



**DISTRICT OF HUDSON'S HOPE
AGENDA – SPECIAL COUNCIL MEETING**

Council Chambers

June 24, 2024, at 6 pm

First Nations Acknowledgement

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

1. Call to Order

2. Delegations:

D1 Hayden Huxley – Zoning Bylaw No. 949, 2024

3. Adoption of Agenda by Consensus

4. Declaration of Conflict of Interest

5. Staff Reports:

SR1 RFP – Architect Services for the new Community Hall Page 2

SR2 Love Hudson's Hope Page 35

6. Bylaws:

B1 District of Hudson's Hope Zoning Bylaw No. 949, 2024 Page 38

7. Reports By Mayor and Council:

CR1 Peace Canyon Bridge Page 110

8. Public Inquiries

9. In-Camera Session:

ICSR1 Notice of Closed Session – June 24, 2024 Page 111

10. Adjournment



STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: June 24, 2024

SUBJECT: DOHH Multi-Use Gathering Centre Feasibility Study Request for Proposal

RECOMMENDATION #1:

That Council receives the report titled "District of Hudson's Hope Multi-Use Gathering Centre Feasibility Study Request for Proposal" dated June 24, 2024, further, that Council approves the draft District of Hudson's Hope Multi-Use Gathering Feasibility Study Request for Proposal.

RECOMMENDATION #2:

That Council appoints Councillor Winnicky to District of Hudson's Hope Gathering Centre Advisory Committee.

RECOMMENDATION #3:

That Council issues an expression of interest for one member from the community of Hudson's Hope to join District of Hudson's Hope Gathering Centre Advisory Committee.

RECOMMENDATION #4:

That Council requests the District of Hudson's Hope Library to appoint one Library staff person or Board member to the District of Hudson's Hope Gathering Centre Advisory Committee.

BACKGROUND:

On May 27, 2024, Council passed the following resolutions:

MOVED, SECONDED, and CARRIED

That Council receive the report titled "DOHH Gathering Centre Advisory Committee Terms of Reference" dated May 27, 2024, further, that Council approves the draft District of Hudson's Hope Gathering Centre Advisory Committee Terms of Reference.

On March 4, 2024, Council passed the following resolutions:

MOVED, SECONDED, and CARRIED

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

MOVED, SECONDED, and CARRIED

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

DISCUSSION:

On January 2, 2024, the District of Hudson's Hope (District) posted "Request for Qualifications (RFQ) District of Hudson's Hope New Community Centre Integrated Design Process" on BC Bid, CIVIC Info, and the District's website, with a closing date of February 2, 2024.

The District received 12 responses to the RFQ within the required timeframe and shortlisted four firms to move towards the next step. The outcome of Stage 1 of the RFP will be a detailed design and financial estimate for a new facility. All the firms understand that proceeding to Stage 2 which is the actual construction, will depend on the final cost, outcome of a referendum, and external grants that may be available. Also, just because a firm is selected through the RFP process, it does not guarantee that they will be the firm selected for Stage 2 of the project.

During the next phase, which is the RFP process, the four shortlisted firms will be asked to provide a detailed plan for the completion of Phase 1 of the project. This will include a financial cost to engage the community and prepare a design.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "District of Hudson's Hope Multi-Use Gathering Centre Feasibility Study Request for Proposal" dated June 24, 2024, for discussion.

ATTACHMENTS:

1. Draft District of Hudson's Hope Multi-Use Gathering Centre Feasibility Study
2. District of Hudson's Hope Gathering Centre Advisory Committee Terms of Reference

Prepared By: *Crystal Brown, Chief Administrative Officer*



DISTRICT OF HUDSON'S HOPE GATHERING CENTRE ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE AND SCOPE

- 1.1 The general mandate of the Committee will include the following:
- a. To ensure requirements are met for public consultation in the development of a new community facility to ensure the new Hudson's Hope Gathering Centre reflects the needs and priorities of the community;
 - b. To provide recommendations, advice, and feedback to Council at key milestones during the planning and development process for the design and construction of the District of Hudson's Hope Gathering Centre; and
 - c. Key milestones for recommendations to Council include:
 - i. Requisition documents for services for the Gathering Centre;
 - ii. Selection of locations/options for the four pre-design plans; and
 - iii. Selection of the final pre-design plan for development of a Class A design.

PRINCIPLES

- 2.1 The activities of the Committee will reflect the following principles related to the Project:
- a. The financial implications of decisions related to the Gathering Centre must be balanced with the opportunities related to construction of a major community facility intended to service the residents of Hudson's Hope and surrounding region for the long-term; and
 - b. The process of completing the Project will encourage effective collaboration with interested members of the public, First Nation communities, and key stakeholders.

DEFINITIONS

- 3.1 In the policy;

"Committee" means the District of Hudson's Hope Gathering Centre Advisory Committee;

"Council" means the Council for the District of Hudson's Hope;

"Delegation" means any person who has requested to speak or make a presentation to the Committee;

“District” means the District of Hudson's Hope;

‘Invited Guest’ means a person who has been requested by the Committee to participate in a Committee Meeting or make presentation to the Committee; and

“Member” includes any person appointed to the Committee by resolution of Council.

COMMITTEE MEMBERSHIP

4.1 The Membership of the Committee will include the following:

- a. The Mayor plus one Councillor;
- b. One member from the community of Hudson's Hope;
- c. The District CAO or designate; and
- d. One Staff Person or Board member from the Hudson's Hope Public Library.

4.2 Despite 4.1, Council may by Council resolution, amend the Membership of the Committee.

4.3 A Committee shall elect a Committee Chair at the first meeting after each electoral term (4 years) by a majority vote.

4.4 If no Member is elected by majority vote, Council will appoint a Chair by Council resolution.

4.5 A Committee shall elect a Committee Vice - Chair at the first meeting after each electoral term (4 years) by a majority vote.

4.6 If no Member is elected by majority vote, Council will appoint a Vice-Chair by Council resolution.

4.7 Despite Section 4.3 and 4.5, if there is interest from another Member for the position of Chair or Vice-Chair, interest can be expressed at Committee meeting. A majority of vote will result in an election vote for the position of Committee Chair and Vice-chair. If defeated, a new motion for the change of the Membership organization can not be put forward by any Member until 6 months has passed.

4.8 The Committee may invite other Members of the Hudson's Hope Public Library (staff or Board members), District of Hudson's Hope staff, and consultants to attend meetings as required in an advisory support role.

OBJECTIVE

- 5.1. The primary objective of the Committee is to support the Community of Hudson's Hope and the District in the investigation and construction of a new Gathering Center in Hudson's Hope.
- 5.2. The Committee is advisory and will provide recommendations to Council for consideration and approval.
- 5.3. The Committee will adhere to the legislative and regulatory requirements of the *Local Government Act, Community Charter*, applicable bylaws, and other requirements.

PROCEDURES

- 6.1 The term of the Committee is for the duration of the Project.
- 6.2 Upon completion of the Project, the Committee is automatically disbanded.
- 6.3 Members are expected to attend all meetings.
- 6.4 If a Member is unable to attend a meeting, the Member may contact the Committee Chair and CAO, by email at least 24 hours prior to the scheduled meeting time, to identify a designated alternate for the Meeting.
- 6.5 In the absence of the Chair, the Vice-Chair will chair the meeting.
- 6.6 The Committee or Committee Chair may invite guests to attend and participate in Meetings.
- 6.7 Communications from the Committee to the District will be through the CAO of the District of Hudson's Hope or designated District Member.
- 6.8 Notice of Committee meetings will be circulated at least 72 hours prior to the meeting and will be posted on the District of Hudson's Hope Facebook page, website, and through the Hudson's Hope Public Service Announcement email distribution list.
- 6.9 The Committee will liaise with other stakeholders where appropriate.
- 6.10 Decisions, input, feedback, and advice made by the Committee will not be binding to the Council or the District.

MEETINGS

- 7.1 Meetings will be scheduled on an ad-hoc basis as called by the Committee Chair, Committee resolution, or by Council Resolution.
- 7.2 Notice of Committee meetings must be distributed by electronic means to each Member at least five days before the meeting date.
- 7.3 Meetings will be open to the public, unless authorized to be closed as per Section 90 of the Community Charter.
- 7.4 Copies of the agenda and minutes of the previous meeting will be circulated to the Committee Members and the public at least 48 hours in advance of the next scheduled meeting.
- 7.5 Items for the regular agenda must be provided to the District's designated Member by noon the Monday prior to agenda publishing.
- 7.6 Committee Meetings may be conducted by means of an Electronic Meeting.
- 7.7 In the case of an Electronic Meeting, the Meeting facilities must enable the public to hear the Committee Members participating electronically for the open portions of the Meeting.
- 7.8 The Committee Chair may request that an electronic participant be disconnected if there is significant noise, interference or other disturbance that is disruptive to the proceedings, or if the quality of the connection does not permit the public or other Members to hear, or see and hear, the Member who is participating electronically.

PARTICIPATION

- 8.1 A simple majority, one Member more than 50%, shall constitute a quorum at all Regular and Special Meetings.
- 8.2 If there is no quorum within 30 minutes after the time specified in the notice of the Meeting, the Meeting is cancelled, and all business on the agenda for that Meeting must be dealt with at the next schedule meeting.

DELEGATIONS AND PRESENTATIONS

- 9.1 Delegations will be limited to two per Meeting.
- 9.2 The maximum time for a delegation before the Committee is 15 minutes.

9.3 The maximum time for a presentation of an Invited Guest of the Committee is 60 minutes, unless otherwise permitted by resolution of the Committee.

9.4 Any materials to be distributed to the Committee as part of a delegation or presentation must be included on the Meeting Agenda.

VOTING

10.1 All Members appointed by Council are voting Members of the Committee.

10.2 Where a Committee Member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.

10.3 After the vote is taken, the Committee Chair shall state the names of those Members voting in the negative, and the Recorder will enter those names in the minutes.

10.4 All recommendations of the Committee shall be determined by majority vote.

10.5 Tie votes will be defeated.

CODE OF CONDUCT

11.1 Committee Members shall:

- a. Declare a conflict of interest if they have a direct or indirect pecuniary interest in a matter under consideration;
- b. Declare a conflict if they have some other, non-pecuniary type of interest that places the Member in a conflict position (e.g. bias), which may include any benefit obtained by relations, close friends or associates of the Member;
- c. If there is a conflict of interest, it will be up to the Member to remove themselves from the discussion and decision; and
- d. Be respectful towards each other and work cooperatively.

11.2 If a Committee Member or Council believes that a conflict exists for a Committee Member that has not declared a conflict, the District or Committee Chair may exercise its prerogative to excuse the Member from the meeting and restrict their access to pertinent information.

11.3 Subject to 11.2, a reason must be stated for the conflict and recognized by the Committee Chair as being a conflict of interest to result in the removal or restriction of information towards a Member.

11.4 Council may amend these Terms of Reference at its discretion.

11.5 If amendments to the Terms of Reference are passed by resolution, an updated version will be distributed directly to the Members of the Committee either by electronic means or hard copy.



Request for Proposal (RFP)

District of Hudson's Hope Multi-Use Gathering Centre Feasibility Study

Request for Proposals No. 04- 2024

Issued: XXX

Submission Deadline: XXX

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PART 1 – THE PROJECT

1.1 Project Overview

- a. The District of Hudson’s Hope (District) is seeking proposals from qualified firms to provide conceptual and schematic design, site assessment, cost estimation, and community engagement facilitation services for a new Multi-Use Gathering Centre (MUGC). The MUGC will be the focal point for year-round indoor community programming and events.
- b. The feasibility study shall explain the type, size, programs, costs, and strategic relationships required to potentially construct a multigenerational, multi-purpose community center.
- c. The objectives for the Project include:
 - i Conduct necessary research and public engagement to understand community needs for the MUGC.
 - ii Identify options which expand recreation opportunities for the community.
 - iii Investigate and identify a location for the MUGC.
 - iv Provide analysis showing how facility components will complement existing facilities.
 - v Design a low subsidy facility with an easy-to-understand operational component. (staff ratio required to run the building)
 - vi Work closely with the District staff, District of Hudson’s Hope Gathering Centre Advisory Committee, and Council to develop a signature facility which effectively integrates with the existing Community Services programming while creating the spaces needed to effectively expand programming and designated services.
- d. This project will be known as the: Multi-Use Gathering Center Feasibility Study

1.2 Project Background

- a. Hudson's Hope is a District Municipality in northeastern British Columbia, Canada, in the Peace River Regional District. Having been first settled along the Peace River in 1805, it is the third-oldest European-Canadian community in the province. The District’s slogan is the "Playground of the Peace".
- b. The District is planning for the replacement of the existing Community Hall and the Hudson’s Hope Public Library (Library) with a new combined MUGC, which houses a community hall, public Library, multi-use space and other amenities as outlined in Section 1.4 (Project Description).
- c. Integrated Design Process (IDP) - The District desires to engage an experienced Integrated Design Team to take this project from concept to completion and commissioning. While it is uncertain when the District may receive funding for the

Project, the District is proceeding with retaining Architect Services in a two-stage contract approach, as identified below:

- i Stage 1 includes Program & Scope Development Phase, Concept Design Phase, Schematic Design Phase, and final Development Design phase; and
 - ii Stage 2 includes Construction documentation, Tender, Construction, Quality Management, Commissioning and Warranty.
- d. Location Selection - The District has not made a final determination whether the MUGC will be a new stand-alone structure or the result of a major renovation to either the existing community hall, arena, or curling hall. A final location and type of structure will be part of the Stage 1 deliverables.
- e. While it is uncertain when the District may receive funding from upper levels of government, the District is immediately proceeding with Stage 1.
- f. The District will be undertaking an assent vote to determine if the community is financially supportive of the project.
- g. It is expected that at the end of Stage 1, there will be a decision by the District Council whether the District will proceed with Stage 2.

1.3 Project Goals

- a. The MUGC is expected to meet the present and future needs of residents and visitors of Hudson's Hope in accordance with the approved project schedule and approved project budget, in a transparent process, using quality design and construction methods.
- b. The MUGC will create a community hub that provides safe and accessible spaces, which supports community engagement, learning, culture, sport, tourism, health and wellness, and personal growth for all residents and visitors to Hudson's Hope
- c. The District has established the following project goals for the Project. The Project, where possible, should
- i Promote Multi-Generational uses;
 - ii Incorporate design elements that provide for an affordable, cost-effective, functional, community center that offers multi-use spaces;
 - iii Incorporate green building elements into design;
 - iv Incorporate clean, timeless design options;
 - v Minimize facility operating costs through design and selection of materials; and
 - vi Include a high level of public participation in the gathering of information from the community.

1.4 Project Description

- a. The District is planning for the replacement of the existing Community Hall and the Hudson’s Hope Public Library with a new combined MUGC. The new facility will include a community hall with commercial kitchen, public library, meeting rooms to accommodate large and small gatherings, indoor playground/children’s play zone, multiuse spaces, walking track, built in storage to accommodate tables, chairs, and event equipment, and hard wired for multimedia infrastructure to accommodate a variety of event and meeting types.
- b. The design of the facility must allow for phased development based on budget and other approvals and must provide for the ability to expand the facility in the future.
- c. The Proponent should consider the following uses during the design of the facility: Emergency Operations Center, Emergency Support Services, warming center, cooling center, respite from heavy smoke during wildfires, shower facilities, birthday parties, weddings, and maker spaces.
- d. The community hall portion of the new building must increase the legal occupancy compared to the current facility.
- e. The library portion of the building must have a children’s reading area, quiet reading space, office areas, storage space, meeting rooms, and workstations for taking exams.
- f. The District has formed the District of Hudson’s Hope Gathering Centre Advisory Committee (Committee) to provide direction to the Proponent with the following mandate:
 - i To ensure that requirements are met for public consultation in the development of the new facility to ensure it reflects the needs and priorities of the community;
 - ii To provide recommendations, advice, and feedback to Council at key milestones during the planning and development process for the design and construction of the District of Hudson’s Hope Gathering Centre; and
 - iii Key milestones for recommendations to Council include:
 - Requisition documents for services for the Gathering Centre;
 - Selection of locations/options for the four pre-design plans; and
 - Selection of the final pre-design plan for development of a Class A design.

1.5 Procurement Process

The District will enter into a Standard Architectural Services Contract for Stage 1 with the successful Architectural firm. The Architect will be the prime consultant and all Consultants will be contracted through the Architectural firm. The District has determined that the procurement method for this project will be on a fixed fee basis for the following phases:

Stage One

- Integrated Design
 - Pre-design phase
 - Concept design phase
 - Schematic design phase
 - Design development phase

Stage Two

- Construction documents phase
- Bidding and negotiating phase
- Construction phase – contract administration, inspections and field reviews
- Commissioning
 - Final report
 - As-built drawings
 - Operations manual

The successful firm for the Stage 1 process will not automatically be awarded the Stage 2 contract.

1.6 Project Milestones

Below are the expected milestones for Stage 1 of the Project.

Milestone	Date
RFP - Notice of successful respondents to RFQ	March 5, 2024
Issue RFP to successfully pre-qualified firms	June 28, 2024
RFP Submissions Due	July 26, 2024
Award of Stage 1 Contract for Architect Team Services	September 9, 2024
Finalize contract for Architect Team Services.	September 27, 2024
Selection of final pre-design approved	June 2025
Assent Vote	November 2025
End of Stage 1 – Decision to Proceed	January 2026
Award of Stage 2 Contract for Architect Team Services	TBD

PART 2 – SCOPE OF WORK

2.1 Project Overview

The Proponent will be required to:

- a. Meet with District staff and Committee for project kickoff.
- b. Confirm work plan, schedule and outcomes.
- c. Outline critical issues, concerns and objectives for the Project.
- d. Identify constraints and parameters.
- e. Review of existing facilities, programs, and services.

2.2 Project Management

The Proponent will be required to:

- a. Manage, coordinate, and supervise all design professionals for the project.
- b. Advise and consult with District staff, Council, and the Committee.
- c. Meet with the Committee as required to receive direction regarding public engagement, design discussions, and feedback during the planning and development process for the design and construction of the District of Hudson’s Hope Gathering Centre. Electronic participation is allowed.
- d. Provide written bi-weekly project updates to the District, including minutes of all program meetings identifying the actionable items.
- e. Identify the need for additional studies and surveys as necessary and prepare scope of work documents for this work to assist the District to engage the required studies and surveys.

2.3 Market Analysis

- a. Service area identification
- b. Demographic characteristics, community profile
- c. Review of existing community facilities, programs and services
- d. Trend and future needs analysis. This will be based on local rather than national statistics
- e. Review existing facilities (public and private) to determine impact on new facility.

2.4 Public Engagement and Community Input

- a. It is expected that the Proponent will conduct public engagement throughout the entire process of the Project, including:
 - At the beginning of the Project to ensure that subsequent work reflects the needs of the community
 - After the submission of the four designs
 - After development of the Class C estimate (Final Design)
 - During the assent vote process
- b. Develop outreach plan including community meetings and other forms of public engagement.

- c. Develop engagement materials and background information which helps the community understand project parameters.
- d. Identify community attitudes, needs, and priorities for the new center.
- e. Assess community support for various types of facility use fees .
- f. Conduct stakeholder interviews (individuals and/or focus groups).
- g. Compile and interpret all information gathered.
- h. Identify stakeholder groups. Public Engagement is to include at a minimum the following groups:
 - Mayor and Council
 - Peace River Regional District Electoral Area B Director
 - Peace River Regional District Electoral Area E Director
 - Seniors
 - School Age Kids
 - First Nation Communities
 - General Public
 - Library staff and Library Board
 - Hudson’s Hope Lions Club
 - District Staff
 - New Horizons
 - Hudson’s Hope Business Association
 - Northern Lights College
 - School District 60
 - YMCA
 - Other User Groups as identified throughout the project

2.5 Grant Application

- a. The District intends to submit a grant application to the Green Municipal Fund Funding Program for a grant to support both the feasibility study and construction of the new facility. The successful proponent will be required to assist the District in gathering the information required for the grant application for the feasibility study, including reviewing the deliverables of the project and identifying options to strengthen the grant applications for both the feasibility study and construction of the new facility.
- b. In addition to the Green Municipal Fund, the successful proponent will be required to research and identify additional potential grant funding opportunities for the project.

2.6 Pre-Design Phase

The goal of the Pre-Design stage is to investigate location options for the facility and conduct public engagement to determine the features and services that are required for the facility. At a minimum, the Pre-Design Phase will include:

a. **Site Selection**

- i Visit the District of Hudson’s Hope to undertake detailed site investigations.
- ii Research, review and compile background information relating to the proposed site and adjacent lands.
- iii Identify all possible sites, analyze each, recommend a site preference.
- iv Must consider modifications to existing facilities or potential new facilities.
- v Develop site plan, spatial relation of components, phasing plan, conceptual plans.
- vi Review existing geotechnical, hydrogeological or soils engineering reports, and advise if additional geotechnical, hydrogeological or soils investigations are required.

b. **Public Engagement**

The Proponent will be required to:

- i Organize and participate in an early visioning Kick off Open House. The Proponent shall lead the session, record comments from the community, and provide a report to the District.
- ii Conduct public engagement with identified stakeholder groups.
- iii Develop a “What we Heard Report” summarizing public engagement. Present findings back to the Committee, Council, and public.

c. **Green Energy**

Develop a report regarding for the Committee and Council to finalize the projects sustainability goals and targets. This will allow the District to explore sustainable features (along with associated costs) that will need to be incorporated into the design including energy efficiency and renewable energy systems, heat recovery, reuse of low-grade recycled heat, energy efficient lighting, low water consumption and other sustainable features and best practices are desired.

2.7 Concept Design Phase

During the concept design phase, the Proponent shall take the information received from the public engagement regarding proposed services and locations, and develop four design concepts with Class D estimates, which describes the proposed location, form, size, and character. The District will select one concept, which will be progressively elaborated into a schematic design.

The Architect shall:

- a) Schedule, chair, and minute bi-weekly design team meetings with the District, subconsultants, and other specialist consultants.
- b) Participate in meetings with District staff to determine site restraints and regulatory requirements which shall form the base of the concept plan.
- c) At concept design provide a masterplan that accommodates future extension plan.

- d) Provide a preliminary energy model report identifying opportunities over the life cycle for cost savings. Provide the District with estimated energy saving, incremental costs and life cycle saving due to implementation of:
- i sustainability measures
 - ii heat recovery
 - iii dehumidification
 - iv renewable energy
 - v solar hot water system
 - vi geothermal energy
 - vii photovoltaics
- e) Submit four conceptual master site plan(s) of the building and site for the District's review, along with a narrative explaining advantages and disadvantages to illustrate the scale and character of the project and how the parts of the project function, including;
- i one electronic and four hard copies (24"x36" drawings)
 - ii site layout plans identifying zoning setbacks and height restrictions.
 - iii spatial relationships of building(s) and site circulation diagrams including access, parking and landscaping.
 - iv interior layouts.
 - v exterior elevations.
 - vi three dimensional (3-D) renderings of the exterior and interior of the project.
 - vii compliance with urban design guidelines.
 - viii visual appearance from streets.
 - ix design efficiencies with the Library (shared space); and
 - x deliver a concept design report to the District with the Options as noted.
 - xi Present options to the Committee and Council and address questions; and
 - xii the District will select and approve one of the four Concept Options.
- f) Class D Cost Estimate – include site limitations and opportunities, site preparation and infrastructure costs, construction costs, furniture, fixture and equipment costs, soft costs, and total project costs.
- g) Operations Analysis – include:
- i Attendance estimates
 - ii Fee Structure: Drop in, annual membership, rentals, etc. (if applicable)
 - iii Identification and verification of revenue sources
 - iv Operating cost projections
 - Identification of operating costs: personnel, contract staff, program and facility supplies, utilities, etc.
 - Identification of capital replacement costs
 - Subsidy Analysis

- h) Funding Analysis – include:
 - i Tax increase, fundraising, grants, sponsorships
 - ii Identify partnership opportunities
 - iii Identify the potential economic impact of the project to the community
- i) Prepare content and host a Public information Session for the community to receive feedback on the four concept design proposals. The Architect shall lead the session, record comments from the community and provide a report to the District.
- j) Final Report – Draft final report for staff, Committee and Council. Present the four recommendations to the Committee. Committee will make a recommendation to Council regarding which option to proceed with.

2.8 Schematic Design Phase:

The Proponent shall:

- a) Schedule, chair, and minute bi-weekly design team meetings with the District, subconsultants, and other specialist consultants.
- b) Provide value engineering analyzes, cost reduction strategies, and recommendations to align the schematic design documents to the approved construction budget (including implement necessary document revisions).
- c) Prepare a design presentation package specific to the Library that illustrates the overall site and building design and present to the Library Board and provide design measures that address accessibility challenges.
- d) Provide a functional site servicing report for distribution to the District; confirm the suitability of existing site servicing and the requirements for all new or enhanced services including storm water management, sanitary, domestic water, water pressure or hydro, gas, fiber or other required site servicing; provide; estimated costs and governing regulations.
- e) Assess proposed waste diversion and management programs i.e. requirements for dedicated waste storage rooms and loading space(s). The District's preference is an internal waste management room with direct access to the loading space(s). Coordinate new waste/recycling receptacles for MUGC.
- f) Submit a schematic design brief for the District to illustrate the scale and character of the project and how the parts of the project function, including but not limited to:
 - i provide four hard copies (24" x 36" drawings) and one digital copy.
 - ii storm water management plan.
 - iii provide area calculations.
 - iv outline specifications to describe the size and character of the architectural, structural; mechanical, and electrical systems.

- v describe the requirement for functional servicing.
 - vi site plan.
 - vii spatial relationship, adjacency and interior circulation diagrams.
 - viii room data sheets for all distinct areas of the facility.
 - ix principal floor plans.
 - x building sections.
 - xi exterior elevations.
 - xii preliminary landscape and grading plan.
 - xiii sustainability plan.
 - xiv three dimensional (3-D) renderings of the key exterior and interior elements.
 - xv One 3D printed model of the building scaled to overlay a site plan design briefs.
 - xvi constructability review report
- g) Prepare and present a final detailed Schematic Design with a Class C cost estimate.

PART 3 – BUDGET

Total estimated budget for this project will likely be in the range of \$6.0 million - \$9.0 million Canadian depending on the final design. This includes the demolition of the existing community hall, the IDP process, and construction of the new multi-use community centre.

The existing community hall was built in 1968 (55 years old). A hazard assessment has NOT been undertaken to determine if asbestos is present in the building.

PART 4 – SUBMISSION REQUIREMENTS

4.1 Proposal Submission

- a. Submissions are to be emailed electronically in PDF format to:
procurement@hudsonshope.ca.
- b. Submissions will be received by the District until 4:00 PM local time, July 26, 2024.
- c. Submissions received after that time will not be considered.
- d. Incomplete proposals may be rejected at the sole discretion of the District.
- e. Proposals must be executed in the prime firm's name and signed by at least one duly authorized person, whose titles must appear under the signature. Proposals remain in full force for a period of 90 days after the proposal submission due date.

4.2 Mandatory Requirements:

The following criteria have been identified as mandatory:

- i Proposal must be received before the Proposal Submission Deadline.
- ii Proposals must indicate that:
 - the Proponent can complete the Project within the stated timelines; or
 - Proposed a revised timeline.
- iii Proposals must clearly state a total Project cost, including all fees and expenses, in Canadian funds.

4.3 Format of Proposals

Proponents should structure their proposals to provide, at a minimum, the necessary information as outlined in the RFP. Proposals must be written in size 12 Font. Proponents are asked to respond to each section in the order shown, identify each section by title, and consecutively number all pages.

Section 1 – Introduction

- a. **Title Page.** Displaying the RFP number; the RFP closing date and time; the proponent's name, address, telephone number, fax number, and e-mail address; and the name of a contact person for the proponent.
- b. **Table of Contents:** Include section numbers, titles and page numbers.
- c. **Proposal Understanding:** A one-to-two-page summary of the key features of the proposal, including your understanding of the work to be performed.

- d. **Project Team & Experience.** This section shall be no more than four pages in length. The proposal shall clearly identify the proposed team member that will be the lead for the contract, and any other team members that will perform the work, indicating the level of involvement of each team member in the proposed work. This section should address team structure and organization, and demonstrate how the team members identified have the required experience to perform the work. Resumes of all team members should be included in an Appendix to the proposal. Resumes for project personnel must include the following information:
- i Name, title and assignment for this project
 - ii Experience of each team member including their name, types and sizes of projects involved with
 - iii Education/Degrees earned
 - iv Number of years' experience
- e. Agreements with Sub-Contractors to participate (if applicable). If using a sub-contractor to provide any portion of the contract, a signed letter of agreement to participate must accompany the proposal.
- f. **Sub-Contractors** – If using a subcontractor to provide all or some of the services, include the following information:
- i Name of Sub-contractor(s)
 - ii Primary Contact Information
 - iii Three References
 - iv Relevant Experience of Sub-contractor(s)
 - v Number of years in business
 - vi Total number of employees
- g. **Schedule and Project Delivery**
- i The District requests Proponents to prepare a detailed Work plan and schedule outlining the phases, tasks, deliverables, and timelines for each phase of the project. This Work plan and phasing should have alignment with the Phases as defined in the scope of work.
 - ii Include in the proposed schedule a clear outline as to the duration of each phase and the overall project timeline. Include milestones which will be required for such items as Stakeholder sign-off or District approvals.
 - iii The Work plan and schedule should demonstrate a structured approach to design management, including strategies for risk mitigation, communication, and stakeholder engagement.

h. **Engagement**

- i How does your firm ensure cultural sensitivity and representation in its approach to design?
- ii How do you approach the integration of cultural heritage, traditions, and values into the built environment to create spaces that resonate with diverse communities?
- iii Describe the methodology and approach to sustainable and socially responsible design.
- iv Describe in detail your proposed methodology for public engagement.

i. **Project Management Plan**

- i Describe in detail key issues, challenges, potential resolutions, and opportunities for the MUGC as assessed by your team, and detail how your project specific approach will seek to address them.
- ii Describe your approach to risk management including identification, mitigation, and opportunity recognition in your experience delivering similar facilities.
- iii Provide a clear and concise description of their Project Management Plan with sufficient content and detail that describes how the Proponent intends to document, monitor, and control the scope, schedule and costs of the Project.
- iv Detail how your team will communicate and proactively address risks.
- v Outline your teams' abilities to use creative solutions, innovations, methodology, or other traits to successfully complete this project. Illustration through past examples is preferred.

j. **Value Add**

Describe any unique contributions your organization and team can deliver on this project to the District beyond the requirements as specifically called for by this RFP. You may wish to discuss one or more of the following:

- i Your proposed value-add not captured elsewhere in the response
- ii Proposed additional functionality to meet the District's business requirements
- iii Unique expertise and approach to the Work which will cause additional benefits to be delivered through the provision of Services
- iv Other considerations that are not covered in the RFP

k. **Pricing**

- i Provide a detailed Price in Canadian dollars for all elements and phases of the project. The preferred format is an Excel spreadsheet, including a detailed breakdown, by Sub-consultant discipline and by phase, explaining the total costs for this project as detailed in alignment with the Scope as described in Part 2 and

separated into three phases: 1) pre-design 2) Concept Design 3) Schematic design.

- ii Work plan should identify staff assigned to each task, hourly rate, and estimated hours for each task, and deliverables.
- iii Include pricing for the development of promotional materials to be used during public engagement and the assent vote process.
- iv Fees should be broken down by Architect and their Consultants

4.3 Proposal Contact Person

- a. All questions regarding this RFP are to be directed to:

Chris Cvik, Special Projects - procurement@hudsonshope.ca.

- b. All questions must be received before 3:00 pm local time on July 12, 2024. Questions received after that time will not receive a response.
- c. Questions will only be accepted in writing.

4.4 Addenda

- a. Addenda, if required, will be issued and shall hereby form part and parcel of the said Project. Failure to acknowledge the Addendum/Addenda issued will result in a non-compliant submission.
- b. All Addendums, revisions or corrections to this RFP after it has been issued, will be communicated to the pre-selected RFP holders.
- c. It is the responsibility of the Proponent to have received all Addenda that have been issued by the District. No oral explanation or interpretation will modify any of the requirements or provisions of the Documents. The District will assume no responsibility for oral instructions or suggestions.

4.5 Adjustments

Adjustments to the submitted responses will only be considered in writing and must be submitted prior to the closing time. Adjustments must be received by email to procurement@hudsonshope.ca. Adjustments to proposed fee amounts must not include total fee, but rather, an amount to adjust pricing up or down.

4.6 Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from any Proponent with respect to any Proposal. The Evaluation Team may consider such clarifications or additional information in evaluating a Proposal.

4.7 Proponent Presentations

- a. By 4:00 pm local time on August 9, 2024, Proponents are to submit a prerecorded presentation summarizing their proposal, including project design vision, proposed methodology and work plan, public engagement, project management, and value additions.
- b. Presentations are to be a maximum of 30 minutes in length.
- c. The presentation will be included as part of the evaluation process.

4.8 Negotiation of Contract and Award

If the District selects a Preferred Proponent, it may then enter into a Contract with the Preferred Proponent, or enter into discussions to negotiate the terms of the Contract, and such discussions may include but are not limited to negotiating amendments to the Scope of Services and the Preferred Proponent's price(s).

If at any time the District reasonably forms an opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the District may give the Preferred Proponent written notice to terminate discussions, in which event the District may then either open discussions and/or negotiations with another Proponent or Proponents, or terminate the RFP and retain or obtain the services in some other manner. Proponents will be notified in writing when a Contract has been awarded.

PART 5 - GENERAL CONDITIONS

5.1 No District Obligation

This RFP does not commit the District in any way to select a preferred Integrated Design Team, or to proceed to discussions or negotiations for a Contract, or to award any contract. The District reserves the complete right to at any time reject all RFP's, and to terminate this RFP process for any reason.

5.2 Proponents Expenses

Proponents are solely responsible for their own expenses in preparing, submitting the RFP, and for any meetings, negotiations or discussions with the District or its representatives and contractors relating to or arising from this RFP.

5.3 No Contract

By submitting an RFP and participating in the process as outlined in this request, Proponents agree that no contract of any kind is formed from this RFP.

5.4 Conflict of Interest

A Proponent shall disclose in its RFP any actual or potential conflicts of interest and existing business relationships it may have with the District, its elected officials, or employees.

5.5 Solicitation

Proponents and their agents will not contact any member of the District Council, District staff, or contractors with respect to this RFP, other than the named District representative named in Section 4.3 at any time prior to notification of successful shortlisted team or cancellation of this RFP.

5.6 Indemnification

The District, its elected officials, appointed officers, employees, agents, contractors and volunteers expressly disclaim any and all liability for representations or warranties expressed, implied or contained in, or for omissions from this RFP package or any written or oral information transmitted or made available at any time to a Proponent by or on behalf of the District. Nothing in this RFP is intended to relieve a Proponent from forming its own opinions and conclusions in respect of this RFP.

The District, its elected officials, appointed officers, employees, agents, contractors and volunteers will not be liable to any proponent for any claims, whether for costs, expenses, losses, damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a Proponent in preparing and submitting a proposal, or participating in negotiations or other activity related to or arising out of this RFP. By submitting a proposal, each Proponent shall be deemed to have agreed that it has no right to make such claims.

5.7 Confidentiality

The RFP documents, or any portion thereof and any other confidential information to which a Proponent may have access as a result of the RFP process, may not be used by a Proponent for any purpose other than submission of proposals.

5.8 Ownership of Proposals and Freedom of Information

Each proposal submitted, as well as any other documents received from a Proponent, becomes property of the DISTRICT, and as such is subject to the *Freedom of Information and Protection of Privacy Act* (“FOIPPA”). FOIPPA grants a general right of access to such records, but also includes grounds for refusing the disclosure of certain information.

Proponents are asked to specifically identify information contained in their proposal that is submitted on a confidential basis. Subject to any requirement for access under FOIPPA, the District will hold in confidence any such information received from a Proponent. Proponents acknowledge that the final decision regarding the release of information rests with the Office of the Information and Privacy Commissioner. However, the District specifically reserves the right to distribute information about any proposal internally to its own council, officers and employees, to its consultants and contractors where the distribution of that information is considered by the District to be necessary to its internal consultation and evaluation process.

5.9 Prohibition Against Gratuities

No respondent, and no employee, agent or representative of the respondent, may offer or give any gratuity in the form of entertainment, participation in social events, gifts or otherwise to any officer, council member, agent, appointee or employee of the owner or the project team in connection with or arising from this RFP. If the District determines that this article has been breached by a respondent, the District may exclude its submission from consideration, or if an agreement has already been entered into, may terminate it without incurring liability.

5.10 Mountain Time

The timing for the submission and receipt of proposals and any amendments thereto shall be determined by reference to Mountain Time.

APPENDIX 1 - Evaluation Criteria

Proposals will be evaluated and ranked by the Evaluation Committee. Evaluation criteria of each proposal will be determined in accordance with the following:

APPENDIX 1 EVALUATION CRITERIA

Category	Maximum Points
Project Understanding	5
Project Team and Experience	5
Schedule and Project Delivery	20
Stakeholder Engagement Plan	20
Project Management Plan	10
Pricing	20
Value Added	10
Presentation	10

Demonstrated through your Proposal Submission Requirements in Part 4, Proponents should provide thorough, thoughtful, and clearly detailed responses, which demonstrate their capabilities aligned with the required Proponent Statement of Qualifications above. The criteria for evaluation of the Proposals may include:

Project Team and Experience

- Relevant experience in similar project types and scales, demonstrating successful implementation of sustainable, accessible, and socially responsible design.
- Experience with municipal community facilities and success with multistakeholder engagements.
- Portfolio of completed projects showcasing design quality and innovation including awards where applicable.
- Organizational structure of the Proponents team and commitment of key personnel.
- Qualifications, certifications, and practical experience of all team members inclusive of Architect and Sub-consultants.
- Capacity, resourcing to handle the project Workload within specified timelines.
- Client references and testimonials demonstrating satisfaction with past projects.

Schedule & Methodology

- Proposed methodology, inclusive of a design schedule and detailed Work plan addressing all phases, including breakdown of tasks and resources necessary to complete the project to the standards and timelines desired.

- Establishment of a well-defined design approach and process, supported by procedures ensuring lines of communication and reporting are established to ensure efficient delivery of an outstanding design.

Project Management Plan

- Change management procedures and a Risk management approach, including strategies to realize opportunities while mitigating challenges.
- Quality assurance and control measures to ensure accuracy and compliance.
- Use of technology and tools for design, documentation, and presentation.

Value Add

- Unique contributions beyond the standard requirements of this RFP. Value added ideas, which demonstrate a commitment to innovation, sustainability, inclusivity, community, and client satisfaction, enhancing the overall quality and impact of the architectural and design Services provided for this project.

Pricing

- Transparency and clarity of pricing structure, including fee breakdowns for all consulting disciplines by design phase.
- Competitive pricing relative to market standards, project scope, and requirements.
- Value proposition compared to other Proposals, considering both cost, quality, and level of service.
- Flexibility in pricing options and identification of opportunities for efficiency or other such benefits.

The District reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

The Evaluation Team will review the Proposals and rank them based on the evaluation scoring and criteria outlined above. The District reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. Proposals will be evaluated in comparison to others.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal. The District may at its discretion, interview one or more Proponents or request demonstrations, clarifications, or additional information from a Proponent with respect to any Proposal. The District may use that information to score the evaluation.

The District reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The evaluation will be confidential and no prices or scores will be released to any of the Proponents. By submission of a Proposal, Proponents agree the District may disclose the name of the Proponent and value of the awarded Contract. Where only one Proposal is received, the District may reject such and re-issue the RFP on a selected basis.

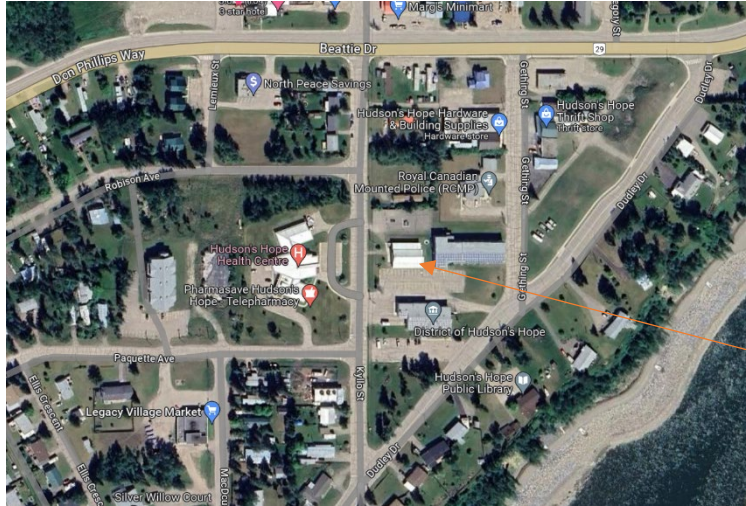
Eligibility

For eligibility, and as a condition of award, the successful Proponent will be required to meet or provide the equivalent:

- a) Professional Errors and Omissions Liability and Commercial General Liability
 - i. Professional Errors and Omissions Liability of \$5 Million
 - ii. Commercial General Liability of \$5 Million

These items are not required as part of this Proposal Submission but will be required prior to entering into an Agreement with the District for Services.

APPENDIX 2 – Current Community Hall Site Aerial Photo



Current Community Hall location



STAFF REPORT

TO: Mayor and Council
FROM: Becky Mercereau and Gerri Bird, Administrative Assistants
DATE: June 17, 2024
SUBJECT: Love Hudson's Hope

RECOMMENDATION #1:

That Council receives the report titled "Love Hudson's Hope" dated June 17, 2024; further; that Council authorizes an amendment to the District of Hudson's Hope Fees and Charges Bylaw No. 915, 2020, to establish a fee structure for the Love Hudson's Hope program as follows:

- a. **Basic Service** - A one-time buy-in fee of \$100, with the option to update their information once a year for an additional fee of \$25
- b. **Standard Service** - An initial buy-in fee of \$100 with a yearly subscription fee of \$60
- c. **Premium Service** - A buy-in fee of \$100, with a yearly subscription fee of \$160
- d. Additional updates outside of Service Level - \$10.00 per update

RECOMMENDATION #2:

That Council authorizes the development of a policy to establish the services included in the Basic, Standard, and Premium Service levels for the Love Hudson's Hope program, and eligibility; requirements; further, that Council directs staff to include all business types in the Love Hudson's Hope Policy, whether franchise or independent.

BACKGROUND:

In 2023, Northern Development Initiative Trust (NDIT) notified communities that they would no longer be running the Love Northern BC program. At that time, Council directed staff to apply to NDIT for a one-time grant of \$10,000 for a new shop local initiative and directed staff to brainstorm ideas for the grant funding and report back.

On May 29, 2023, staff presented the grant application outlining the proposal for the \$10,000 to Council, which included a Love Hudson's Hope webpage. In the fall of 2023, the District of Hudson's Hope (District) was awarded the grant for \$10,000.

As per the grant application, the project implementation date was scheduled for January 2024 and includes a new Love Hudson's Hope webpage. The funding provided is allocated for the site creation, photo library, purchasing of the domain, and advertising and promoting this new initiative. The proposed completion date for the project is December 31, 2024, which is also the date the current Love Hudson's Hope website will be disabled.

DISCUSSION:

As of November 27, 2023, there were 21 businesses on the NDIT Love Hudson's Hope website. Several businesses are no longer in operation, and many new businesses may be interested in participating. In the past, owners of franchises were not eligible to join Love Hudson's Hope, but the parameters for eligibility can change once NDIT is no longer involved. The District will need to contact these businesses to advise them of the changes that will be occurring.

Logistics

To create the new website, the District must have all imagery and information collected and prepared for upload. All previous website content (photos and text) will remain the intellectual property of NDIT and will not be available for use on the new website. Old and prospective new business owners will need to follow whatever terms will be set for the new Love Hudson's Hope initiative. Creating original content will involve creative writing of business bios and photography for each participant and their product or service. This phase of the project is hoping to be completed by September 15, 2024.

Once the website build is complete, the promotion and advertising phase of the project will begin, including an event launch, promotional campaign, advertising, purchasing swag, and sponsoring community events like Winterfest. Staff have developed three service levels for Council's consideration regarding proposed fees for businesses to be included in the program:

Basic Service:

A one-time buy-in fee of \$100. This is in line with the previous Love Hudson's Hope program. Participants would pay a one-time buy-in amount to be a part of the program. Businesses would be provided the opportunity to update their information once a year for an additional fee of \$25.

Standard Service:

An initial buy-in fee of \$100 with a yearly subscription fee of \$60. This option includes the initial upload of basic information and allows businesses to make updates, add events, specials, and other information to their listing once a month. Additional updates would be available for an additional charge of \$10.00 per update to cover staff time.

Premium Service:

A buy-in fee of \$100, with a yearly subscription fee of \$160. This option includes the initial upload of basic information and allows businesses to make updates, add events, specials, and other information to their listing twice a month. This option will also feature businesses on the site and will include ¼ page bulletin ads four times a year. Additional updates would be available for an additional charge of \$10.00 per update to cover staff time.

Businesses that are already active participants in the program should also be taken into consideration. NDIT has indicated that the businesses' initial investment of \$100 has been met through their participation, as they have received ample exposure on the program's website. It is important to note that all photography featured is the intellectual property of the NDIT and not the businesses themselves.

Eligibility:

Staff recommend that all businesses operating within the District of Hudson's Hope be eligible to participate in our Love Hudson's Hope program. Previously, the program only accepted locally owned, independent businesses, but now may include businesses of all types, whether franchise or independent.

FINANCIAL CONSIDERATIONS:

For 2024, the financial costs for launching the Love Hudson's Hope program will be covered by the \$10,000 grant received from NDIT.

It is recommended that Council allocate \$1,200 in 2025 for promotional activities and events, matching the annual funding previously received from NDIT. Additionally, budgeting \$300 for website hosting fees is advised.

Funds may also be generated from participating businesses, with options for either a one-time fee or a minimal ongoing fee, depending on the chosen program model. This revenue from businesses will help offset costs and ensure the sustainability of the Love Hudson's Hope program.

ALTERNATIVE OPTIONS:

1. That Council provide further direction.

ATTACHMENTS:

None.

Prepared By: *Becky Mercereau, Administrative Assistant*

Approved By: *Cystal Brown, Chief Administrative Officer*

DEFERRED FROM JUNE 17, 2024
COUNCIL MEETING

STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: June 24, 2024

SUBJECT: District of Hudson's Hope Zoning Bylaw No. 949, 2024

RECOMMENDATION #1:

That Council receives the report titled "District of Hudson's Hope Zoning Bylaw No. 949, 2024" dated June 24, 2024; further that Council gives District of Hudson's Hope Zoning Bylaw No. 949, 2024, third reading.

RECOMMENDATION #2:

That Council adopts District of Hudson's Hope Zoning Bylaw No. 949, 2024.

BACKGROUND:

On December 7, 2023, *Bill 44 Housing Statutes (Residential Development) Amendment Act, 2023*, came into force. This Bill limits local government zoning authority and requires small-scale multi-unit housing (SSMUH) in residential zones that have single-detached dwellings.

Bill 44: Small-Scale Multi-Unit Housing

In the fall of 2023, the Province of British Columbia introduced changes to the *Local Government Act* to allow for small-scale multi-unit housing in residential land use zones that were previously restricted to single-detached dwellings. In the new legislation, these areas are called restricted zones.

The aim of the SSMUH legislation is to increase housing supply, create more diverse housing choices, and over time, contribute to more affordable housing across BC. Small-scale, multi-unit housing refers to a range of buildings and housing units that can provide attainable housing for middle-income families. Examples of small-scale, multi-unit housing include:

- Secondary suites in single-family dwellings
- Detached accessory dwelling units (ADUs), like garden suites or laneway homes
- Triplexes
- Townhomes
- House-plexes

The Bill also introduced differing density requirements for local governments with a population over 5,000 and for those local governments with a population under 5,000. The Bill requires that zoning changes be considered and made where applicable and appropriate to the local context to facilitate increased housing starts and densities across British Columbia.

Bill 44 also requires local governments to update their Housing Needs Report by January 1, 2025, to include a 20-year housing needs projection, which the district is currently updating with the Peace River Regional District. Official Community Plans, and Zoning Bylaws then need to be updated by December 31, 2025, to reflect the 20-year housing projections. The Bill also restricts holding a public hearing on a proposed zoning bylaw if the bylaw or amendment is consistent with the direction set forth in the Official Community Plan.

DISCUSSION

Staff have reviewed the current District of Hudson's Hope Zoning Bylaw No. 823, 2013, and have made the necessary updates and changes to reflect Bill 44 requirements and meet the province's deadline of updating the Zoning Bylaw by June 30, 2024. In the review it was determined that the District of Hudson's Hope generally already met the changes required in the new legislation. To simply the process, staff have proposed to repeal Zoning Bylaw No. 823, 2013, and its amendments and replace it with a new bylaw. Recent zoning bylaw amendments have also been integrated into this new bylaw since the last consolidation of Zoning Bylaw No. 823 in 2020. The changes that were made are summarized as follows:

Sections in Zoning Bylaw	Revision
3.0 Definitions	
Accessory Dwelling Unit	Revised to include similar wording to the Province's definition and provided clarity on what an Accessory Dwelling Unit (ADU) is.
Accessory Use	Definition given for accessory use as permitted uses was split up in land use zones.
Dwelling	Definition was removed to reflect updated terminology.
Dwelling, Single-Detached	Section removed referencing additional dwelling unit.
Household	Definition was removed to reflect updated terminology.
Secondary Suite	Section was removed in definition reflected the accessory building, as ADU is now a separate definition.
4.0 General Regulations	
4.9 Accessory Buildings and Structures	Section revised to remove the mention of secondary suite in accessory building.
4.12 Secondary Suites	Section revised to provide maximum number of units. Removed the maximum floor area size for secondary suites.
4.13 Accessory Dwelling Units	New section added. The rest of Section 4 was renumbered.
Changes to Zoning	
Permitted uses	Separated principal and accessory permitted uses in zones to provide more clarity.

RU1 Rural Residential	Separated accessory dwelling unit from secondary suite and added it as an accessory use to single-detached dwellings. Added maximum number of dwelling units per parcel. Added a maximum height of accessory dwelling units of 8m.
RU2 Rural Agriculture	Separated accessory dwelling unit from secondary suite and added it as an accessory use to single-detached dwellings. Added a maximum height of accessory dwelling units of 8m.
RU3 Rural Resource	Separated accessory dwelling unit from secondary suite and added it as an accessory use to single-detached dwellings. Added a maximum height of accessory dwelling units of 8m.
R1 Low Density Residential	Separated accessory dwelling unit from secondary suite and added it as an accessory use to single-detached dwellings. Added maximum number of dwelling units per parcel. Added a maximum height of accessory dwelling units of 8m. Additional regulations around the number of secondary suites or accessory dwelling units in parcels containing single-detached dwellings.
R1a Low Density Residential (Ellis Crescent)	Separated accessory dwelling unit from secondary suite and added it as an accessory use to single-detached dwellings. Added maximum number of dwelling units per parcel. Added a maximum height of accessory dwelling units of 8m. Additional regulations around the number of secondary suites or accessory dwelling units in parcels containing single-detached dwellings.
R1b Low Density Residential (Lucas)	Separated accessory dwelling unit from secondary suite and added it as an accessory use to single-detached dwellings. Added maximum number of dwelling units per parcel. Added a maximum height of accessory dwelling units of 8m.
R2 Multi-Unit Residential	Separated accessory dwelling unit from secondary suite and added it as an accessory use to single-detached dwellings. Added maximum height of principal buildings. Added a maximum height of accessory dwelling units of 8m. Additional regulations around the number of secondary suites or accessory dwelling units in parcels containing single-detached dwellings.

FINANCIAL CONSIDERATIONS:

The District of Hudson's Hope received funding from the Province to undergo the review and update of the Zoning Bylaw and associated bylaws, such as the Official Community Plan and Development Procedures. While the Official Community Plan review and update was started prior to the Bill 44 changes being noted, it will be reviewed and alignment with the provincial legislation will occur. The District does have Development Procedures, and will be reviewing these to also ensure alignment with Bill 44.

COMMUNICATIONS:

A public notice was issued as Section 464(4) of *Local Government Act* prohibits a local government from holding a public hearing on the proposed Zoning Bylaw No. 949, 2024, for the sole purpose of complying with Section 481.3 (Zoning Bylaws and small-scale multi-family housing) of the *Local Government Act*. The public notice was issued on the District of Hudson's Hope website and social media.

The District must approve Zoning Bylaw No. 949, 2024, and notify the Minister of Housing by June 30, 2024. Staff have proposed a special Council Meeting for June 24, 2024, to give Zoning Bylaw No. 949, 2024, third reading and adoption. Normally, a Council must not adopt a bylaw unless there is one clear day between third reading and adoption. However, despite the *Community Charter*, Section 480 of the *Local Government Act* allows local governments to do first and second reading in one meeting, and then third reading and adoption in the second meeting.

OTHER CONSIDERATIONS:

During the review of the District of Hudson's Hope Zoning Bylaw No. 823, 2013, staff identified a procedural error that was made during a previous bylaw amendment. The process for dealing with the identified error is different than the process required for the SSMUH changes. As such, once Zoning Bylaw No. 949, 2024, has been adopted, staff will bring forward an amendment bylaw to correct the procedural oversight that has been identified.

ATTACHMENTS:

1. District of Hudson's Hope Zoning Bylaw No. 949, 2024
2. [Provincial Policy Manual and Site Standards](#)

Prepared By: Crystal Brown, Chief Administrative Officer



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

Zoning Bylaw

No. 949, 2024



WHEREAS Council wishes to repeal Bylaw No. 823, 2013, “Zoning Bylaw” and amendments thereto, and wishes to adopt a new Zoning Bylaw, pursuant to Section 479 of the *Local Government Act*,

AND WHEREAS Council has sent a Public Notice pursuant to Section 464(4) and Section 481.3 of the *Local Government Act*,

NOW THEREFORE Council of the District of Hudson’s Hope, in open meeting assembled hereby enacts as follows:

1. This Bylaw will be cited as the “District of Hudson’s Hope Zoning Bylaw No. 949, 2024”.
2. The following schedules attached hereto are hereby made part of this Bylaw and adopted as the Zoning Bylaw for the District of Hudson’s Hope:
 - a. Schedule A (Zoning Bylaw Text)
 - b. Schedule B (Off-Street Parking and Loading Requirements)
 - c. Schedule C (Offences and Penalties)
 - d. Schedule D (Zoning Bylaw Map – District)
 - e. Schedule E (Zoning Bylaw Map – Townsite)
3. Bylaw No. 823, 2013 cited as the “Hudson’s Hope Zoning Bylaw” and amendments thereto as it applies to the District of Hudson’s Hope is hereby repealed.

Read a first time this _____ 17 _____ day of ___ June ____, 2024

Read a second time this _____ 17 _____ day of ___ June ____, 2024

Public notice published on this _____ 7 _____ day of ___ June ____, 2024

Public Hearing was prohibited by *Local Government Act* S. 464(4).

Ministry Of Transportation Approval waived by Ministerial Order No. M114

Read a third time this _____ day of _____, 2024

Adopted this _____ day of _____, 2024

Travous Quibell – Mayor

Andrea Martin – Corporate Officer

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SCHEDULE A

ZONING BYLAW TEXT

1.0 BASIC PROVISIONS

1.1 Application

- .1 This Bylaw applies to all land, buildings and structures including the surface of water within the boundaries of the District of Hudson's Hope.

1.2 Conformity

- .1 Land, including air space and the surface of water, shall not be used and buildings and structures shall not be constructed, altered, located or used except as specifically permitted in the Bylaw.

1.3 Severability

- .1 If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion must be severed and the decision that it is invalid shall not affect the validity of the remaining portion of this Bylaw.

1.4 Metric Units

- .1 Metric units are used for all measurements in this Bylaw.

1.5 Applicable Regulations

- .1 Where this Bylaw sets out two or more regulations that could apply to a situation, the most stringent regulation shall apply.
- .2 Where this Bylaw sets out both general and specific regulations that could apply to a situation, the specific regulation shall apply.

1.6 Compliance with Other Legislation

- .1 In addition to this Bylaw, a person is responsible for ascertaining and complying with the requirements of all other applicable municipal bylaws, or Provincial or Federal statutes and regulations.
- .2 The requirements of the Development Permit Areas included in the Hudson's Hope Official Community Plan apply in addition to the regulations in this Bylaw.

2.0 ADMINISTRATION

2.1 Inspection

- .1 Subject to the provisions of the Community Charter, the CAO, Director of Protective Services, Building Inspector, Bylaw Enforcement Officer or other officers of the District who may be appointed by Council is hereby authorized to enter, at all reasonable times, any day of the week, on any property that is subject to regulation under this Bylaw to ascertain whether this Bylaw is being covered.

2.2 Violations

- .1 Every person who:
 - (a) violates any of the provisions of this Bylaw;
 - (b) causes or permits any act or thing to be done in contravention or violation of any provisions of this Bylaw;
 - (c) neglects or omits to do anything required under this Bylaw;
 - (d) carries out, causes or permits to be carried out any development in a manner prohibited by or contrary to any provisions of this Bylaw;
 - (e) fails to comply with an order, direction or notice given under this Bylaw; or
 - (f) prevents or obstructs or attempts to prevent or obstruct the authorized entry of an officer onto property under Section 2.1;shall be deemed to be guilty, upon summary conviction, of an offense under this Bylaw.

2.3 Offences and Penalties

- .1 Each day's continuance of an offence under Section 2.3.2 constitutes a new and distinct offence.
- .2 Every person who violates any provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfil, observe, carry out, or perform and duty or obligation imposed by this Bylaw is liable, to penalty and cost of prosecution.
- .3 The penalty for an offence under Section 2.3.2 is listed in Schedule C of this Bylaw.

3.0 DEFINITIONS

In this Bylaw, all words or phrases shall have their normal or common meaning except where this is changed, modified or expanded by the definitions set forth below:

ACCESSORY means a use, building or structure that is clearly incidental and subordinate to, the principal use, building or structure located on the same parcel.

ACCESSORY DWELLING UNIT means a dwelling unit that:

- (a) is a self-contained residential accommodation unit, and
- (b) has cooking, sleeping and bathroom facilities, and
- (c) is an accessory use to a principal building located on the same property.

ACCESSORY USE means a use which is ancillary to the use of the principal building on the same parcel or to the principal use of the same parcel.

AGRICULTURAL means a use provided for the growing, rearing, cultivating, producing, and harvesting of agricultural products and livestock, including the storage and sale on an individual farm of the products harvested, reared or produced on that farm, and the storage of farm machinery, implements and supplies, and repair to farm machinery and implements used on that farm. It also includes accessory dwellings for the accommodation of persons employed in the agricultural enterprise located on or operated from the parcel containing the dwellings.

ANIMAL HOSPITAL means any building, structure or premise used as an animal hospital or veterinary clinic in which animals are cared for, treated or hospitalized.

ANIMAL SHELTER means a facility used for the care of lost, abandoned or neglected animals and operated by a public or semi-public authority or by a non-profit private organization.

APARTMENT means a single building containing three or more dwelling units with shared entrance facilities, where none of the dwelling units are available for rent or occupation for less than 30 days.

ARTIST STUDIO means premises used for the creation, manufacture or assemblage of visual art, including two or three-dimensional works of fine art or craft, or other fine art objects created, manufactured or assembled for the purpose of sale, display, commission, consignment; or classes held for art instruction.

ABATTOIR means produce or meat processing, including canning, freezing, packing facilities for cold storage, and ice plants.

AUCTION HOUSE means a premise in which goods are sold by auction and the use is entirely enclosed within the walls, floor and ceiling of the building.

AUTOMOBILE SERVICE means a business engaged in car and truck sales or rental, repair, paint, parts, body or glass services provided that these services are enclosed in the principal building. Such a business may have as accessory uses, gasoline pumps.

BASEMENT means the portion of a building which is partially underground and has a ceiling that is less than 1.8 m above grade.

BED AND BREAKFAST means a single detached dwelling in which bedrooms are rented as temporary accommodation to individuals on a daily or weekly basis with one meal served daily.

BOULEVARD means the area between the curb lines, the lateral lines or the shoulder of a roadway and the adjacent parcel line.

BUILDING means a roofed structure used or intended for supporting or sheltering any use or occupancy.

BUILDING WIDTH means the lesser of the two horizontal dimensions of a building or structure. In the case of a manufactured home, this means the width of the manufactured home exclusive of any structural additions attached thereto which were not a section or intended to be a section of the manufactured home at the time of its manufacture.

BUILDING SUPPLY means the supply of materials that are incorporated into the structure of a building including hardware, lumber, wall panelling, and carpet; but excluding furniture and appliances that are normally removed by the owner upon the sale of a building; and also excluding concrete mix plants and other manufacturing and processing plants.

BULK FUELLING STATION means any building or land used or intended to be used for the sale of fuels or lubricants to commercial vehicles and industrial equipment, either through the use of keys, cards or service attendants, but will not include a service station.

C-ZONE means all zones with the letter C as a prefix in the zone name and includes C1 and C2.

CAMPGROUND means an area of land, managed as a unit, providing short term accommodation for tents, tent trailers, travel trailers, recreational vehicles and campers. Campgrounds may include one caretaker residence.

CANNABIS RELATED BUSINESS means the use of land, buildings, or structures for the sale, storage, or other provision, of dried cannabis, cannabis oils, cannabis seeds, and cannabis edibles, including cannabis related accessories such as pipes, bongs, vaporizers, and other such similar accessories.

CANNABIS RETAIL means the retail sale of cannabis or cannabis accessories as lawfully permitted and authorized under the *Cannabis Control and Licensing Act*.

CAR WASH means an enterprise offering facilities for the washing or cleaning of cars or trucks on an automated or semi-automated basis.

CARETAKER RESIDENCE means a self-contained accessory dwelling unit located within a principal building or in an accessory building on the same parcel as the principal building or use. It is used to provide accommodation for persons employed on the property or for a caretaker or operator of a commercial establishment on the property. A caretaker residence does not include a secondary suite or accessory dwelling unit.

CLUBHOUSE OR LODGE means a building or establishment used by an association or organization for non-profit fraternal, social or recreational purposes which may include limited private sleeping unit accommodation with cooking facilities and which will be operated for the use of the club members and their guests only.

COMMERCIAL ENTERTAINMENT FACILITY means any building or land used for the provision of entertainment on a user-pay basis. Facilities may include, but are not limited to, amusement arcade, billiard and pool hall, bowling alleys, mini-golf, music festivals and theatre.

COMMERCIAL RECREATION means the use of any land, water and resources for business or financial gain and may include, but is not limited to, guided sport fishing, guided and outfitted sport hunting, guided recreation, and air and water taxi services that provide transportation to recreation users.

COMMERCIAL VEHICLE means a vehicle engaged in carrying or which is designed to carry goods, wares or merchandise and which is licensed as a commercial vehicle under the applicable municipal or provincial enactments.

COMMUNITY CARE FACILITY means the use of premises operated as a community care facility by a licensee under the *Community Care and Assisted Living Act* to provide residential care to persons not related by blood or marriage to the licensee or, if the licensee is a corporation, to any director, officer or member of the corporation.

CONVENIENCE STORE means a store retailing groceries, meats, fruit and vegetable products, confectioneries and small hardware items.

DAY CARE CENTRE means a day care centre and other related facilities licensed and in compliance with provincial legislation.

DENSITY means the maximum number of dwelling units permitted per unit area of land.

DUPLEX means a building that is divided horizontally or vertically into two separate dwelling units, as shown in Figure 3.1. Each dwelling unit has an independent entrance either directly from the outside or through a common vestibule, and independent utility connections. A duplex does not include a secondary suite.

FIGURE 3.1 – ILLUSTRATION OF DUPLEX

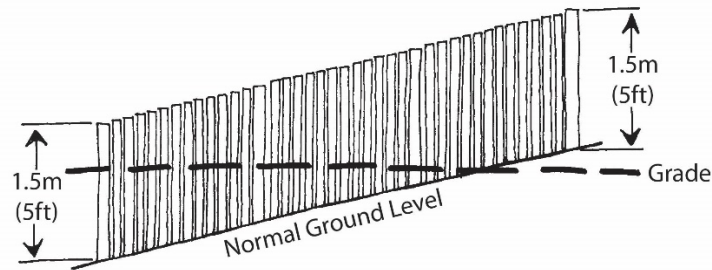


DWELLING, SINGLE-DETACHED means a building that contains only one dwelling unit and is completely separated by open space on all sides from any other structure, except its own garage or shed. Where permitted a single-detached dwelling may contain a secondary suite.

DWELLING UNIT means a room or suite of rooms that form a single unit with a separate entrance, limited to one kitchen and designed to be occupied for sleeping, cooking, eating, and living.

FENCE means an artificially constructed barrier erected to enclose or screen property. As shown in Figure 3.2, fence height is the vertical distance between the natural ground level and the top of the fence at any given point.

FIGURE 3.2 – ILLUSTRATION OF FENCE HEIGHT



FINANCIAL INSTITUTION means the provision of financial and investment services by a bank, trust company, investment dealer, credit union, mortgage broker, insurance company, financial planners and advisors or related businesses.

FLOOR AREA means the sum of the horizontal floor areas for each storey of the building or structure, measured to the exterior walls and contained within the exterior and basement walls.

FRONTAGE means the length of the front parcel line.

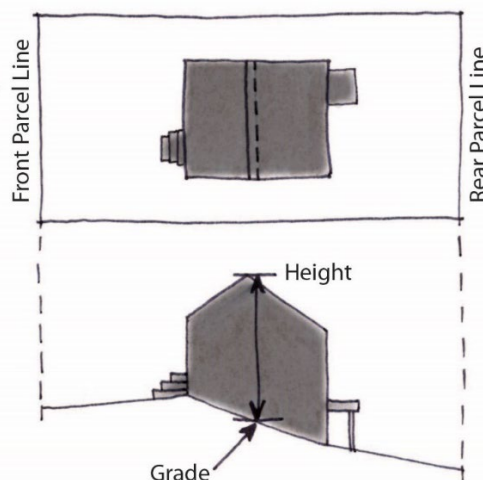
GRADE means the average elevation of all finished or unfinished ground measured at the exterior perimeter of the building or structure, as illustrated in Figure 3.3.

GUEST RANCH means a resort patterned after a ranch, featuring horseback riding, and other agri-tourism activities.

HEALTH SERVICES FACILITY means any development used for the provision of a physical or mental health service on an out-patient basis. Services may be of a preventative, diagnostic, treatment, therapeutic, rehabilitative or counselling nature. Typical uses include, but are not limited to medical and dental offices, chiropractors, massage therapists, acupuncture clinics, reflexology, health clinics and counselling services.

HEIGHT means the maximum vertical distance between grade and the highest point of the building or structure, as illustrated in Figure 3.3. Fence height is an exception and is not measured from grade.

FIGURE 3.3 – ILLUSTRATION OF HEIGHT AND GRADE



HIGHWAY includes a highway, road, lane, bridge, viaduct and any other thoroughfare open to public use, but does not include a private right-of-way on private property.

HOME OCCUPATION means any single occupation or profession where such operation or profession is accessory to the use of the principal building for residential purposes.

HOTEL means an establishment with self-contained sleeping units that provides paid temporary lodging. Each unit may have a bathroom with a toilet, sink and bath or shower, but no private cooking facilities are permitted and units do not directly open out onto a parking lot. Hotels may include accessory uses such as a restaurant, liquor sales, retail sales, indoor recreation, meeting rooms and premises licensed for on-site consumption of alcoholic beverages.

KENNEL means a licensed holding for dogs as identified in District bylaws.

LANDSCAPING means a vegetated area and/or garden, or a combination thereof, which has a mix of ground cover, plants, shrubs and trees. Hard surface, such as stone, may also make up to a maximum of 30 % of a landscaped area.

LANDSCAPE SCREEN means an opaque visual barrier formed by a row of shrubs or trees, or by a combination of shrubs or trees and a fence.

LANE means a public thoroughfare that provides only a secondary means of access to a parcel at the side or rear.

M-ZONE means all zones with the letter M as a prefix in the zone name and includes M1, M2 and M3.

MANUFACTURED HOME means a dwelling unit built under CSA standards Z240 or A277 whether ordinarily equipped with wheels or not that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and includes single-wide manufactured homes and double-wide manufactured homes, but does not include travel trailers, recreational vehicles, park model recreational vehicles or campers.

MANUFACTURED HOME PARK means a parcel or parcels on which are installed or intended to be installed two or more manufactured homes which are occupied or intended to be occupied for residential purposes and may include common recreation facilities and common laundry facilities, but does not include retail stores.

METAL STORAGE CONTAINER means a shipping or cargo container being a prefabricated storage container or box specifically constructed for the transportation of good by rail, ship or truck.

MIXED USE means a building that has commercial uses located on the ground floor with office and/or residential uses located on the upper floors of the building.

MOTEL means an establishment with self-contained sleeping units that provide paid temporary lodging. Each unit may have a bathroom with a toilet, sink and bath or shower, private cooking facilities, and a door providing direct access to the parking lot. Motels may include an office for motel administration.

NEIGHBOURHOOD PUB means a neighbourhood pub defined in Provincial legislation, and includes the associated serving of food.

OFFICE means a building or part thereof, designed, intended or used for the practice of a profession, the carrying on of a business, the conduct of public administration, or, where not conducted on the site thereof, the administration of an industry, but will not include a retail commercial use, any industrial use, clinic, financial institution, place of amusement, or place of assembly.

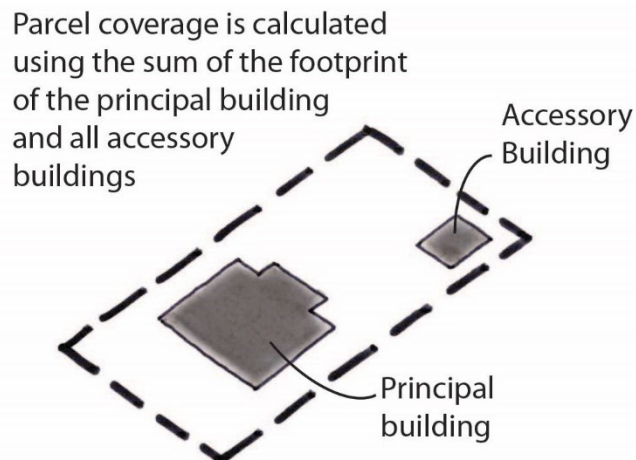
P-ZONE means all zones with the letter P as a prefix in the zone name and includes P1 and P2.

PARCEL means any lot, block or other area in which land is held, or into which it is subdivided, including a strata lot within a bare land strata plan as defined by the *Strata Property Act*, but does not include a public thoroughfare or access route.

PARCEL, CORNER means the parcel at the intersection or junction of two or more highways other than a lane.

PARCEL COVERAGE means the percent of the parcel size covered by all buildings or structures. See Figure 3.4.

FIGURE 3.4 – ILLUSTRATION OF PARCEL COVERAGE



PARCEL LINE means the legally defined boundary of any parcel. See Figure 3.5.

PARCEL LINE, EXTERIOR SIDE means a side parcel line that abuts a highway other than a lane or walkway. See Figure 3.5

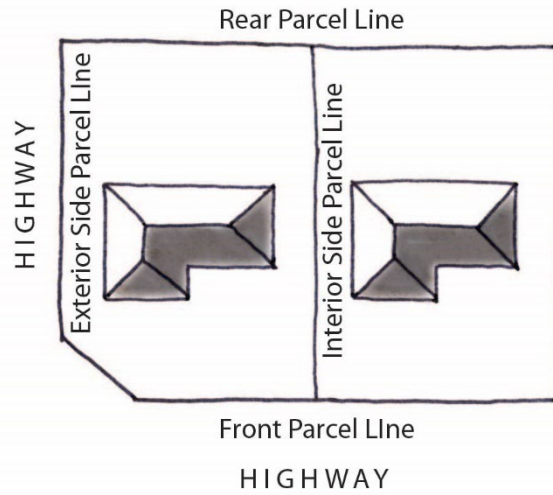
PARCEL LINE, FRONT means any parcel line common to a parcel and a highway other than a lane or walkway. Where the parcel line is contiguous to the intersection of two highways, the front parcel line is the shortest parcel line contiguous to a highway other than a lane or walkway. See Figure 3.5.

PARCEL LINE, INTERIOR SIDE means a side parcel line that does not abut a highway other than a lane or walkway. See Figure 3.5.

PARCEL LINE, REAR means the boundary of a parcel which lies the most opposite to, and does not intersect, the front parcel line. See Figure 3.5.

PARCEL LINE, SIDE means a parcel line other than a rear or front parcel line. See Figure 3.5

.FIGURE 3.5 – ILLUSTRATION OF PARCEL LINES



PARCEL SIZE means the total horizontal area within the parcel lines of a parcel.

PARKING SPACE means an off-street space of the size and dimensions to park one vehicle in conformance with this Bylaw exclusive of , aisles, ramps, or obstructions.

PAWN SHOP means an establishment that engages in the business of loaning money on the security of pledges of personal property, or deposits or conditional sales of personal property, or the purchase or sale of personal property.

PERSONAL SERVICE ESTABLISHMENT means a use that provides personal services to an individual which are related to the care and appearance of the body or the cleaning and repairing of personal effects. Typical services include, but are not limited to, barber shops, hairdressers, manicurists, tailors, dress makers and shoe repair shops, but does not include health services.

PRINCIPAL USE means the main or primary use of land, buildings or structures which is provided for in the list of permitted uses in the zones of this Bylaw.

PRINCIPAL BUILDING means a building that contains floor space, the majority of which is used for the permitted principal use on a parcel.

PRIVACY FENCE means a sight-obscuring fence used to block the area enclosed by the fence from view from neighboring properties or public rights-of-ways. Fences consisting of chain link mesh, welded or woven wire or sheet metal are excluded under this definition.

PUBLIC USE means land, buildings or facilities provided by a government, government agency or non-profit organization for public parks and recreation, education, health, welfare, administration, safety, communications or public works.

R-ZONE means all zones with the letter R as a prefix in the zone name and includes R1, R1A, R1B, R2 and R3.

REAR BUILDING LINE means the extended line of the wall or the building (or of any projecting portion of the building except canopies or eaves) which faces the rear parcel line.

RURAL ZONE means all zones beginning with the prefix “RU” in the zone name and includes RU1, RU2 and RU3.

RESORT means a commercial establishment featuring a broad range of amenities, sports facilities, and other leisure attractions.

PLACE OF WORSHIP means the use of a building, or portion thereof, for religious worship. Typical uses include but are not limited to churches, chapels, synagogues, monasteries, temples, and convents. It may also include a caretaker residence for the minister or someone of a similar position.

RESIDENTIAL USE means the occupancy or use of a building or part thereof as a dwelling unit.

RESOURCE DEVELOPMENT means any activity required to develop natural resources from the land. This includes exploration and extraction activities and can also include related processing plants.

RESTAURANT means an establishment where food and beverage are sold to the public and may include take-out and/or fast-food pick-up.

RETAIL PRINTING SERVICES means the use of mechanical equipment for binding, duplicating, photographic processing, printing, publishing or book binding.

RETAIL STORE means a building where goods, wares, merchandise, substances, articles or things are offered or kept for sale at retail, including storage of limited quantities of such goods, wares, merchandise, substances, articles or things, sufficient only to service such a store.

SECONDARY SUITE means a self-contained, accessory dwelling unit located within and forms part of a principal single-detached dwelling. A secondary suite has its own separate cooking, sleeping and bathing facilities and has direct access to the outside without passing through any part of the principal single detached dwelling. It shares common utility connections with a principal single detached dwelling. A secondary suite does not include a duplex.

SERVICE STATION means a premise used principally for the retail sale of motor fuels, lubricating oils and motor vehicle accessories and the servicing of motor vehicles. A service station may include the accessory retail sale of other automobile related products, but shall not include motor vehicle sales, automobile structural or body repairs, or painting.

SCREENING means a continuous fence, wall, compact evergreen hedge or continuation thereof, supplemented with landscape planting that will effectively screen the parcel it encloses from adjacent parcels and public thoroughfares and is only broken by access driveways, lanes and walkways.

SETBACK means the minimum permitted distance between a class of building, structure or use specified in this Bylaw and a parcel line or other feature specified in this Bylaw.

WAREHOUSING means the receipt, storage, distribution, and delivery of goods and merchandise and may include sales at wholesale.

STORAGE, COMMERCIAL means a self contained building or group of buildings containing lockers that are available for rent for the storage of personal goods, or a facility used exclusively to store bulk goods of a non-hazardous nature.

STORAGE, OUTDOOR includes but is not limited to:

- (a) the storage or accumulation of all or part of any automobile wreck or all or part of any motor vehicle which is not:
 - .i validly registered and licensed in accordance with the *Motor Vehicle Act*; or
 - .ii capable of movement under its own power;
- (b) the storage or accumulation of any furniture, household goods, machinery, machinery parts, artifacts, or chattels of any nature or kind whatsoever;
- (c) pipe yards or heavy equipment storage compounds;
- (d) the storage or accumulation of discarded materials or rubbish of any kind, including but not limited to ashes, paper, cardboard, tin cans, leaves, wood, bedding, crockery, glass, bags and appliances;
- (e) the storage or accumulation of building material on any property when the owner or occupier of the property is not in possession of a valid District building permit in respect of the property; and
- (f) the storage or accumulation of any goods or merchandise other than motor vehicles as defined in the *Motor Vehicle Act*, which is offered or may be offered for sale.

STOREY means, as defined by the *BC Building Code*, that portion of a building which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it.

STRUCTURE means any construction fixed to, supported by, or sunk into land or water, but does not include concrete or asphalt paving or similar surfacing.

TOWNHOME means a building divided into three or more dwelling units under one roof with private exits or entrances to each dwelling unit, with each dwelling unit sharing at least one common wall or party wall.

TRADE CONTRACTORS means offices in conjunction with storage buildings for trades including, but not limited to electrical, fabricating, flooring, heating, painting, plumbing, refrigeration, roofing, septic services and ventilation and air conditioning.

TRAILER means any structure or vehicle used or designed to be used for working, living or sleeping purposes and which is designed or intended to be mobile on land, whether or not self-propelled.

UTILITY means a system, work, building, plant equipment or resource owned by a public or private utility company or government agency for the provision of water, sewer, drainage, gas, electricity, transportation or communication.

YARD, FRONT means part of a parcel lying between the front parcel line and the front of the principal building and extended across the full width of the parcel, as shown in Figures 3.6 and 3.7.

YARD, REAR means part of a parcel lying between the rear parcel line and the rear of the principal building and extended across the full width of the parcel, as shown in Figures 3.6 and 3.7.

YARD, SIDE means part of a parcel extending from the front yard to the rear yard and lying between the side parcel line and the closest side of the principal building, as shown in Figures 3.6 and 3.7.

FIGURE 3.6 – ILLUSTRATIONS OF FRONT, REAR AND SIDE YARDS

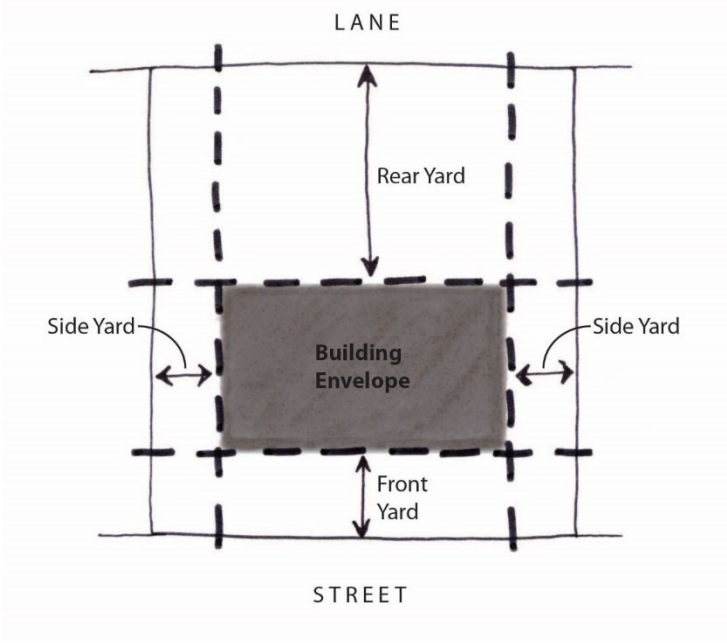
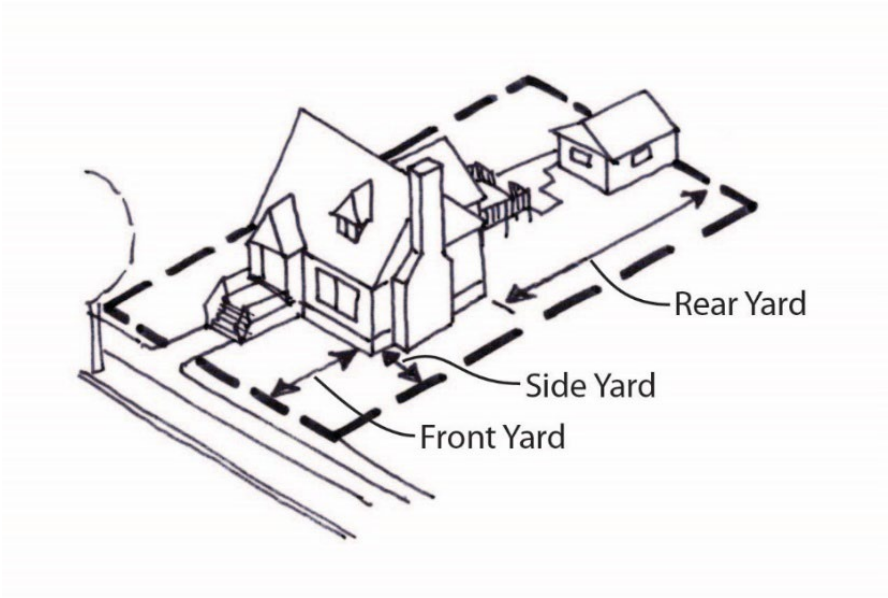


FIGURE 3.7 – ILLUSTRATIONS OF FRONT, REAR AND SIDE YARDS



4.0 GENERAL REGULATIONS

- .1 This section applies to all zones established under this Bylaw except as otherwise specified in this Bylaw.

4.1 Nonconforming Parcels

- .1 A parcel on the official records on file in the Land Registry Office before the adoption date of this Bylaw that does not adhere to the parcel size and frontage requirements will be considered a legal nonconforming parcel and will be granted the permitted uses as identified in this Bylaw.
- .2 Lawful non-conforming uses and buildings are subject to the provisions of the Local Government Act.

4.2 Utility Structures

- .1 Public utility facilities for transmission of water, sewage, electrical power, telephone, natural gas, cable television and other similar services (but not including sewage treatment plants or electrical substations) are permitted in all zones and individual parcels for the facilities are exempt from minimum parcel size requirements.

4.3 Agricultural Land Reserve

- .1 All land designated as "Agricultural Land Reserve" pursuant to the Agricultural Land Commission Act is subject to the provisions of the Agricultural Land Commission Act, and all conditions, orders and regulations thereto.

4.4 Location and Siting

- .1 No building or structure will be located in any required front, side or rear yard, except as otherwise provided in this Bylaw.

4.5 Height Exceptions

- .1 The maximum height regulations of this Bylaw do not apply to the following:
 - (a) Chimney stacks
 - (b) Church spires
 - (c) Cooling units
 - (d) Cranes
 - (e) Elevator housings
 - (f) Flagpoles
 - (g) Floodlights

- (h) Grain elevators
- (i) Masts and aerials
- (j) Parapet walls
- (k) Radio and television antennas
- (l) Roof stairway entrances
- (m) Silos
- (n) Skylights
- (o) Telecommunication towers
- (p) Ventilating equipment
- (q) Warning devices
- (r) Water towers
- (s) Windmills

4.6 Fencing, Screening and Landscaping

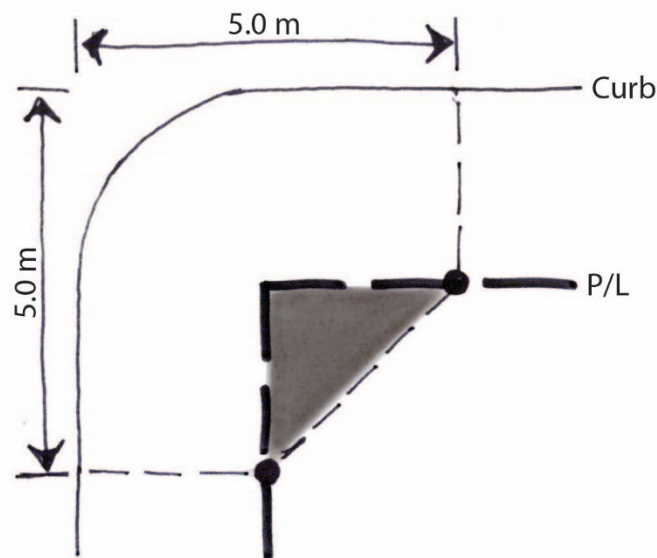
- .1 In the C1 zone, the RU1 zone and any R-zone, fences must:
 - (a) not exceed a height of 1.2 m in any front yard; and
 - (b) not exceed a height of 1.8 m in any side or rear yard.
- .2 In the C2 zone and any M-Zone:
 - (a) a landscape screen or fence that is at least 1.8 m in height must be provided and maintained along any parcel line that abuts the RU1 zone, an R-zone, P-zones or the OR zone; and
 - (b) fences must not exceed a height of 4 m tall.
- .3 Fences erected on a cemetery, playground, park, playfield, elementary or high school areas must not exceed a height of 4 m.
- .4 All dumpsters and outdoor storage areas must be screened from the view of highways and adjacent properties with a landscape screen.
- .5 All junkyards and automobile wrecking yards must be completely enclosed by a 2.4 m high solid wooden fence or a 2.4 m high chain link fence with continuous hedging or other screening.

- .6 Landscaping Plans and Procedures:
- (a) Applications for a Building Permit to construct or alter the siting, size or dimension of a building or structure in the R1 zone, R2 zone, C-zones and M-zones will be accompanied by a detailed landscape plan for the site, boulevard and/or roof if applicable.
 - (b) The developer and/or property owner must provide security in the form of an irrevocable standby letter of credit or cash in the amount of \$500 on issuance of the Building Permit. The security or cash will be used to ensure that the landscaping will be completed with twelve (12) months of the date of issuance of the Occupancy Permit. If the landscaping is not completed within twelve (12) months, the District may draw upon the security and/or utilize the security to complete the required landscaping according to the approved landscape plan.
 - (c) All required landscaping and fencing must be maintained in good condition and fencing must be maintained in a uniform, intact, and upright condition with no gaps caused due to deterioration or disrepair. In the event of failure to comply, the District may enter upon the site and maintain the landscaping at the expense of the property owner, the cost of which will be added to the owner's current year's taxes.

4.7 Vision at Intersections

- .1 As illustrated in Figure 4.1, on a corner parcel within the shaded area formed by the curb lines 5 m from the point of intersection of the curb lines, joining perpendicular to the parcel lines and joining the parcel lines, no landscaping, screening, building or structure will be planted or erected to a height greater than 1 m above the established grade of the street.

FIGURE 4.1 – VISION AT INTERSECTION



4.8 Setback Exceptions

The front, side and rear yard setback regulations of this Bylaw do not apply to the following:

- .1 Accessory buildings and structures provided they comply with all other regulations and requirements contained in this Bylaw.
- .2 Fences.
- .3 Chimneys, cornices, leaders, gutters, pilasters, belt courses, sills, bay windows, or other similar features provided that such projections do not exceed 0.6 m.
- .4 Steps, eaves, canopies, decorative overhangs, balconies, or porches provided that such projections:
 - (a) do not project more than 1.2 m into a required front, rear or side yard; and
 - (b) are not closer than 1.5 m to the parcel line.
- .5 Uncovered patios, sundecks, or terraces provided that such projections do not project more than 2.4 m into a required front, rear or side yard.
- .6 Uncovered swimming pools, provided they are:
 - (a) not constructed, sited or placed within a front yard;
 - (b) at least 3 m from any side or rear parcel line; and
 - (c) surrounded by a fence or situated within a fenced yard.
- .7 Covered swimming pools, provided they are:
 - (a) not constructed, sited or placed within a front yard;
 - (b) at least 3 m from any side or rear parcel line;
 - (c) surrounded by a fence or situated within a fenced yard; and
 - (d) constructed so that the roof or ridge of the pool cover is not in excess of 4 m above grade.

4.9 Accessory Buildings and Structures

Accessory buildings and structures are permitted in all zones provided that they comply with the following regulations:

- .1 An accessory building must not be used as a dwelling unit or sleeping unit.
- .2 Accessory buildings and structures are not permitted on any parcel unless the principal building to which the building or structure is accessory has already been erected or will be erected simultaneously.

- .3 Accessory buildings and structures must be setback:
 - (a) at least 3 m from any principal building; and
 - (b) at least 1.5 m from any other accessory building.
- .4 In the RU1 zone and an R-zone, accessory buildings and structures:
 - (a) must be located no closer to the front parcel line than the rear building line, unless:
 - .i the parcel backs onto the Peace River, in which case accessory buildings and structures may be located in a front yard but must be setback at least 7.5 m from any front parcel line.
 - (b) must, on a corner parcel, meet the same exterior side parcel line setbacks as the principal building;
 - (c) opening onto a lane, must be setback at least 2 m from the lane when the accessory building or structure is a detached carport or garage; and
 - (d) must not exceed a floor area of 75 m² or 20% of the parcel size, whichever is less. Accessory buildings and structures are factored into overall parcel coverage calculations.

4.10 Metal Storage Containers

Metal storage containers are only permitted as accessory storage units to a principal building, and only under the following conditions:

- .1 Metal storage containers such as sea-cans are only permitted as accessory buildings if used as storage units related to a principal use and in accordance with this Bylaw.
- .2 Metal storage containers must not be used as workspaces, assembly shops, dwelling units or any other form of accommodation, including offices, under any circumstances.
- .3 Metal storage containers must not occupy any required off-street parking spaces.
- .4 Metal storage containers must not occupy any areas that are required for open space or landscaping.
- .5 Metal Storage containers must not be located on any street, sidewalk or trail, or in any location that blocks or interferes with vehicular and/or pedestrian circulation.
- .6 Metal storage containers must be screened from adjacent properties and rights-of-way with solid fencing, landscaping or by being placed behind, between or within buildings.
- .7 Metal storage containers must not display any logos or otherwise be used as a sign.
- .8 Metal storage containers such as sea-cans must not exceed a height of 2.6 m and must not be stacked.
- .9 Multiple metal storage containers may be located on a single parcel but they must not exceed a cumulative floor area of 30 m².

- .10 In all R-zones, individual metal storage containers must not exceed a floor area of 15 m² .

4.11 Caretaker Residences

Where permitted, all caretaker residences must comply with the following regulations:

- .1 A maximum of one caretaker residence is permitted per parcel.
- .2 Caretaker residences are only permitted as an accessory use.
- .3 Caretaker residences are only permitted in conjunction with a permitted principal commercial, industrial or public use.
- .4 Caretaker residences must be fully separated from the associated principal use by walls, partitions and/or floors.
- .5 If located within a principal building, a caretaker residence must:
 - (a) have an entrance from the exterior of a building which is separate from the main entrance of the principal use; and
 - (b) share common utility connections with the principal building.
- .6 Caretaker residences must not exceed 25% of the principal buildings floor area.
- .7 Caretaker residences may only be occupied by owners, employees or operators of the associated principal use.

4.12 Secondary Suites

Where permitted, secondary suites must comply with the following regulations:

- .1 A maximum of one secondary suite or one accessory dwelling unit, but not both, is permitted per parcel.
- .2 A secondary suite is only permitted within the principal single-detached dwelling .
- .3 A secondary suite is not permitted within a duplex, on a parcel containing a duplex, or within an accessory building on the same parcel as a duplex.
- .4 A secondary suite is not permitted in conjunction with the keeping of boarders or the operation of a bed and breakfast.
- .5 The secondary suite must meet *BC Building Code* requirements for secondary suites.
- .6 One parking space must be provided on the parcel for the secondary suite.
- .7 A secondary suite must be located in a building and on a parcel which forms a single real estate entity. No strata titling is permitted.
- .8 The principal single-detached dwelling on the parcel containing the secondary suite must be occupied by the owner of the principal single-detached dwelling.

4.13 Accessory Dwelling Units

Where permitted, accessory dwelling units must comply with the following regulations:

- .1 A maximum of one accessory dwelling unit or one secondary suite, but not both, is permitted on a parcel containing single detached dwelling.
- .2 An accessory dwelling unit must meet *BC Building Code* requirements.
- .3 Basements are not permitted in accessory dwelling units.
- .4 Accessory dwelling units shall not be subdivided or strata titled.
- .5 The principal single detached dwelling on the parcel containing the accessory dwelling unit must be occupied by the owner of the principal single detached dwelling.
- .6 One parking space must be provided on the parcel for the accessory dwelling unit.

4.14 Bed and Breakfast

Where permitted, bed and breakfasts must comply with the following regulations:

- .1 A bed and breakfast must not alter the residential character of the building.
- .2 A bed and breakfast will be carried out only in a single-detached dwelling in which the owner of the single detached dwelling resides.
- .3 A sign may be used to identify the bed and breakfast, but it may not be larger than 1 m².
- .4 The bed and breakfast must be carried out wholly within the dwelling unit.
- .5 The maximum number of guestrooms permitted in a bed and breakfast will be three, accommodating up to a maximum of six adult guests combined.
- .6 Breakfast will be the only meal permitted to be served to guests.
- .7 A parking space is required for every guestroom in the bed and breakfast and must be in addition to those required for the single-detached dwelling, to a maximum of 15% of the total parcel size.
- .8 The maximum length of stay for any guest will not exceed 28 consecutive days.
- .9 Bed and breakfast must clearly be incidental or secondary to the use of the building for residential purposes.
- .10 The bedrooms within a bed and breakfast are to be used for sleeping purposes only and must not contain any cooking facilities.

4.15 Service Stations

Where permitted, service stations must comply with the following regulations:

- .1 Buildings or structures must not exceed a height of 10 m.
- .2 Sites must be at least 30 m wide, with a minimum site area of 1,200 m².
- .3 Setbacks must be as follows:
 - (a) Building setbacks must be at least 7 m from any highway and at least 3 m from any other property line;
 - (b) Pump islands must be set back at least 4.5 m from any parcel line or onsite parking area;
 - (c) All repair equipment must be kept, and all repair work must be done, entirely within the principal building;
 - (d) A permanent screen that is at least 1.8 m in height must be provided, consisting of masonry or uniformly coloured tight board fence of preservative treated materials, along parcel lines that abut the RU1 zone or an R-zone;
 - (e) Canopies must be at least 3 m from any parcel line; and
 - (f) Exterior lighting must not cast a glare on adjacent properties.

4.16 Home Occupations

Any use permitted in any zone in this Bylaw may be carried out as an accessory home occupation subject to the following conditions:

- .1 Home occupations may only be carried on in a single-detached dwelling or duplex dwelling unit.
- .2 Home occupations must be clearly incidental and secondary to the use of the building for residential purposes.
- .3 Home occupations must not occupy more than 40 m² of the dwelling unit or, 10% of the dwelling unit floor area, whichever is less.
- .4 Home occupations must not result in any exterior alterations that are not consistent with the residential character of the buildings and property.
- .5 There shall be no outside storage of materials, commodities, or finished products and the home occupation must be carried on only within a building or structure.
- .6 Home occupations must be carried on only by a member or members of the family residing in the dwelling unit in which the home-based business is carried out, and will employ no more than one non-resident employee.

- .7 Home occupations must not produce any offensive noise, vibration, traffic, smoke, dust, odour, glare, heat or electrical interference.
- .8 Home occupations that require delivery of materials or commodities in bulk quantity to and from the residence by commercial vehicles and/or trailer are not permitted.
- .9 Home occupation involving community care for children, as regulated by the *Community Care Facilities Act*, shall not accommodate more than eight children.
- .10 No home occupation will be conducted between the hours of 10:00 pm and 7:00 am.
- .11 Home occupations must not generate the need for more than one additional on-site parking space.
- .12 One sign is permitted to identify the enterprise on the parcel, provided that the sign:
 - (a) does not exceed 3 m² in any rural zone; and
 - (b) does not exceed 1 m² in any R-zone.
- .13 All home occupations must be in accordance with the District of Hudson's Hope Business Licence Bylaw

4.17 Manufactured Homes

Manufactured homes must conform to the following regulations:

- .1 Every manufactured home within the District must be placed on a permanent foundation.
- .2 Manufactured homes must meet Canadian Standards Association (CSA) A277 or Z240 ratings.
- .3 A manufactured home must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number.
- .4 Skirtings must be installed within 60 days from the date which the manufactured home is located on the foundation.
- .5 The towing hitch must be removed within 30 days from the date that the manufactured home is placed on the foundation.

4.18 Signs and Notices

Signs and notices are permitted as follows:

- .1 The maximum number of signs is:
 - (a) one per parcel in all zones, except any C-zone; and
 - (b) two per parcel in any C-zone.

- .2 The maximum size of signs is as follows:
 - (a) In C-zones, signs combined must not exceed 4.7 m² or 1% of principal buildings floor area, whichever is greater.
 - (b) In all M-zones, signs must not exceed 4.7 m².
 - (c) In the OR zone, signs must not exceed 2 m².
- .3 In Rural and R-zones, one “for rent” or “for sale” sign is permitted provided that the sign:
 - (a) does not exceed 1 m² in an R-zone; and
 - (b) does not exceed 3 m² in any rural zone.
- .4 Where a day care centre is a permitted use, one sign not exceeding 3 m² in area is permitted to identify the enterprise on the parcel.
- .5 In any zone where there is a commercial kennel, one sign not exceeding 1 m² in area is permitted to identify the enterprise on the parcel.
- .6 In addition to the permitted signs described herein, directional signage is permitted in Rural zones and the Outdoor Recreation zone.

4.19 Prohibited Uses

- .1 Any use not expressly permitted in this bylaw is prohibited in every zone and where a particular use is expressly permitted in one zone, such use is prohibited in every zone where it is not also expressly permitted;
 - (a) The following uses are prohibited in every zone:
 - .i Cannabis-Related Business

5.0 ESTABLISHMENT OF ZONES

The area within the boundaries of the District of Hudson’s Hope shall be divided into the zones identified in Column 1 and described in Column 2 of Table 5.1.

TABLE 5.1 – ESTABLISHMENT OF ZONES

COLUMN 1 ZONES	COLUMN 2 TITLE ELABORATION
RU1	Rural Residential
RU2	Rural Agriculture
RU3	Rural Resource
R1	Low Density Residential
R1a	Low Density Residential (Ellis Crescent)
R1b	Low Density Residential (Lucas)
R2	Multi-Unit Residential
R3	Manufactured Home Park
C1	Town Centre Commercial
C2	Service Commercial
M1	Light Industrial (Serviced)
M2	Light Industrial (Un-serviced)
M3	Heavy Industrial
P1	Institutional
P2	Parks and Open Space
OR	Outdoor Recreation

The correct name of each zone provided for in this Bylaw is set out in Column 1 of Table 5.1 and the inclusion of the title elaboration contained in Column 2 of Table 1 is for convenience only.

5.1 Location of Zones

.1 The location of each zone is established in Schedules D-F, the zoning maps of this Bylaw.

5.2 Zone Boundaries

- .1 Where a zone boundary is shown on Schedules D-F, the zoning maps, as following a highway or road right-of-way or watercourse, the centreline of the right-of-way or watercourse shall be the zone boundary.
- .2 Where the zone boundary does not follow a legally defined line, and where the distances are not specifically indicated, the location of the zoning boundary shall be determined by scaling from the zoning maps.

6.0 RU1 ZONE: RURAL RESIDENTIAL

The intent of the RU1 zone is to permit single-detached dwellings and duplexes on large un-serviced rural parcels.

6.1 Permitted Uses

In the RU1 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Duplex
- (b) Single-detached dwelling

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Accessory dwelling unit
- (c) Bed and breakfast
- (d) Home occupation
- (e) Keeping of bees, domestic animals, fowl, poultry, pigs, sheep or fur-bearing animals for domestic purposes
- (f) Secondary suite

6.2 Zone Specific Regulations

On a parcel located in an area zoned as RU1, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum number of: (a) principal buildings (e.g. single detached dwelling or duplex) (b) accessory buildings (c) dwelling units	1 per parcel 3 per parcel 2 per parcel
.2 Maximum height of: (a) principal buildings (b) accessory buildings and structures (c) accessory dwelling units	10 m 5 m 8 m
.3 Minimum parcel size	1,000 m ²
.4 Minimum frontage for parcels with a: (a) single-detached dwelling (b) duplex	20 m 20 m (10 m if the duplex is divided vertically into two parcels)
.5 Minimum setback of principal buildings from: (a) front parcel line (b) interior side parcel line (c) exterior side parcel line (d) rear parcel line	7.5 m 1.5 m 3 m 7.5 m
.6 Maximum parcel coverage	40%

7.0 RU2 ZONE: RURAL AGRICULTURE

The intent of the RU2 zone is to permit rural and agricultural uses near the main townsite, Beryl Prairie, and along the Peace River. The intent is also to limit resource development.

7.1 Permitted Uses

In the RU2 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Agriculture (excluding feed lots and fur farming)
- (b) Single-detached dwelling

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Accessory dwelling unit
- (c) Animal Hospital
- (d) Bed and breakfast
- (e) Commercial recreation
- (f) Guest ranch
- (g) Home occupation
- (h) Kennel
- (i) Secondary suite

7.2 Zone Specific Regulations

On a parcel located in an area zoned as RU2, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum number of principal buildings	1 per parcel
.2 Maximum building and structure height	11 m
(a) accessory dwelling units	8 m
.3 Minimum parcel size	10,000 m ²
.4 Minimum frontage	20 m
.5 Minimum setback of principal buildings from:	
(a) front parcel line	8 m
(b) interior side parcel line	8 m
(c) exterior side parcel line	8 m
(d) rear parcel line	8 m
.6 Maximum parcel coverage	20%

7.3 Other Regulations

- .1 All permitted uses for parcels that are located in the Agriculture Land Reserve must be in compliance with the provisions of the *Agricultural Land Commission Act*, and all conditions, orders and regulations thereto.
- .2 An abattoir is a permitted use on the following parcel:
 - (a) Parcel Identifier #014-913-712; Parcel A, District Lot 1232, Peace River Land District, Except Plan PGP18398 (R28068).

8.0 RU3 ZONE: RURAL RESOURCE

The intent of the RU3 zone is to permit a variety of, rural, agricultural and resource development uses in areas away from the main residential areas.

8.1 Permitted Uses

In the RU3 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Agriculture
- (b) Resource development
- (c) Single-detached dwelling

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Accessory dwelling unit
- (c) Animal hospital
- (d) Bed and breakfast
- (e) Campground
- (f) Commercial recreation
- (g) Guest ranch
- (h) Home occupation
- (i) Kennel
- (j) Secondary suite

8.2 Zone Specific Regulations

On a parcel located in an area zoned as RU3, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum number of principal buildings	1 per parcel
.2 Maximum building and structure height	15 m
(a) accessory dwelling units	8 m
.3 Minimum parcel size	10,000 m ²
.4 Minimum setback of principal buildings from:	
(a) front parcel line	10 m
(b) interior side parcel line	10 m
(c) exterior side parcel line	10 m
(d) rear parcel line	10 m
.5 Maximum parcel coverage	20%

8.3 Other Regulations

- .1 All above ground structures associated with natural resource extraction, such as well sites and compressor stations, must be set back at least 500 m from any dwelling unit.
- .2 All permitted uses for parcels that are located in the Agriculture Land Reserve must be in compliance with the provisions of the Agricultural Land Commission Act, and all conditions, orders and regulations thereto.

9.0 R1 ZONE: LOW DENSITY RESIDENTIAL

The intent of the R1 zone is to permit single-detached dwellings and duplexes on compact parcels that are efficient to service with municipal water and sewer.

9.1 Permitted Uses

In the R1 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (b) Duplex
- (c) Single-detached dwelling

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Accessory dwelling unit
- (c) Bed and breakfast
- (d) Day care centre
- (e) Home occupation
- (f) Secondary suite

9.2 Zone Specific Regulations

On a parcel located in an area zoned as R1, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum number of: (a) principal buildings (e.g. single detached dwelling or duplex) (b) accessory buildings (c) dwelling units	1 per parcel 3 per parcel 2 per parcel
.2 Maximum height of: (a) principal buildings (b) accessory buildings and structures (c) accessory dwelling units	10 m 5 m 8 m
.3 Minimum width of principal building	6.5 m
.4 Minimum floor area of principal buildings	60 m ²
.5 Minimum parcel size for parcels with a: (a) single-detached dwelling (b) duplex	500 m ² 750 m ² (375 m ² if the duplex is divided vertically into two parcels)
.6 Minimum frontage for parcels with a: (a) single-detached dwelling (b) duplex	15 m 20 m (10 m if the duplex is divided vertically into two parcels)
.7 Minimum setback of principal buildings from: (a) front parcel line (b) interior side parcel line (c) exterior side parcel line (d) rear parcel line	7.5 m 1.5 m 3 m 7.5 m
.8 Maximum parcel coverage	33%

9.3 Other Regulations

- .1 For parcels containing a single-detached dwelling, only one secondary suite or one accessory dwelling unit is permitted.

10.0 R1A ZONE: LOW DENSITY RESIDENTIAL (ELLIS CRESCENT)

The intent of the R1A zone is to permit existing single-detached dwellings and duplexes in Ellis Crescent.

10.1 Permitted Uses

In the R1A zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Duplex
- (b) Single-detached dwelling

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Accessory dwelling unit
- (c) Bed and breakfast
- (d) Day care centre
- (e) Home occupation
- (f) Secondary suite

10.2 Zone Specific Regulations

On a parcel located in an area zoned as R1A, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum number of: (a) principal buildings (e.g. single detached dwelling or duplex) (b) accessory buildings (c) dwelling units	1 per parcel 3 per parcel 2 per parcel
.2 Maximum height of: (a) principal buildings (b) accessory buildings and structures (c) accessory dwelling units	10 m 5 m 8 m
.3 Minimum width of principal buildings	6.5 m
.4 Minimum floor area of principal buildings	60 m ²
.5 Minimum parcel size for parcels with: (a) single-detached dwellings (b) duplexes	500 m ² 750 m ² (375 m ² if the duplex is divided vertically into two parcels)
.6 Minimum frontage for parcels with: (a) single-detached dwellings (b) duplexes	15 m 20 m (10 m if the duplex is divided vertically into two parcels)
.7 Minimum setback of principal buildings from: (a) front parcel line (b) interior side parcel line (c) exterior side parcel line (d) rear parcel line	4 m 1.5 m 3 m 6 m
.8 Maximum parcel coverage	33%

10.3 Other Regulations

- .1 For parcels containing a single-detached dwelling, only one secondary suite or one accessory dwelling unit is permitted.

11.0 R1B ZONE: LOW DENSITY RESIDENTIAL (LUCAS)

The intent of the R1B zone is to permit single-detached dwellings in the Lucas Subdivision.

11.1 Permitted Uses

In the R1B zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Single-detached dwelling

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Accessory dwelling unit
- (c) Bed and breakfast
- (d) Day care centre
- (e) Home occupation
- (f) Secondary suite

11.2 Zone Specific Regulations

On a parcel located in an area zoned as R1b, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum number of: (a) principal buildings (b) accessory buildings (c) dwelling units	1 per parcel 2 per parcel 2 per parcel
.2 Maximum height of: (a) principal buildings (b) accessory buildings (c) accessory dwelling units	10 m 5 m 8 m
.3 Minimum width of principal buildings	4.9 m (16 feet)
.4 Minimum floor area of principal buildings	111 m ²
.5 Minimum parcel size	997 m ²
.6 Minimum frontage	15 m
.7 Minimum setback of principal buildings from: (a) front parcel line (b) interior side parcel line (c) exterior side parcel line (d) rear parcel line	4 m 1.5 m 3 m 6 m
.8 Mandatory rear yard privacy fence	1.83m in height
.9 Modular home skirting	Siding to ground
.10 Maximum parcel coverage	33%
.11 Exterior cladding	Acceptable materials include stained wood, acrylic stucco, metal siding (except aluminum), cementitious wood fibre siding, fiberglass, factory finished composite wood siding, brick, stone and concrete block. Vinyl, aluminum, or roofing material is prohibited

12.0 R2 ZONE: MULTI-UNIT RESIDENTIAL

The intent of the R2 zone is to diversify the communities by permitting higher density residential uses close to the Town Centre.

12.1 Permitted Uses

In the R2 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Apartment
- (b) Duplex
- (c) Single-detached dwelling
- (d) Townhome

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Accessory dwelling unit
- (c) Bed and breakfast
- (d) Day care centre
- (e) Home occupation
- (f) Secondary suite

12.2 Zone Specific Regulations

On a parcel located in an area zoned as R2, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum density	80 dwelling units per hectare
.2 Maximum number of accessory buildings	3 per parcel
.3 Maximum height of: (a) principal buildings (b) accessory buildings and structures (c) accessory dwelling units	10 m 5 m 8 m
.4 Minimum parcel size	900 m ²
.5 Minimum frontage	23 m
.6 Minimum setback of principal buildings from: (a) front parcel line (b) interior side parcel line (c) exterior side parcel line (d) rear parcel line	7.5 m 1.5 m 3 m 7.5 m
.7 Maximum parcel coverage	50%

12.3 Other Regulations

- .1 Any parcel in the R2 zone with a single-detached dwelling or duplex situated on it is subject to the regulations established in Section 9.2 (for the R1 zone), instead of the ones established in Section 12.2.
- .2 For parcels containing a single-detached dwelling, only one secondary suite or one accessory dwelling unit is permitted.

13.0 R3 ZONE: MANUFACTURED HOME PARK

The intent of the R3 zone is to permit existing manufactured home parks.

13.1 Permitted Uses

In the R3 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Manufactured home park

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Home occupation

13.2 Zone Specific Regulations

On a parcel located in an area zoned as R3, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum density	22 dwelling units per hectare
.2 Maximum height of:	
(a) principal buildings	10 m
(b) accessory buildings and structures	5 m
.3 Minimum width of principal buildings	4.5 m
.4 Minimum parcel size	2 hectares
.5 Minimum frontage of:	
(a) Manufactured home park	50 m
(b) Individual manufactured home spaces	12 m
.6 Minimum setback of principal buildings from:	
(a) front parcel line	4 m
(b) interior side parcel line	1.5 m
(c) exterior side parcel line	3 m
(d) rear parcel line	6.5 m
.7 Maximum parcel coverage	50%

13.3 Other Regulations

- .1 The minimum parcel size requirement for manufactured homes parks does not apply to manufactured home parks that existed before the date of adoption of this Bylaw.

14.0 C1 ZONE: TOWN CENTRE COMMERCIAL

The intent of the C1 zone is to permit and promote the development of a vibrant Town Centre that is characterized by a variety of mixed, commercial, residential and institutional uses.

14.1 Permitted Uses

In the C1 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Artist studio
- (b) Bakery
- (c) Bingo hall
- (d) Building and garden supply
- (e) Café or coffee shop
- (f) Cannabis retail store
- (g) Cold beer and wine store
- (h) Commercial entertainment facility
- (i) Farmer's market
- (j) Financial institution
- (k) Fitness centre
- (l) Gift shop
- (m) Government office
- (n) Health service office and facility
- (o) Hotel
- (p) Laundromat and dry cleaner
- (q) Mixed use
- (r) Neighbourhood pub
- (s) Newspaper office and plant
- (t) Office equipment sales and service
- (u) Office
- (v) Off-street parking lots and facility.

- (w) Pawn shop
- (x) Personal service establishment
- (y) Post office
- (z) Public use
- (aa) Radio and television broadcasting and production studio
- (bb) Restaurant
- (cc) Retail printing service
- (dd) Retail store.

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Caretaker residence

14.2 Zone Specific Regulations

On a parcel located in an area zoned as C1, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Minimum parcel size	300 m ²
.2 Maximum building and structure height	12 m
.3 Minimum parcel width	15 m
.4 Minimum setback of buildings and structures from:	
(a) front parcel line	0 m
(b) interior side parcel line	0 m
(c) exterior side parcel line	0 m
(d) rear parcel line	0 m
.5 Maximum parcel coverage	100%

14.3 Other Regulations

Where a parcel is used for combined commercial and residential use, the residential use must:

- .1 be contained in the same building as the commercial use; and
- .2 have an outside entrance separate from the entrance to the commercial use.

15.0 C2 ZONE: SERVICE COMMERCIAL

The intent of the C2 zone is to permit a broad range of automobile oriented commercial uses. It is intended that commercial uses in this zone primarily provide goods and services to local residents and or the traveling public.

15.1 Permitted Uses

In the C2 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Artist studio
- (b) Automobile sales, service, rental and repair
- (c) Boat, trailer, motorcycle, ATV and recreational vehicle sales, service, rental and repair
- (d) Bus depot
- (e) Cannabis retail store
- (f) Car wash
- (g) Cold beer and wine store
- (h) Commercial entertainment facility
- (i) Convenience stores in conjunction with a service station
- (j) Fitness centre
- (k) Government office
- (l) Hotels and motel
- (m) Laundromat and dry cleaner
- (n) Licensed lounge, bar, nightclub or pub
- (o) Nursery and greenhouse supply, including related retail outlet
- (p) Office
- (q) Off-street parking lot and facility
- (r) Personal service establishment
- (s) Public use
- (t) Restaurants
- (u) Retail printing service

- (v) Retail sale of building supplies, hardware, household goods and sporting goods
- (w) Retail sale, rental and repair of small-scale machinery, farm implements, tools and small equipment such as chain saws, lawn and garden equipment, small appliances and similar equipment
- (x) Retail store
- (y) Service station
- (z) Tire shop, including sales, service and repair
- (aa) Trade contractor

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Caretaker residence

15.2 Zone Specific Regulations

On a parcel located in an area zoned as C2, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Minimum parcel size	300 m ²
.2 Maximum building and structure height	12 m
.3 Minimum parcel width	15 m
.4 Minimum setback of buildings and structures from:	
(a) front parcel line	0 m
(b) interior side parcel line	1.5 m
(c) exterior side parcel line	3 m
(d) rear parcel line	1.5 m (6 m when abutting an R-zone or the RU1 zone)
.5 Maximum parcel coverage	75%

15.3 Other Regulations

- .1 Outdoor storage of materials is not permitted in any front yard in the C2 zone.

16.0 M1 ZONE: LIGHT INDUSTRIAL (SERVICED)

The intent of the M1 zone is to permit a broad range of light industrial uses that require fully serviced land. It is intended that industrial uses in this zone primarily provide support products and services to local businesses, agriculture and resource development.

16.1 Permitted Uses

In the M1 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Animal hospital
- (b) Animal shelter
- (c) Artist studio
- (d) Auction house
- (e) Automobile sales, services, rental and repair
- (f) Bottling and distribution plant
- (g) Brewery and distillery operation
- (h) Car wash
- (i) Cartage (delivery and express facilities), hauling, moving and storage (including truck terminals and packing/crating facilities)
- (j) Commercial storage
- (k) Fuel sales and storage including card-lock fuel sales and wholesale distribution
- (l) Funeral parlour
- (m) Industrial trades training facility
- (n) Laboratories and research establishment
- (o) Laundromat and dry cleaner
- (p) Machine shop
- (q) Machinery and heavy equipment sales, rental, servicing and repair
- (r) Nursery and greenhouse including related retail outlet
- (s) Offices, storage buildings and workshops for general contractor and trade contractor
- (t) Oilfield supplies and service

- (u) Produce and meat processing, including canning, freezing, packing facilities for cold storage, and ice plant
- (v) Recycling depot
- (w) Secondary wood processing
- (x) Service station
- (y) Sheet metal shop
- (z) Sign shop
- (aa) Small engine sales and repair shop
- (bb) Small-scale manufacturing, assembly, processing, finishing and packaging
- (cc) Storage facility including cold storage and ice plant
- (dd) Taxidermy establishment
- (ee) Taxi office
- (ff) Tire shop, including sales, service and repair
- (gg) Truck and truck-trailer sales, rental and repair
- (hh) Upholstery shop
- (ii) Warehousing and wholesale establishment
- (jj) Welding shop

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Caretaker residence

16.2 Zone Specific Regulations

On a parcel located in an area zoned as M1, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Minimum parcel size	1,000 m ²
.2 Maximum building and structure height	12 m
.3 Minimum parcel width	30 m
.4 Minimum setback of buildings and structures from: (a) front parcel line (b) interior side parcel line (c) exterior side parcel line (d) rear parcel line	10 m 0 m (6 m when abutting an R-zone or the RU1 zone) 10 m 0 m (6 m when abutting an R-zone or the RU1 zone)
.5 Maximum parcel coverage	60%

17.0 M2 ZONE: LIGHT INDUSTRIAL (UN-SERVICED)

The intent of the M2 zone is to permit a variety of light industrial uses that require large tracts of land but do not require municipal services such as water and sewer.

17.1 Permitted Uses

In the M2 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Automotive wrecking, storage of old machinery parts and junk yard
- (b) Lumber yard
- (c) Machinery and heavy equipment storage
- (d) Manufactured home sales
- (e) Natural resource extraction
- (f) Processing and storage of sand and gravel and other non-metallic mineral products
- (g) Temporary worker camp
- (h) Vehicle storage and parking facilities including truck and recreational vehicles
- (i) Warehouse and outdoor storage, including storage of explosives and fuel

.2 Accessory Uses

- (a) Accessory buildings and structures

17.2 Zone Specific Regulations

On a parcel located in an area zoned as M2, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Minimum parcel size for:	1,000 m ²
.2 Maximum building and structure height	15 m
.3 Minimum parcel width	30 m
.4 Minimum setback of buildings and structures from:	
(a) front parcel line	10 m
(b) interior side parcel line	10 m
(c) exterior side parcel line	10 m
(d) rear parcel line	10 m

17.3 Zone Specific Regulations

- .1 A temporary use permit is required from the District of Hudson's Hope for all temporary worker camps.
- .2 All temporary worker camps must be constructed in accordance with the District of Hudson's Hope Building Bylaw.

18.0 M3 ZONE: HEAVY INDUSTRIAL

The intent of the M3 zone is to permit a variety of heavy industrial uses.

18.1 Permitted Uses

In the M3 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Forage crop dehydration plant
- (b) Fertilizer plant
- (c) Manufacturing of asphalt and other petroleum, coal or tar products
- (d) Manufacturing of concrete and concrete aggregate products
- (e) Sawmill and wood processing plant
- (f) Stock auction including feed parcels and stockyards
- (g) Processing of agricultural products including seed cleaning plant
- (h) Processing and storage of sand and gravel and other non-metallic mineral products

.2 Accessory Uses

- (a) Accessory buildings and structures

18.2 Zone Specific Regulations

On a parcel located in an area zoned as M3, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Minimum parcel size for:	1,000 m ²
.2 Maximum building and structure height	15 m
.3 Minimum parcel width	30 m
.4 Minimum setback of buildings and structures from:	
(a) front parcel line	10 m
(b) interior side parcel line	10 m
(c) exterior side parcel line	10 m
(d) rear parcel line	10 m

19.0 P1 ZONE: INSTITIUTIONAL

The intent of the P1 zone is to provide land for a range of civic and institutional uses throughout the District.

19.1 Permitted Uses

In the P1 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Airport
- (b) Cemetery
- (c) Colleges and other post-secondary education facility
- (d) Community care facility
- (e) Community hall and league building
- (f) Cultural and recreational facility
- (g) Government office
- (h) Health services facility
- (i) Landfill site and transfer station
- (j) Library
- (k) Museum
- (l) Place of worship
- (m) Public use
- (n) Public works yard
- (o) School
- (p) Utility

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Caretaker residence

19.2 Zone Specific Regulations

On a parcel located in an area zoned as P1, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Minimum parcel size	500 m ²
.2 Maximum building and structure height	15 m
.3 Minimum parcel width	15 m
.4 Minimum setback of buildings and structures from:	0 m
(a) front parcel line	0 m (3 m when abutting an R-zone)
(b) interior side parcel line	0 m
(c) exterior side parcel line	6 m
(d) rear parcel line	
.5 Maximum parcel coverage	50%

20.0 P2 ZONE: PARKS AND OPEN SPACE

The intent of the P2 zone is to provide outdoor amenity space for residents and protect undeveloped natural space throughout the District.

20.1 Permitted Uses

In the P2 zone, the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Boat launch and marina
- (b) Campground
- (c) Greenbelt
- (d) Parks and recreation site
- (e) Playfield and playground
- (f) Tourist vehicle parking and facilities

.2 Accessory Uses

- (a) Accessory buildings and structures

20.2 Zone Specific Regulations

On a parcel located in an area zoned as P2, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum building and structure height	15 m
.2 Minimum setback of buildings and structures from:	
(a) front parcel line	6 m
(b) interior side parcel line	3 m
(c) exterior side parcel line	6 m
(d) rear parcel line	3 m

21.0 OR ZONE: OUTDOOR RECREATION

The intent of the OR zone is to permit larger scale outdoor tourism uses in a rural setting where municipal services are not required.

21.1 Permitted Uses

In the OR district the following uses and no other uses are permitted:

.1 Principal Uses

- (a) Campground
- (b) Commercial recreation
- (c) Golf course
- (d) Guest ranch
- (e) Lodges and cabins for tourist accommodation
- (f) Marina and boat launch
- (g) Park and recreation site
- (h) Playfield and playground
- (i) Resort
- (j) Restaurant and convenience store in conjunction with guest ranch, resort or lodge
- (k) Shooting range and associated clubhouse
- (l) Tourist vehicle parking and facilities

.2 Accessory Uses

- (a) Accessory buildings and structures
- (b) Caretaker residence

21.2 Zone Specific Regulations

On a parcel located in an area zoned as OR, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
.1 Maximum building and structure height	15 m
.2 Minimum parcel size	10,000 m ²
.3 Minimum parcel width	30 m
.4 Minimum setback of buildings and structures from:	
(a) front parcel line	8 m
(b) interior side parcel line	8 m
(c) exterior side parcel line	8 m
(d) rear parcel line	6 m
.5 Maximum parcel coverage	20 %

21.3 Other Regulations

- .1 A maximum of one restaurant is permitted per parcel in the OR zone.
- .2 A maximum of one convenience store is permitted per parcel in the OR zone.
- .3 All shooting ranges are subject to the provisions of the Firearms Act, and all conditions, orders and regulations thereto.

SCHEDULE B

OFF-STREET PARKING AND LOADING REQUIREMENTS

1.0 Application

- .1 Space for the off-street parking and loading of motor vehicles in respect of a use permitted under this Bylaw must be provided and maintained in accordance with the regulations of this schedule.

2.0 Exemptions

- .1 The regulations contained in this section do not apply to buildings, structures and uses existing as of the date of adoption of this Bylaw provided that off-street parking and loading spaces existing at the time of adoption of this Bylaw shall be maintained in accordance with this section for any addition to an existing building and structure or change or addition to the existing use after adoption of this Bylaw.

3.0 Location of Parking Spaces

- .1 With the exception of the C1 zone, required parking and loading spaces shall be located on the same parcel as the building they serve.
- .2 In the C1 zone, required parking spaces shall be located either:
 - (a) on the same parcel as the building they serve; or
 - (b) on another parcel within 150.0m from the building site, provided that such parking is a permitted use of the parking parcel, a restrictive covenant is registered against the title of the parking parcel to ensure that the parking area is used only for parking spaces for the building requiring the parking, and an easement is registered against the title of the parking parcel in favour of the owner of the parcel on which the building requiring the parking is located.

4.0 Pay in Lieu of Parking

- .1 Where a property is developed within 200 m of a public off-street automobile parking area owned and operated by the District, a partial or total reduction of on-site parking requirements is permitted if the owner pays \$8,000 per parking space, which the District will place in its Parking Facilities Reserve Fund to be used for parking and public transportation facilities.

5.0 Shared Parking

- .1 The use of shared parking spaces may occur where two or more uses on the same or separate parcels are able to share parking spaces because their parking demands occur at different times of day. Shared use of required non-residential parking spaces shall be permitted if the following documentation is submitted in writing to the District as part of a business license or building permit, or development permit application, and an easement is registered against the title of the land on which the parking spaces are located, in favour of the owners of the parcel on which the buildings requiring the parking is located:
 - (a) The names and addresses of the uses and of the owners or tenants that are sharing the parking.

- (b) The location, number and type of parking spaces that are being shared.
- (c) An analysis prepared by a qualified professional engineer showing that the peak parking times of the uses occur at different times of day and that the parking area or spaces will be sufficient for the anticipated demands of both uses.

6.0 Parking or Storage of Commercial Vehicles, Trucks, Trailers, Boats or Equipment in Residential Areas

- .1 No person shall park or store a commercial vehicle, a truck, a dismantled or wrecked automobile, truck or vehicle, a boat, a trailer or construction equipment outside of a building in any R-zone or the RU1 zone, except:
 - (a) one operating and licensed truck or commercial vehicle not exceeding 4,000 kg gross vehicle weight;
 - (b) trucks, commercial vehicles or equipment temporarily required for the ongoing construction, repair and servicing or maintenance of the premises;
 - (c) any dismantled or wrecked vehicle for a period of not more than 15 successive days;
 - (d) one boat or vessel not exceeding a centreline length of 11 m; and
 - (e) one recreational vehicle not exceeding a body length of 14 m.

7.0 Standards

- .1 All parking spaces must have a:
 - (a) clear length of not less than 6 m;
 - (b) clear width of not less than 2.5 m; and
 - (c) clear height of not less than 2.2 m.
- .2 Notwithstanding section 1.5.1, 20% of the total required parking may be used to accommodate small car parking. Where small car areas have been provided, a sign must be posted indicating small car parking only. Each small car parking stall must have a:
 - (a) clear length of 5 m;
 - (b) clear width of 2.3 m; and
 - (c) clear height of not less than 2.2 m.
- .3 Ingress and egress to and from all parking spaces must be by means of unobstructed manoeuvring aisles. The manoeuvring aisles must be not less than 6 m for right angle parking and may be reduced to 4.5 m for angle parking up to forty-five degrees to the manoeuvring aisle.

- .4 Where more than 10 parking spaces are provided, they must be so designed that vehicles are not required to back out or drive directly onto a highway.
- .5 Every off-street parking area must:
- (a) be graded to provide an even surface;
 - (b) be drained so that no surface water:
 - .i accumulates thereon;
 - .ii runs off onto any sidewalk; or
 - .iii runs off onto any highway if the area is not paved.
 - (c) be surfaced with gravel or crushed rock, treated to suppress dust, and kept free of weeds;
 - (d) have access to and from highways other than limited access to highways in accordance with District regulations and have constructed sidewalk crossovers.
- .6 All required off-street parking and loading areas in an R-zone, C-zone, P-zone or RU1-zone (to a maximum length of 12 meters beginning from the road surface within the municipal road right of way), must:
- (a) Be surfaced with a permanent surface of asphalt, concrete or similar pavement, or other hard surface such as interlocking paving stones, so as to provide a surface that is durable and dust-free and must be graded and drained so as to properly dispose of all surface water; and
 - (b) Have fences or curbs to prevent the crossing of sidewalks and boulevards except at authorized entrances and exits.
- .7 Where a parking lot abuts a highway or a sidewalk adjacent to a highway, curbs must be placed at the end of each parking stall at a distance of not less than 0.75 m from the sidewalk or highway so as to prevent vehicles from encroaching into pedestrian areas.
- .8 Lighting in parking facilities (covered or open) having twenty (20) or more spaces will conform to the standards in Table B-1.

TABLE B-1: LIGHTING DESIGN REQUIREMENTS

Lux (minimum on pavement)	Foot candles (minimum on pavement)	Uniformity Ratio (average minimum)
6	0.6	4.1

- .9 Lighting design of parking facilities of twenty (20) or more spaces must be certified by an engineer to meet the standards set out in Table B-1. Lighting standards of access road should match the adjacent highway lighting.

- .10 All required off-street parking shall be used for the purpose of accommodating vehicles of clients, customers, employees, members, residents or tenants who use the principal facility and such parking must not be used for off-street loading, driveways, access or egress, commercial repair work, display sales or storage yards.
- .11 Where more than 20 parking stalls are required, every off-street parking lot or parkade must provide 1% of the required stalls, with a minimum of 1 stall, for the use of physically challenged persons. Each stall must be:
 - (a) at least 4 m in width and at least 7.5 m in length;
 - (b) located as close as possible to a main accessible building entrance; and
 - (c) clearly identified for the exclusive use of physically challenged persons.
- .12 Where a dwelling unit or units are located in a non-residential zone in conjunction with non-residential use, one on-site parking space must be provided for each unit, located in such a way as not to impair the use of secondary access to the premises.

8.0 Number of Parking Spaces

The minimum number of off-street parking spaces permitted for a class of building is calculated according to Table B-2.

TABLE B-2: MINIMUM OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Spaces Required
Automobile sales and services	1 per 70 m ² sales floor plus 1 per service bay plus 1 per 2 employees
Animal hospitals	1 per 2 employees plus 3 per veterinarian
Auction houses	1 per 10 m ² of auction floor
Bed and breakfast	1 space per bedroom available for rent, in addition to the parking required for the single detached dwelling
Bowling alley	2 per bowling lane
Boat and recreation vehicles sales and service	1 per 2 employees plus 1 per 100 m ² display area (covered and outside)
Building supply	1 per 2 employees plus 1 per 100 m ² display area (covered and outside)
Campground/overnight	1 per space
Place of worship	1 per 10 seats
Clubhouses, lodges	1 per 6 seats
College	1 per employee plus 1 per 5 students
Convenience store	1 per 20 m ² of floor area of retail portion of building, or a total of 4, whichever is greater

Use	Minimum Off-Street Parking Spaces Required
Contractor's workshop and yards	1 per 2 employees
Cultural facility (art gallery, museums, etc.)	1 per 50 m ² of floor area
Financial institution	1 per 30 m ² of floor area
Funeral parlour	1 per 6 seats in chapel
Service station	1 per 2 employees plus 2 per service bay
Golf course	50 stalls per 9 holes
Golf driving range	1 per tee plus 1 per 2 employees
Health services facility	4 stalls per doctor or dentist
Hospital	1 per 4 beds
Hotel	1 per unit, plus 1 per 6 seats in bar, cafe, etc.
Ice cream stand	3 per employee
Laboratory	1 per 2 employees
Dry cleaner	1 per 2 employees
Laundromats	1 per 3 washing machines
Machinery sales	1 per 2 employees plus 1 per 100 m ² of sales floor
Manufacturer, industrial	1 per 2 employees
Marina	1 per 2 boat spaces plus 1 per 2 employees
Motel	1 per unit plus 1 per 6 seats in a cafe, etc.
Nurseries, greenhouses	1 per 15 m ² of floor area retail sales building
Offices, other	1 per 6 m ² of floor area
Police office	1 per 2 employees
Pool, swimming	1 per 12 m ² of water surface
Post office	1 per 2 employees plus 1 per 300 boxes
Bus depot	1 per 20 m ² of waiting room plus 1 per 2 employees
Recreation centre	1 per 10 m ² of ice area plus 1 per 12 m ² of pool surface plus 1 per 40 m ² for other sports
Residential, single-detached and duplex	2 per dwelling
Community care facility	1 per 6 dwelling units
Residential, other than single-detached dwelling and duplex	1.5 per dwelling unit
Restaurant	1 per 5 seats

Use	Minimum Off-Street Parking Spaces Required
School	1 per employee
Retail store, supermarket, liquor, other retail, personal services except convenience store	1 per 40 m ² of retail floor area
Theatre (not drive-in)	1 per 10 seats
Tourist attraction	1 per 6 person capacity
Taxi stand	1 per taxi plus 1 per office employee
Tire shops, sales and service	1 per 2 employees plus 1 per bay
T.V. / radio station	1 per 2 employees
Vegetable/produce stand	3 per employee
Warehouse	1 per 2 employees

9.0 Off-Street Loading

- .1 In the case of mixed uses, the total requirements for off-street loading facilities will be the sum of the requirements for the various uses computed separately.
- .2 Where a building or structure contains more than one use whose business hours of operation do not overlap, the total requirements for off-street loading facilities shall be the greatest number required for any of the individual uses.
- .3 On every parcel used as a retail store, business, industry, warehouse or other similar use, the minimum number of spaces will be as outlined in Table B-3.
- .4 On every parcel used as an office building, place of public assembly, hospital, hotel, clubhouse or lodge, auditorium, public utility, school or other similar use, the minimum number of spaces will be as outlined below in Table B-4.

TABLE B-3: MINIMUM REQUIRED OFF-STREET PARKING SPACES

Total Floor Area of Building(s)	Minimum Off-Street Parking Spaces Required
Less than 500 m ²	1
500 m ² - 2,000 m ²	2
2,000 m ² - 5,000 m ²	3
Each additional 5,000 m ² or each fraction thereof in excess of 2,000 m ²	1 additional

TABLE B-4: MINIMUM REQUIRED OFF-STREET LOADING SPACES

Total Floor Area of Building(s)	Minimum Off-Street Loading Spaces Required
Less than 3,000 m ²	1
3,000 m ² - 6,000 m ²	2
2,000 m ² - 5,000 m ²	3
Each additional 6,000 m ² or each fraction thereof in excess of 3,000 m ²	1 additional

- .5 Off-street loading spaces and facilities must be located on the same parcel as the use served, but not within the front yard nor closer than 15 m to the nearest point of intersection of the centre lines of any two road allowances.
- .6 The location and size of all points of ingress and egress to a loading area is subject to the access regulations of the District.
- .7 All off-street loading and unloading spaces must be of adequate size, and with adequate access thereto, to accommodate the types of vehicles which will be loading and unloading, but as a minimum will be sufficient to accommodate a vehicle:
 - (a) 7.5 m in length;
 - (b) 3 m in width; and
 - (c) 4 m in height.
- .8 All loading areas must be provided with adequate curbs in order to retain all vehicles within such permitted loading areas, and to ensure that required fences, walls, hedges or landscaped areas, as well as any buildings, will be protected from parked vehicles.
- .9 Each loading space must be surfaced with asphalt, concrete, or similar pavement so as to provide a durable dust-free surface, and must be so graded and drained so as to properly dispose of all surface water.
- .10 Any lighting used to illuminate any loading area must be so arranged that all direct rays of light are reflected upon the loading area and not on any adjoining premises or highway.

SCHEDULE C
OFFENCES AND PENALTIES

1.0 Building/Site Non-Compliance Offences

Offense	Penalty (per offense per day)
Siting Infringement	\$ 100.00
Height Infringement	\$ 100.00
Obstructing corner vision	\$ 100.00
Over height fence	\$ 100.00
Accessory building infringement	\$ 100.00
Insufficient parking	\$ 100.00
Parking not surfaced as required	\$ 100.00
Failure to provide landscaping	\$ 100.00
Yard or setback infringement	\$ 100.00
Unlawful external storage of products/materials/containers	\$ 100.00

2.0 Land Use Non-Compliance Offences

Offense	Penalty (per offense per day)
Failure to licence home occupation	\$ 100.00
Exceed minimum home occupation area	\$ 100.00
Retail of prohibited goods	\$ 100.00
Prohibited commercial vehicle	\$ 100.00
Home occupation with person other than inhabitant	\$ 100.00
Home occupation creating traffic congestion/parking problem	\$ 100.00
Home occupation creating nuisance	\$ 100.00
Home occupation involving prohibited materials	\$ 100.00
Exterior indication of home occupation infringement	\$ 100.00
Unlawful land use	\$ 100.00

STAFF REPORT

TO: Mayor and Council
FROM: Andrea Martin, Corporate Officer
DATE: June 24, 2024
SUBJECT: Peace Canyon Bridge

RECOMMENDATION:

That Council receives the report titled "Peace Canyon Bridge" dated June 24, 2024, for discussion.

DISCUSSION:

The following pictures taken from the Peace Canyon Bridge have been submitted for Council's consideration.



Prepared By: *Andrea Martin, Corporate Officer*

Approved By: *Crystal Brown, Chief Administrative Officer*



STAFF REPORT

TO: Mayor and Council
FROM: Crystal Brown, Chief Administrative Officer
DATE: June 24, 2024
SUBJECT: Notice of Closed Session – June 24, 2024

RECOMMENDATION:

That Council receives the report titled “Notice of Closed Session – June 24, 2024”; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda item ICSR1** - *Community Charter* Section 90(1)(b), personal information about an identifiable individual who is being considered for a municipal award or honour; and
- **Agenda item ICSR2** –*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*