



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, August 26th, 2019

- 1. Call to Order:**
- 2. Delegation**
- 3. Notice of New Business:**
 - Mayor's List
 - Councillors Additions
 - CAO's Additions
- 4. Adoption of Agenda by Consensus:**
- 5. Declaration of Conflict of Interest:**
- 6. Adoption of Minutes:**
 - M1 August 12, 2019 Regular Council Meeting Minutes Page 1
- 7. Business Arising from the Minutes:**
- 8. Public Hearing:**
- 9. Staff Reports**

SR1	2019 Arena Concession Agreement	Page 6
SR2	Website Update Project	Page 10
SR3	Protective Services Update	Page 11
SR4	Recreation and Special Events Update	Page 14
SR5	CAO Update -August 2019	Page 17
SR6	Public Works Department Update	Page 18
SR7	RFD Wood Disposal	Page 20
SR8	RFD Payloader Award	Page 22
- 10. Committee Meeting Reports:**
- 11. Bylaws:**

12. Correspondence

C1	Items Previously Released from Closed Meeting	Page 25
C2	Minister of Rural Economic Development	Page 26
C3	Minister of Education	Page 28

13. Reports by Mayor & Council on Meetings and Liaison Responsibilities

14. Old Business:

OB1	Councillor Markin Inquiries	Page 29
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15. New Business:

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16. Public Inquiries:

17. In-Camera Session

18. Adjournment



REGULAR COUNCIL MEETING
August 12, 2019
6:00 P.M.
COUNCIL CHAMBERS

Present **Council: Mayor Dave Heiberg**
Councillor Kelly Miller
Councillor Mattias Gibbs
Councillor Patricia Markin
Councillor Valerie Paice
Councillor Leigh Summer

Absent: Councillor Travous Quibell

Staff: CAO, Chris Cvik
Manager of Public works, Mark Sture
Director of Protective Services, Robert Norton
Office Assistant, Andrea Martin

Other: 0 in gallery

1. **CALL TO ORDER:**

The meeting called to order at 6:00 p.m. with Mayor Dave Heiberg presiding.

2. **DELEGATIONS:**

D1 **Ministry of Transportation Infrastructure: Katie Ward (District Manager), Ariana da Costa (Regional Project Manager), Nicola Hogg (Operations Manager, North Peace)**

The new District Manager Katie Ward heard concerns from Council:

- **Beryl Prairie Road;**
 - Beryl Prairie road and the amount of dust.
 - When Farrell Creek road is closed the traffic is rerouted through town up Beryl Prairie.
 - Requested more planning be done.
- **Farrell Creek Road;**
 - Residents looking for more information on road and what Highway 29 realignment work will be happening.
 - Mayor Heiberg requested that MOTI address these concerns with the residents.

- **Update on the Pedestrian Activated Cross Walk** (at the post office)
 - Regional Project Manager is working on this project. Municipal style cross walk should be completed by this fall.
- **Highway 29 realignment**
 - Concern for bottle neck traffic in the Bear Flats portion and request for a passing lane.
- **Infrastructure in the Light Industrial Area**
 - Council would like to proceed in phases to access the property. Traffic will be light at first mostly from town. The Operations Manager, North Peace will be the person to sign off on the plan and MOTI suggests setting up a meeting with her and council to go over requirements and traffic volume concerns and more details.
- **Powell Road Structure**
 - MOTI advised that the structure at Powell Road is an Advanced Road Weather Information Systems (ARWIS) control station that monitors the weather and road conditions.

3. **NOTICE OF NEW BUSINESS:**

Mayors Additions: North Peace Airport Society, Peace Williston Advisory Committee (PWAC), Gotta Go Project

Councillors Additions: Recycling

CAO Additions: n/a

4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:**

5. **DECLARATION OF CONFLICT OF INTEREST:**

6. **ADOPTION OF MINUTES:**

July 22nd, 2019 Regular Council Meeting

Correction: The word CARRIED be added to C3

RESOLUTION NO. 226/19

M/S Councillors Summer/ Gibbs

That

"The minutes of the July 22nd, 2019 Regular Council Meeting be adopted as amended."

CARRIED

7. **BUSINESS ARISING OUT OF THE MINUTES:**

BA1 **C4 Letter from the Curling Club**

Tabled – Councillor Miller to set up a meeting with Barb and Shane Froklage, CAO and himself to go over request.

8. **PUBLIC HEARING:**

9. **STAFF REPORTS:**

SR1 **Airport Vegetation Management**

RESOLUTION NO. 227/19

M/S Councillors Miller/ Paice

That

"Council award Western Canadian Mulching Ltd. a contract not to exceed \$6,500 plus taxes for vegetation management at the District of Hudson's Hope Aerodrome."

CARRIED

SR2 **Valve and Hydrant Replacement Update**

Councillor Miller expressed concern of the water being shut off at the Medical Clinic as the Clinic will be closed and no one can advise of problems. Councillor Miller requests a change of dates for the work to be done. Manager of Public Works assures that the water will only be shut off for an hour at a time to allow for repairs.

RESOLUTION NO. 228/19

M/S Councillors Gibbs/ Markin

That

"Council accept the Knappett Industries quote for the valve and hydrant replacement for top four (4) priority locations of 1) Kylo Street and Paquette Ave Hydrant and Valve, 2) Kylo Street and Paquette Ave South Valve, 3) Beattie Drive and Kylo Street South Valve, 4) Beattie Drive and Kylo Street North Valve; and

That Council approve an amount of\$ 158,329.27 plus GST for the mentioned work and direct administration to sign an agreement with the Knappett Industries."

CARRIED

10. **COMMITTEE MEETING REPORTS:**

11. **BYLAWS:**

12. **CORRESPONDENCE:**

C1 **Letter of Support UBCM**

For information.

C2 **PRRD – Municipal Participation in Planning:
Local Government Act Part 14 – planning and land use.**

Mayor Heiberg feels that if Hudson's Hope pays the fees and remains in for this year that it will give time to set up a meeting with Dan Rose, Director of Area E to ask questions. If Hudson's Hope opts out then we are not part of the discussion or vote.

RESOLUTION NO. 229/19

M/S Councillors Miller/Gibbs

That

"Staff to draft a letter in response to the Peace River Regional District Correspondence."

CARRIED

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

CM1 **Community Hall Committee**

Received for information

14. **OLD BUSINESS:**

OB1 **Supportive Housing**

Councillor Miller to arrange a meeting with Supportive Housing to see how to support their initiative. CAO advised that the District submitted a grant application to help with lighting at Silver Willows.

15. **NEW BUSINESS:**

NB1 **North Peace Airport Society (NPAS)**

They have received \$250,000 in funding for runway No. 0321 rehabilitation. They have also received \$200,000 for a new grader. Financials are good.

NB2 **Gotta Go Project**

The project committee is working to set up 5 rest stops on the Alaska Highway.

NB3 **Peace Williston Advisory Committee (PWAC)**

The committee is set to tour several locations in Hudson's Hope to assess the impact of Site C on the community.

NB4 **Recycling**

Concern of placement of recycling bins in a low area of the parking lot and allowing pooling of mud and water. Staff to follow up with Peace River Regional District.

16. **PUBLIC INQUIRIES:**

17. **IN-CAMERA SESSION**

ICS

RESOLUTION NO. 230/19

M/S Councillors Summer/Markin

That

"That Council recess to a Closed Meeting for the purpose of discussing the following item(s):

1. Agenda Item - Personnel. CC Section 90 (1) (c) labour relations or other employee relations.

18.

ADJOURNMENT:

Mayor Heiberg declared the meeting adjourned at 8:17 pm.

DIARY

Diarized

Conventions/Conferences/Holidays

Beryl Prairie Septic Field

07/25/16

School Gymnasium agreement

02/26/18

Spruce Beetle Summit- revisit 2019

11/05/18

Agricultural Land Commission

28/01/19

Commercial Water Rate Increase-annual

budget consideration

08/04/19

17th Annual BC Natural Resources Forum

06/10/19

Certified Correct:

Chair/Mayor Dave Heiberg

CAO, Chris Cvik

REQUEST FOR DECISION

RFD#: CC-2019-62	Date: August 13, 2019
Meeting#: CM082619	Originator: Chris Cvik
RFD TITLE: 2019 Arena Concession Agreement	

RECOMMENDATION:

That Council waive the Purchasing Policy and direct award the Arena Concession Contract for the 2019 season to Maureen Graham.

BACKGROUND:

Historically, the District has had very limited success when it has issued a Request for Proposal (RFP) for the operation of the Arena Concession. For example, last year in 2018, the District placed an RFP and was not successful as no bids were received. Administration was eventually able to find someone to operate the concession (Maureen Graham) but it was not right at the start of the season.

DISCUSSION:

Administration contacted Maureen Graham and she is interested in running the Arena Concession for the 2019 season. Administration is not aware of any negative feedback from last season when Ms. Graham was providing the service.

FINANCIAL CONSIDERATIONS:

The District does not charge a rental fee for the operator to run the arena concession, as it is provided as a service to users of the facility. The concession operator is required to purchase a Business License and obtain \$2,000,000 of general insurance (cost of insurance policy is reimbursed by the District).

ALTERNATIVES:

Council can reject the recommendation from Administration and direct staff to issue an RFP for the operation of the Arena Concession.

Attachment:

Draft Contract for the 2019 Operation of the Hudson's Hope Arena Concession.


Chris Cvik, CAO

**CONTRACT FOR THE OPERATION OF THE
HUDSON'S HOPE ARENA CONCESSION**

This Agreement, in duplicate and dated for reference the ____ day of August, 2019, is

BETWEEN:

DISTRICT OF HUDSON'S HOPE

PO Box 330

Hudson's Hope, BC, V0C 1V0

(the "Municipality")

AND:

Maureen Graham

PO Box 717

Hudson's Hope, BC V0C 1V0

(the "Lessor")

WHEREAS the Municipality is the registered owner of the real property know as the Hudson's Hope Arena and located at 10010 Arena Road; and

WHEREAS the Lessor wishes to commercially operate the Concession situated within the Hudson's Hope Arena and make use of any appliances and equipment contained therein (the "Concession").

NOW THEREFORE the Municipality agrees to lease the Concession to the Lessor subject to but not limited to the following Operating Standards and Terms and Conditions:

Operating Standards:

1. The Lessor agrees to comply with the *Health Act* and regulations as applicable and will ensure that her employees working at the Concession are aware of the *Health Act* regulations. The Lessor agrees to allow the Municipality to inspect the Concession premises when so requested. The Lessor hereby agrees to be named on the Health Department certificate.
2. The Lessor shall comply at its own expense with all laws, ordinances, regulations, requirements and recommendations of any and all Federal, Provincial, Municipal and other authorities, and shall obtain and pay for all necessary permits and licenses, i.e. business licenses, Foodsafe.
3. The Lessor agrees to supply sufficient staff to properly run the Concession for all major events including tournaments, the figure skating carnival, "double header" hockey games, and special event skates. The Lessor may also open the Concession during regular Arena hours at the Lessor's discretion. The Municipality agrees to give at least one week's written notice to the Lessor of all applicable events.
4. The Lessor agrees to ensure that Concession workers will treat all members of the public, the Arena staff and each other with respect as this is a community facility and service.
5. When circumstances warrant, the Lessor agrees that the Municipality has the authority to close the Concession at a time that will allow early clearing of the public from the Arena. In the event that any District of Hudson's Hope building or any part hereof shall be destroyed or damaged by fire or any other cause, or if any other casualty, strike or unforeseen occurrence shall render the fulfilment of this agreement by the Municipality impossible, then the Agreement shall be terminated and the Lessor shall pay such amounts that may

be payable as aforesaid for use of the premises only up the time of such termination, and the Lessor hereby waives any claim for damages or compensation should this Agreement be so terminated.

6. The Lessor hereby agrees that the Concession will be thoroughly cleaned before Concession workers leave at the end of each day (including tables and chairs in the hall). The Lessor hereby also agrees that the Concession be thoroughly cleaned at the end of each operating season, which would include but not limited to cleaning of the refrigerator, freezer, grill, deep fryer, and filters in the hoodfan. The equipment should also be moved and the entire floor surface cleaned, as well as all shelving units.
7. The District of Hudson's Hope will require a \$200.00 damage deposit that may be used as required to repair any damage caused to the premises or to clean the premises left in a condition which contravenes this agreement, during the Lessor's period of occupation. The Lessor agrees to pay the Municipality the total cost of any damage or loss to the buildings, grounds, furnishings or equipment resulting from the use of the facility named in the Agreement by the Lessor. In the case of major damage, the account will not be settled until final costs are determined. The damage deposit would be returned after an inspection by the District staff at the end of the term of this agreement.

Terms and Conditions:

8. The period of this Agreement is from the opening day of the Hudson's Hope Arena for public use, to the day the Hudson's Hope Arena closes to public use, the final day of operations, for the 2019/20 season at the Hudson's Hope Arena. For the 2019 – 2020 season, this is approximately October 1, 2019 to March 13, 2020. The Municipality agrees to give the Lessor at least 30 days notice if the seasons closing date is to change.
9. The rent shall be \$0.00 per month.
10. Subject to section 5 above, this Agreement may be terminated upon fourteen (14) days written notice by either party. The Municipality agrees to give the Lessor written notice to immediately correct any default of this Agreement by the Lessor. Should the Lessor continue in default of this Agreement following such written notice, the Agreement will be immediately terminated by the Municipality. The Municipality reserves the right to immediately terminate this Agreement for any actions of the Lessor or any Concession workers which could result in any legal action against the District of Hudson's Hope.
11. The Lessor hereby agrees to purchase a Business Licence from the Municipality for operation of the Concession.
12. The Municipality agrees to pay for any and all maintenance and repairs to the appliances and equipment within the Concession which arise from the Lessor's reasonable use of the appliances and equipment. The Lessor agrees to repair or replace appliances and equipment that has been damaged through misuse or where routine maintenance has been neglected.
13. The Lessor shall release, indemnify, and save harmless the Municipality from and against any liability, damages, costs, expenses, losses, causes of actions, claims, suits, judgements and any other harm or loss which the Municipality may incur or suffer or be put to by reason of or in connection with or arising from any breach, violation or non-performance by the Lessor of any obligation hereunder to be observed or performed by the Lessor, or from any wrongful act or neglect of the Lessor in or about the Concession related to the Lessor's use

and occupation of the Concession, or any damage to property related to or arising from the Lessor's use and occupation of the Concession or the death of or injury to any person related to or arising from the Lessor's use and occupation of the Concession, or any loss that would not have occurred but for the agreement herein granted.

14. The Lessor shall obtain and keep in force throughout the term of this Agreement a comprehensive general insurance policy to protect and indemnify her and the Municipality against claims for personal injury, death and property damage occurring in or about the Concession in an amount of not less than \$2,000,000 per accident or occurrence. Before this Agreement becomes effective the Lessor shall arrange for the District of Hudson's Hope to be named and added as an additional insured on her insurance policy and shall provide the Municipality with written proof of this having been done. The Municipality shall reimburse the Lessor for the cost of this insurance policy.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals at Hudson's Hope, British Columbia, on the dates noted below.

On the ____ day of _____, 2019 the
Corporate seal of the District of Hudson's
Hope was affixed in the presence of:

Mayor

Chief Administrative Officer

c/s

Signed and Sealed on the ____ day of
_____, 2019 in the presence of:

Signature of Witness

Name

Address

Occupation

Maureen Graham

REQUEST FOR DECISION

RFD#: CC-2019-63	Date: August 23, 2019
Meeting#: CM082619	Originator: Chris Cvik, CAO
RFD TITLE: Website Update Project	

RECOMMENDATION:

1. That Council award New Harvest Media Inc. a contract not to exceed \$15,000 for the District of Hudson's Hope website update project and authorizes the CAO to sign the agreement.

BACKGROUND:

An RFP was issued for the District of Hudson's Hope website update project on June 27, 2019, with a closing date of July 31, 2019. Eleven (11) responses were received. Cost estimates received to complete the project ranged from a low of \$10,500 to a high of \$17,700.

The scope of the project is to:

1. Updated the website with a fresh look.
2. Create a searchable cemetery plot feature.
3. Create a searchable bylaw feature.
4. Display web-based information from the Applied Programming Interface (API) on the District's Solar Array system.

DISCUSSION:

A review committee consisting of Councillors Markin and Miller, the CAO, and an Office Administration staff member who maintains the majority of the website information met to review the submissions. Proposals were scored on 1. Project Understanding; 2. Methodology; 3. Project Schedule; 4. Experience & Qualifications; and 5. Cost.

As per the District Purchasing Policy, Council will consider Request for proposals by resolution where the recommendation is not to award to the lowest tender or request for proposal.

FINANCIAL CONSIDERATIONS:

\$15,000 was approved in the 2019 Capital budget for the project. New Harvest Media Inc. submitted a cost of \$14,915.25 (\$14,305 + GST of \$710.25) to complete the work.



Chris Cvik, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Monthly Update

DATE: 26 August 2019

FROM: Robert Norton, Director of Protective Services

INFORMATION:

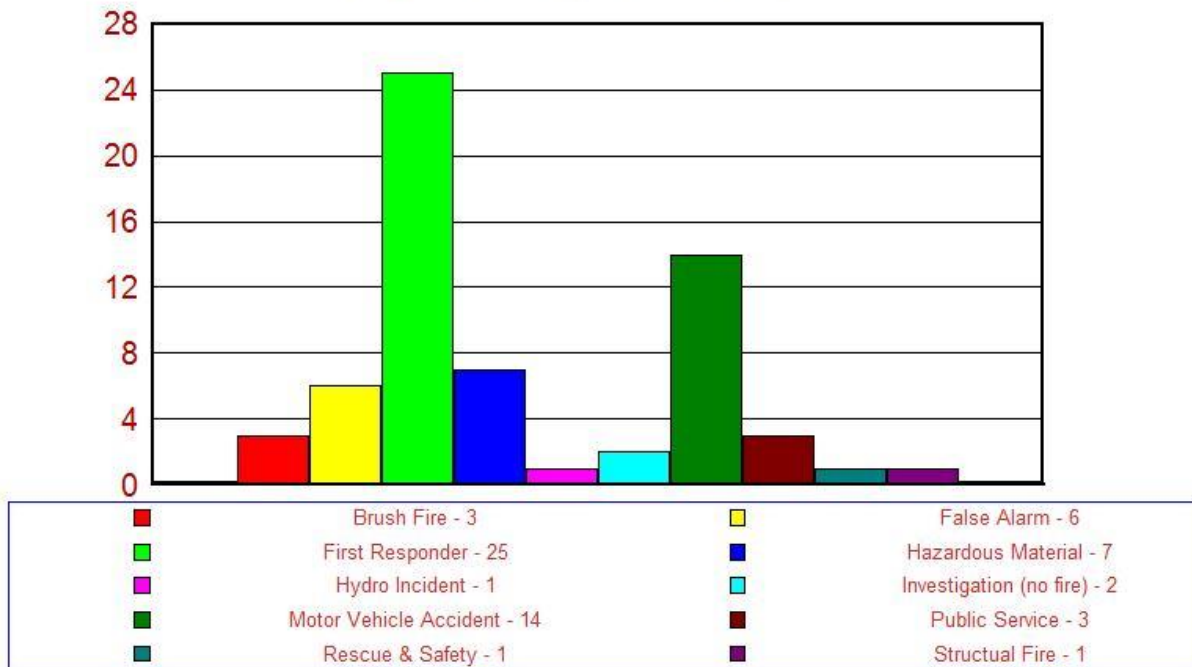
This report is a synopsis of the activities of the various branches of the Protective Services Department.

Fire Department

Year to date the department has responded to 63 calls for service:

First Responder	25
Motor Vehicle Incidents	14
Hazardous Materials Response	7
False Alarms	6
Structure Fire	1
Brush Fire	3
Investigation	2
Public Service	3
Rescue	1
Hydro Incident	1

Hudson's Hope Fire Rescue Calls to Date 20 August 2019



Hudson's Hope Fire Rescue hosted a Post Traumatic Stress Disorder awareness session on 30 July 2019 at the Community Hall. This session was facilitated by Dr. Onyema Ohiaeri from Fort St. John and was open to all local first responders and their spouses.

The department has been experiencing a number of radio issues on the frequency used to dispatch and coordinate fire department resources, and the concern had been raised to the Peace River Regional District (PRRD) who owns the equipment. In response the PRRD has replaced the radio repeater, duplexer and antenna on Bullhead Mountain, which has improved radio communications once again to an acceptable level.

Hudson's Hope Fire Rescue assisted with the pancake breakfast at the Fall Fair on 24 August 2019.

Emergency Preparedness

The Director of Protective Services is working with GIS staff from the Peace River Regional District to include dam breach inundation mapping into the Northeast BC Emergency and Public Alerts system to improve the District's ability to notify residents who may be impacted by a dam safety emergency.

The Northeast BC Emergency and Public Alert System continues to be advertised throughout the Peace through a variety of venues including print, radio, billboards, and attendance at trade

shows. The District of Hudson's Hope continues to promote the system on our Facebook page, website, PSA, and the Bulletin. To date there about 863 subscribers within the Peace including 113 within the Hudson's Hope area. The District will be promoting the system at the Fall Sign Up event.

Work continues with our fuel fire treatment consultants to explore the possibility of securing grant funding to treat the accumulation of woody debris on the hillside below Ardill Avenue. Current work includes having the Director of Protective Services collect photos and data from the area to build a threat assessment to support our grant application.

Bylaw

There are currently 3 active bylaw files being actioned.

Animal related issues	1
Unsightly premise issues	2



Robert Norton, Director of Protective Services

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Recreation and Special Events Update

DATE: August 26, 2019

FROM: Kaitlyn Atkinson, Recreation and Special Events Coordinator (RSEC)

Programs and Events Since Last Update

Movie in the Park: Goonies July 25

Event Partners: Eagle Vision Productions, Hudson's Hope Public Library and Travous Quibell. Held at the pool park. Concession opened at 7pm with the movie beginning at 7:30pm. Roughly 85 attendees.

Volunteer Appreciation July 30

A wonderful community event! Pairing this event with the Farmers Market Customer Appreciation evening meant we had a large crowd and a well-rounded event that drew several hundred people throughout the evening. Free Subway was available to anyone who had volunteered in the past. Adult Volunteer of the Year: Grace Okada and Steve Metzger
Youth Volunteer of the Year: Brenna Rice

Beryl Prairie Playground Opening July 31

Councillor Paice was present at this event to cut the ribbon. The event featured free pop and pizza and gave locals a chance to see the newly finished playground. There were many positive comments about the finished basketball court and locker with supplied balls as well as on the playground itself. Roughly 30 attendees.

Family Movie in the Pool August 5

The pool staff put on a free family movie in the pool over the BC Day Long Weekend. The weather was cool and raining off and on, but they still had over 20 people for the movie.

Library Summer Reading Club 7-week program.

The summer reading club wrapped up on the 14th and 15th, the RSEC provided a half hour of games each week to two sessions per week. This addition to the program continues to be well received and will continue next year.

Drop-in Adult Ball Hockey Tuesday and Thursday August 15-29

The previous ball hockey program was a registered team program. The program being tried now is a drop-in version without formal teams.

Hike Butler Ridge *August 17*
Led by Greta and Brenna. Was cancelled due to weather.

Movie in the Park: Ferdinand *August 20*
Initially scheduled for August 15 but was rescheduled due to rain. About 80 attendees.

Upcoming Programs and Events

Hudson's Hope Fall Fair *August 24*
Brenna will attend this event on behalf of the department, she is bringing with her a craft, SWAG, the Polaroid camera, and will be in charge of supervising the bouncy castle/kid's zone for the day.

Hike Battleship *August 25*
Led by Greta and Brenna.

Fall Sign Up *September 11*
Held again at the Arena this year. Local organizations and groups are invited to setup a table and meet with interested residents. The event is meant to be a one stop registration destination for organized sport and clubs in Hudson's Hope over the fall and winter. Coffee and snacks will be available.

Hike Dinosaur Lake *September 14*
Led by Greta.

Women's Rec Hockey *October 8-November 26*
Back again this year. The fall session will be coached by Michelle Van Stam.

Frightful Frolics *October 25*

Project Updates

Trail Brochures
All brochures have been delivered! They are being distributed to our visitor center, the Fort St. John visitor center, and they will be uploaded to the website and introduced on social media with links to our website for digital copies. If your interested in seeing them up close, stop by the visitor center!

Trail Marking
Some of the trails that now have brochures were lacking in trail signage and were confusing if you hadn't been on them before. To help visitors and locals alike some of the trails have now been marked with reflective trail markers with the aim of creating a positive experience on the trail.

Current Priorities and Projects

- Advertising and Social Media
- ATV Campground
- On site event and program coordination
- Fall Program Planning
- Fall/winter Event Planning
- Trail Marking

With the arrival of September just around the corner the emphasis begins to be on our larger events such as Frightful Frolics, Remembrance Day and Veterans Dinner, the Christmas Parade and Light Up, and of course the 11th Annual Winter Carnival. While summer is very program heavy the fall

and winter are spent with most of the RSECs time focused on Special Events. An effort is being made to offer more programs throughout the winter, such as Paint Nights, Ski trips, and a Snowshoe Program. We are early days for these items but stay tuned for more updates! Winter Carnival planning is also well underway with the hope to make the 2020 Winter Carnival bigger and better than ever.

Prepared by:
Kaitlyn Atkinson, Recreation and Special Events Coordinator

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council

SUBJECT: CAO – Update Report

DATE: August 2019

FROM: Chris Cvik, CAO

Some of the initiatives currently being worked or recently completed:

- Safety – No Medical Aids reported since last month. No equipment damage reported.
- Recruitment - Corporate Officer hired with a start date of September 9, 2019. Full-time Custodian hired as of August 19, 2019, to replace employee who resigned.
- Working on new telephone system update (approved Capital item).
- Working with Finance to see if we can get on-line Utility Payment option for residents. through their financial institutions as long as it does not cost the District additional charges.
- Working with BC Hydro on Updated Partnering Relationship Agreement (PRA) to reflect the Water Well Project. Special Council Meeting on Tuesday, September 3rd at 6:00 p.m. to discuss.

Upcoming

- NOTE: Pool last day is Wednesday, March 28th. Staff returning to school and do not have sufficient trained staff available.
- Northeast Roundtable Meeting – September 4th.
- Peace Williston Advisory Committee (PWAC) Tour and Meeting – September 6th.
- UBCM – Week of September 23 – 27th.

Chris Cvik

SR5

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Public Works Department Update

DATE: August 2019

FROM: Mokles Rahman, Director of Public Works

Below please find highlights of some of the activities done or going on in the Public Works Department during the last month;

- **Water Treatment Plant:**
 - a. **Backwash:** Because of high water demand, we had to run more backwashes than normal. In addition to summer demand, there was high usage of water in the commercial water stand.
 - b. **River Water Intake:** One of the two (2) pumps at the river water intake failed on August 9, 2019. We had a pump in stock, crews replaced the pump and brought electrician for electrical hook ups. As we were running with one (1) pump, the commercial water stand was closed from August 9 to 19, 2019.
 - c. **Pump inventory:** With the use of the pump last week, we do not have any pump in our inventory. In typical situation, we would buy a new pump for emergency use, the cost of which is \$18,000. With the construction of Site C and changing of our water supply system from river intake to well, the entire river intake will be salvaged in one year. In one hand emergency may occur at any time, which may cost thousands of dollars (if both pumps fail at the same time - which is unlikely to happen). On the other hand, once completion of the new water supply system entire river intake will be salvaged. It is assumed that the sale price of this new pump could be in between \$1000 to \$5000, if we are successful to sale it. Therefore, Administration is planning not to buy any pump, and take the risk. Our contingency plan is; if both pumps fail at the same time, the lead time for a pump is 2 to 3 weeks. During that time, we must shut down the commercial water stand, close summing Pool, advise residents to minimize the use of water such as irrigation, showering, washing etc.
- **Commercial water stand:** The old key lock system was not working since August 7. We had to operate it manually until August 9. As part of our Capital Budget we replaced the old key lock system with access code system on August 12.
- **Hydrant flushing** commenced in the week of August 19, 2019. It may take 8 to 10 working days to finish all the hydrant flashing.
- **Swimming pool:** Swimming Pool is scheduled to be closed on August 29, 2019. In house staff will assess the condition of the swimming pool for repair or capital upgrade in next year.
- **Lucas subdivision:**
 - a. **Fill materials:** Contractor moved the stockpile from our gravel pit. Also, moved 33% of the contracted fill materials from contractor's own source. Recently, Administration came to know that the contractor is hauling materials from a private owner through an agreement, from an agricultural reserve land located at the south east corner of the Hwy 29 and Bodecker St. intersection, without any approval from the concerned Ministry.

Administration had two meetings with the contractor on August 20 & 21, 2019 and advised him to stop any further hauling from the mentioned location. Contractor was asked to look for alternate source. Administration is working with the contractor to find a suitable source of fill materials.

- b. Deficiencies: Fixing deficiencies of the Lucas Subdivision by in-house staff including installation of road signs.
- Airport vegetation management work commenced on August 21, 2019.

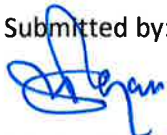
Operating Projects update:

- Library and visitor centre:
 - a. One front glass replaced at the visitor centre.
 - b. PO issued for electrical work for both Visitor Centre and Library. The contractor is yet to start work.
- Water conservation study: Urban Systems is working.
- Leak testing: Leak testing for water system done in the week of July 22, 2019. Consultant identified leaking of old hydrants in four (4) new locations, and recommended for maintenance and repair of those leaks, or replacement of old hydrants. Furthermore, consultant suggested for annual water system assessment, and implementation of water metering program.
- Asset Management: Asset Data collection closed for this year. The summer staff for the data collection left 2 weeks before the end of the season. Almost 90% of all Tangible Capital Asset data collected.
- Admin vehicle: All arrangement has been made to have admin vehicle from 1st of September 2019.

Capital Projects update:

1. Beattie Lift station: Retender the project early next year.
2. Water Valve replacement: Negotiated the price with Knappatt, work would be started on September 4, 2019 for 4 priority locations. Had meeting MoTI and the contractor.
3. Gravel Replenishment: Contractor started work. As of August 20, 2019, 65% work done, would be finished by the end of August.
4. Payloader Replacement: Six (6) companies submitted bids. A report is being submitted to Council for August 26, 2019 meeting with recommendations to award contract.
5. GPS Purchase: Done
6. Commercial Water Stand keypad access: New key pad access installed on August 12, 2019.
7. Beryl Prairie Fire Hall Sewage Holding Tank: Complete.
8. Beryl Prairie Water Well Pump Replacement: Work is being commenced on August 21, 2019.

Submitted by:



Mokles Rahman

REQUEST FOR DECISION

RFD#: 2019MR16	Date: August 20, 2019
Meeting#: August 26, 2019	Originator: Mark Sture, Manager of Public Works
RFD TITLE: Wood Disposal – Old Public Works Yard	

BACKGROUND:

Approximately 7-8 years ago, the District acquired many loads of firewood for the campgrounds. This wood was given to the District by Progress Energy at no cost to the District. About 4-5 years ago, the District paid \$2,000 to have the wood cut into manageable lengths. The wood was used for about 3 seasons and the District went through a couple of years of campfire bans due to dry conditions. The firewood was stockpiled at the old Public Works yard without being split. It was pushed up into one large pile.

In 2019, the stockpile of firewood at the old Public Works yard was pulled down into an accessible mound of wood. On a couple of occasions, PW personnel attempted to split the wood for use in our campgrounds. Upon inspection it was noted that most of the wood was not suitable for campfire use due to its wet "punky" nature from being stored incorrectly for the past number of years.

The wood is in a location which has the potential to be impacted by BC Hydro's bank stability program and needs to be relocated.

Rather than taking the entire wood pile to the transfer site, the wood may be disposed of through public taking and burning. Considerations /conditions in this public taking include:

- Public may remove the wood at their expense, but the wood may be free;
- The public should call the PW Department ahead of taking the wood, so that crews can open the gate and are aware of who is in the yard;
- Wood may be taken between the hours of 9:00 am and 3:00 pm, Monday to Friday
- Dates for this taking may be August 28th until September 6, 2019;
- The public is responsible for their own safety, they should not climb or dig through the pile, nor are they to use cutting or splitting devices on site;
- The District is not responsible for damage to personal vehicles or property;

Any wood remaining after September 6 will be burnt on site during the winter months in consultation with the Fire Chief.

FINANCIAL ASSESSMENT:

The firewood is a disposable product and was paid at the time of the delivery and cutting. This was several years ago and although in theory has an opportunity lost cost, is not on the books of the District.

ALTERNATIVES:

1. Council can authorize the disposal of the firewood through a public taking and burning as outlined above.
2. Council can choose to maintain the pile and pay for the costs of relocating the wood out of the slope stability area.
3. Council can select to do nothing

RECOMMENDATIONS:

1. THAT Council authorize the public disposal of the aged firewood through a public taking; and
2. THAT wood not claimed by the public shall be burned at site in coordination with the Fire Department during the winter months.

Mark Sture,
Public Works Manager



Supported by: Mokles Rahman,
Director of Public Works



Approved By: Chris Cvik, CAO

REQUEST FOR DECISION

RFD#: 2019MR15	Date: August 20, 2019
Meeting#: August 26, 2019	Originator: Mark Sture, Manager of Public Works
RFD TITLE: Tender 04-19 – Payloader Replacement	

BACKGROUND:

As part of the 2019 Budget discussion, the need to replace the 1998 Komatsu Payloader was identified. The Komatsu is about 21 years old and has approximately 8067 hours; this equates to roughly 400 hours of use per year.

The payloader is used almost every day although the usage is not high. It is used for moving gravel, topsoil and other loose materials, as well as lifting heavy palletized goods with the pallet forks. The current use of the existing payloader has not led to any significant major repairs, but parts are becoming more difficult to find. A recent starter replacement took 3 weeks due to the inability to find the right replacement unit.

The replacement vehicle has been specified one of similar size with a similar or slightly larger bucket for loading. Specifications were prepared and the tender was placed on MERX, BC Bids and our own website.

Bids were received from 6 dealers. Careful analysis was performed on the bids to determine the best value for the District in terms of a replacement unit for our current payloader.

One bid was not in the proper format and was disqualified. Based on the qualified bids as received, the unit with the lowest gross price is also the lowest when the trade value, optional snow blade and extended warranty is considered. All bids, except one, were within the budgeted amount of \$240,000, including the optional snow blade and extended warranty. The one bid above our budget was not considered further. The lowest bid of \$183,508.76 plus taxes is from SMS Equipment Inc which includes \$171,500 base price, \$20,000 for multi position snow blades and \$4,008.76 additional warranty. The trade-in offered by SMS is \$12,000 only.

Staff are aware of the major brands (John Deere, CASE, Komatsu) and did look at the product offered by Woodlands (Hyundai), in terms of operability, parts availability and servicing lags.

A detailed assessment was conducted to determine which unit met the specifications and was the best fit for the District (including price). The assessments included capacity/capability, as well as cabin features. The proposed vehicle (a Komatsu 200PZ-6) is the lowest price of the qualified bids received. The Komatsu is a unit which is similar in nature to our existing loader.

As part of the tender process, bidders were asked to provide a trade value for our existing payloader. There was a \$8,000 difference between the lowest and the highest trade value. These trade value must be tempered with the gross bid price of the new unit to establish a "cost to the District" value. Although, the current unit has not provided much trouble in terms on maintenance over the past few years, we have had trouble in recent times with attaining parts, supposedly because of its age and general availability of parts.

It would not be advisable to maintain the current unit as a "spare", in part because we do not put the hours on the machine to warrant two of them. At an average of 400 hours per year, this usage is about 40-50% of the usage which would be undesirable to start considering a second machine.

The existing payloader should be traded.

The tender did include the provision for an automated greasing system. This will ensure that the appropriate amount of grease is applied to ALL grease points, providing for a longer life for the machine.

An additional part of the tender was for a multi position plow blade that can be used to assist with winter maintenance activities. The blade can swing left and right to easily pull snow away from intersecting roadways, and for parking lots. All attachments are used through a "quick-attach" coupler which negates the need for tools to change from pallet forks to a bucket to the snow blade.

The warranty on the proposed new loader is a standard 12 months, unlimited hours from the factory. An additional comprehensive warranty for 84 months, 4500 hours is available for the cost of \$4,008.76.

Staff did check the availability of parts found that most common parts can be shipped from Prince George in 24 hours or less. Less common parts come from warehouses or direct from the manufacturer in less than 48 hours.

FINANCIAL ASSESSMENT:

The replacement of the payloader (unit #33) was contained within the capital budget plan for this fiscal year. A budget of \$240,000 was allocated for this purchase. The recommended bid from SMS Equipment Inc, including 84-month comprehensive extended warranty, snow blade as well as the main unit with general purpose bucket and pallet forks comes in at \$183,508.76 plus taxes.

The account number for this project is 08-80-1100-5717.

ALTERNATIVES:

1. Council can authorize the replacement of Unit #33 with the purchase of a Komatsu WA 200PZ-6 payloader from SMS Equipment Inc at a cost of \$183,508.76 plus taxes, including the optional snow blade and extended warranty. This is the lowest cost option.
2. Council can select to purchase a payloader from an alternate bidder.
3. Council can select not to purchase a new loader at this time.

RECOMMENDATION / RESOLUTION:

1. THAT Council Authorize the purchase of a new payloader from the low cost bidder, SMS Equipment Inc, at a cost of \$183,508.76 plus taxes including the optional snow blade and 84 month extended warranty, and
2. THAT the current loader (a 1998 Komatsu) be traded in as part of the deal. NOTE: The trade in value is reflected in the overall cost



Mark Sture,
Public Works Manager



Supported by: Mokles Rahman,
Director of Public Works



Approved By: Chris Cvik, CAO

REQUEST FOR DECISION

RFD#: CC-2019-64	Date: August 15, 2019
Meeting#: CM082619	Originator: Chris Cvik, CAO
RFD TITLE: Items Previously Released from Closed Meetings	

RECOMMENDATION:

1. For Information Only

BACKGROUND:

The following resolutions have been authorized for release to the public agenda from prior closed meetings.

August 12, 2019 Meeting

RESOLUTION NO. 232/19

M/S Councillors Markin/Gibbs

That

"That Council authorize the CAO to sign LOU #7 – Recreation Special Events Coordinator (RSEC) on behalf of the District; and

That LOU #7 be released to the open agenda."

CARRIED

DISCUSSION:

The above resolutions were authorized for release to the public agenda for transparency.

FINANCIAL CONSIDERATIONS: N/A

Chris Cvik, CAO

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AUG 12 2019

RECEIVED
Aug 19/19
JFW

Ms. Lara Beckett
President
North Central Local Government Association
206-155 George Street
Prince George, British Columbia V2L 1P8

Dear Ms. Beckett:

Thank you for your letter of June 18, 2019, regarding broadband Internet access in north-central British Columbia.

As Minister of Rural Economic Development, I am committed to fulfilling the responsibilities entrusted to me in this portfolio, to work with Canadians and champion economic opportunity and quality of life in rural Canada. I am also pleased to lead the rollout of infrastructure and broadband investments in rural Canada, and to work with other federal ministers to advance important priorities benefitting rural Canada.

Recently, I announced two strategies: *Rural Opportunities, National Prosperity: An Economic Development Strategy for Rural Canada* (www.infrastructure.gc.ca/rural/strategy-eng.html) and *High-Speed Access for All: Canada's Connectivity Strategy* (www.canada.ca/get-connected). Together, these strategies demonstrate our government's commitment to a prosperous, competitive and thriving rural Canada, and to ensuring that, over time, all Canadians have access to affordable high-speed Internet.

These strategies set out our government's roadmap for the future of rural Canada, and to achieve our connectivity goals. They build on insights from rural Canadians, and provide a roadmap for addressing challenges and capitalizing on the opportunities in rural Canada.

Canadians know high-speed Internet access is no longer a luxury – it is a necessity for success. Students, families and businesses require reliable high-speed Internet to participate in today's economy. Too many Canadians, especially those living in rural and remote communities, do not have the connectivity they need to grow their business, access government services, pursue online education, or connect with family and friends.

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Since our first budget in 2016, the Government of Canada has been making major investments in broadband infrastructure. Through the successful Connect to Innovate program, over 900 Canadian communities will gain access to faster Internet speeds by 2021.

In Budget 2019, the Government made an ambitious new commitment to ensure that, over time, every single household and business in Canada, no matter how rural and remote, has access to high-speed Internet (50 Mbps download and 10 Mbps upload).

To achieve this target, the Government will work with provinces, territories and industry, and leverage new investments from many sources:

- Budget 2019 committed \$1.7 billion in new broadband investments, including a new Universal Broadband Fund, as well as a top-up for the Connect to Innovate program and support for low-latency Low Earth Orbit satellite capacity – technology that can help connect Canada's most remote communities.
- Broadband infrastructure projects are eligible for funding under the \$2-billion Rural and Northern Communities stream of the Investing in Canada Infrastructure Program.
- The Canadian Radio-television and Telecommunications Commission's \$750-million Broadband Fund will help to improve connectivity services across the country.
- The Canada Infrastructure Bank will seek to invest \$1 billion to further leverage private sector investment to increase broadband access for Canadians.

Using these resources, we will ensure all Canadians have access to the baseline speed recommended by the Canadian Radio-television and Telecommunications Commission: 50 Mbps download and 10 Mbps upload. We expect to have connected 95 percent of Canadians to these speeds by 2026 and 100 percent by 2030.

I look forward to working together with you.

Sincerely,

A handwritten signature in blue ink, appearing to be 'BJ', with a horizontal line extending to the right.

The Honourable Bernadette Jordan, P.C., M.P.
Minister of Rural Economic Development



District of Chetwynd

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August 19, 2019

The Honourable Rob Fleming
Minister of Education
P.O. Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Via email: EDUC.Minister@gov.bc.ca

Dear Minister Fleming:

Re: Provincial Support for Libraries

At the Regular Council Meeting on August 12, 2019, the District of Chetwynd Council passed a resolution endorsing the City of Victoria's request for Provincial support for libraries.

Accordingly, District of Chetwynd Mayor and Council hereby respectfully request the Province of British Columbia's support and consideration to increase support to restore Provincial funding for libraries. District of Chetwynd Mayor and Council supports the restoration of library funding to a level that reflects both inflation cost increases since 2009 and the value of this system to the Province.

Sincerely,

DISTRICT OF CHETWYND

Allen Courtoreille
Mayor

cc: Premier John Horgan premier@gov.bc.ca
MP Bob Zimmer bob.zimmer.cla@parl.gc.ca
MLA Mike Bernier M.Bernier@leg.bc.ca
UBCM Member Municipalities

Vision Statement

Chetwynd exists in order that area residents have sustainable opportunities for
Security, Health, Safety and Prosperity
in surroundings that display the best of our natural environment.

I have some inquiries regarding old business or things that have been brought up in the past but I haven't heard if anything was done. Should they go under old business for our meeting then? Or maybe you know and the items don't have to be brought up at the meeting but then the other councillors would might need to know too.

-Beckman Road and BC Hydro: is there an update?

-Osbourne Road: what was the outcome on that?

-Pollen Avenue: was anything done about the request for a Children Playing sign?

-Unsightly premises on Canyon Dr.: update?

-Gravestone issue: I am wondering if the people who wanted to place the big stone were able to resolve their problem.

Councillor Markin

OB1

New Business:

- The Beattie Park gazebo: it is very messy with bird droppings all over the floor and picnic table. I am wondering if screening could be put up in over the rafters to prevent the birds from going up there.
- PSAs: (this might be old business) they seem to be far and few between. Not what they used to be. I am wondering if we have any info on that?

Thank you,
Councillor Pat Markin