quibell, Mayor

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Kelsey Shewfelt, Recording Clerk



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Becky Mercereau, Administrative Assistant

**DATE:** April 8, 2024

**SUBJECT:** ATV Campground- Picnic Shelters

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### RECOMMENDATION:

That Council receives the report titled "ATV Campground Picnic Shelters" dated April 8, 2024; further, that Council authorizes an amendment to the District of Hudson's Hope Fees and Charges Bylaw No. 915, 2020, to establish a rental fee for the Picnic Shelters located at the ATV Campground at a cost of \$100.00 per day; further, that the Picnic Shelters be available to be reserved online.

### BACKGROUND:

The Dinosaur Lake All-Terrain Vehicle (ATV) Campground soft launched its first phase on July 16, 2022. In 2023, the District made half of the sites available for online reservations, aligning with the reservation system used at our other District campgrounds. Additionally, the completion of the next phase of the campground, known as the South Wing as indicated on the map, occurred in 2023. Looking ahead to 2024, the District has plans to open more reservable sites, enhancing accessibility and convenience for ATV enthusiasts seeking a memorable camping experience at Dinosaur Lake.

### DISCUSSION:

Staff recommends implementing a reservation system for the two Picnic Shelters to enhance community use and convenience. This system would allow for events such as weddings, family reunions, and birthday parties to secure the shelters in advance, ensuring they are available when needed. To facilitate this process, a visible sign indicating the shelter's reservation status would be installed the day before to inform the public. This enhancement would provide increased accessibility and organization for park visitors looking to utilize the picnic facilities for their special occasions.

### FINANCIAL CONSIDERATIONS:

Staff recommend a fee of \$100 be charged per day to rent a picnic shelter. The only additional cost to the District may be signs, but these could be printed in house.

### ALTERNATIVE OPTIONS:

1. That Council provide further direction.

**ATTACHMENTS AND EXTERNAL LINKS:**

1. [Fees and Charges Bylaw 915, 2020](#)
2. Dinosaur Lake ATV Campground

Prepared By: *Becky Mercereau, Administrative Assistant*

Approved By: *Crystal Brown, Chief Administrative Officer*

# DINOSAUR LAKE ATV Campground





## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Crystal Brown, Chief Administrative Officer

**DATE:** April 8, 2024

**SUBJECT:** Draft 2024 Capital Budget Summary

**RECOMMENDATION:**

That Council receives the report titled “Draft 2024 Capital Budget Summary” dated April 8, 2024, for information.

**BACKGROUND:**

The total proposed Draft 2024 Capital Budget is \$6,241,675.

The total proposed Five-Year Draft Capital Budget is \$28,362,175.

Due to unanticipated costs in 2023 related to the Water Treatment Plant Failure, and a reallocation of reserves and applicable grants, an increase to property taxes is required to secure the funding required. Staff have proposed the use of Reserves, Peace River Agreement Funds, Community Gas Tax Funds, other grant funding, and Municipal Finance Authority borrowing where appropriate to minimize the need for increased taxation.

Based on the proposed Draft Five-Year Capital Budget, there is a short fall of \$2,551,590 in 2024, with a combined shortfall of \$5,959,481 from 2024-2028.

Based on the proposed Draft Five-Year Operational Budget, there is a further estimated short fall of \$580,277 in 2024, with a combined shortfall of \$2,578,592. The Operational Budget will be discussed at the April 15, 2024, Council Meeting.

	2024	2025	2026	2027	2028
CAPITAL BUDGET SHORTFALL	-\$2,551,590	-\$923,012	-\$638,500	-\$746,879	-\$1,099,500
OPERATIONAL BUDGET SHORTFALL	-\$580,277	-\$100,880	-\$560,330	-\$672,556	-\$664,549
PRA/CWF		\$800,000	\$800,000	\$800,000	\$800,000
<b>BALANCE</b>	<b>-\$3,131,867</b>	<b>-\$223,892</b>	<b>-\$398,830</b>	<b>-\$619,435</b>	<b>-\$964,049</b>

**TOTAL 5 YEAR SHORTFALL - \$5,338,073**

As Council reviews the Draft Capital Budget, Council is asked to identify changes to each section of the budget to ensure that the final version is a balanced budget, as required by the *Community Charter*.

Options available to Council to balance the 2024 Capital Budget include:

1. Increase property taxes.
2. Cut service levels and/or delay projects to future years.
3. Allocate the 2025 – 2028 Peace River Agreement and Community Gas Tax allocations, totalling approximately \$3,200,000, to specific projects within the Capital Budget.
4. Allocate the 2025 – 2028 Small Community Grant allocations, totalling approximately \$1,200,000, to the Capital Budget. The downside to this option, is that this is one of the few grants that is available for operations and has no restrictions. If left in the operational budget, it could help off set the shortfall for operations in 2025-2028.
5. Allocate the \$227,196 from the Tax Sale Reserve Fund to the Capital Budget.
6. Transfer funds from the Surplus General Reserve Fund. The Opening Balance for this fund is \$4,955,688, with only \$2,473,292 available to be put towards the Capital Budget. The remaining \$2,482,395 consists of restricted funds and funds that will be used to cover deficits in both the water and sewer utilities from 2023.

The risk with transferring funds from this reserve to cover the shortfall in the draft Capital Budget is that it leaves the District vulnerable to emergencies and unexpected costs. Further, the District relies on this account each year to pay wages and general operating expenses until such time as the District receives tax revenue.

General Surplus Reserve Fund	
OPENING BALANCE	\$4,955,688
2024 Budget – Transfer to Surplus – Water Utility Fund	-\$1,180,744
2024 Budget – Transfer to Surplus – Sanitary Sewer Fund	-\$379,137
2024 Budget - Restricted Funds	-\$922,514.41
<b>BALANCE</b>	<b>\$2,473,292</b>

For changes that Council wishes to make, it is requested that the change be in the form of a resolution identifying both sides of the transaction – the dollar amounts of the revenue change (funding source) and the expense, and whether or not the expense is being deferred to another year or removed entirely.

**FINANCIAL CONSIDERATIONS:**

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition (SHORT FALL)	\$2,551,590	\$923,012	\$638,500	\$746,879	\$1,099,500
Grant - PRA	\$1,075,000	\$100,000			
Grant – COVID 19 Restart	\$64,000				
Grant - LCAP	\$96,164				
Grant - NDIT	\$187,500				
Grant – Provincial	\$526,000				
Community Works Fund (Gas Tax)	\$257,391				
Transfer from Reserve - Growing Communities Fund	\$706,646	\$60,000			
Transfer from Reserve - Water		\$82,488			
Transfer from Reserve - Sewer	\$145,000	\$20,000		\$200,000	
Transfer from Reserve – General Capital Works, Machinery and Equipment	\$284,500	\$ 358,500	\$459,000	\$766,121	\$352,500
Transfer from Reserve – Community Hall	\$150,000				
Transfer from Reserve – Fire	\$197,884				
Transfer from Deferred Revenue				\$150,000	
Municipal Finance Authority Borrowing		\$6,164,000	\$10,000,000		
<b>TOTAL REVENUE</b>	<b>\$6,241,675</b>	<b>\$7,708,000</b>	<b>\$11,097,500</b>	<b>\$1,863,000</b>	<b>\$1,452,000</b>

EXPENSES	2024	2025	2026	2027	2028
Administration	\$71,500	\$13,500	\$49,000	\$24,000	\$10,000
Fleet	\$70,000	\$95,000	\$310,000	\$475,000	\$110,000
Facilities	\$852,500	\$200,000		\$150,000	\$250,000
Transportation Infrastructure	\$175,000	\$50,000	\$100,000	\$400,000	\$100,000
Water	\$825,000	\$6,814,000	\$550,000	\$350,000	\$850,000
Wastewater	\$645,000	\$20,000		\$200,000	\$645,000
Community Hall	\$300,000		\$10,000,000		
Fire Equipment	\$122,900	\$34,500	\$18,500	\$264,000	\$12,000
Fire Facilities	\$145,000	\$70,000	\$70,000		
Fire Fleet	\$3,034,775	\$411,000			\$120,000
<b>TOTAL EXPENSES</b>	<b>\$6,241,675</b>	<b>\$7,708,000</b>	<b>\$11,097,500</b>	<b>\$1,863,000</b>	<b>\$1,452,000</b>

**RESERVE BALANCES**

WATER Capital Works, Machinery and Equipment	
OPENING BALANCE	82,488
2025 BUDGET	- 82,488
<b>BALANCE</b>	-

SEWER Capital Works, Machinery and Equipment	
OPENING BALANCE	648,553
2024 BUDGET	-145,000
2025 BUDGET	-20,000
2027 BUDGET	-200,000
<b>BALANCE</b>	<b>283,553</b>

Community Hall Fund	
OPENING BALANCE	\$184,905
2024 BUDGET	-\$150,000
2024 BUDGET	\$30,000
2025 BUDGET	\$30,000
2026 BUDGET	\$30,000
2027 BUDGET	\$30,000
2028 BUDGET	\$30,000
<b>BALANCE</b>	<b>\$184,905</b>

General Capital Works, Machinery and Equipment	
OPENING BALANCE	\$2,220,621
2024 BUDGET	-\$284,500
2025 BUDGET	- \$358,500
2026 BUDGET	-\$459,000
2027 BUDGET	-\$766,121
2028 BUDGET	-\$352,500
<b>BALANCE</b>	-

Growing Communities Fund Reserve	
OPENING BALANCE	\$758,000
INTEREST	\$8,646
2024 BUDGET	-\$706,646
2025 BUDGET	-\$60,000
<b>BALANCE</b>	-

Fire Reserve Fund	
OPENING BALANCE	\$197,884
2024 BUDGET	-\$197,884
<b>BALANCE</b>	-

Tax Sale Properties Reserve Fund	
OPENING BALANCE	\$227,196
<b>BALANCE</b>	<b>\$227,196</b>

Land Reserve Fund	
OPENING BALANCE	\$424,675
<b>BALANCE</b>	<b>\$424,675</b>

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled "Draft 2024 Capital Budget Summary" dated April 8, 2024, for discussion.

**ATTACHMENTS:**

None.

Prepared By: *Crystal Brown, Chief Administrative Officer*



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Crystal Brown, Chief Administrative Officer  
**DATE:** April 8, 2024  
**SUBJECT:** Draft 2024 Capital Budget – General Administration

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### **RECOMMENDATION #1:**

That Council receives the report titled “Draft 2024 Capital Budget – General Administration” dated April 8, 2024; further, that Council authorizes a funding commitment in the amount of \$24,000, payable from the COVID 19 Restart Fund, for the purchase of up to 12 replacement district laptops.

### **RECOMMENDATION #2:**

That Council authorizes a funding commitment in the amount of \$40,000, payable from the COVID 19 Restart Fund, for upgrades to Council Chambers.

### **RECOMMENDATION #3:**

That Council includes the draft 2024 Capital Budget for General Administration, totalling \$71,500, in the 2024 Financial Plan.

### **BACKGROUND:**

The total proposed Draft 2024 Capital Budget for General Administration is \$71,500.

The total proposed Five-Year Draft Capital Budget for General Administration is \$168,000.

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget - General Administration include:

- Computer Replacement – increase of \$24,000
- Council Chamber upgrade – increase of \$40,000
- Office Furniture – increase of \$7,500

**FINANCIAL CONSIDERATIONS:****Draft 2024 Capital Budget – General Administration**

<b>REVENUE SOURCES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Grant – COVID 19 Restart	\$64,000				
Transfer from Reserve - General Capital Works	\$7,500	\$13,500	\$49,000	\$24,000	\$10,000
<b>TOTAL REVENUE</b>	<b>\$71,500</b>	<b>\$13,500</b>	<b>\$49,000</b>	<b>\$24,000</b>	<b>\$10,000</b>

<b>EXPENSES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Computer Replacement	\$24,000	\$6,000	\$24,000	\$24,000	
Server upgrade			\$25,000		\$10,000
Council Chamber	\$40,000				
Office Furniture	\$7,500	\$7,500			
<b>TOTAL EXPENSES</b>	<b>\$71,500</b>	<b>\$13,500</b>	<b>\$49,000</b>	<b>\$24,000</b>	<b>\$10,000</b>

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled “Draft 2024 Capital Budget – General Administration” dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

Prepared By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

### Capital Project Name: Computer Replacement

#### Project Description

In 2020, the District of Hudson's Hope began a scheduled three-year computer replacement program. The frequency of computer replacement depends on several factors, including usage patterns, budget constraints, technological advancements, and needs. Typically, after three to five, hardware components may start to degrade, leading to decreased performance and reliability. While there is an initial investment in purchasing new computers, replacing them every three years can reduce long-term costs associated with maintenance, repairs, and downtime.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Replacement of equipment and fleet following the asset management tool.

### Capital Project Name: Office Furniture

#### Project Description

Replace office furniture as required.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Replacement of equipment and fleet following the asset management tool.

### Capital Project Name: Council Chamber Upgrade

#### Project Description

To update Council Chambers to allow Council Members, staff, and delegations to participate by electronic means, facilitate easier access for live streaming of meetings, and provide a better experience for residents attending Council Meetings in person.

#### Strategic Plan Relevance

Non-Applicable

**RISK CONSIDERATIONS**

	Computer Replacement	Office Furniture	Council Chamber Upgrade
<b>Score out of 7</b>			
Employee Safety Risk Potential	1	2	1
Public Safety Risk Potential	1	1	1
Reputational Impact	1	1	5
Efficiency (cost/staffing)	6	3	5
Impact on Services	6	1	3
Regulatory Requirements	3	1	1
<b>TOTAL</b>	<b>18</b>	<b>9</b>	<b>16</b>

<b>Capital Planning Criteria Decision Rating</b>							
<b>Impact Scoring (1-7)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Robert Dauphinee, Director of Public Works

**DATE:** April 8, 2024

**SUBJECT:** Draft 2024 Capital Budget – Fleet

### RECOMMENDATION:

That Council receives the report titled “Draft 2024 Capital Budget – Fleet dated April 8, 2024; further, that Council includes the draft 2024 Capital Budget for Fleet, totalling \$75,000, in the 2024 Financial Plan.

### BACKGROUND:

The total proposed Draft 2024 Capital Budget for Fleet is \$70,000.

The total proposed Five-Year Draft Capital Budget for Fleet is \$1,060,000.

### Project Carry Over:

This report details both new capital projects and 2023 carry over capital projects. Due to several factors, including staff turnover, several projects were identified to be completed in 2023, but will not be completed until 2024 or later. The total amount for carried over is \$270,000.

Carry over requests from 2023 include:

- Unit 31 – ½ ton Pick Up Replacement – \$70,000 deferred to 2025
- Unit 60 – Garbage Truck Replacement – \$200,000 deferred to 2026

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget - Fleet include:

- Unit 41 Light Duty Truck Replacement – increase of \$70,000

### FINANCIAL CONSIDERATIONS:

#### Draft 2024 Capital Budget – Fleet

REVENUE SOURCES	2024	2025	2026	2027	2028
Transfer from Reserve - General Capital Works, Machinery and Equipment Reserve	\$70,000	\$95,000	\$310,000	\$475,000	\$110,000
<b>TOTAL REVENUE</b>	<b>\$70,000</b>	<b>\$95,000</b>	<b>\$310,000</b>	<b>\$475,000</b>	<b>\$110,000</b>

EXPENSES – CARRY OVER	2024	2025	2026	2027	2028
Unit 31 ½ ton Light-Duty Truck		\$70,000			
Unit 60 - Garbage Truck			\$200,000		
<b>Total</b>		<b>\$70,000</b>	<b>\$200,000</b>		

EXPENSES - NEW	2024	2025	2026	2027	2028
Unit 41 ½ ton Light-Duty Truck	\$70,000				
Unit 48 ¾ ton Light-Duty Truck			\$85,000		
Unit 53 ½ ton Light-Duty Truck				\$75,000	
Unit 49 ¾ ton Light-Duty Truck					\$85,000
Unit 09 - Lawn Tractor		\$25,000			
Unit 10 - Lawn Tractor			\$25,000		
Unit 14 - Lawn Tractor (2020)					\$25,000
Unit 17 - Moto Grader				\$400,000	
<b>Total</b>	<b>\$70,000</b>	<b>\$25,000</b>	<b>\$110,000</b>	<b>\$475,000</b>	<b>\$110,000</b>

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled "Draft 2024 Capital Budget – Fleet" dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

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

Approved By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

### Capital Project Name: Unit 41 Light Duty Truck Replacement

#### Project Description:

Unit 41 is a 1999 ½ tone with 210,000 kms.

Aging vehicles often incur higher maintenance costs and are more prone to breakdowns, leading to service disruptions and increased downtime. By replacing older trucks with newer models, public works departments can ensure reliable performance, minimize repair expenses, and adhere to environmental standards with more fuel-efficient and eco-friendly options.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Replacement of equipment and fleet following the asset management tool.

#### RISK CONSIDERATIONS

	Light Truck Replacement
<b>Score out of 7</b>	
Employee Safety Risk Potential	2
Public Safety Risk Potential	2
Reputational Impact	2
Efficiency (cost/staffing)	5
Impact on Services	1
Regulatory Requirements	4
<b>TOTAL</b>	<b>16</b>

<b>Capital Planning Criteria Decision Rating</b>							
<b>Impact Scoring (1-7)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Robert Dauphinee, Director of Public Works  
**DATE:** April 8, 2024  
**SUBJECT:** Draft 2024 Capital Budget - Facilities

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### RECOMMENDATION #1:

That Council receives the report titled "Draft 2024 Capital Budget – Facilities" dated April 8, 2024; further, that Council authorizes a funding commitment in the amount of \$130,500, payable from the Growing Communities Fund, for upgrades to District of Hudson's Hope Arena.

### RECOMMENDATION #2:

That Council authorizes a funding commitment in the amount of \$27,500, payable from the Growing Communities Fund, for upgrades to the Curling Rink.

### RECOMMENDATION #3:

That Council authorizes a funding commitment in the amount of \$100,000, payable from the Growing Communities Fund, for the playground replacement at the District of Hudson's Hope Swimming Pool.

### RECOMMENDATION #4:

That Council includes the draft of the 2024 Capital Budget for Facilities, which will total \$852,500 in the 2024 Financial Plan.

### BACKGROUND:

The total proposed Draft 2024 Capital Budget – Facilities is \$852,500.

The total proposed Five-Year Draft Capital Budget for Facilities is \$1,452,500.

**Project Carry Over:** This report details both new capital projects and 2023 carry over capital projects. Due to several factors, including staff turnover, contractor availability, supply issues, and issues surrounding the water treatment plant, several projects were identified to be completed in 2023, but will not be completed until 2024 or later. The total amount for carried over is \$[REDACTED].

Carry over requests from 2023 include:

- Dinosaur Lake Playground – deferred to 2025 with an additional increase of \$20,000, bringing the total cost to \$[REDACTED].
- Pool upgrades – \$[REDACTED] deferred to 2024

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget - Facilities include:

- Pool Liner Replacement Project and Mechanical Room Upgrade – Increase of \$ [REDACTED]
- Pool Playground Replacement - increase of \$ [REDACTED]
- Arena Upgrades – Ice Plant Refrigerant Detection System, Replacement of Phase 3 Disconnect, installation of Fire Alarm System, and Kitchen Upgrade – increase of \$ [REDACTED]
- Curling Rink - Ice Plant Refrigerant Detection System – increase of \$ [REDACTED]
- District office Improvements – increase of \$ [REDACTED]
- Public Works Shop – Security System – increase of \$ [REDACTED]

**FINANCIAL CONSIDERATIONS:**

**Draft 2024 Capital Budget – Facilities**

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition					\$17,500
Grant - PRA	\$375,000				
Grant - NDIT	\$187,500				
Transfer from Reserve - Growing Communities Fund	\$258,000				
Transfer from Reserve – General Capital Works, Machinery and Equipment	\$32,000	\$200,000			\$37,500
Transfer From Deferred Revenue				\$150,000	
<b>TOTAL REVENUE</b>	<b>\$852,500</b>	<b>\$200,000</b>		<b>\$150,000</b>	<b>\$250,000</b>

EXPENSES – CARRY OVER	2024	2025	2026	2027	2028
Pool - Liner Replacement Project	\$ [REDACTED]				
Playground – Dinosaur Lake	[REDACTED]	\$80,000			
<b>Total</b>	<b>\$375,000</b>	<b>\$80,000</b>			

EXPENSES - NEW	2024	2025	2026	2027	2028
Pool - Liner Replacement Project	\$ [REDACTED]				
Pool – Mechanical Room Upgrade	\$ [REDACTED]				
Visitor Center Upgrade		\$50,000			
District Office - Improvements	\$ [REDACTED]				
Arena - Ice Plant Refrigerant Detection System	\$ [REDACTED]				
Arena - Replacement of 3-Phase Main Power Disconnect	\$ [REDACTED]				
Arena - Fire Alarm System	\$ [REDACTED]				
Arena – Kitchen Upgrades	\$ [REDACTED]				
Arena - Upgrade					\$200,000
Curling Rink - Ice Plant Refrigerant Detection System	\$ [REDACTED]				
Pool Playground Replacement	\$ [REDACTED]				
Dinosaur Lake Playground		\$20,000			
Public Works Shop – Security System	\$ [REDACTED]				
Trail System Upgrades		\$50,000			
Alwin Holland Campground				\$150,000	
Pool Play Area					\$50,000
<b>Total</b>	\$ [REDACTED]	<b>\$200,000</b>	<b>0</b>	<b>\$150,000</b>	<b>\$250,000</b>

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled “Draft 2024 Capital Budget – Facilities” dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

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

Approved By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

### Capital Project Name: Pool - Liner Replacement Project

#### Project Description

The outdoor pool has been experiencing problems with the liner system due to deterioration of the liner and spalling on the concrete surface. The District is also experiencing some additional water usage, which is likely due to unknown leaks in the return lines. The project involves performing leak detection on the return lines, repairing the concrete spalling, and installing a new liner system.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.
  - Develop a plan for Pool facility improvement – Recreation committee to provide quarterly reports to the council.

### Capital Project Name: Pool – Mechanical Room Upgrade

#### Project Description

The aging components in the pool mechanical room have posed challenges for District staff. Issues such as leaking hot water tanks, the main compressor, and pumps have made the District vulnerable to potential service interruptions during our limited pool season. With the scheduled concrete and liner repairs at the pool site, it is crucial to assess the supporting mechanical room for upgrades and replace problematic components. This step is essential to guarantee uninterrupted service to our pool users for years to come.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.
  - Develop a plan for Pool facility improvement – Recreation committee to provide quarterly reports to the council

### Capital Project Name: Pool – Playground Replacement

#### Project Description

The playground equipment at the Outdoor Pool Park is nearing the end of its lifespan, with noticeable deterioration and a lack of available replacement parts. While our certified District Staff currently assesses playground equipment across all our playgrounds, it's evident that the

pool playground equipment may pass this year's inspection but is unlikely to do so in future years. The proposed project suggests replacing the pool playground equipment with new, durable equipment that will serve the community for the next 15 to 20 years.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Construct new playgrounds at the Dinosaur Lake campground, Cameron Lake campground, and a playground at the arena baseball diamond. Replace the playground at the pool.

### **Capital Project Name: Arena – Ice Plant Refrigerant Detection System**

#### Project Description

In November 2023, the Arena encountered a refrigerant (freon) loss incident, leading to a significant depletion of freon from the system. Freon, a costly colourless and odourless refrigerant, poses safety concerns when released in high concentrations. Additionally, it is recognized for its adverse environmental impact, contributing to ozone depletion. Installing a freon detection system is crucial in promptly notifying staff of potential leaks. This proactive measure allows for immediate response and isolation of the leak before it escalates, ensuring the safety of occupants, saving valuable freon and minimizing environmental consequences.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

### **Capital Project Name: Arena Replacement of 3 - Phase Power Disconnect**

#### Project Description

The Arena's main disconnect indicates it is generating excessive heat, likely stemming from prior arcing on one of its legs, which may have damaged the connector. This could disrupt the sub-feed to the compressor room and affect the compressors' PLC panels. Recent replacement of the soft starter and past repairs to PLC components are probably linked to this problem.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

**Capital Project Name: Arena – Fire Alarm System**Project Description

The Arena lacks a fire alarm system to promptly alert occupants in the event of a fire, potentially compromising their safety. This project aims to address this issue by proposing installing a comprehensive fire alarm system tailored to the needs of the Arena. Additionally, the system will ensure timely evacuation and enhance overall fire safety within the facility.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

**Capital Project Name: Arena – Kitchen Upgrade**Project Description:

The countertops located in the Arena's kitchen require replacement to meet the requirements of the *Food Premise Regulation*. The District will utilize this opportunity to implement several other minor improvements.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

**Capital Project Name: Curling Rink - Ice Plant Refrigerant Detection System**Project Description

Like the Arena, the Curling Rink has experienced freon loss over the past few years. This project proposes installing the same detection system noted in the arena request.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

**Capital Project Name: District Office Improvements**Project Description

This project involves updating the staff lunchroom, including replacing the aging sofas with a new table and chairs, updating electrical outlets, and installing a stove. The stove will also aid emergency coordination activities within the facility when the emergency operations center is activated. Furthermore, the proposal includes installing an alarm system with keypad access at the door to enhance security and protect municipal assets and information.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.

- Repair and rehabilitation of District owned facilities.

**Capital Project Name: Public Works Shop – Security System**

Project Description

The Public Works Shop has encountered multiple instances of fuel theft in recent years, along with the theft of a District ½ truck, which was later recovered. Although the facility is gated at the entrance, it lacks security fencing and other theft deterrents. Additionally, on working days, there are periods when the facility remains unattended due to staff being out in the District, with entrance gate and sometimes shop doors left unlocked. To address these security concerns, the project proposes installing a security alarm system for the building. Furthermore, the plan includes installing exterior cameras to monitor the yard and vehicle traffic, enhancing our overall security measures.

Strategic Plan Relevance

Not Applicable

**RISK CONSIDERATIONS**

	Pool Liner Replacement	Pool Mechanical Room	Pool Playground	Arena - Ice Plant Refrigerant Detection System	Arena - Main Power Disconnect	Arena Fire Alarm System	Arena Kitchen Upgrades	Curling Rink - Ice Plant Refrigerant Detection System	District Office - Improvements	PW Shop - Security System
<b>Score out of 7</b>										
Employee Safety Risk Potential	2	3	1	4	2	7	1	4	1	1
Public Safety Risk Potential	2	2	6	4	1	7	7	4	1	1
Reputational Impact	7	5	4	4	4	5	6	3	1	4
Efficiency (cost/staffing)	7	5	4	5	5	1	1	5	1	5
Impact on Services	5	5	3	2	4	7	2	1	1	3
Regulatory Requirements	1	7	7	4	4	7	7	4	1	1
<b>TOTAL</b>	<b>24</b>	<b>27</b>	<b>25</b>	<b>23</b>	<b>20</b>	<b>34</b>	<b>24</b>	<b>21</b>	<b>6</b>	<b>15</b>

<b>Capital Planning Criteria Decision Rating</b>							
<b>Impact Scoring (1-7)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Robert Dauphinee, Director of Public Works

**DATE:** April 8, 2024

**SUBJECT:** Draft 2024 Capital Budget – Transportation Infrastructure

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**RECOMMENDATION:**

That Council receives the report titled “Draft 2024 Capital Budget – Transportation Infrastructure dated April 15, 2024; further, that Council includes the draft 2024 Capital Budget for Transportation Infrastructure, totalling \$175,000 in 2024, in the 2024 Financial Plan.

**BACKGROUND:**

The total proposed Draft 2024 Capital Budget – Transportation Infrastructure is \$175,000.

The total proposed Five-Year Draft Capital Budget for Transportation Infrastructure is \$825,000.

**Project Carry Over:**

This report details both new capital projects and 2023 carry over capital projects. Due to several factors, including staff turnover, several projects were identified to be completed in 2023, but will not be completed until 2024 or later. The total amount for carried over is \$ [REDACTED].

Carry over requests from 2023 include:

- Beryl Prairie Ditch Rehabilitation – \$ [REDACTED] deferred to 2024

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget - Transportation Infrastructure include:

- Salt Shed – increase of \$ [REDACTED]

**FINANCIAL CONSIDERATIONS:**

**Draft 2024 Capital Budget – Transportation Infrastructure**

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition				\$132,879	
Transfer from Reserve - General Capital Works, Machinery and Equipment Reserve	\$175,000	\$50,000	\$100,000	\$267,121	\$100,000
<b>TOTAL REVENUE</b>	<b>\$175,000</b>	<b>\$50,000</b>	<b>\$100,000</b>	<b>\$400,000</b>	<b>\$100,000</b>

EXPENSES – CARRY OVER	2024	2025	2026	2027	2028
Beryl Prairie Ditch	\$ [REDACTED]				
<b>TOTAL EXPENSES</b>	\$ [REDACTED]				

EXPENSES - NEW	2024	2025	2026	2027	2028
Pavement Improvements				\$350,000	
Sidewalks, Curbs and Gutter - Upgrades / Major Repairs		\$50,000		\$50,000	\$100,000
Culvert/ Ditch Improvement			\$100,000		
Salt Shed	\$ [REDACTED]				
<b>TOTAL EXPENSES</b>	\$ [REDACTED]	\$50,000	\$100,000	\$400,000	\$100,000

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled “Draft 2024 Capital Budget – Transportation Infrastructure April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

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

Approved By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

### Capital Project Name: Beryl Prairie Ditch

#### Project Description

On May 2, 2020, the Beryl Prairie Subdivision encountered substantial flooding near Tompkins Road and Coulson Road. This led to the washout of a driveway and culvert, consequently causing considerable erosion along the east side of the Tompkins Road ditch. To prevent future flood-related damages, this project recommends investigating and implementing mitigation measures, including ditch armouring.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Complete Beryl Prairie Flood Mitigation Ditch.

### Capital Project Name: Salt Shed

#### Project Description

The original Public Works Salt Shed currently resides on property owned by BC Hydro, obtained for the shoreline protection berm project. While the District retains access to the shed, communication and coordination with BC Hydro are required. Salt is extracted from this shed and combined with sand in the open area near the former Public Works Shop at the end of Clarke Avenue. Subsequently, the blend is covered with tarps until required. The project suggests the construction of a new sand/salt shed within the Public Works Yard. This location ensures proper protection from the elements and facilitates easy accessibility, providing the material is readily available.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

**RISK CONSIDERATIONS**

	Beryl Prairie Ditch	Salt Shed
<b>Score out of 7</b>		
Employee Safety Risk Potential	2	1
Public Safety Risk Potential	4	1
Reputational Impact	4	4
Efficiency (cost/staffing)	5	3
Impact on Services	3	3
Regulatory Requirements	1	1
<b>TOTAL</b>	<b>19</b>	<b>13</b>

Capital Planning Criteria Decision Rating							
Impact Scoring (1-7)	1	2	3	4	5	6	7
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Robert Dauphinee, Director of Public Works

**DATE:** April 8, 2024

**SUBJECT:** Draft 2024 Capital Budget - Water Infrastructure and Water Treatment Plant

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### **RECOMMENDATION #1:**

That Council receives the report titled "Draft 2024 Capital Budget – Water Infrastructure and Water Treatment Plant" dated April 8, 2024; further, that Council authorizes a funding commitment in the amount of \$25,000, payable from the Growing Community Reserves Fund, for the purchase and installation of two keypads for the residential water stands.

### **RECOMMENDATION #2:**

That Council authorizes a funding commitment in the amount of \$273,646, payable from the Growing Community Reserves Fund, for design work for the permanent water treatment plant.

### **RECOMMENDATION #3:**

That Council authorizes a funding commitment in the amount of \$60,000, payable from the Growing Community Reserves Fund, for upgrades to the Beryl Prairie water system.

### **RECOMMENDATION #4:**

That Council authorizes a funding commitment in the amount of \$96,164, payable from the Local Government Climate Action Program Fund, to be used towards the water meter program.

### **RECOMMENDATION #5:**

That Council includes the draft 2024 Capital Budget for Water Infrastructure and Water Treatment Plant, totalling \$825,000 in 2024, which includes Municipal Finance Authority borrowing in 2025 for the construction of a permanent water treatment plant, in the 2024 Financial Plan.

### **BACKGROUND:**

The total proposed Draft 2024 Capital Budget – Water Infrastructure and Water Treatment Plant is \$825,000.

The total proposed Five-Year Draft Capital Budget for Water Infrastructure and Water Treatment Plant is \$9,389,000.

Due to unanticipated costs in 2023 related to the Water Treatment Plant Failure, and a reallocation of reserves and applicable grants, an increase to property taxes will be required to

secure the funding required. Staff have proposed the use of Reserves, Peace River Agreement funding (PRA), other grant funding, and Municipal Finance Authority borrowing where appropriate to minimize the need for increased taxation.

Based on the proposed Draft Five-Year Capital Budget, the Water Reserve will be emptied in 2024, \$6,164,000 will be required to be borrowed through Municipal Finance Authority in 2025, and an additional \$2,280,311 will be required through requisition and/or grants between 2025-2028.

**Project Carry Over:** This report details both new capital projects and 2023 carry over capital projects. Due to several factors, including staff turnover, contractor availability, supply issues, and issues surrounding the water treatment plant, several projects were identified to be completed in 2023, but will not be completed until 2024 or later. The total amount for carried over is \$ [REDACTED].

Carry over requests from 2023 include:

- Water Valve & Hydrant Replacement - \$ [REDACTED] deferred to 2024

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget - Water Infrastructure and Water Treatment Plant include:

- Water Valve & Hydrant Replacement – increase of \$ [REDACTED].
- Residential Water Stands Keypads – increase of \$ [REDACTED].
- Water Meter Program – increase of \$ [REDACTED].
- Water Treatment Plant Design – increase of \$ [REDACTED].

**FINANCIAL CONSIDERATIONS:**

**Option #1 - Draft 2024 Capital Budget – Water Infrastructure and Water Treatment Plant**

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition	\$22,799	\$507,512	\$550,000	\$350,000	\$850,000
Grant - PRA	\$150,000				
Grant - LCAP	\$96,164				
Grants – Community Works Fund	\$ 257,391				
Transfer from Reserve - Growing Communities Fund	\$298,646	\$60,000			
Transfer from Reserve - Water		\$82,488			
Municipal Finance Authority Borrowing		\$6,164,000			
<b>TOTAL REVENUE</b>	<b>\$825,000</b>	<b>\$6,814,000</b>	<b>\$550,000</b>	<b>\$350,000</b>	<b>\$850,000</b>

EXPENSES	2024	2025	2026	2027	2028
Water – General	\$310,000	\$650,000	\$550,000	\$350,000	\$500,000
Water Treatment Plant	\$515,000	\$6,164,000			\$350,000
<b>TOTAL EXPENSES</b>	<b>\$825,000</b>	<b>\$6,814,000</b>	<b>\$550,000</b>	<b>\$350,000</b>	<b>\$850,000</b>

**Note:** If Council chooses to include Option 1, which involves borrowing \$6,164,000 in 2025 for the permanent water treatment plant, based on a 20-year term at 4.79%, it will result in the following estimated payments in the five-year Financial Plan Operation Budget:

EXPENSES OPERATION - NEW	2024	2025	2026	2027	2028
MFA PAYMENT -INTEREST			\$295,256	\$295,256	\$295,256
MFA PAYMENT – PRINCIPLE			\$215,735	\$215,735	\$215,735
<b>TOTAL EXPENSE</b>			<b>\$510,991</b>	<b>\$510,991</b>	<b>\$510,991</b>

**Estimated Total Repayment - \$10,219,818.**

Loans with terms of ten years or longer will **generally** receive the posted rate for the first ten years. Typically, at the end of ten years, the relending rate will be reset at the current market rate for a period to be determined at that point (likely five years).

**Option #2 - Draft 2024 Capital Budget – Water Infrastructure and Water Treatment Plant**

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition	\$22,799	\$6,814,000	\$550,000	\$350,000	\$850,000
Grant - PRA	\$150,000				
Grant - LCAP	\$96,164				
Grants – Community Works Fund	\$ 257,391				
Transfer from Reserve - Growing Communities Fund	\$298,646	\$60,000			
Transfer from Reserve - Water		\$82,488			
<b>TOTAL REVENUE</b>	<b>\$825,000</b>	<b>\$6,814,000</b>	<b>\$550,000</b>	<b>\$350,000</b>	<b>\$850,000</b>

EXPENSES	2024	2025	2026	2027	2028
Water – General	\$310,000	\$650,000	\$550,000	\$400,000	\$500,000
Water Treatment Plant	\$515,000	\$6,164,000			\$350,000
<b>TOTAL EXPENSES</b>	<b>\$825,000</b>	<b>\$6,814,000</b>	<b>\$550,000</b>	<b>\$400,000</b>	<b>\$850,000</b>

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled “Draft 2024 Capital Budget – Water Infrastructure and Water Treatment Plant” dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

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

Approved By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

### Capital Project Name: Water Valve & Hydrant Replacement

#### Project Description

In line with the District's dedication to asset management, this project seeks to modernize obsolete water main valves and hydrants across the distribution system. These components, installed between 1962 and 1979, have exceeded their expected lifespan.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Use asset management tools to replace infrastructure in a timely manner with the

### Capital Project Name: Residential Water Stands Keypads

#### Project Description

This project suggests transitioning from a token-based system for bulk water supply to a programmable key fob system. The current token system presents challenges when the token case is tampered with, leading to water supply interruptions and unaccounted-for tokens. Moreover, sourcing tokens has become increasingly challenging, with most suppliers shifting to electronic-based systems. Key fobs offer enhanced user convenience by eliminating the need to carry tokens, thus reducing the risk of loss or damage. Additionally, key fobs facilitate better tracking and management of water usage, enabling improved resource allocation and billing accuracy. Implementing key fobs will streamline operations and elevate the overall user experience.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Use asset management tools to replace infrastructure in a timely manner.

### Capital Project Name: Reservoir Capital Upgrades

#### Project Description

This project suggests relocating the chlorine injection line as part of the continuous efforts to resolve low chlorine levels in the Jamison subdivision distribution system. This relocation aims to enable direct feeding into the small reservoir, ensuring proper mixing before the water is discharged into the distribution system.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Use asset management tools to replace infrastructure in a timely manner.

**Capital Project Name: Water Meter Program**

Project Description

In 2012, the District initiated a water metering program for customers served by the water utility. This program included installing water meters equipped with remote reading capabilities for all customers. Typically, water meters have a lifespan of 15 to 20 years. This project suggests upgrading the meter reader and software, initiating a replacement program for malfunctioning meters, installing meters for customers without them, and gradually replacing aging meters over time.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Use asset management tools to replace infrastructure in a timely manner.

**Capital Project: New Water Treatment Plant**

Project Description

In late 2023, the District initiated the preliminary design phase for a permanent water treatment plant. This phase identified cost estimates and explored various clarifier treatment technologies for the new facility. The next phase will involve the final design and the formulation of tender documents.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Use asset management tools to replace infrastructure in a timely manner.

**FINANCIAL CONSIDERATIONS**

<b>EXPENSES – CARRY OVER</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Water Valve & Hydrant Replacement	████████				
<b>Total</b>	████████				

<b>EXPENSES WATER GENERAL - NEW</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Water Valve & Hydrant Replacement	\$ [REDACTED]	\$100,000		\$100,000	
Water Main Looping			\$500,000		\$500,000
Water Main Replacement				\$250,000	
Residential Water Stands Keypad (2)	\$ [REDACTED]				
Beryl Prairie Water Well		\$500,000			
Reservoir Capital Upgrade	\$ [REDACTED]				
Water Meter Program	\$ [REDACTED]	\$50,000	\$50,000		
<b>Total</b>	<b>\$ [REDACTED]</b>	<b>\$650,000</b>	<b>\$550,000</b>	<b>\$350,000</b>	<b>\$500,000</b>

<b>EXPENSES WATER TREATMENT PLANT - NEW</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Preliminary Design	\$ [REDACTED]				
Final Design	\$ [REDACTED]				
Permanent Intake	\$ [REDACTED]	\$864,000			
Water Treatment Plant Construction		\$5,300,000			\$350,000
<b>Total</b>	<b>[REDACTED]</b>	<b>\$6,164,000</b>			<b>\$350,000</b>

**RISK CONSIDERATIONS**

	<b>Water Valves &amp; Hydrants Replacement</b>	<b>Reservoir Capital Upgrade</b>	<b>Residential Water Stand Keypads</b>	<b>Water Meter Program</b>
<b>Score out of 7</b>				
Risk to Worker Safety	1	1	1	1
Risk to the Public	5	1	1	1
Reputational Impact	4	5	3	3
Impact on Services Reliability	5	5	2	4
Efficiency (cost/staffing)	5	3	3	5
Regulatory Requirement	1	4	1	4
<b>TOTAL</b>	<b>21</b>	<b>19</b>	<b>11</b>	<b>18</b>

<b>Capital Planning Criteria Decision Rating</b>							
<b>Impact Scoring (1-7)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Robert Dauphinee, Director of Public Works

**DATE:** April 8, 2024

**SUBJECT:** Draft 2024 Capital Budget - Wastewater

### RECOMMENDATION:

That Council receives the report titled “Draft 2024 Capital Budget – Wastewater dated April 15, 2024; further, that Council includes the draft of the 2024 Capital Budget for Wastewater, totalling \$645,000, in the 2024 Financial Plan.

### BACKGROUND:

The total proposed Draft 2024 Capital Budget – Wastewater is \$ 645,000.

The total proposed Five-Year Draft Capital Budget for Wastewater is \$865,000.

### Project Carry Over:

This report details both new capital projects and 2023 carryover capital projects. Due to several factors, including staff turnover, contractor availability and supply issues, several projects were identified to be completed in 2023 but will not be completed until 2024 or later. The total amount for carried over is \$ [REDACTED].

Carry over requests from 2023 include:

- Sanitary Sewer Upgrade (Highway 29 Manhole Installation) - [REDACTED] deferred to 2024
- Kendrick Lift Station – \$ [REDACTED] deferred to 2024

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget - Wastewater include:

- Lagoon Flowmeter - increase of \$ [REDACTED].

### FINANCIAL CONSIDERATIONS:

#### Draft 2024 Capital Budget – Wastewater

REVENUE SOURCES	2024	2025	2026	2027	2028
Grant – Municipal Affairs	\$500,000				
Transfer from Reserve – Sewer	\$145,000	\$20,000		\$200,000	
<b>TOTAL REVENUE</b>	<b>\$645,000</b>	<b>\$20,000</b>		<b>\$200,000</b>	

<b>EXPENSES – CARRY OVER</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Kendrick Lift Station Upgrade	\$ [REDACTED]				
Hwy 29 Manhole Installation	\$ [REDACTED]				
<b>Total</b>	<b>\$625,000</b>				

<b>EXPENSES - NEW</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Adam Lift Station		\$20,000			
Sanitary Sewer Upgrades				\$200,000	
Lagoon Flow Meter	\$ [REDACTED]				
<b>Total</b>	<b>\$ [REDACTED]</b>	<b>\$20,000</b>		<b>\$200,000</b>	

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled “Draft 2024 Capital Budget – Wastewater” dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

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

Approved By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

### Capital Project Name: Kendrick Lift Station Upgrade

#### Project Description

Situated at the junction of Dudley Drive and Holland Street, the Kendrick Lift Station, constructed in 1967, is approaching the end of its operational life. Challenges have arisen concerning the electrical control system and the degradation of internal piping. Preliminary work on this project has been ongoing, with assessments and predesign work conducted in 2023 and earlier. The final design work started in the fall of 2023 and is nearing completion. Construction is anticipated for the upcoming season.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Upgrade Kendrick and Adam Street sanitary Lift stations.

### Capital Project Name: Highway 29 Manhole Installation

#### Project Description

Operators have encountered difficulties thoroughly cleaning a specific section of the District's collection system because of a bend in the collection line, which also hinders camera inspection. This project continues the District's efforts from 2023, during which the District upgraded the Sani Dump Station at Gething Park. However, the manhole installation was postponed due to contractor availability limitations and is now slated for completion this year.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

### Capital Project Name: Lagoon Flowmeter.

#### Project Description

The District's new permit for the wastewater treatment lagoon will require the installation of a flow-measuring device. This device will monitor the volume of effluent released from the lagoon, ensuring compliance with our operating permit.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Complete registration of the Wastewater Treatment Plant with the Ministry.

**RISK CONSIDERATIONS**

	<b>Kendrick Lift Station Upgrade</b>	<b>Lagoon Flow Meter</b>	<b>Hwy 29 Manhole Installation</b>
<b>Score out of 7</b>			
Employee Safety Risk Potential	7	1	1
Public Safety Risk Potential	2	1	1
Reputational Impact	5	4	4
Efficiency (cost/staffing)	5	3	5
Impact on Services	5	1	5
Regulatory Requirements	5	7	1
<b>TOTAL</b>	<b>29</b>	<b>17</b>	<b>17</b>

<b>Capital Planning Criteria Decision Rating</b>							
<b>Impact Scoring (1-7)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Crystal Brown, Chief Administrative Officer  
**DATE:** April 8, 2024  
**SUBJECT:** Draft 2024 Capital Budget – Community Hall

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### RECOMMENDATION #1:

That Council receives the report titled “Draft 2024 Capital Budget – Community Hall” dated April 8, 2024; further, that Council authorizes a funding commitment in the amount of \$150,000, payable from the Growing Communities Fund, for upgrades to the District of Hudson’s Hope Community Hall.

### RECOMMENDATION #2:

That Council includes the draft of the 2024 Capital Budget for the Community Hall, totalling \$300,000, which includes Municipal Finance Authority borrowing in 2025 for the construction of a new community hall, in the 2024 Financial Plan.

### BACKGROUND:

The total proposed Draft 2024 Capital Budget – Community Hall is \$300,000.

The total proposed Five-Year Draft Capital Budget for Facilities is \$10,300,000.

**Project Carry Over:** This report details both new capital projects and 2023 carry over capital projects. Due to several factors, including staff turnover, contractor availability, supply issues, and issues surrounding the water treatment plant, several projects were identified to be completed in 2023, but will not be completed until 2024 or later. The total amount for carried over is \$150,000.

Carry over requests from 2023 include:

- Community Hall Feasibility - \$150,000 deferred to 2024

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget - Facilities include:

- Community Hall Upgrades – \$150,000

**FINANCIAL CONSIDERATIONS:**

**Option 1 - Draft 2024 Capital Budget – Community Hall**

REVENUE SOURCES	2024	2025	2026	2027	2028
Transfer from Reserve - Growing Communities Fund	\$150,000				
Transfer from Reserve – Community Hall	\$150,000				
Municipal Finance Authority Borrowing			\$10,000,000		
<b>TOTAL REVENUE</b>	<b>\$300,000</b>		<b>\$10,000,000</b>		

EXPENSES – CARRY OVER	2024	2025	2026	2027	2028
Feasibility	\$ [REDACTED]				
<b>TOTAL EXPENSE</b>	<b>\$ [REDACTED]</b>				

EXPENSES - NEW	2024	2025	2026	2027	2028
Community Hall Upgrade	\$ [REDACTED]				
New Community Hall	[REDACTED]		\$10,000,000		
<b>TOTAL EXPENSE</b>	<b>\$ [REDACTED]</b>		<b>\$10,000,000</b>		

**Note:** If Council chooses to include Option 1, which involves borrowing \$10,000,000 in 2026 for the proposed Community Hall, based on a 30-year term at 4.79%, it will result in the following estimated payments in the five-year Financial Plan Operation Budget:

EXPENSES OPERATION - NEW	2024	2025	2026	2027	2028
MFA PAYMENT -INTEREST				\$479,000	\$466,000
MFA PAYMENT – PRINCIPLE				\$190,547	\$187,423
<b>TOTAL EXPENSE</b>				<b>\$669,547</b>	<b>\$669,547</b>

**Estimated Total Repayment - \$20,086,402**

Loans with terms of ten years or longer will **generally** receive the posted rate for the first ten years. Typically, at the end of ten years, the relending rate will be reset at the current market rate for a period to be determined at that point (likely five years).

**Option 2 - Draft 2024 Capital Budget – Community Hall**

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition			\$10,000,000		
Transfer from Reserve - Growing Communities Fund	\$150,000				
Transfer from Reserve – Community Hall	\$150,000				
<b>TOTAL REVENUE</b>	<b>\$300,000</b>		<b>\$10,000,000</b>		

EXPENSES – CARRY OVER	2024	2025	2026	2027	2028
Feasibility	████████				
<b>Total</b>	<b>\$ ██████████</b>				

EXPENSES - NEW	2024	2025	2026	2027	2028
Community Hall Upgrade	████████				
New Community Hall	████████		\$10,000,000		
<b>Total</b>	<b>\$ ██████████</b>		<b>\$10,000,000</b>		

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled “Draft 2024 Capital Budget – Community Hall” dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

Prepared By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

**Capital Project Name: Community Hall – Fire Alarm System**

Project Description

The Community Hall lacks a fire alarm system to promptly alert occupants in the event of a fire, potentially compromising their safety. This project aims to address this issue by proposing installing a comprehensive fire alarm system tailored to the needs of the Community Hall. Additionally, the system will ensure timely evacuation and enhance overall fire safety within the facility.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

**Capital Project Name: Arena – Community Hall Kitchen Upgrade**

Project Description:

The kitchen located in the Community Hall requires several upgrades to meet the requirements of the *Food Premise Regulation*, including appropriate handwashing facilities, food contact surfaces, and fire suppression.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

**RISK CONSIDERATIONS**

	<b>Community Hall Upgrades</b>
<b>Score out of 7</b>	
Employee Safety Risk Potential	6
Public Safety Risk Potential	6
Reputational Impact	6
Efficiency (cost/staffing)	5
Impact on Services	4
Regulatory Requirement	7
<b>TOTAL</b>	<b>34</b>

<b>Capital Planning Criteria Decision Rating</b>							
<b>Impact Scoring (1-7)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Fred Burrows, Director of Protective Services  
**DATE:** April 8, 2024  
**SUBJECT:** Draft 2024 Capital Budget – Fire Equipment

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### RECOMMENDATION:

That Council receives the report titled “Draft 2024 Capital Budget – Fire Equipment” dated April 8, 2024; further, that Council includes the draft 2024 Capital Budget for Fire Equipment, totaling \$122,900, in the 2024 Financial Plan.

### BACKGROUND:

The total proposed Draft 2024 Capital Budget – Fire Equipment is \$122,900.

The total proposed Five-Year Draft Capital Budget for Facilities is \$451,900.

**Project Carry Over:** This report details both new capital projects and 2023 carry over capital projects. Due to several factors, including staff turnover, contractor availability, supply issues, and issues surrounding the water treatment plant, several projects were identified to be completed in 2023, but will not be completed until 2024 or later. The total amount for carried over is \$8,000.

Carry over requests from 2023 include:

- Turn Out Gear – \$8,000 deferred to 2024

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget -Fire Equipment include:

- Turn Out Gear - increase of \$22,000
- Structural Protection Unit (SPU) - increase of \$6,000
- Portable Radios –increase of \$21,000
- SCBA Bottles – increase of \$21,400
- Fire Hose - increase of \$10,000
- Sea-Can for Training – increase of \$7,000

**FINANCIAL CONSIDERATIONS:****Draft 2024 Capital Budget – Fire Equipment**

<b>REVENUE SOURCES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Requisition	\$96,900	\$34,500	\$18,500	\$264,000	\$12,000
Grant	\$26,000				
<b>TOTAL REVENUE</b>	<b>\$122,900</b>	<b>\$34,500</b>	<b>\$18,500</b>	<b>\$264,000</b>	<b>\$12,000</b>

<b>EXPENSES – CARRY OVER</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Turn Out Gear	\$8,000				
SCBA Units	\$27,500				
<b>TOTAL EXPENSES</b>	<b>\$35,500</b>				

<b>EXPENSES - NEW</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Turn Out Gear (Jacket/Pants/Helmet/Boots)	\$22,000	\$14,000	\$14,000	\$14,000	\$12,000
Structural Protection Unit (SPU)	\$6,000				
Potable Radios	\$21,000				
SCBA Bottles	\$21,400	\$13,500	\$4,500		
SCBA Units				\$240,000	
Fire Hose - 4" - 2.5" - 1.5"	\$10,000			\$10,000	
Sea-Can for Training x 2 - 40 ft	\$7,000	\$7,000			
<b>TOTAL EXPENSES</b>	<b>\$87,400</b>	<b>\$34,500</b>	<b>\$18,500</b>	<b>\$264,000</b>	<b>\$12,000</b>

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled "Draft 2024 Capital Budget – Fire Equipment" dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

Prepared By: *Fred Burrows, Director of Protective Services*

Approved By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

### Capital Project Name: Turnout Gear

#### Project Description

In 2024, the increase will ensure all fire department members wear compliant turnout gear. The Fire Department is currently short six complete sets and a couple of partial sets. Turnout gear includes the jacket, pants, helmet, boots, gloves, and balaclava. Turnout gear has an operational shelf life of ten years. Failures in the supply chain have contributed to long order times for turnout gear. During COVID-19, turn-out gear was not available, putting additional strains on Fire Departments across Canada needing replacement turnout gear. The District is requesting a \$\$22,000 increase to allow us to catch up with the substantial number of noncompliant sets. In 2025, that dollar amount will be re-aligned to \$14,000, allowing us to get into a regular replacement cycle.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Replacement of equipment and fleet following the asset management tool.

### Capital Project Name: Structural Protection Unit – SPU Trailer

#### Project Description

This year's budget request is to purchase a generator and associated lighting for the SPU. The purpose is to have the capability of the SPU functioning during the dark periods along with having the ability to charge our battery powered tools. A generator over 2500 watts is identified by BC Wildfire as a mandatory equipment for a recognized SPU.

#### Strategic Plan Relevance

Non-Applicable.

### Capital Project Name: Portable Radios

#### Project Description

The radio system upgrade has been ongoing for the past couple of years as a project established by the Regional District, which owns the radio system. This project ensures that all members on the scene of an incident are equipped with a portable radio as required by WorkSafe. As part of the upgrade and being fiscally responsible, the distribution of portable radios will be managed differently than the present system. Each apparatus will have portable radios permanently mounted in the cabs, equaling the number of seating positions, ensuring every firefighter on the scene has a communications device. The District will continue to issue pagers to firefighters as an alerting device. Only fire department officers will be issued a portable radio. Once the District completes the portable radio purchases, the District will move forward on the P25 implementation.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Replacement of equipment and fleet following the asset management tool.

**Capital Project Name: Pool – SCBA Cylinders Replacement**Project Description

In 2024, the District will need to replace part of its SCBA Cylinder inventory. The cylinders the District uses are carbon fibre composites with an operational shelf life of fifteen (15) years. Once cylinders reach this age, the District can no longer refill them or have them serviced by a provider.

The fire department will face the exact same situation with air cylinders timing out in the 2025 and 2026 budget cycles. In 2024, we are asking for \$21,400.00 to be allocated to this project to allow the fire department to complete the 2024 Replacement Air Cylinder project.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Replacement of equipment and fleet following the asset management tool.

**Capital Project Name: Fire Hose**Project Description

This project involves purchasing fire hoses and creating a spare inventory. Presently, the District just meets the requirement set down by the Office of the Fire Commissioner regarding hose inventory carried on fire apparatus. Further, the District does not have a spare fire hose inventory, so if a length is damaged during use or annual testing, the District cannot replace it.

Most problems with fire hoses wearing out are due to improper drying. The hose needs to be "hung to dry," but the two fire halls in Hudson's Hope are not equipped with proper drying facilities, so the hose's life expectancy is shorter. For example, we use 4" as a hydrant supply line, a single 100 ft length is just over \$1000.00, and we carry 800 – 1000' on each engine.

A fire hose inventory can be built over time but having at least three lengths for each size is a reasonable plan. Often, replacement hoses are unavailable for immediate purchase and can take up to a year to arrive. In 2024, we are asking for \$10,000.00 to be allocated to this project, which will allow the fire department to build a hose inventory.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Replacement of equipment and fleet following the asset management tool.

**Capital Project Name: Sea Cans**

Project Description

This Sea Can Fire Fighter Training project is expected to occur in 2024 & 2025. The project aims to acquire two 40' Sea Cans and arrange them in a way that allows the District to develop an SCBA Smoke Training Maze. To ensure a safe environment while training, the smoke for this training prop will be created using the District's smoke machine. No burning of combustible materials will occur to create a smoke-filled atmosphere.

SCBA training is an essential function required and set down in the "British Columbia Fire Service Minimum Training Standards, previously known as the Playbook. At present, neither station has a location that is purpose-built and rugged enough for this training, other than the two fire halls, which are at risk of being damaged with firefighters crawling around and banging SCBA and tools used in search training on walls and other portions of the building and equipment.

Staff have discussed this option with the Director of Public Works regarding setting up the Sea Cans off the apron area at the airport. The airport is a good location for both Downtown Station and Beryl Prairie.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

**RISK CONSIDERATIONS**

	Turnout gear	SPU Generator s	Portable Radios	SCBA Bottles	Fire Hose	Sea-Cans
<b>Score out of 7</b>						
Risk to Worker Safety	7	4	7	7	6	5
Risk to the Public	4	5	4	7	4	1
Reputational Impact	4	2	4	6	4	1
Impact on Services Reliability	7	2	7	6	6	5
Efficiency (cost/staffing)	5	3	5	3	2	5
Regulatory Requirement	7	5	7	7	7	6
<b>TOTAL</b>	<b>34</b>	<b>21</b>	<b>34</b>	<b>36</b>	<b>29</b>	<b>23</b>

<b>Capital Planning Criteria Decision Rating</b>							
<b>Impact Scoring (1-7)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** Fred Burrows, Director of Protective Services

**DATE:** April 8, 2024

**SUBJECT:** Draft 2024 Capital Budget – Fire Facilities

### RECOMMENDATION:

That Council receives the report titled “Draft 2024 Capital Budget – Fire Facilities” dated April 8, 2024; further, that Council includes the draft 2024 Capital Budget for Fire Facilities, totaling \$145,000, in the 2024 Financial Plan.

### BACKGROUND:

The total proposed Draft 2024 Capital Budget – Fire Equipment is \$145,000.

The total proposed Five-Year Draft Capital Budget for Facilities is \$285,000.

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget -Fire Facilities include:

- Downtown Fire Hall Upgrade - increase of \$ [REDACTED]
- Beryl Prairie Fire Hall Upgrade - increase of \$ [REDACTED]

### FINANCIAL CONSIDERATIONS:

#### Draft 2024 Capital Budget – Fire Facilities

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition	\$145,000	\$70,000	\$70,000		
<b>TOTAL REVENUE</b>	<b>\$145,000</b>	<b>\$70,000</b>	<b>\$70,000</b>		

EXPENSES - NEW	2024	2025	2026	2027	2028
Downtown Hall Building Upgrade	\$ [REDACTED]		\$70,000		
Beryl Prairie Hall Building Upgrades	\$ [REDACTED]	\$70,000			
<b>Total</b>	<b>\$145,000</b>	<b>\$70,000</b>	<b>\$70,000</b>		

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled “Draft 2024 Capital Budget – Fire Facilities” dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

Prepared By: *Fred Burrows, Director of Protective Services*

Approved By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

### Capital Project Name: Beryl Prairie Fire Hall Upgrade Feasibility Study

#### Project Description

The present condition of the Beryl Prairie Fire Hall has several serious deficiencies. At present, items are stored beside the fire apparatus, hardly leaving room to back the apparatus into the building. Over the years, contact between the apparatus and stored items has occurred. This project is for consulting fees to determine the feasibility of putting the equivalent of another bay onto the fire hall so there is reasonable storage, along with an indoor area for training or other events during the inclement winter months.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

### Capital Project Name: Downtown Fire Hall Upgrade

#### Project Description

Storage at the Downtown Fire Hall is an issue. Items are being stored in the truck bays that are only used on an annual basis but are taken up precious space. This project includes purchasing two – 8' x 8' Sea Cans that would be placed between the side door and the generator with the Sea Can doors facing into the parking lot. Prior to this being brought forward, we have been in discussion with the building inspector regarding our present building bylaw and how these would fit within the rules.

With the Sea Cans being only 8' x 8', less than 100 square feet, there is no requirement for any special foundations. The only requirement is they must be fenced. For aesthetic purposes the Sea Cans will be painted to match the fire hall paint scheme and cover any graphics that are on them. The fencing will be chain link with the slide-in plastic slats, doing our best to color match the building or white.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Repair and rehabilitation of District owned facilities.

**RISK CONSIDERATIONS**

	Beryl Prairie Building Upgrades	Downtown Fire Hall Upgrade
<b>Score out of 7</b>		
Risk to Worker Safety	5	6
Risk to the Public	1	5
Reputational Impact	1	2
Impact on Services Reliability	5	4
Efficiency (cost/staffing)	7	5
Regulatory Requirements	1	5
<b>TOTAL</b>	<b>20</b>	<b>27</b>

Capital Planning Criteria Decision Rating							
Impact Scoring (1-7)	1	2	3	4	5	6	7
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Fred Burrows, Director of Protective Services  
**DATE:** April 8, 2024  
**SUBJECT:** Draft 2024 Capital Budget – Fire Fleet

---

### RECOMMENDATION:

That Council receives the report titled “Draft 2024 Capital Budget – Fire Fleet” dated April 8, 2024; further, that Council includes the draft 2024 Capital Budget for Fire Fleet, totaling \$3,034,775, in the 2024 Financial Plan.

### BACKGROUND:

The total proposed Draft 2024 Capital Budget – Fire Equipment is \$3,034,775.

The total proposed Five-Year Draft Capital Budget for Facilities is \$3,565,775.

**Project Carry Over:** This report details both new capital projects and 2023 carry over capital projects. Due to several factors, including staff turnover, contractor availability, supply issues, and issues surrounding the water treatment plant, several projects were identified to be completed in 2023, but will not be completed until 2024 or later. The total amount for carried over is \$987,775.

Carry over requests from 2023 include:

- Fire Rescue – \$411,000 deferred to 2025
- Wildland Fire Truck - \$576,775 deferred to 2024

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget -Fire Facilities include:

- Fire Engine 1 - increase of \$2,450,000
- Fire Engine 2 BP - increase of \$8,000

**FINANCIAL CONSIDERATIONS:****Draft 2024 Capital Budget – Fire Fleet**

<b>REVENUE SOURCES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Requisition	\$2,286,891	\$311,000			\$120,000
Grant – PRA	\$550,000	\$100,000			
Transfer from Reserve	\$197,884				
<b>TOTAL REVENUE</b>	<b>\$3,034,775</b>	<b>\$411,000</b>			<b>\$120,000</b>

<b>EXPENSES – CARRY OVER</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Unit 11 - Fire - New Rescue 1 (Used)		\$411,000			
Wildland Fire Truck	\$576,775				
<b>Total</b>	<b>\$576,775</b>	<b>\$411,000</b>			

<b>EXPENSES - NEW</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Unit 23 - Fire - Engine 1	\$2,450,000				
Unit 71 - Fire - Engine 2 BP	\$8,000				
Unit 61 - Fire Chief SUV					\$120,000
<b>Total</b>	<b>\$2,458,000</b>				<b>\$120,000</b>

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled “Draft 2024 Capital Budget – Fire Fleet” dated April 8, 2024; further, that Council authorizes a contract with De Lage Landen Financial Services Canada Inc., for a five-year lease, beginning 300 days after signing of the purchase order, at a monthly cost of \$46,126.15 (excluding taxes) for sixty months with a \$10,00 buy out at the end of the lease, for a total cost of \$2,767,579 CAD, for the purchase of a Quint Engine Fire Truck, with an anticipated delivery time of 600-700 days after the completion of the pre-construction meeting and signing of the purchase order; and further, that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the District of Hudson's Hope; and finally, that Council includes the revised draft 2024 Capital Budget for Fire Fleet, totalling \$584,775, in the 2024 Financial Plan.

**Alternative Option #1 - Draft 2024 Capital Budget – Fire Fleet**

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition		\$311,000			\$120,000
Grant – PRA	\$550,000	\$100,000			
Transfer from Reserve		\$49,471	\$49,471	\$49,471	\$49,471
<b>TOTAL REVENUE</b>	<b>\$584,775</b>	<b>\$904,550</b>	<b>\$592,260</b>	<b>\$592,260</b>	<b>\$712,260</b>

EXPENSES – CARRY OVER	2024	2025	2026	2027	2028
Unit 11 - Fire - New Rescue 1 (Used)		\$411,000			
Wildland Fire Truck	\$576,775				
<b>Total</b>	<b>\$576,775</b>	<b>\$411,000</b>			

EXPENSES - NEW	2024	2025	2026	2027	2028
Unit 23 - Fire - Engine 1		\$493,550	\$592,260	\$592,260	\$592,260
Unit 71 - Fire - Engine 2 BP	\$8,000				
Unit 61 - Fire Chief SUV					\$120,000
<b>Total</b>	<b>\$8,000</b>	<b>\$553,514</b>	<b>\$592,260</b>	<b>\$592,260</b>	<b>\$712,260</b>

2. That Council receives the report titled “Draft 2024 Capital Budget – Fire Fleet” dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

**ATTACHMENTS:**

None.

Prepared By: *Fred Burrows, Director of Protective Services*

Approved By: *Crystal Brown, Chief Administrative Officer*

## Draft Capital Budget Project Information Sheet

### Capital Project Name: Engine 1 Replacement

#### Project Description

The Quint Engine, with the elevated master-stream and the 77-foot aerial device will allow the fire department to reach the upper floor and roof structure on the seven, three storey buildings that are presently within our community. It will allow the fire department to engage in fire attack on large foot-print single storey building with more precision and effectiveness. This apparatus will provide the fire department with a mechanism to safely rescue a person or persons from that upper floor should those areas be accessible.

The proposed Quint Apparatus will provide a higher level of safety for firefighter in all situations, such as a chimney fires where the roof is steep or is a metal, covered with snow and where the chimney comes high off the roof line, this apparatus will create a safer environment. The risk to fire fighters will be reduced when laddering a building where the perimeter wall is lined in solar panels, or the roof surface is covered in solar panels.

During the May 4, 2024, Council resolved to 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.

In looking at options for funding, leasing has been thoroughly investigated and provided as an alternative option. The lease provider for the manufacturer in Canada, the firm of De Lage Landen Financial Services Canada Inc. has provided lease payments based on the purchase price of the Engine at \$2,313,678.61 CAD, including exchange rate. The lease is options is comprised of 60 equal payments plus applicable taxes and would commence 300 days after the signing of the purchase order and other lease related documents. There will be no down payment, the requirement is the 60 equal payments of \$46,126.15, with a \$10.00 buy out at the end of the lease. This will provide the district the best opportunity to maintain its reserves, yet have the vehicle paid for within the five-year contract period. If the payments didn't start until March 2025, the District would reduce the five-year capital budget by \$179,670.

#### Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.

Replacement of equipment and fleet following the asset management tool.

**Capital Project Name: Beryl Prairie Fire Engine 02 Deck Gun**Project Description

The Beryl Prairie Fire Engine replacement did not include all the required components. It appears that the thought process was some of the old equipment could be repurposed from the old vehicle that was being taken out of service. One of the items in question is the “Deck Gun” which mounts up top in the dunnage compartment on the new Engine 02. Due to the height of the new engine and the repurposing of the old Deck Gun, this was most likely going to result in a mishap. The old deck gun was physically larger and if installed on the new Engine it would get jammed in the truck bay door frame at the Beryl Prairie fire hall. The only option is to purchase a new lower profile deck gun.

Strategic Plan Relevance

2. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
  - Replacement of equipment and fleet following the asset management tool.

**RISK CONSIDERATIONS**

	Engine 1 Replacement	Engine 2 - Beryl Prairie Deck Gun
<b>Score out of 7</b>		
Risk to Worker Safety	7	6
Risk to the Public	7	3
Reputational Impact	5	3
Impact on Services Reliability	7	4
Efficiency (cost/staffing)	6	6
Regulatory Requirements	5	3
<b>TOTAL</b>	<b>37</b>	<b>25</b>

<b>Capital Planning Criteria Decision Rating</b>							
<b>Impact Scoring (1-7)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirement	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity



Ministry of  
Agriculture  
and Food

**DATE:** March 22, 2024

**SUBJECT: A PRESENTATION ON LAND USE PLANNING FOR AGRICULTURE - INVITATION**

Dear Local Government Council or Board,

With increasing pressures on provincial farming areas and the importance of agricultural land use planning in the province, B.C. Ministry of Agriculture and Food (Ministry) staff are pleased to offer interested Councils and Boards an opportunity for a Ministry staff delegation presentation on agricultural land use planning and the legislative tools available for consideration by local government elected officials.

The presentation:

- Will consist of a slide-deck that provides an update on the current economic and socio-economic state of the agricultural sector in B.C. and discusses available land use planning tools local governments can use to help ensure farmers can continue to farm successfully in the province;
- Are approximately 15 minutes in length. Ministry staff are available for questions following the presentation; and
- Are intended for local government Council, Board or Committee regularly scheduled meetings.

**TIMELINE:** Given available Ministry staff resources, presentations are anticipated be held either virtually, or in-person, between **April 2024 to June 2024** at the convenience of each local government. Other dates are potentially available.

**NEXT STEPS:** Please reach out to myself Jeff Weightman, Acting Director, Land Use and Geospatial Unit, Corporate Policy and Priorities Branch at [Jeffrey.Weightman@gov.bc.ca](mailto:Jeffrey.Weightman@gov.bc.ca) to discuss further details and confirm presentation dates and times.

I look forward to hearing from you.

Sincerely,

Jeff Weightman  
Acting Director, Land Use and Geospatial Unit  
B.C. Ministry of Agriculture and Food

**NOTE: Please place this letter for consideration on your next Council or Regional District Board**



301 - 1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Tel: 250-561-2525  
Fax: 250-561-2563

info@northerndevelopment.bc.ca  
www.northerndevelopment.bc.ca

March 5, 2024

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

**Attention: Mayor Travous Quibell**

**Subject: 2024 Economic Development Capacity Building  
Northern Development Project Number 8870 20**

Thank you for your application to the 2024 Economic Development Capacity Building program. Northern Development is pleased to advise you that your application has been approved up to \$50,000 to support economic development consulting services. Any changes to the budget require prior approval from Northern Development before proceeding.

Funding under this program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Complete reporting is due by February 28, 2025. Reporting materials can be found on Northern Development's website at [www.northerndevelopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/](http://www.northerndevelopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/).

The Northern Development Board wants to see the District of Hudson's Hope reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,  
Northern Development Initiative Trust

c: Crystal Brown, Chief Administrative Officer, District of Hudson's Hope  
Chris Cvik, Special Projects, District of Hudson's Hope



Reference: 277880

March 22, 2024

**VIA EMAIL: [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)**

Mayor Travous Quibell  
Fred Burrows, Director of Protective Services  
District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope, British Columbia  
V8V 1X4

Dear Mayor Quibell and Fred Burrows:

Thank you for your letter of February 8, 2024, regarding relocation of the Chetwynd Initial Attack (IA) crew to neighbouring Dawson Creek.

I understand your concern regarding the closure of the base. The portion of the Chetwynd facility with staff lodging closed on December 15, 2023. This closure is due to the current absence of full-time staff, as well as ageing infrastructure of the base itself.

It is the intention of the Province of British Columbia to replace the current Chetwynd facility with a forward attack Facility. This will enable BC Wildfire Service (BCWS) to position initial attack resources in the Chetwynd area during times of increased wildfire hazard.

However, the closure of the existing facility will not result in a reduction of service. The Dawson Creek Fire Zone, within which Chetwynd is located, assigns staff and resources based on hazard and fire activity levels, and though personnel will not be stationed in Chetwynd full-time, they will be available when their capabilities are needed. When crews are not located at the Chetwynd forward attack base, travel by helicopter would be 20-30 minutes from the crew's assembly point in the Dawson Creek Fire Zone.

If you require further information on the planned facility and its capabilities, please contact Shane Greenlees, Acting Fire Centre Manager, BC Wildfire Service at [shane.greenlees@gov.bc.ca](mailto:shane.greenlees@gov.bc.ca).

Again, thank you for writing to share your concerns.

Sincerely,

Bruce Ralston  
Minister

pc: Shane Greenlees, Acting Fire Centre Manager, BC Wildfire Service

# SAKRED CIRCLES WOMEN'S FESTIVAL

RE: CAMERON LAKE CAMPGROUND USE

Box 485  
Hudson's Hope, BC  
V0C 1V0

April 03, 2024

We are thrilled to announce the upcoming third annual Women's Festival! this year, we are delighted to introduce our rebranded event, transitioning from the Wild Women Grow Festival to the Sakred Circles Women's Festival. This new name better encompasses our mission of creating safe spaces for women to come together in harmony.

Over the past two years, our festival has attracted over 200 women from the region and throughout the province. Our workshops, led by certified female facilitators, encompass a diverse range of health and wellness aspects, including yoga, reiki, sound therapy, dance, art, and meditation. Despite being a for-profit event, we reinvest all proceeds back into the festival to further improve its offerings. Additionally, we have exciting plans in place to establish a Girls Scholarship for a student in Hudson's Hope.

As the festival continues to grow, we anticipate an even larger attendance this year. Last year, Council granted us permission to book approximately half of the campsites at the Cameron Lake Campground, focusing on those at the North end, which included both reservable and non-reservable sites. The convenience of having field space at the Outdoor Education Site was invaluable, allowing us to shuttle participants back and forth with the Lions Van.

We kindly request Council to consider allowing us to reserve these sites once again for this year's festival. We are more than willing to cover the requisite fees and are fully committed to ensuring a smooth and harmonious experience for all attendees. Thank you for your attention to our request, and we eagerly await your response.

Sincerely,

**LORENNE H. TILSON**

Festival Producer/Organizer

**BECKY MERCEREAU**

Festival Organizer/Marketing Manager





## STAFF REPORT

**TO:** Mayor and Council  
**FROM:** Crystal Brown, Chief Administrative Officer  
**DATE:** April 8, 2024  
**SUBJECT:** Notice of Closed Session – April 8, 2024

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### RECOMMENDATION:

That Council receive the report titled “Notice of Closed Session – April 8, 2024”; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda items ICD1** – *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service.
- **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*