



## **DISTRICT OF HUDSON'S HOPE**

### **AGENDA**

Council Chambers

Monday, March 23, 2020

**1. Call to Order:**

**2. Delegations:**

D1	Diana Jewan - Swimming Pool Fees for Disabled	Page 1
D2	Darryl Johnson re Manufactured Home Park - Zoning	Page 3

**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	March 9, 2020 Regular Council Meeting Minutes	Page 6
M2	March 11, 2020 Special Council Meeting Minutes	Page 12

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

**8. Public Hearing:**

**9. Staff Reports**

SR1	Capital Budget – Draft	Page 14
SR2	Lucas Subdivision Marketing Plan No. 4	Page 58
SR3	Fire Department – Grant	Page 60
SR4	Water Valve & Hydrant Tender	Page 66
SR5	Beattie Lift Station Tender	Page 69
SR6	Chief Administrative Officer – Monthly Report	Page 71
SR7	Corporate Officer – Monthly Report	Page 72
SR8	Public Works – Monthly Report	Page 74
SR9	Protective Services – Monthly Report	Page 76

**10. Committee Meeting Reports:**

**11. Bylaws:**

B1	Bylaw No. 907, 2020 – Cemetery Management	Page 78
B2	Bylaw No. 914, 2020 Revitalization Tax – Lucas Subdivision	Page 102
B3	Bylaw No. 916, 2020 – Amendment re DA Thomas Road Closure	Page 121

**12. Correspondence:**

C1	BC Hydro–Site C Construction Notification	Page 128
C2	West Moberly Invitation re Health Centre	Page 136
C3	NCLGA – Climate Leaders Forum	Page 137
C4	NCLGA – Northern BC Solid Waste Management Forum	Page 139

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

**14. Old Business:**

**15. New Business:**

**16. Public Inquiries:**

**17. In-Camera Session**

**18. Adjournment**



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

DIANA JEWAN

Subject of presentation: HH Pool Fees

Purpose of presentation:

☐

information only

☐

requesting a letter of support

☐

requesting funding

☒

other (provide details)

Request fee reduction for persons  
with disabilities on fixed income.

Contact person (if different than above):

Telephone number: 250-783-3569

Email address: djewan@pris.ca

Will you be providing supporting documentation?

☐

Yes

☒

No

If yes: ☐

handouts at meeting

☐

publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements:

☐

flip chart

- ☐ multimedia projector  
☐ laptop  
☐ other \_\_\_\_\_

**Rules for Delegations:**

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

**Helpful Suggestions:**

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

DIANA JEWAN

Name of Delegate or Representative of Group

[Signature]

Signature

Mar 17/20.

Date

**For Office Use**

☐ Approved

☐ Rejected

By (signature): \_\_\_\_\_

☐ Mayor

☐ CAO

Appearance date if applicable: \_\_\_\_\_

Applicant informed of approval/rejection on (date): \_\_\_\_\_

By (signature) \_\_\_\_\_

Council Agenda - March 23, 2020

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## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Darryl Johnson

Subject of presentation: Zoning for MHP

Purpose of presentation: ☐ information only  
☒ requesting a letter of support  
☐ requesting funding  
☐ other (provide details)

Requesting support for change to zoning within  
MHP

Contact person (if different than above):

Telephone number: 250-783-9402

Email address: johdar@hotmail.ca

Will you be providing supporting documentation? ☐ Yes ☐ No

If yes: ☐ handouts at meeting  
☒ publication in agenda (one original due by 4:30 the  
Wednesday prior to your appearance date)

Technical requirements:

☐ flip chart  
☐ multimedia projector  
☐ laptop  
☐ other \_\_\_\_\_

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- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Darryl Johnson  
Name of Delegate or Representative of Group

D. Johnson  
Signature

March 13/2020  
Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____

Mayor Heiberg and Counsel

I am asking for your consideration to make a change in the allowable within the Manufactured Home Park zone. I have had many requests to put RVs on my lot but at the present RVs are not allowed on MHPs. As I am the only MHP in Hudson's Hope and we will soon be losing some RV sites I am requesting to include a maximum of two RV sites. My park is already setup to accommodate this and it would make my business more sustainable.

Without having extra income I fear I may not be able to sustain this business on a permanent basis.

Darryl Johnson  
Town Centre Trailer Court



**REGULAR COUNCIL MEETING**  
**March 9, 2020**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

Present: Mayor Dave Heiberg  
Councillor Mattias Gibbs  
Councillor Pat Markin  
Councillor Kelly Miller  
Councillor Valerie Paice  
Councillor Travous Quibell  
Councillor Leigh Summer  
  
Youth Councillor Brenna Rice

Staff: CAO, Chris Cvik  
Corporate Officer, Jeanette McDougall  
Director of Public Works, Mokles Rahman  
Director, Protective Services, Bob Norton  
Deputy Treasurer, Rhonda Eastman

**1. CALL TO ORDER**

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

**2. DELEGATIONS**

**D1 STARS FOUNDATION**

Glenda Farnden, Senior Municipal Relations Liaison and Jon Gogan, Provincial Director, Northern Alberta/Northeastern BC/STARS Pilot, provided a PowerPoint update for Council, including the following: finances, geographic coverage and the acquisition of new helicopters.

**D2 HUDSON'S HOPE PUBLIC LIBRARY – BUDGET UPDATE**

Amber Norton, Director, and Lorna Winnicky Board Chair, Hudson's Hope Public Library provided Council with a PowerPoint update, including finances and programs.

**3. NOTICE OF NEW BUSINESS**

Mayor's Additions: None  
Councillor's Additions: None  
CAO Additions: None

**4. ADOPTION OF AGENDA BY CONSENSUS**

**5. DECLARATION OF CONFLICT OF INTEREST**

**M1**

## 6. ADOPTION OF MINUTES

### M1 FEBRUARY 24, 2020 REGULAR COUNCIL MINUTES

Correction: Item 7, C4 – Grant Writer: remove “to” after \$5,000.

#### **RESOLUTION NO. 044/20**

**M/S Councillors Gibbs / Markin**

*“That the minutes of the February 24, 2020 Regular Council Meeting be adopted as amended.”*

**CARRIED**

## 7. BUSINESS ARISING OUT OF THE MINUTES

### NB3 BC HYDRO TOUR

Mayor will liaise with BC Hydro regarding a Site C tour for Council and Senior Staff.

## 8. PUBLIC HEARING

## 9. STAFF REPORTS

### SR1 OPERATIONS BUDGET

#### **RESOLUTION NO. 045/20**

**M/S Councillors Quibell / Paice**

*“THAT Council receive the draft 2020 Operations Budget for discussion.”*

**CARRIED**

### SR2 GROUNDWATER PROTECTION PLAN

#### **RESOLUTION NO. 046/20**

**M/S Councillors Markin / Gibbs**

*“THAT Council appoint Councillor Miller and Councillor Quibell to the Groundwater Protection Plan – Technical Advisory Committee (TAC).”*

**CARRIED**

### SR3 LIGHT INDUSTRIAL SUBDIVISION

#### **MAIN MOTION**

*“THAT Council receive the Light Industrial Subdivision Report No. 3 (Geotechnical Survey) for information.”*

#### **AMENDMENT TO THE MAIN MOTION**

*“THAT Council receive the Light Industrial Subdivision Report No. 3 (Geotechnical Survey) for discussion.”*

#### **MAIN MOTION AS AMENDED**

*The question was called on the Main Motion as Amended and reads as follows:*

**RESOLUTION NO. 047/20**

**M/S Councillors Paice / Summer**

*"THAT Council receive the Light Industrial Subdivision Report No. 3 (Geotechnical Survey) for discussion."*

**CARRIED**

**SR4 TRANSFER SITE MAINTENANCE AGREEMENT**

**RESOLUTION NO. 048/20**

**M/S Councillors Paice / Quibell**

*"THAT Council approve entering into an agreement with Kevin Howard Contracting for the maintenance of the Transfer Site for three (3) years commencing March 27, 2020 and expiring March 26, 2023."*

*"THAT Council waive the Purchasing Policy and approve a sole source contract to Kevin Howard Contracting."*

**CARRIED**

The CAO confirmed that most municipalities do not allow scavenging.

**SR5 FINANCIAL ASSISTANCE – GRANT IN AID**

**RESOLUTION NO. 049/20**

**M/S Councillors Miller / Paice**

*"1. THAT Council approve Schedule A as the 2020 Financial Grant in Aid allocation; and*

*2. THAT requests for "In-Kind" assistance be referred back to Administration to work with the requesting organizations on a case-by-case basis."*

**CARRIED**

**10. COMMITTEE MEETING REPORTS**

**11. BYLAWS**

**B1 BYLAW NO. 915, 2020 – FEES AND CHARGES**

**RESOLUTION NO.050/20**

**M/S Councillors Markin / Gibbs**

*"THAT the District of Hudson's Hope Bylaw No. 915, 2020 Fees and Charges be adopted as of March 9, 2020."*

**CARRIED**

**B2 BYLAW NO. 916, 2020 – AMENDMENT TO DA THOMAS**

**M/S Councillors Miller / Summer**

*"1. That District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road (the "**Amendment Bylaw**") be read a first time as recommended in the report dated March 1, 2020, from the CAO regarding Road Closure Bylaw No. 911, 2019."*

2. *That the Amendment Bylaw be read a second time.*
3. *That the Amendment Bylaw be read a third time.*
4. *That public notice of Council's intention to close a part of DA Thomas Road as shown in Plan EPP93280, remove its dedication as highway, and dispose of the property be in accordance with s. 94 of the Community Charter.*

**DEFEATED**

**RESOLUTION NO. 051/20**

**M/S Councillors Miller / Quibell**

- “1. **THAT** Staff contact BC Hydro to confirm that the parking area at the top of DA Thomas Road is not impacted by the updated survey plan; and
2. **THAT** Staff report to Council on March 23, 2020.”

**CARRIED**

**B3 BYLAW NO. 912, 2020 – ROAD CLOSURE – BECKMAN**

**RESOLUTION NO. 052/20**

**M/S Councillors Quibell / Gibbs**

**THAT** Council rescind the following resolution:

**RESOLUTION NO. 041/20**

**M/S Councillors Summer / Miller**

“That District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road be read a first time as recommended in the report dated February 12, 2020, from the CAO regarding Road Closure Bylaw No. 912, 2020.

*That Bylaw No. 912, 2020 be read a second time.*

*That Bylaw No. 912, 2020 be read a third time.*

*And that Public Notice of Council's intention to close Beckman Road and remove the road dedication be provided in accordance with Sections 26(3) and 40 of the Community Charter.”*

**CARRIED**

**RESOLUTION NO. 053/20**

**M/S Councillors Miller / Quibell**

“**THAT** District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road be read a first time as recommended in the report dated February 12, 2020, from the CAO and in the report dated March 9, 2020 from the Corporate Officer;

*THAT Bylaw No. 912, 2020 be read a second time.*

*THAT Bylaw No. 912, 2020 be read a third time.*

*AND that Public Notice of Council's intention to close Beckman Road and remove the road dedication be provided in accordance with Sections 26(3) and 40 of the Community Charter."*

**CARRIED**

## 12. CORRESPONDENCE

**C1 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION – NOMINATIONS**  
Received for Information.

**C2 2020 NORTHEAST BC COMMUNITY COAL & ENERGY FORUM**

**RESOLUTION NO. 054/20**

**M/S Councillors Miller / Gibbs**

THAT Council authorize two (2) members of Council to attend the 2020 Northeast BC Community Coal & Energy Forum being held in Chetwynd on September 9 & 10, 2020.

**CARRIED**

**C3 TC ENERGY – PRINCE RUPERT GAS TRANSMISSION PROJECT**  
Received for Information.

**C4 CONCRETE TOTEMS**

**RESOLUTION NO. 055/20**

**M/S Councillors Markin / Quibell**

*"THAT Council authorize up to \$300 to be included in the 2020 budget for the replacement of a plaque on the concrete totems located at the Peace River Bridge."*

**CARRIED**

**C5 LIBRARY 2019 DIRECTORS & QUANTITATIVE REPORTS; 2018 FINANCIAL INFORMATION ACT COMPLIANCE REPORT**  
Received for Information.

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

**14. OLD BUSINESS**

**15. NEW BUSINESS**

**16. PUBLIC INQUIRIES**

Youth Councillor Brenna Rice advised that the Student Council is undertaking the following activities: line painting for hopscotch and 4 square; planning a weekend camping trip; and an after school study group has been formed.



**17. NOTICE OF CLOSED MEETING**

**ICSR1 NOTICE OF CLOSED SESSION**

**RESOLUTION NO. 056/20**

**M/S Councillors Summer / Paice**

**"THAT Council move to a Closed Meeting for the purpose of discussing the following items:**

- **Community Charter Section 97 (1) (b): all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public**
  - **Closed Meeting Minutes**
- **Community Charter Section 90 (1) (e): the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality**
  - **Lucas Subdivision Marketing Report No. 3.**

**CARRIED**

**18. ADJOURNMENT**

*Mayor Heiberg declared the meeting adjourned at 8:15 pm.*

**DIARY**

**Conventions/Conferences/Holidays**

*Commercial Water Rate Increase-annual budget  
Consideration*

**Diarized**

**08/04/19**

Certified Correct:

\_\_\_\_\_  
Dave Heiberg, Mayor

\_\_\_\_\_  
Jeanette McDougall, Corporate Officer



**SPECIAL COUNCIL MEETING**  
**March 11, 2020**  
**5:00 P.M.**  
**COUNCIL CHAMBERS**

Present: Mayor Dave Heiberg  
Councillor Mattias Gibbs  
Councillor Pat Markin  
Councillor Kelly Miller  
Councillor Valerie Paice

Absent: Councillor Travous Quibell (*with notice*)  
Councillor Leigh Summer (*with notice*)  
Youth Councillor Brenna Rice (*with notice*)

Staff: CAO, Chris Cvik  
Director of Public Works, Mokles Rahman

**1. CALL TO ORDER**

The meeting called to order at 5:00 p.m. with Mayor Heiberg presiding.

**2. DELEGATIONS**

**3. NOTICE OF NEW BUSINESS**

Mayor's Additions: None  
Councillor's Additions: None  
CAO Additions: None

**4. ADOPTION OF AGENDA BY CONSENSUS**

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. ADOPTION OF MINUTES**

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

**8. PUBLIC HEARING**

**M2**

## 9. STAFF REPORTS

### SR1 WATER TREATMENT PLANT UPGRADE – RFP EVALUATION AND AWARD

#### **RESOLUTION NO. 057/20**

**M/S Councillors Miller/Markin**

*“THAT Council accept the proposal for the Design Build received from The Industria Group for the upgrade of the Water Treatment Plant.”*

*“THAT Council approve the award of the Design Build contract to The Industria Group and authorize the Mayor and CAO to sign a contract with The Industria Group, subject to budget approval by BC Hydro.”*

**CARRIED**

## 10. COMMITTEE REPORTS

## 11. BYLAWS

## 12. CORRESPONDENCE

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

## 14. OLD BUSINESS

## 15. NEW BUSINESS

## 16. PUBLIC INQUIRIES

## 17. IN-CAMERA SESSION

## 18. ADJOURNMENT

*Mayor Heiberg declared the meeting adjourned at 5:35 pm.*

Certified Correct:

---

Dave Heiberg, Mayor

---

Chris Cvik, Chief Administrative Officer

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-16	<b>Date:</b> March 17, 2020
<b>Meeting#:</b> CM032520	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> 2020 Capital Budget Discussion	

### RECOMMENDATION / RESOLUTION:

1. That Council receive the attached draft 2020 Capital Budget for information and discussion.

### BACKGROUND:

The Draft 2020 Capital budget is presented to Council for information and discussion. The budget will be finalized once the 2019 year-end balance information has been verified through the 2019 audit that is being completed by KPMG, and information is received from the Peace River Regional District for the Regional District and Regional Hospital District amounts, as well as amounts for BC Assessment, School Tax, Municipal Finance Authority, and Police Tax.

Once this additional information is received, the operations and capital budget will come back to council for adoption of the 2020 Financial Plan and then following this, the 2020 Tax bylaw will come before Council.

### DISCUSSION:

Highlights or points of discussion from the 2020 budget include:

- Administration is proposing \$1,930,515 of Capital Projects for 2020.
- A large portion of the proposed Capital budget (\$702,000) is funded from Peace River Agreement (formerly Fair Share) grant funding.
- The 2020 Proposed Capital Budget includes the use of Carry-Forward funding from the approved 2019 Capital Budget (Beattie Lift Station and Water Valve and Hydrant Replacement).
- The Capital Project identified one project – McDougall Street Water/Sewer Replacement, but is not recommending proceeding in 2020 due to lack of funding. The project will be budgeted in 2021 with PRA Grant Funding allocated to cover the cost.

### RECOMMENDATION / RESOLUTION:

1. Council receive the attached draft 2020 Capital Budget for information.

**SR1**

We are still waiting for external financial information to complete the budget. Once received the operations and capital budget will come back to Council for adoption of the 2020 Financial Plan and then following this, the 2020 Tax Bylaw will come before Council.

**Attachments:**

1. 2020 Proposed Capital Budget
2. 2020 Proposed Capital Project Risk Matrix
3. 2020 Hudson's Hope Capital Planning Project/Purchase Fact Sheets.

**Other:**

This is the second year Administration is using a Risk Based Matrix to help set priority for proposed Capital expenditures. The intent is to assist Council setting priority in terms of budgeting limited capital dollars as demand usually outstrips supply. The Matrix tool includes amendments approved by Council in March 2019.

Report Approved by:

  
Chris Cvik, CAO

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Beattie Sanitary Lift Station Upgrade

Date: January 27, 2020

### What needs to be done? What is the project scope?

Beattie Sanitary Lift Station Upgrade project is a carry over project from 2019.

This project will involve placement and connection of a over ground valve chamber adjacent to the existing lift station to meet the regulatory requirements of WorkSafe BC, avoid confined space access for maintenance, increase the lifetime of the existing lift station, and aid in preventing spills into the nearby community and Peace River in the event of a lift station failure.

### Purpose:

As part of providing quality infrastructure services (Strategic Objectives 2019 – 2022), Beattie Lift Station has been identified as top priority infrastructure to upgrade.

The WorkSafe BC identified that the confined space entry to the wet well of this old lift station is not safe. They asked the District for Alternative Measures of Control for the confined space entry to this lift station. Any temporary solution to this old lift station is not safe and it is costing the District with sudden call outs and parts replacement. To meet these requirements, a Valve Chamber project is needed to aid in maintaining and upgrading the sewer lift station to prevent sudden failure and safety of workers.

It may be noted that the Beattie Sewer Lift Station was originally built in the 1970's and was upgraded a few times during its lifespan. Several components of the current lift station have reached their lifespan and need replacement. The recent failure happened in 2010.

### What alternatives were considered?

1. Construct a over ground valve chamber adjacent to the existing lift station which will eliminate confined space entry;
2. Do nothing; may cause failure of the lift station and result in discharge of raw sewage.

### What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If we do not take this project, there might be failure of lift station and may result discharge of raw sewage to the Peace River, which is a threat to the natural environment. Ministry of Environment and DFO Canada will penalize the District for raw sewage discharge to the river.

Also, we would not be able to meet the regulatory requirements of WorkSafe BC. Furthermore, our operations and maintenance (O&M) cost will remain high. Last failure of the lift station happened in 2010. Similar failure may happen at any time.

### What is the estimated Capital cost?

The estimated cost of the project is \$555,665. We have an approved carry over fund of \$315,665. Therefore, an amount of \$240,000 is required under 2020 Capital budget.

### What is the impact on Operating Budget?

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

There is no negative impact on the Operating Budget. No need to increase operating budget for this capital budget.

Personnel – decrease in call outs. Therefore, it is assumed that the operations cost will be less, but exact amount is unknown as this time.

### What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: \_\_\_\_\_ Consultant's estimate \_\_\_\_\_

District tendered the project in 2019, received only one quote which was very high. Revised the design and estimate with over ground vault chamber.

### How is the project linked to the strategic plan?

Strategic Objectives 2019-2022: Provide quality Infrastructure Services in a sustainable manner.

2020 Target: To complete the upgrade of the Beattie Sanitary Lift Station.

### Other comments

**ATTACHMENT A  
2020 PROVISIONAL CAPITAL BUDGET**

10-Feb-20					
Proposed Capital Project List	Project Ranking - Staff	Estimated Budget	Source of Funding	Department	
Beattie Lift Station	1	\$555,665	\$315,665 Surplus (carry over from 2019 approved Sewer Capital) \$240,000 Peace River Agreement (PRA)	Public Works	
Water Valve and Hydrant Replacement	2	\$300,000	\$142,000 Surplus Budget (carry over from 2019 approved Water Capital) \$158,000 Peace River Agreement (PRA)	Public Works	
Fire - Turn Out Gear	3	\$7,500	Protective Services Reserve Fund	Protective Services	
Fire - Portable Radios	4	\$4,800	Protective Services Reserve Fund	Protective Services	
Fire - Wireless Headset	16	\$6,500	Protective Services Reserve Fund	Protective Services	
BP Water Well Piping and Residential-Water Stand	8	\$34,550	\$5,550 Water Fund Reserve \$29,000 Peace River Agreement (PRA)	Public Works	
MacDougall Sewer - Design ***	7	\$18,000	Sewer Reserve	Public Works	
Ostrome Street Guard Rail ***	6	\$25,000	Capital Machinery and Equipment Reserve	Public Works	
Caribou Street Storm Culvert	14	\$50,000	Capital Machinery and Equipment Reserve	Public Works	
Lynx Creek Re-Pavement	15	\$500,000	Capital Machinery and Equipment Reserve	Public Works	
Arena Door and Water Heater Replacement	12	\$36,000	Capital Machinery and Equipment Reserve	Public Works	
Quonset Hut Door	11	\$7,500	Capital Machinery and Equipment Reserve	Public Works	
Plow Truck Replacement	10	\$245,000	\$245,000 Peace River Agreement (PRA)	Public Works	
Lawns Tractor Replacement	5	\$25,000	Capital Machinery and Equipment Reserve	Public Works	
Community Hall Reserve	17	\$30,000	\$30,000 Peace River Agreement (PRA)	Public Works	
Unit #18 & #28 Pick-up Truck Replacement	12	\$85,000	Capital Machinery and Equipment Reserve	Recreation	
<b>Total</b>		<b>\$1,930,515</b>		<b>Public Works</b>	
MacDougall Sewer - Construction IDENTIFIED BUT NOT RECOMMENDED DUE TO LACK OF FUNDING	9	\$530,000	Sewer and Water Reserve	Public Works	

**Breakdown of Funding  
Identified - But Not Recommended MacDougall Sewer - Construction**

Sewer Reserve Fund	\$530,000
Peace River Agreement (PRA)	\$18,000
Water Reserve Fund	\$702,000
Capital Machinery and Equipment Reserve Fund	\$5,550
Surplus (Carry Over from 2019 Water and Sewer)	\$728,500
Protective Services Reserve Fund	\$457,665
	\$18,800
<b>Total</b>	<b>\$1,930,515</b>

\*\*\*Approved by Council



Proposed Capital Projects																	
Decision Criteria		Beattie Street Lift Station	Valve and Hydrant Replacement	BP Water Well Piping Upgrade and Residential Water Stand	MacDougall Sewer Rehab - BUDGET RECEIVED PRE-APPROVAL	MacDougall St. Sewer & Water Rehab - Construction	Osborne Street Guard Rail	Carter Street Storm Culvert	Lynx Creek Pavement (1.1 kms)	Arena Door and Water Heater Replacement	Quonset Hut Door	Plow Truck Replacement	Lawn Tractor Replacement	Unit 18 and Unit 28 - 1/2 ton Pick-up Replacement	Turnout Gear	Portable Radios	Wireless Headset Update - Command Vehicle
Weighting		Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score
5	Risk to Worker Safety	6	30	5	15	3	15	2	10	3	15	4	20	4	20	6	30
5	Risk to the Public	1	5	4	20	3	15	3	15	4	20	4	20	3	15	1	5
15	Potential Environmental Impact Rating	5	75	3	45	2	30	3	45	1	15	1	15	2	30	1	15
25	Financial Cost Rating	5	125	4	100	2	50	2	50	2	50	4	100	2	50	1	25
15	Reputational Impact	4	60	4	60	4	60	3	45	2	30	1	15	1	15	1	15
15	Impact on Services Reliability	5	75	2	30	2	30	1	15	1	15	3	45	2	30	1	15
20	Frequency Impacting Capital Request	3	60	3	60	4	80	4	80	4	80	4	80	4	80	4	80
100			430		340		295		245		330		225		270		185
Project Ranking based on Matrix Scoring Results		1	3	6	5	2	12	9	4	10	16	7	11	8	13	14	15
Project Ranking based on Staff Assessment/Priority Ranking		1	2	8	7	9	6	14	15	12	11	10	5	12	3	4	16

Capital Planning Criteria Decision Rating

Impact Scoring (1-7)	1	2	3	4	5	6	7
Employee Safety Risk Potential	Not Applicable	Near Miss	First Aid	Temporary disability	Permanent disability	Fatality	Multiple fatalities
Public Safety Risk Potential	Not Applicable	Near Miss	First Aid	Temporary disability	Permanent disability	Fatality	Multiple fatalities
Potential Environmental Impact Rating	Not Applicable	Minor	Low	Moderate	High	Extreme	Catastrophic
Financial Cost Rating	<\$10K	<\$50K	<\$100K	<\$500K	<\$1M	<\$1.5M	>\$1.5M
Reputational Impact	Not Applicable	Limited	Small	Small but vocal	Many	Majority	All
Impact on Services Reliability	Short disruption of service to few residences	Short disruption of service to many residences	Short disruption of service to all residences	Long disruption of service to few residences	Long disruption of service to many residences	Long disruption of service to all residences	Very long disruption of service
Risk Frequency	Not Applicable	at least once every 100 years	at least once every 10 years	at least once per year	at least 10 times per year	at least 100 times per year	Everyday

Also, we would not be able to meet the regulatory requirements of WorkSafe BC. Furthermore, our operations and maintenance (O&M) cost will remain high. Last failure of the lift station happened in 2010. Similar failure may happen at any time.

### What is the estimated Capital cost?

The estimated cost of the project is \$555,665. We have an approved carry over fund of \$315,665. Therefore, an amount of \$240,000 is required under 2020 Capital budget.

### What is the impact on Operating Budget?

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

There is no negative impact on the Operating Budget. No need to increase operating budget for this capital budget.

Personnel – decrease in call outs. Therefore, it is assumed that the operations cost will be less, but exact amount is unknown as this time.

### What is your estimate based on? Check all applicable:

- Quote Past ☒
- Work ☐
- Best Guess ☐

Other: \_\_\_\_\_ Consultant's estimate \_\_\_\_\_

District tendered the project in 2019, received only one quote which was very high. Revised the design and estimate with over ground vault chamber.

### How is the project linked to the strategic plan?

Strategic Objectives 2019-2022: Provide quality Infrastructure Services in a sustainable manner.

2020 Target: To complete the upgrade of the Beattie Sanitary Lift Station.

### Other comments

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Replacement of Water Valves and Hydrants

Date: January 27, 2020

### What needs to be done? What is the project scope?

The scope of the project is to replace old and leaking watermain valves and hydrants at various locations of the Town to improve the ability to isolate localized sections in the event of a watermain rupture or disaster such as fire. Public works staff will help the contractor to schedule the intended water main isolation to perform the valves and hydrants replacement work.

In 2020, watermain valves and hydrants will be replaced at the following locations;

Location 1:- Between Adams Street and Rutledge Street Hydrant Replacement

Location 2:- Jones Crescent Hydrant Replacement

Location 3:- Tee and Valve Combination Replacement at Dudley Drive and Holland Street

Location 4:- Holland Street Valve Replacement

Location 5:- Tee and Valve Combination Replacement at Boynton Street and Paquette Avenue

Location 6:- Dudley Drive and Garbitt Crescent Hydrant Replacement

Location 7:- Kylo Street and Robison Avenue Hydrant Replacement

Location 8:- Gething Street Hydrant Replacement

Location 9:- Beattie Drive and Fredette Avenue Hydrant Replacement

Furthermore, it may be noted here that the dead-end watermain at the west end of the Adam Street will be fixed by installing a hydrant by in-house crews in 2020. Materials for this hydrant already purchased in 2019.

### Purpose:

As part of providing quality infrastructure services (Strategic Objectives 2019-2022), several old water valves and hydrants were identified for replacement. In 2019, valves and a hydrant in four (4) such locations along Kylo St were replaced.

The water mains with associated valves and hydrants in the District were installed in between 1962 to 1979, which are well over their life expectancy. To assure reliable operations and maintaining the water quality, operators need to exercise valve. However, valve exercising was ignored fearing that the valves may fail because of age. Hence not able to isolate localized sections in the event waterline leak that require maintenance or repair of a particular segment of the network.

Furthermore, the existing tee fittings and valves have succumbed to soil corrosion and are ready for replacement with fittings which have corrosion resistant coatings for extending service life.

It was found that the per capita per day water usage is more than double the national average. One of the causes of such huge water usage is leakage in the water distribution system.

To understand water leaks in the water distribution system, a Leak Detection Survey (and water conservation study update) for the entire water distribution systems was performed by hiring a consultant in the summer 2019. The consultant identified leaks in 6 locations – all internal hydrant leaks. The Locations are;

1. Beattie Dr/Fredette Ave Hydrant – to be replaced in 2020
2. Kylo St/Robison Ave Hydrant– to be replaced in 2020
3. MacDougall St/Silver Willow Ct Hydrant– to be replaced in 2021
4. Kylo St/Paquette Ave Hydrant – replaced in 2019
5. Kylo St/Fredette Ave Hydrant – under observation, preventative maintenance will be done.
6. Dudley Dr/Garbitt Cr Hydrant – under observation, preventative maintenance will be done.

In addition, there are eight (8) dead end watermains which need to be fixed to have more safe drinking water for the community. The dead ends are 1) Adam Street - west end; 2) Clarke Avenue - east end; 3) Carter Street - south end; 4) Taylor Avenue - east end; 5) Jamieson Street - south end; 6) Thomson Avenue - east end; 7) Gaylor Avenue - east end; 8) Rutledge Street – south end.

#### **What alternatives were considered?**

1. Replace the problematic water valves and hydrants;
2. Do nothing; we may wait until a valve or a hydrant is failing and replace in a reactive mode.

#### **What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

If we do not take this project, we would not be able to;

- a) exercise valve,
- b) isolate a segment of water main,
- c) reduce water loss, hence per capital water consumption will remain high, and operating costs for water will remain high,
- d) water systems operations would be at risk.

#### **What is the estimated Capital cost?**

The estimated cost of the project is \$300,000. We have an approved carry over fund of \$142,000. Therefore, an amount of \$158,000 is required under 2020 Capital budget.

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- ☐ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost
- ☒ No Impact on Operating Budget

There is no negative impact on the Operating Budget. There is no need to increase operating budget for this capital budget. Operators will be able to exercise valves.

**What is your estimate based on? Check all applicable:**

- Quote Past ☒
- Work ☒
- Best Guess ☒

Other: \_\_\_\_\_

We received a quote from a contractor in 2018, and tender the project in 2019. This estimate is based on the quote, tender, and work experience from 2019.

**How is the project linked to the strategic plan?**

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

Targets:

Year 1 (2019): Complete replacement of seven remaining hydrants.

Year 2 (2020): Develop a plan to address dead-end water lines, need to first identify number and location.

**Other comments**

It is assumed that the water loss will be reduced and hence operating cost for water will be less. Exact amount of saving is unknown at this moment.

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Robert Norton

Project Name: Fire Fighter Turnout Gear

Date: 27 January 2020

What needs to be done? What is the project scope?

This proposal would be to purchase 3 sets of structural fire fighter turn out gear.

Purpose:

This purchase is necessary to ensure the department has an inventory of turn out gear which meets industry best practices for life cycle, and the requirements of the Occupational Health and Safety Regulation Part 31.

Historically the department purchases 3 sets of gear a year to strategically address the issue of gear reaching its end of service life.

What alternatives were considered?

None.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If this purchase does not occur, it would impact the department's ability to provide safe and reliable equipment to fire department staff. The purchased sets of gear would be utilized to replace older gear which has reached the end of its accepted life span.

What is the estimated Capital cost?

\$8000.00

What is the impact on Operating Budget?

Increase/decrease – please explain

- Personnel
- Supplies/Expense
- Utility Cost

No significant impact.

What is your estimate based on? Check all applicable:

Quote Past ☒ X

Work ☐

Best Guess ☐

Other: \_\_\_\_\_

How is the project linked to the strategic plan?

Official Community Plan Section 3.6

Continue to provide a high level of protective services (fire and police) in the community.

Other comments

All turn out gear purchased would meet National Fire Protection Association Standard 1971.



## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Robert Norton

Project Name: Portable Handheld Digital Radios

Date: 27 January 2020

What needs to be done? What is the project scope?

This proposal would be to purchase 3 Motorola XPR 7550 handheld radios.

Purpose:

This purchase is necessary to ensure the department continues to maintain a suitable inventory of handheld radios. The radios as selected operate both digitally as well as analog which allows the current inventory of radios to remain functional when the radio system is converted to a digital system at some future point.

These radios also accommodate additional channels which are required when operating with BC Wildfire, mutual aid partners, as well as frequencies required to operate on resource roads in the area.

What alternatives were considered?

None.

Current charging stations are designed for this brand/model of radio, and staff have been trained and are familiar with this configuration.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If this purchase does not occur, it would impact the department's ability to communicate during emergencies, and would limit the department's ability to interact with outside agencies.

What is the estimated Capital cost?

\$5200.00

What is the impact on Operating Budget?

Increase/decrease – please explain

- Personnel
- Supplies/Expense
- Utility Cost

No significant impact.

What is your estimate based on? Check all applicable:

Quote Past ☒ X

Work ☐

Best Guess ☐

Other: \_\_\_\_\_

How is the project linked to the strategic plan?

Official Community Plan Section 3.6

Continue to provide a high level of protective services (fire and police) in the community.

Other comments

Quoted price would include all programming charges.

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Robert Norton

Project Name: Wireless Headsets for Command Vehicle

Date: 27 January 2020

What needs to be done? What is the project scope?

This proposal would be to purchase two wireless radio headsets and associated equipment for the Command 1 vehicle.

Purpose:

This purchase would allow the driver of the vehicle to don a wireless radio headset for communications while on route to an incident, which would improve the clarity of the communications and reduce distractions to the driver.

The system would also include a second headset which would allow the incident commander to speak directly to the team leader via the intercom function on the headsets. This feature would allow the two headsets to communicate wirelessly and securely for a 1500-foot range on the incident scene.

These headsets would utilize the vehicle radio system to communicate externally which would increase the strength of the transmissions from 5 watts (portable handheld radio) up to 30 watts. This increase would greatly improve radio communications with responders and North Island Dispatch throughout the entire fire protection area.

What alternatives were considered?

Continue as per the current radio configuration.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If the project does not occur, the department will continue to utilize the current communications systems and procedures and would continue to experience less than optimal communications on the incident scene.

What is the estimated Capital cost?

\$6600.00

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☐ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

No significant impact.

What is your estimate based on? Check all applicable:

Quote Past ☒ X

Work ☐

Best Guess ☐

Other: \_\_\_\_\_

How is the project linked to the strategic plan?

Official Community Plan Section 3.6

Continue to provide a high level of protective services (fire and police) in the community.

**Other comments**

Quoted price would include installation by Petron Communications.

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Upgrade Residential Water Stands

Date: January 31, 2020

### What needs to be done? What is the project scope?

The scope of the project is to;

1. At Clarke Ave:
  - a) Install keypad access to replace coin operated system at the Clarke Ave residential water stand. The existing Fleet 220 of commercial water stand is capable to handle two (2) hose outlets. In order to do this, two conduits would be installed from the residential to the commercial. One conduit for the 110 vac to the valves and the other for the meter pulse line.
2. At Beryl Prairie;
  - b) Install keypad access to replace coin operated system at the Beryl Prairie residential water stand. In addition;
  - c) Replace Water Pipes at the Beryl Prairie Residential Water Well. We would reuse current brass fittings, sensus flow meters and PVC ball valve. All work will be completed using SCH 80 PVC and may need to use some brass or stainless-steel fittings as well. In addition, the chemical pump will be replaced, and a new pulse flow meter will be installed.

### Purpose:

At present, both residential water stands are coin operated which are not user friendly. In some occasions, the coin operations were malfunctioning. Due to this reason, we had to shut down the water stands in some occasions. Sometimes, we are not able to provide adequate supply of coins to the customers. Coin counting by support staff are done in a traditional way.

While the source of water at the Clarke Ave residential water stand is municipal pipe water supply, the source of water at the Beryl Prairie water stand is a well. The piping system, which is very old, require upgrades to bring up to the code. It may be mentioned here that last year we replaced the pump which is now working fine.

In 2019, the key lock system at the commercial water stands located at the Clarke Ave was replaced by installing a keypad access. Based on the success of that project, this year, we are planning to replace the coin operated metering system at the two residential water stands (Beryl Prairie and Clarke Ave).

The commercial water stands at Clarke Ave has the capacity of 200 Users. We can easily use that extra capacity for the residential water stand at the same location. This use would reduce the cost of the service as opposed to having an independent keypad system. The only problem is that the users have to walk to the commercial water stand (about 20m away), enter their code, returns to the residential water stand and turn the valve on.



**What alternatives were considered?**

1. Install keypad access to both Residential Water Stands and replace the piping at Beryl Prairie Water Stand.
2. Do nothing; We cannot meet the current code of pipe, and we have to continue with the traditional token operated system which is not operations friendly. In addition, we have to accept operational challenges which may happen at any time.

**What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

If we do not take this project, residents will not be able to get better services and we will not meet the current plumbing code.

**What is the estimated Capital cost?**

The estimated cost of the project is \$34,550.

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

There is no negative impact on the Operating Budget. However, operational efficiency will be improved.

**What is your estimate based on? Check all applicable:**

Quote ☒

Work ☒

Best Guess ☐

Other: \_\_\_\_\_

We received quotes from two contractors.

**How is the project linked to the strategic plan?**

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

**Other comments**

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: MacDougall Street Rehabilitation (Design)

Date: February 2, 2020

### What needs to be done? What is the project scope?

Design and tender preparation for MacDougall Street rehabilitation from Dudley Dr intersection to Paquette Ave intersection.

### Purpose:

The District Council has approved a pre-budget amount of \$18,000 for the design and tender preparation of the MacDougall Street rehabilitation.

As part of providing quality infrastructure services (Strategic Objectives 2019-2022), this project is one of the prime projects to improve sanitary sewer network and reduce risk of basement flooding due to sewer backup.

During the last several years, the District is experiencing severe sanitary sewer blockage problems at the MacDougall Street. In February 2019, we had to bring a contractor to keep the sanitary main operational as our equipment were not capable to flush the line. Later, video inspection (CCTV) was conducted by hiring a contractor in summer. Through CCTV inspections, sag and cracks in the northern segment of the MacDougall Street sanitary sewer found. This problem may happen due to settlement of the pipe and inadequate depth of pipe. During wintertime everyday crews are checking the sanitary manholes at MacDougall Street and flushing the line, which is a pressure to staff time and O & M budget for wastewater.

### What alternatives were considered?

1. Retain a consultant for the design and tender preparation for the MacDougall Street rehabilitation.
2. Perform the design and tender in-house. However, we do not have drafting and survey capacity in-house.
3. Do not take the project this year and continue flushing the line everyday during the winter months as we are doing now, which is very experience in operations and maintenance.
4. Do Nothing; however, the District will be at risk of sewer backup, and spending high operating money to keep the sewer line functional.

**What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

If we do not take this project, there is a chance of sewer back up, and ultimately may lead to litigation. To avoid sewer back up we must flush the sewer line every day during the winter months, otherwise it will be blocked.

**What is the estimated Capital cost?**

The estimated cost for design and tender is \$18,000.

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- ☐ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost
- ☒ No Impact on Operating Budget

The design work has no impact on Operating Budget. Once the project is rehabilitated, there would be positive impact on operating budget, as staff do not need to flush the line every day during winter months.

**What is your estimate based on? Check all applicable:**

- Quote Past ☒
- Work ☐
- Best Guess ☐
- Other: \_\_\_\_\_

We received a quote from a consultant for the design work.

**How is the project linked to the strategic plan?**

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

**Other comments**

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Osborne Street Guard Rail

Date: February 2, 2020

### **What needs to be done? What is the project scope?**

The work will involve design and installation of guard rails at the south east corner of the intersection of Osborne Street and Canyon Drive.

### **Purpose:**

In response to the safety concern of the intersection of Osborne Street and Canyon Drive, the District Council directed staff to investigate different options to mitigate the concerns in consultation with the residents and road users.

As part of investigation several site visits were conducted to observe the safety issues, drivers' attitude, measurements of existing road surface and location of road signs etc. An open house was organized. During the open house participants provided oral feedback, and after open house they provided written feedback. Majority of the people were in favour of doing some sorts of measures to improve the safety issue of the intersection, however, a very few were in favour of closure of the road.

Staff are in touch with the Ministry of Transportation. The Ministry is in favour of the installation of guard rail and would partner in this project by providing some materials for the guard rail.

### **What alternatives were considered?**

1. Install guardrail at the south east corner of the intersection.
2. Close Osborne Street at Canyon Drive by constructing a turn around and redirect traffic to Beattie Drive through Fredette Avenue and Monteith St.
3. Do Nothing.

### **What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

If we do not take this project, the safety concern will remain there at the intersection.

**What is the estimated Capital cost?**

The estimated cost of the project is \$25,000 for engineering and construction, assuming MoTI will provide guard rail materials.

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- ☐ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost
- ☒ No Impact on Operating Budget

There is no negative impact on the Operating Budget. There is no need to increase operating budget for this capital budget.

**What is your estimate based on? Check all applicable:**

- Quote Past ☐
- Work ☐
- Best Guess ☒

Other: \_\_\_\_\_

This estimate is based on the information received from consultant

**How is the project linked to the strategic plan?**

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

**Other comments**

Council has approved this project and accordingly consultant is working with MoTI in design of the guard rail.

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Storm culvert Replacement

Date: February 2, 2020

### What needs to be done? What is the project scope?

The work will involve replacement of culverts at the following locations;

1. Carter St – one of the two (2) culverts near the intersection of Carter St and Matt Boe Ave will be replaced in 2020. The remaining one at the intersection will be replaced in 2021.
2. Post Office – the three (3) undersized and damaged culverts at the approach and back alley of the post office which will be replaced with proper size culverts in 2021.

### Purpose:

#### **Carter St @ Matt Boe Ave**

In 2018, Public Works replaced several upstream culverts along Carter Street (north side) which resulted in increased flow at the two (2) downstream under sized culverts at/near the intersection of Carter St and Matt Boe Ave.

Due to this bottle neck, the yard of the property at the south east corner of the intersection at Carter St and Matt Boe Ave was flooded during the spring last year. We had to bring in contractor to move snow from the culvert and its surrounding areas. Also, we spent staff over time to watch the flooding situation in that location.

In 2020, the plan is to replace the existing culvert at the approach of the SE (Carter St and Matt Boe Ave) property with bigger size culvert.

In 2021, the plan is to replace the existing culvert at the intersection of Carter St and Mac Boe Ave with bigger size culvert. There is a gas line near the culvert which needs to be relocated. We have communicated with Fortis to relocate the gas line.

#### **Post Office**

There are three (3) under sized culverts at the west side of the post office. Two (2) of those are at the approach off the Learmonth St and one is at the north alleyway off the Learmonth St. All the culverts are damaged, and some are even buried. Post office approached us to replace those culverts, as the culverts are not functional, and the area is flooded during spring and rainy season. After assessment, we confirmed that those need to be replaced.

**What alternatives were considered?**

1. Replace culverts at the mentioned locations with bigger size culverts.
2. Do Nothing. In this case we must spend operating budget in keeping the culverts operational.

**What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

If we do not take this project, there is a risk of private property flooding and potential for litigation.

**What is the estimated Capital cost?**

	Location	Costs	2020	2021
1	Matt Boe Ave near Carter St Intersection	\$ 50,000	\$ 50,000	
2	Carter St @ Matt Boe Ave	\$ 50,000		\$ 50,000
3	Post office	\$ 50,000		\$ 50,000
	<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- ☒ Personnel  
☐ Supplies/Expense  
☐ Utility Cost

There is no negative impact on the Operating Budget. Furthermore, it is assumed that less staff time will be required for maintaining these storm culverts.

**What is your estimate based on? Check all applicable:**

- Quote ☐  
Work ☐  
Best Guess ☒

Other: \_\_\_\_\_

**How is the project linked to the strategic plan?**

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

**Other comments**

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Lynx Creek Pavement

Date: February 2, 2020

### What needs to be done? What is the project scope?

The scope of this project is to repave 1.15 km of Reschke Road (from the intersection of Reschke Road and Chapman Road) with an estimated cost of \$500,000. Furthermore, it is proposed to repave the remaining portion of the Reschke Road, and full length of Chapman Road and Lesage Road in five (5) years.

### Purpose:

At the October 15, 2019 Council Meeting, the following resolution was passed:

"THAT staff assess the road condition of Lynx Creek subdivision especially Reschke Rd, Lesage Rd and Chapmen Rd, and review the Long-Term Capital Plan and Asset Management Plan, and report back to Council."

Staff assessed the condition of Reschke Rd, Lesage Rd and Chapmen Rd in the Lynx Creek Subdivision and reported to Council during the Strategic Planning Workshop held on November 2, 2019. Staff presented a multi year capital plan to repave the mentioned three (3) road in the subdivision.

Council directed staff to present the project during Capital Budget preparation of 2020 by using the capital budget fact sheet and prioritize the project with respect to the other capital projects. As per Council direction a Long-Term Capital Plan has been prepared for these three (3) roads which is mentioned under the estimate section of this report.

The Lynx Creek subdivision was built in the late 1960's and early 70's as a gravel road. Asphalt coat was applied to Reschke Road and Lesage Road in the mid to late 1970's. The surface has deteriorated over the past decade and there are signs of small areas of subsurface distortion (poor sub surface drainage) resulting in potholes.

### What alternatives were considered?

1. Repave the 1.2 km length of Reschke Road with an estimated cost of \$500,000 in 2020, remaining 0.7km of Reschke Road & entire 0.44 km of Chapman Road with an estimated cost of \$500,000 in 2022, and entire 0.81 km of Lesage Road with an estimated cost of \$350,000 in 2024.
2. Put \$500,000 in Road Reserve for repaving the Reschke Rd and Chapmen Rd together in 2022.
3. Repave the entire 3.17 km of Reschke Road, Chapman Road and Lesage Road with an estimated cost of \$1.33 million.
4. Continue repair potholes during wintertime based on the need and spot repair the asphalt during summertime.



**What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

If we do not take this project, the road condition will deteriorate year after year.

**What is the estimated Capital cost?**

This project would be a multiyear capital project. In 2020, 1.15 km of Reschke Road would be constructed with an estimated cost of \$500,000.

	Road Name	Length in metre	Width in metre	Area in sq.m	Costs	2020	2021	2022	2023	2024
1	Reschke Road	1,913	7.0	13,391	\$803,460	\$500,000		\$303,460		
2	Lesage Road	812	7.0	5,684	\$341,040					\$341,040
3	Chapman Road	440	7.0	3,080	\$184,800			\$184,800		
	<b>TOTAL</b>	<b>3,165</b>			<b>\$1,329,300</b>	<b>\$500,000</b>	<b>\$ -</b>	<b>\$488,260</b>	<b>\$ -</b>	<b>\$341,040</b>

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

The repaving work will reduce the operating cost as staff do not need to repair the potholes and asphalt.

**What is your estimate based on? Check all applicable:**

- Quote Past ☒
- Work ☐
- Best Guess ☐

Other: \_\_\_\_\_

Received estimates from contractor.

**How is the project linked to the strategic plan?**

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

**Other comments**

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: \_\_Mark Sture / Public Works\_\_

Project Name: \_\_Arena Upgrades\_\_

Date: \_\_January 27, 2020\_\_

### What needs to be done? What is the project scope?

There are a few upgrades planned for the arena this year. Although, the facility requires a significant sum spent, it is best to wait until the future of the building is known. The identified projects will assist in keeping the building in usable condition for the public.

1. Replacement of interior doors
  - a. Double doors onto the ice floor (3)
  - b. Barn (Dutch) door for the office (1)
2. Replacement of centralized water heaters with on demand unit

The Arena was built in 1981 as a steel frame structure with sheet steel enclosing the building.

1. The warm side of the building – lobby and change rooms – are separated from the ice floor by three double doors with half lights and one single solid door. The office is closed off with a solid steel door
  - a. The three double doors do not meet or seal allowing large air flow between the two sides of the building. In addition, from a safety aspect, the doors having a half light each, do not allow for a good view of young children that may be standing behind the door when larger individuals walk through. This could potentially lead to injury of small children in the arena. A  $\frac{3}{4}$  light would reduce the chance of individuals being knocked down. The  $\frac{3}{4}$  light would still provide a relatively large steel strip across the bottom in the even they are hit by ice skates.
  - b. The solid steel door for the office does not allow staff to see or interact with patrons unless the door is open. Installing a split barn style door will allow staff to open the top and interact with the public while maintaining some semblance of security.
2. The water heaters for the arena are original to the building and are large gas fired central units (2). Over the last few years, staff have had issues with the pilot going out or backdrafts interfering with good burning. The water heaters run all the time and therefore waste energy in heating water that is not used. Additionally, given that they are central, it takes up to 5-7 minutes to get hot water to some of the change rooms. Installing 4 strategically placed on-demand water heaters would be efficient. These on-demand heaters can provide hot water only when needed and do not store / reheat water until needed.

**Purpose:**

Replacing the rink floor doors will reduce the exchange of hot and cold air between zones and placing a ¾ light in the doors will improve sight lines between the rink area and the lobby.

Replacing the office door with a barn (Dutch) style door will allow the staff to maintain a level of security while allowing public interaction.

**What alternatives were considered?**

The existing doors can remain in place until a future is known for the arena, but until they are replaced there will be continual air flow between the warm and cold sides of the building. The current door on the office should be replaced to improve security and public interface.

The water heaters can be replaced by new units of a similar type and size in the same location. This does not address wastage of energy or the long wait time for hot water at some of the change rooms or the concession.

If there is no building envelope assessment the building will continue to function, but there will be ongoing issues with potential back draft to the furnaces and water dripping through on to the ice surface and other floor area of the building.

**What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

1. No new doors will allow the continuance of warm/cold air exchange between the two sides of the building. It will also not improve sight lines to small children adjacent to the doors.
2. No new door on the office will continue to limit public interaction and continue to allow public easy access to the office when the door is open.
3. The existing water heaters have reached the end of their life, not replacing will be conducive to critical failure of the water heaters and no hot water in the arena. The backdraft issue continues to create an unsafe air environment.
4. Not completing a building envelope assessment will allow for the continual infiltration and exfiltration of water and air into the building. Back draft issues will continue creating a potentially hazardous air environment.

**What is the estimated Capital cost?**

Doors - \$11,000

On-demand water heaters - \$25,000

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- Personnel
- Supplies/Expense
- Utility Cost

Installing doors that seal between zones will reduce the heating costs on one side of the arena and the cooling effort on the other.

What is your estimate based on? Check all applicable:

Quote Past ☐

Work ☐

Best Guess ☒

Other: Quotes from vendors

How is the project linked to the strategic plan?

This work fits with Objective 1 of the Strategic Plan – Provide Quality Infrastructure Services in a Sustainable Manner. Providing doors that seal reduces overall energy consumption.

**Other comments**

The addition of 3/4 light as opposed to the current 1/2 light windows improves sight lines between the two zones of the arena which is especially beneficial if young children are behind the doors.

The barn door provides an added level of safety for staff working at the arena during public open times.

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: \_\_Mark Sture / Public Works \_\_\_\_

Project Name: \_\_Quonset Hut – Front Door \_\_\_\_

Date: \_\_January 31, 2020\_\_\_\_

### What needs to be done? What is the project scope?

Purchase and installation of a large equipment door for the front of the Quonset Hut.

In 2019, Public Works personnel erected a steel Quonset hut in the rear yard of the public works yard, except the front wall and a door. The Quonset Hut package came with a front wall and opening but did not include an equipment door.

### Purpose:

Installing a front door will allow the building to be closed off to wind and rain. Goods stored in the building will still be subject to temperature changes. A door will also allow the building to be locked, thereby securing the goods that may be stored in there.

### What alternatives were considered?

Public Works personnel can complete the front of the building (without a door). The Quonset Hut can be left in this condition, but goods will not be secure.

A tarp covering was considered to reduce wind and rain but will not secure the District's goods or totally protect from the weather.

A steel door for the building is the best alternative as it secures from the weather and the integrity of the goods stored inside.

### What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

1. Leaving the Quonset hut without a door leaves the goods subject to the weather and the potential of theft or damage.
2. The potential of theft or damage is low, but is a consideration.

**What is the estimated Capital cost?**

\$7,500

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- Personnel
- Supplies/Expense
- Utility Cost

Protecting the District's goods from weather damage and/or theft or damage saves money in not replacing goods that have already been purchased.

Water and Sewer pipes are now made of plastic, the UV rays from the sun can damage the integrity of these items – structural and life. This can be seen by the white discoloration on the pipes.

**What is your estimate based on? Check all applicable:**

Quote Past ☐

Work ☐

Best Guess ☐

Other: ☒ Quotes from vendor

**How is the project linked to the strategic plan?**

This work fits with Objective 1 of the Strategic Plan – Provide Quality Infrastructure Services in a Sustainable Manner. Providing a door that protects from the weather as well as theft or damage saves money and helps to ensure that materials are in their best possible condition before use.

**Other comments**

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: \_\_Mark Sture / Public Works\_\_

Project Name: \_\_Plow Truck Replacement (#2)\_\_

Date: \_\_January 27, 2020\_\_

### What needs to be done? What is the project scope?

Replacement of Unit #2, a 2008 International multi-purpose plow truck with one of similar size.

The current unit has 63,212 kms on the motor. However, the dump/sand box and components are showing signs of severe rust.

### Purpose:

This truck is used year-round in the transport of granular materials and in the winter for the distribution of sand/salt mix as well as plowing snow from the roadways. It is one of two front line trucks in the District's fleet.

A replacement truck should be of similar size, with winter maintenance attachments. A "U" body or "V" body design would more evenly allow sand mix to flow and allow for a mid body discharge spinner which puts the sand mix in front of the rear tires.



**What alternatives were considered?**

An alternative to replacing the entire truck would be to remove and replace the box and sand distribution systems. And repair any rust in the chassis. This would be approximately 50% of the cost of a new truck.

A second alternative is to replace truck #15 – a 1995 GMC TopKick. There is a preference to keep this truck as it utilizes hydraulic brakes and does not require a special licence

**What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

If this truck is not replaced, there is the potential for failure in the box and sand distribution components which would take it out of commission. This could severely impact our winter maintenance operations.

**What is the estimated Capital cost?**

\$245,000



**What is the impact on Operating Budget?**

Increase/decrease – please explain

- Personnel
- Supplies/Expense
- Utility Cost

There is no negative impact on the Operating Budget. But it is assumed that the new equipment will be better fuel and maintenance efficient.

What is your estimate based on? Check all applicable:

Quote Past ☐

Work ☐

Best Guess ☐

Other: \_\_\_\_\_ Information from the suppliers \_\_\_\_\_

**How is the project linked to the strategic plan?**

New rolling stock does not specifically relate to any one of the three Strategic Objectives but do allow personnel to perform their tasks in achieving the objectives without being concerned with breakdowns or equipment failures.

Other comments

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: \_\_Mark Sture / Public Works\_\_

Project Name: \_\_Commercial Grade Lawn Tractor (#14)\_\_

Date: \_\_January 27, 2020\_\_

### What needs to be done? What is the project scope?

Replacement of one Commercial Grade Lawn Tractor with mowing blade

Unit 14 is a 2010 John Deere, model 1445 – series II, rear steer lawn mower.

There are 1226 recorded hours on this machine (136 hours per year, average)

This tractor should be replaced with a new model either a Zero-turn mower or traditional style tractor mower.

### Purpose:

This is one of three mowers used in the maintenance of green spaces in the District. Unlike traditional tractor mowers, it has a front mounted deck and rear steer. It is equipped with four-wheel drive to permit its use in rougher or softer terrain than traditional tractor style mowers, but it also limits its other uses.

A tow ball was installed to allow for the pulling of a small utility trailer to carry added gardening tools (weed whips, rakes, fuel cans, etc.)

**What alternatives were considered?**

Two alternatives exist – a zero-turn mower or a traditional tractor style mower. Both have advantages and disadvantages.

Zero-turn mowers can get in tight to trees, fences and flower beds with great manoeuvrability, but they are not for the novice user as they operate from a dual lever system as opposed to a steering wheel. They are not adept for other uses as a “tractor”. Typically, these are quicker than traditional style units.

Tractor style require more room to manoeuvre but are more intuitive in their use. Tractor style machines can be used for a variety of functions with additional attachments.

All machines should be equipped with roll-over-protection.

**What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

The current mower can continue to be used but maintenance costs will continue to rise as the machine gets older.

There is some residual trade value left in the current machine.

**What is the estimated Capital cost?**

\$25,000 Gross cost (excluding any trade value)

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- Personnel
- Supplies/Expense
- Utility Cost

Operating costs should decrease with the addition of a new mower. The first year or two the mower will be under full warranty and costs will be only associated with fuel, oils and general servicing.

**What is your estimate based on? Check all applicable:**

Quote Past ☐

Work ☐

Best Guess ☐

Other: \_\_\_Past Experience & recent quote from Equipment Dealer

**How is the project linked to the strategic plan?**

The replacement of the old mower will assist in achieving our goals with respect to the Open Space Maintenance Guidelines. A zero-turn mower will be particularly advantageous when cutting green space around the District Office, Beattie Park and the Pool Park.

**Other comments**

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: \_\_Mark Sture / Public Works\_\_

Project Name: \_\_Pick Up Truck Replacement (#18 & #28)\_\_

Date: \_\_January 27, 2020\_\_

### What needs to be done? What is the project scope?

Replacement of two pick up trucks (#18 & #28)

Both trucks are ½ ton extended cab pick-up trucks with four-wheel drive. Both are used for various tasks in the winter and in the summer, one is used for the campground and one for groundskeeping.

Unit #18 is a 2006 model with 163,741 kms.

Unit #28 is a 2009 model with 200,909 kms.

Both units have been well used.

### Purpose:

These trucks are used for Groundskeeping and Campground activities. Typically, during the summer months they are driven by Casual or Temporary staff.

The campground truck is used for delivery of firewood, clearing garbage and general maintenance of the campgrounds. Usually, a trailer is attached for the firewood.

The Groundskeeper truck is used during the planting and maintenance of the flowers and planting around the District. This truck is not as heavily used as the campground truck.

With the replacement of these two units there will be a reassignment of pickup trucks to ensure that they are correctly mated to the required tasks. Older trucks will be assigned to the Campground and Groundskeeping roles. The newer trucks will be assigned to areas with less arduous tasks.

**What alternatives were considered?**

An alternative is to replace just one truck, or two, replace the ½ ton trucks with ¾ ton trucks.

**What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

The likelihood of these two trucks experiencing a major failure increases as they age. If a major failure does occur, it may be necessary to replace them without available budget or at least expend monies to replace a transmission, drive train or engine. These are unnecessary expenses.

**What is the estimated Capital cost?**

\$85,000 net for a total for two.

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- Personnel
- Supplies/Expense
- Utility Cost

Operational costs should decrease as the new trucks are expected to be more fuel efficient, have full warranties and therefore maintenance costs would only be related to fuel and basic maintenance – oil change, filters, etc.

**What is your estimate based on? Check all applicable:**

Quote Past ☐

Work ☐

Best Guess ☐

Other: \_\_\_ Vehicle Factory Build sites – (Ford, GMC & Ram) \_\_\_\_\_

**How is the project linked to the strategic plan?**

New rolling stock does not specifically relate to any one of the three Strategic Objectives but do allow personnel to perform their tasks in achieving the objectives without being concerned with breakdowns or equipment failures.

**Other comments**

There are two options for the replacement of pick-up trucks – to replace at 6-8 years (when there is still residual trade value) or keep until they are no longer repairable. It should be noted that the later option becomes more expensive as the unit ages as larger components start to break and the availability of parts becomes less available.

From a fleet management perspective, it is better to replace a vehicle before the larger components start to fail and large maintenance costs emerge.

## HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: MacDougall Street Rehabilitation (construction)

Date: February 2, 2020

### What needs to be done? What is the project scope?

The scope of this project is to rehabilitate MacDougall Street from Dudley Dr intersection to Paquette Ave intersection with replacement of sewer, water and reconstruction of road. There is no storm pipe in this road. Note: A sperate fact sheet has been prepared for the design.

The service connections for water and sewer may not required to be replaced. During construction, the condition of the service connections will be assessed, and the District Engineer will provide site decision.

### Purpose:

As part of providing quality infrastructure services (Strategic Objectives 2019-2022), MacDougall Street project was identified as one of the projects to improve sanitary sewer network and reduce risk of basement flooding by sewer backup. In addition, our Ten Years Capital Plan (2019 – 2028) identified an amount of \$200,000 for sewer pipe upgrade and \$200,000 for road pavement improvement in 2020.

During the last several years, the District is experiencing severe sanitary sewer blockage problems at the MacDougall Street. In February 2019, we had to bring a contractor to keep the sanitary main operational as our equipment were not capable to flush the line. Later, video inspection (CCTV) was conducted by hiring a contractor in summer. Through CCTV inspections, sag and cracks in the northern segment of the MacDougall Street sanitary sewer found. This problem may happen due to settlement of the pipe and inadequate depth of pipe. During wintertime everyday crews are checking the sanitary manholes at MacDougall Street and flushing the line, which is a pressure to staff time and O & M budget for wastewater.

MacDougall Street was originally built in 1962 with water and sanitary services (without storm sewer system). In 2001, to address sanitary main problems, the District replaced the northern segment of the sanitary sewer from AC to PVC, which has sewer flow problems. Although there was no noticeable problem in the AC water main, there are leaks in the hydrant which needs to be replaced immediately. The surface condition of the road is reminiscent of other old roads in the Town.

### What alternatives were considered?

1. Rehabilitate the MacDougall Street involving replacement of sanitary sewer and waterline including road and associated infrastructure.
2. Continue flushing the line everyday during the winter months as we are doing now, which is very expensive in operations and maintenance.
3. Do Nothing; however, the District will be at risk of sewer backup, and spending high operating money to keep the sewer line functional.



**What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?**

If we do not take this project, there is a chance of sewer back up, and ultimately may lead to litigation. To avoid sewer back up we must flush the sewer line every day during the winter months, otherwise it will be blocked.

**What is the estimated Capital cost?**

The estimated cost for construction is \$530,000. A sperate fact sheet has been prepared for the design, the estimated cost of which is \$18,000.

**What is the impact on Operating Budget?**

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

The rehabilitation work will significantly reduce the operating cost.

Staff do not need to flush the sanitary line every day during winter months.

**What is your estimate based on? Check all applicable:**

- Quote Past ☒
- Work ☐
- Best Guess ☐

Other: \_\_\_\_\_

Received estimates from two consultants and prepared with best guess.

**How is the project linked to the strategic plan?**

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

Also, rehabilitation of sewer, water and road are identified in the ten years capital plan.

**Other comments**

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>CC-2020-25</b>	<b>Date:</b>	<b>March 11, 2020</b>
<b>Meeting#:</b>	<b>CM032320</b>	<b>Originator:</b>	<b>Chris Cvik</b>
<b>RFD TITLE: Lucas Subdivision Marketing Plan Report No. 4</b>			

### RECOMMENDATIONS / RESOLUTION:

1. *That Council reject both RFP proposals received for the Real Estate Services – Lucas Sub-division.*
2. *That Council direct Administration to negotiate a contract with Nicole Gillis for marketing the seventeen (17) District owned lots in the Lucas Sub-division.*
3. *That Council continue to support a \$7,500 marketing budget to assist in the sale of the seventeen (17) lots.*

### BACKGROUND:

The RFP was posted on Civic Info (tenders), the District website, Public Service Announcement and Facebook. The deadline to receive RFP submissions was March 2, 2020. Two submissions were received. One submission was rejected as the submission involved a different compensation system than contemplated in the RFP. The second RFP was rejected as the submission lacked sufficient detail on how the proposal would meet the needs of the District.

### DISCUSSION:

Administration is recommending both of the RFP submissions that were received be rejected for the reasons stated in the Background section. This is within the District's right as the RFP that was issued contained the following language:

*This RFP does not commit the District in any way to select a Preferred Proponent, and the District reserves the right to at any time reject all Proposals, and to terminate this RFP process for any reason. Further, the award confirmation letter(s), is the sole source of any contractual obligation on the District with respect to the Project.*

Rejecting both proposals still leaves the challenge of marketing the seventeen (17) lots. The submission from Nicole Gillis was well thought out and contained information on how she proposed to meet the needs of the District. Administration believes that a contract can be achieved based on the compensation option put forward by Ms. Gillis and is therefore recommending Council approval to proceed in negotiating a contract.

**SR2**

In addition, Administration is recommending that the \$7,500 marketing budget contemplated in the RFP continue to be made available to assist in the sale of the seventeen (17) lots and that Council approval is required for any expenditures from the Marketing budget.

**FINANCIAL:**

There would be a fixed fee commission of \$4,000 per lot, plus GST paid to Nicole Gillis for each lot sold. There would not be any bonus compensation or other financial payments. The maximum compensation would be \$68,000 (\$4,000 X 17 lots). The commission would be paid from the proceeds of the lot sales.

**ALTERNATIVES:**

1. Re-issue the RFP and hope to achieve a more favourable response.
2. Do not retain a real estate agent and count on the 'For Sale' sign as the lone advertising method to sell the seventeen (17) lots.



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Chris Cvik, CAO

## REQUEST FOR DECISION

<b>Date:</b>	<b>23 March 2020</b>
<b>Originator:</b>	<b>Robert Norton, Director of Protective Services</b>
<b>RFD TITLE:</b>	<b>2019 Volunteer and Composite Fire Departments Equipment and Training Grant Capital Expenditure</b>

**RECOMMENDATION / RESOLUTION:**

*THAT Council approve the expenditure of the \$23,699.20 to purchase the equipment as approved in the 2019 Volunteer and Composite Fire Departments Equipment and Training Grant application.*

**BACKGROUND:**

In November 2019 Protective Services applied to the 2019 Volunteer and Composite Fire Departments Equipment and Training Grant program seeking funding for additional wildland structure protection equipment to augment the equipment inventory currently held. The grant application was approved in the amount of \$23,699.20.

**DISCUSSION:**

Staff would be seeking an approval of this capital expenditure ahead of the capital budget process to purchase the 3 structural protection pumps and water storage bladder as detailed in the grant application. By approving this request early, it will allow the equipment to be ordered, delivered and placed in service prior to the start of the wildfire season.

**BUDGET AND TIMELINE:**

Total cost of the expenditure is \$23,699.20 including shipping. Total cost would be covered by the approved 2019 Volunteer and Composite Fire Departments Equipment and Training Grant.

**ATTACHMENTS:**

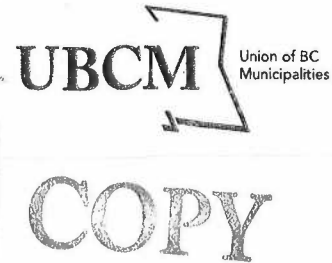
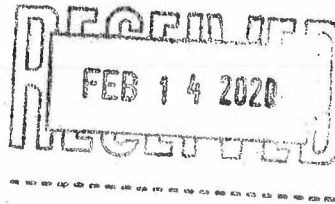
CEPF: 2019 Volunteer and Composite Fire Departments Equipment and Training Grant Approval Agreement and Terms of Conditions of Funding.



Robert Norton, Director of Protective Services

**SR3**

February 3, 2020



Chris Cvik, Chief Administrative Officer  
District of Hudson's Hope  
Box 330  
Hudson's Hope, BC V0C 1V0

**RE: CEPF: 2019 Volunteer and Composite Fire Departments Equipment and Training – Approval Agreement & Terms of Conditions of Funding – IN CONFIDENCE**

Dear Chris Cvik,

Thank you for submitting an application for the 2019 Volunteer and Composite Fire Departments Equipment and Training funding stream under the Community Emergency Preparedness Fund.

I am pleased to inform you **in confidence** that the Evaluation Committee has approved funding for your project, *Equipment: Wildfire Structure Protection Capability Upgrade*, in the amount of \$23,699.20 .

As outlined in the Program & Application Guide, the grant will be paid when the approved project is complete and UBCM has received and approved the Final Report and financial summary. However, under this funding stream only, approved applicants may request an initial payment of no more than 50% of the approved grant. Please email [cepf@ubcm.ca](mailto:cepf@ubcm.ca) with a request to receive an initial payment.

The Ministry of Public Safety and Solicitor General has provided funding for this program, and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM by March 6, 2020 and must be returned before any grant payments are made;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence** until March 7, 2020;
- (3) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;

*The Community Emergency Preparedness Fund is funded by the Province of BC*

- (4) All activities are required to be cost effective and, where applicable, meet the standards of the *Structure Firefighters Competency & Training Playbook (May 2015)*;
- (5) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (6) All project activities must be completed within 12 months and no later than February 12, 2021;
- (7) The Final Report Form is required to be submitted to UBCM within 30 days of the project end date and no later than March 12, 2021;
- (8) Any unused funds must be returned to UBCM within 30 days following the project end date.

Please note that descriptive information regarding successful applicants under the 2019 Volunteer and Composite Fire Departments Equipment and Training funding stream will be posted on the UBCM and/or the provincial government website and all final report materials will be made available to the Province of BC.

On behalf of the Evaluation Committee, I would like to congratulate the District of Hudson's Hope for responding to this opportunity to build the resiliency of volunteer and composite fire departments in BC communities.

If you have any questions, please feel welcome to contact Local Government Program Services at 250-356-0930 or [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

Sincerely,



Rebecca Bishop / Christina Arsens  
CEPF Program Officer

*Cc: Robert Norton, Director of Protective Services*

*Enclosure*

*The Community Emergency Preparedness Fund is funded by the Province of BC*

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**Approval Agreement (to be signed by the CAO, Band Manager or designate)**

I, \_\_\_\_\_, have read and agree to the general Terms & Conditions and the requirements for funding under the 2019 Volunteer and Composite Fire Departments Equipment and Training funding stream.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please return a scanned copy of this signed Approval Agreement to [cepf@ubcm.ca](mailto:cepf@ubcm.ca)*

2019 Volunteer and Composite Fire Department Equipment and Training ~  
Approval Agreement & Terms of Conditions of Funding

*The Community Emergency Preparedness Fund is funded by the Province of BC*

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## Local Government Program Services

### General Funding Terms & Conditions

*The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval letter.*

#### 1. Definitions

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**Approved Applicant:** In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

**Approved Partner(s):** organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. This may include boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

**Approved Project:** the activities described in the application and budget and approved by UBCM.

**Cash Expenditures:** direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

**Community Contribution:** Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

**In-Kind Expenditures:** the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

#### 2. Eligible & Ineligible Expenditures

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Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM.

#### 3. Grant Management & Applicant Responsibilities

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##### Notice of Decision

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

##### Applicant Responsibilities

Approved applicants are responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline



- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

#### **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

#### **Changes to or Cancellation of Approved Project**

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

### **4. Reporting Requirements**

#### **Submission of Reports**

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.
- If a hardcopy of the report is required, do not bind reports or submit in binders or folders.

#### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

### **5. Recognition of Funding and Funders**

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.

# REQUEST FOR DECISION

<b>RFD#:</b> 2020MR08	<b>Date:</b> March 14, 2020
<b>Meeting#:</b> CM032320	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Water Valves and Hydrants Replacement – Tender Evaluation and Award	

## **RECOMMENDATION / RESOLUTION:**

THAT Council accept the bid received from Cutting Edge Projects Ltd. for the replacement of Water Valves and Hydrants.

THAT Council approve awarding the Water Valves and Hydrants Replacement contract to Cutting Edge Projects Ltd. and authorize the Mayor and CAO to sign the contract, subject to Council approval of the 2020 capital budget.

## **BACKGROUND:**

The bid period for the Water Valves and Hydrants Replacement closed on March 12, 2020 and eight (8) bids were received within the deadline. The project was tendered on February 14, 2020, which is early in the season, hence the good response.

A pre-tender meeting was held on February 27, 2020, and four (4) addendums were issued in response to various enquires by the proponents.

As per the Purchasing Policy, Council will consider all tenders where the value exceeds \$50,000 and approve the award by resolution.

## **DISCUSSION:**

In 2020, the Water Valves and Hydrants replacement will be done at the following nine (9) locations of the District.

Location 1:- Between Adams Street and Rutledge Street Hydrant Replacement

Location 2:- Jones Crescent Hydrant Replacement

Location 3:- Tee and Valve Combination Replacement at Dudley Drive and Holland Street

Location 4:- Holland Street Valve Replacement

Location 5:- Tee and Valve Combination Replacement at Boynton Street and Paquette Avenue

Location 6:- Dudley Drive and Garbitt Crescent Hydrant Replacement

Location 7:- Kylo Street and Robison Avenue Hydrant Replacement

Location 8:- Gething Street Hydrant Replacement

Location 9:- Beattie Drive and Fredette Avenue Hydrant Replacement

Bids were received from the following proponents for the replacement of the Water Valves and Hydrants. A summary of all submissions are provided below:

	<b>Proponents</b>	<b>Total quoted Price</b>	<b>Bid Bond submitted</b>	<b>Work completion</b>	<b>Deviation</b>	<b>Rank</b>
1	Chapman Industries Ltd	\$ 271,975.12	Yes	31-Oct-20	\$ 73,562.02	3
2	<b>Cutting Edge Projects Ltd</b>	<b>\$ 198,413.10</b>	<b>Yes</b>	<b>31-Oct-20</b>	<b>\$ -</b>	<b>1</b>
3	Infracon Construction	\$ 362,525.00	Yes	31-Oct-20	\$ 164,111.90	7
4	N & V Construction Ltd	\$ 346,000.00	Yes	31-Oct-20	\$ 147,586.90	6
5	Knappett Industries	\$ 300,120.00	Yes	31-Oct-20	\$ 101,706.90	4
6	Canadian Western Mechanical Ltd	\$ 222,273.00	Yes	31-Oct-20	\$ 23,859.90	2
7	S. Young Enterprises	\$ 310,143.00	Yes	31-Oct-20	\$ 111,729.90	5
8	C. Chandler Contracting	\$ 563,545.58	Yes	31-Oct-20	\$ 365,132.48	8

All of the eight (8) bids met the minimum requirements of the tender. Cutting Edge Projects Ltd. is the lowest in price among the eight (8) proponents. It was confirmed with Cutting Edge Projects Ltd. that they will be able to meet the deadline for completion of the project, which is October 31, 2020.

The project cost summary is as follows:

Costs	\$ 198,413.10
Contingencies (20%)	\$ 39,682.62
Engineering	\$ 10,000.00
<b>Sub total</b>	<b>\$ 248,095.72</b>
GST	\$ 12,404.79
<b>TOTAL</b>	<b>\$ 260,500.51</b>

#### **ALTERNATIVES:**

1. Award the tender subject to the 2020 Capital Budget being approved.
2. Do not award the tender and wait for the 2020 Capital Budget approval.

#### **FINANCIAL CONSIDERATIONS:**

Alternative 1: The cost for replacing valves and hydrants at nine (9) locations is \$248,095.72 plus GST, including contingencies and engineering.

Alternative 2: There are no financial implications, however, the tender is open for acceptance by the District until April 26, 2020.

Prepared by:

A handwritten signature in blue ink, appearing to read 'Mokles Rahman', written over a horizontal line.

Mokles Rahman, Director of Public Works

Approved by:

A handwritten signature in black ink, appearing to read 'Chris Cvik', written over a horizontal line.

Chris Cvik, CAO

# REQUEST FOR DECISION

<b>RFD#:</b> 2020MR09	<b>Date:</b> March 18, 2020
<b>Meeting#:</b> CM032320	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Beattie Lift Station Upgrade – Tender Evaluation and Award	

## RECOMMENDATION / RESOLUTION:

THAT Council accept the bid received from Canadian Western Mechanical Ltd. for the upgrade of the Beattie Lift Station; and

THAT Council approve awarding the Beattie Lift Station upgrade contract to Canadian Western Mechanical Ltd. and authorize the Mayor and CAO to sign the contract, subject to Council approval of the 2020 capital budget.

## BACKGROUND:

The bid period for the Beattie Lift Station upgrade closed on March 17, 2020 and five (5) bids were received within the deadline. The project was tendered on February 20, 2020, which is early in the season, hence the good response.

A pre-tender meeting was held on February 27, 2020, and three (3) addendums were issued in response to various enquires by the proponents.

As per the Purchasing Policy, Council will consider all tenders where the value exceeds \$50,000 and approve the award by resolution.

## DISCUSSION:

Bids were received from the following proponents for the upgrade of the Beattie Lift Station. A summary of all submissions is provided below:

	Bidders	Base Cost	Optional Items		Total cost
			Spare Parts	Colour Wrap	
1	Canadian Western Mechanical Ltd	\$ 283,350.00	\$ 21,450.00	\$ 3,875.00	\$ 308,675.00
2	Knappett Industries (2006) Ltd	\$ 326,399.00	\$ 15,400.00	\$ 3,000.00	\$ 344,799.00
3	Mass Construction Ltd	\$ 350,000.00	\$ 17,250.00	\$ 3,200.00	\$ 370,450.00
4	Chapman Industries Ltd	\$ 385,187.99	\$ 17,008.04	\$ 8,426.25	\$ 410,622.28
5	N & V Construction Ltd	\$ 646,576.00	\$ 83,000.00	\$ 15,000.00	\$ 744,576.00

All of the five (5) bids met the minimum requirements of the tender. Canadian Western Mechanical Ltd. is the lowest in price among the eight (8) proponents, either with or without the optional items.

The price provided for the optional items, spare parts and colour wrap, are also competitive. However, District staff are planning to take the colour wrapping of the optional item from the contractor, and buy the spare parts directly.

The project cost summary is as follows:

Base Costs (Canadian Western Mechanical Ltd)	\$ 283,350.00
Optional Item (Full Colour Wrap only)	\$ 3,875.00
Sub-Total	\$ 287,225.00
Contingencies (10%)	\$ 28,722.50
Total	\$ 315,947.00
Engineering (12% in 2020)	\$ 37,913.70
<b>Grand Total</b>	<b>\$ 353,861.20</b>
GST	\$ 17,693.06
<b>GRAND TOTAL with GST</b>	<b>\$ 371,554.26</b>

**ALTERNATIVES:**

1. Award the tender to Canadian Western Mechanical Ltd subject to the 2020 Capital Budget being approved.
2. Do not award the tender and wait for the 2020 Capital Budget approval.

**FINANCIAL CONSIDERATIONS:**

Alternative 1: The costs for upgrading the Beattie Lift Station is \$353,861.20 plus GST, including contingencies and engineering.

Alternative 2: There are no financial implications, however, the tender is open for acceptance by the District is up to May 1, 2020.

Prepared by:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council  
**SUBJECT:** CAO – Update Report  
**DATE:** March 2020  
**FROM:** Chris Cvik, CAO

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Some of the initiatives currently being worked or recently completed:

- Safety – Issued COVID-19 Public Service Announcement on March 16<sup>th</sup> outlining basic safety precautions as recommended by Provincial Health. In terms of facilities, the arena season was over as of March 13<sup>th</sup>, so no action is required. One employee returning from out-of-country will be self-quarantining for 14 days.
- Deputy Treasurer hired – commenced work on March 9<sup>th</sup>. Cross-training with incumbent.
- Visitor Centre posting was issued including Visitor Centre Supervisor as recall incumbent notified the District she is not returning.
- Working with Lidstone to complete actions on Road Closure Bylaw No. 913, 2020, (close the Public Road through DL 148, Plan 10780) and the removal of the highway dedication and sale of land to the four owners who property the road crosses.
- Working on RFP for Janitorial Services for the Community Hall as the District has taken back operations and maintenance effective March 1st.
- Working on lease agreements for Lions Club and The Hudson's Hope Community Club (formerly the Women's Club) Working for use of the Community Hall.

### Upcoming

- Technical Advisory Committee (TAC) meeting tentatively scheduled for April 15<sup>th</sup>.
- Will finalize budgets once KPMG annual audit is complete and information from the Peace River Regional District is received.



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Chris Cvik

**SR6**



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** March 23, 2020  
**SUBJECT:** CORPORATE DEPARTMENT – MONTHLY UPDATE

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### PURPOSE

To provide Council with an update for the Corporate Department.

### INFORMATION

- **Bylaws**
  - Cemetery Management: Revised as per Council request on Feb 24/20, being brought forward to Council on March 23/20 for third reading
  - Zoning Bylaw Consolidation: In progress
- **Visitor Information Centre / Destination BC**
  - Annual \$10,000 payment received (based on 2019 reporting)
  - Recall letters issued / returned; advertising underway for seasonal Staff
  - Destination BC issued advice that each Visitor Centre adjust hours or close in accordance with corona virus concerns; Hudson's Hope Visitor Centre not affected at this time as the Visitor Centre does not open until May 1, 2020.
- **Swimming Pool**
  - Recall letters issued and advertising underway and First Aid training being organized for seasonal Staff
- **Public Service Announcements (PSA)**
  - Coordinating with IT Partners / PRiS / Library
- **School District No. 60 – Annual Joint Board Meeting 2020**
  - Hosting the meeting in Hudson's Hope with approximately 25 – 32 attendees expected
- **Conferences / Education / Training**
  - MATI Leadership in Local Governments – J. McDougall, June 2020
  - Safety Committee Conference – A. Martin, November 2020
  - ICBC Training - ongoing – M. Cryderman

**SR7**



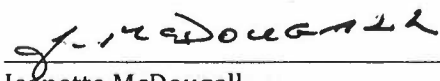
- **LGMA Committee: Freedom of Information / Records Management (FOI/RM)**
  - Freedom of Information webinar scheduled March 30, 2020 regarding FOI Advances (latest decisions and developments in information & privacy affecting local governments). Presenter is Marisa Cruikshank, Lidstone & Co. A. Martin & J. McDougall registered.

**ADMINISTRATOR'S COMMENTS:**



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Chris Cvik, Chief Administrative Officer



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Jeanette McDougall,  
Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update

**DATE:** March 23, 2020

**FROM:** Mokles Rahman, Director of Public Works

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Below please find highlights of some of the activities either done or underway in the Public Works Department during the last month.

- Water Treatment Plant (WTP) Upgrades:
  - i) Council approved the award of the design-build contract to The Industria Group.
  - ii) BC Hydro is yet to approve the budget.
  - iii) Notice of Award will be issued to the contractor once BC Hydro approve the budget.
- MacDougall Street Sanitary Sewer: Monitoring and flushing sanitary sewer lines is going on twice a day during the winter months.
- The Arena is now closed for winter activities as of the end of the day Friday, March 13, 2020. Staff turned off the compressor, removing the ice and sanitizing the Arena. The refrigeration contractor will come to Town in April to check both Arena and Curling Rink.
- Wood burning at the old Public Works yard is done.
- Snow cleaning: Snowplowing and sanding is taking place as required.
- SUBDIVISIONS:
  - a. Light Industrial Subdivision: Awarded contracts on March 10, 2020 for geotechnical investigation, and survey.
  - b. Lucas Subdivision: Master Grading Plan for the Subdivision will be prepared after approval of the 2020 Operating Budget.
- Capital Projects (carry over from 2019):
  - a. Beattie Lift station: A pre-tender meeting was held on February 27, 2020 and the tender closing is on March 17, 2020.
  - b. Water valves and hydrants: A pre-tender meeting was held on February 27, 2020 and the tender closed on March 12, 2020. Eight (8) bids were received, which is a very good response. One of the reasons for the good response is due to issuing the tender early. From this tender, we learnt the lesson that if capital projects are tendered in February every year, the chances of getting good responses increases, and may also result in competitive pricing. Last year, the District issued a tender in May 2019 which was after approval of the capital budget and one bid was received for each of Beattie Lift Station and the Water Valve project, and the bid prices were very high.

- c. ATV Campground: The District is in the process of developing a RFP for the ATV Campground. The approved budget for this project is \$120,000, out of which \$20,000 is grant funding that needs to be utilized by October 2020. It may be noted here that the lease agreement with the Crown is for 10 years (2013 to 2023) which is due to expire in three (3) years. The District will need to apply for a lease extension for another ten (10) years.
- Capital Projects (2020):
  - a. Osborne Street Guard Rail: Urban Systems is designing the guard rail in consultation with the MoTI.
  - b. Fact Sheets for other Capital Projects for 2020 have been prepared.
- Grant application (Beattie Lift Station): With the assistance of PRRD grant witters (Chris H and Chris L), the District has submitted a grant application for the Beattie Lift Station under ICIP (Environmental Quality Program). It may be noted here that the District applied under the same grant program in 2018 and was declined.
- Staff hiring:
  - a. Summer employment: Advertised a Asset Management temporary position, two (2) student positions and casuals (as needed), in the process of hiring.
  - b. Recreation & Special Events Coordinator: Offered job to a candidate and the offer was accepted. The candidate is local and will be joining the District on March 30, 2020.
- Coronavirus COVID 19:
  - a. Public Works staff have been updated and educated regarding the virus during the last PWD Monthly Meeting, which was held on Friday March 13, 2020. Handouts have been distributed to staff.
  - b. One staff who just returned from an affected State in the US has been advised to stay at home for two (2) weeks and is scheduled to return to work on March 16, 2020.

Prepared by:



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Mokles Rahman, Director of Public Works

Approved by:



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Chris Cvik, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Monthly Update

**DATE:** 23 March 2020

**FROM:** Robert Norton, Director of Protective Services

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### 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 16 calls for service.

First Responder	8
Motor Vehicle Incidents	4
False Alarms	2
Public Service	1
Burning Complaint	1

### Hudson's Hope Fire Rescue *Year to Date*



**SR9**

In November 2019 Protective Services applied to the 2019 Volunteer and Composite Fire Departments Equipment and Training Grant program seeking funding for additional wildland structure protection equipment to augment the equipment inventory currently held. The grant application was approved in the amount of \$23,699.20

This grant amount will be utilized to purchase three more additional wildfire structural protection pumps and a 3000-litre water storage bladder. This additional equipment will be added to the inventory currently carried in the Department's structure protection trailer.

### Emergency Preparedness

During the Covid-19 pandemic the District has focused its efforts on the following:

- Providing reliable and timely information to residents via social media and our website.
- Highlighting the importance of preventative measures with the staff and the general public.
- Liaising with local stakeholder groups to ensure residents still receive essential services.
- Increasing cleaning procedures within facilities.
- Working with all departments to develop business continuity plans which provide for ongoing essential municipal services.

On all matters of public health, the District will continue to rely on and implement best practices as provided by local, provincial, and federal health authorities.

The Northeast BC (NEBC) 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 are 1091 subscribers within the Peace including 125 within the Hudson's Hope area. To ensure that new residents to the area are aware of the program, the District has worked with BC Hydro to include information into their new employee orientations for local facilities. This information describes the merits of the NEBC Emergency and Public Alert system, as well as information on how to sign up.

The District is also promoting a "refer a friend" contest to encourage an increase in the number of residents subscribing to the program.



Robert Norton, Director of Protective Services

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** March 23, 2020  
**SUBJECT:** BYLAW NO. 907, 2020 – CEMETERY MANAGEMENT

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### RECOMMENDATIONS:

***Recommendation No. 1:***

***"THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a third time."***

### BACKGROUND:

Bylaw No. 907, 2020 – Cemetery Management, was brought before Council on February 24, 2020 for three (3) readings. Subsequent to Council discussion, two (2) readings were passed and Council requested clarification on Section 4.11 pertaining to Interments at the Pioneer Cemetery prior to third (3<sup>rd</sup>) reading.

- ***February 24, 2020:*** Section 4.11 - Interments at the Pioneer Cemetery read as follows:

The Administrator may allow interments of Cremated Remains at the Pioneer Cemetery provided there is no objection to the Interment of Cremated Remains by next of kin, as defined in the CIFSA and an Authorized Approval is completed, as set out in Schedule "D" of this bylaw. No in ground casket burials will be permitted at the Pioneer Cemetery.

- ***March 23, 2020:*** Section 4.11 - Interments at the Pioneer Cemetery now reads as follows:

The Administrator may allow interments of Cremated Remains at the Pioneer Cemetery ***for members of families who have existing family plots***, provided there is no objection to the Interment of the Cremated Remains by next of kin as defined in the CIFSA and an Authorized Approval is completed, as set out in Schedule "D" of this bylaw. No in ground casket burials will be permitted at the Pioneer Cemetery.

### Attachments:

- ***Proposed Bylaw No. 907, 2020 Cemetery Management - Report dated February 24, 2020 (for reference)***

**B1**

- *Proposed Bylaw No. 907, 2020 Cemetery Management*

**ADMINISTRATOR'S COMMENTS:**



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Chris Cvik, Chief Administrative Officer



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Jeanette McDougall, Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** February 24, 2019  
**SUBJECT:** BYLAW NO. 907, 2020 – CEMETERY MANAGEMENT

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### RECOMMENDATIONS:

#### ***Recommendation No. 1:***

***"THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a first time.***

#### ***Recommendation No. 2:***

***"THAT the District of Hudson's Hope Bylaw No. 907, 200 Cemetery Management, be read a second time.***

#### ***Recommendation No. 3:***

***"THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a third time.***

### BACKGROUND:

Various Staff (J. McDougall, Corporate Officer; M. Rahman, Director of Public Works; M. Sture, Manager Public Works; B. Mercereau, Office Assistant and J. Dupuis, ICBC Clerk) have reviewed and developed a proposed new Cemetery Management Bylaw to a) reflect changes that are required as a result of a Cemetery audit conducted by Consumer Protection BC that was held late 2019; b) to incorporate three (3) amending bylaws; c) to not include pre-need services; d) to update legislative references; and e) various additions and deletions, which are indicated on the attached marked-up version of the proposed Bylaw.

Changes include the following:

1. Fees for two Columbarium Care Contribution Fees and three Memorial Care Fund Contribution fees have increased as per the audit conducted by Consumer Protection BC and are reflected in Schedule "E" of the proposed new Fees and Charges Bylaw No. 915, 2020 (attached to this report for information).



2. Recommend that pre-need services, eg preparation and placement of burial sites, not be offered because, despite revenue for pre-need services having been collected in the past, there is now a requirement for tracking and reporting purposes in accordance with Consumer Protection BC which will create an administrative burden for the Finance Department. In addition, Staff consulted with some other communities in the Peace River Region who advised that they did not provide this service.
3. Interments at the Pioneer Cemetery: added a clause (section 4.11) that may allow for interment of cremated remains, but not in-ground casket burial.
4. Standardized naming convention: The Pioneer Cemetery has sometimes been referred to as the "Old Timers Cemetery" and this reference has now been removed from the proposed new Bylaw No. 907, 2020.
5. Legislative: References to various legislative changes have been updated.
6. General revisions to formatting and some wording revisions (the latter of which are indicated on the marked-up version).
7. The following bylaw and amendments will be repealed upon adoption of Bylaw 907, 2020:
  - Bylaw 755, 2009
  - Amending Bylaw 817, 2012
  - Amending Bylaw 851, 2015
  - Amending Bylaw 869, 2016

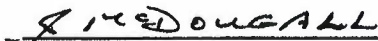
**Attachments:**

- *Excerpt from the proposed amendment to the Fees and Charges Bylaw No. 915, 2020, Schedule "E" that reflects fee increases*
- *Marked-Up Version of the Consolidated Bylaw No. 755, 2009; Cemetery Management, which incorporates Amending Bylaws No. 817, 2012, No. 851, 2015 and No. 869, 2016*
- *Proposed Bylaw No. 907, 2020 Cemetery Management*

**ADMINISTRATOR'S COMMENTS:**



Mokles Rahman, Chief Administrative Officer



Jeanette McDougall, Corporate Officer

**DISTRICT OF HUDSON'S HOPE  
Bylaw No. 907, 2020**

**Cemetery Management**

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A bylaw to provide for the regulations, operations and maintenance of  
Cemeteries owned by the District of Hudson's Hope.

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**WHEREAS** every operator of a cemetery must adopt Bylaws for the Interment or other disposition of the deceased; respecting the organization, operation and management of the cemetery, including setting fees (reflected in the Fees and Charges Bylaw No. 904, 2019); the size, class and kind of Memorials and materials used for Memorials; and the rights, privileges and responsibilities of the operator, Interment Right Holders, and their relatives, other users, suppliers, Funeral Providers, Memorial dealers and the general public;

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**AND WHEREAS** the Council of the District of Hudson's Hope has delegated to the District Administrator certain specific administrative powers of the Council relating to the operation and management of Cemeteries owned by the District of Hudson's Hope;

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**NOW THEREFORE**, under its statutory power, including Section 8(f) of the *Community Charter*, S.B.C. 2003, c.26, the Council of the District of Hudson's Hope enacts the following provisions:

**TITLE**

This Bylaw may be cited for all purposes as the "Cemetery Management Bylaw No. 907, 2020".

**DEFINITIONS**

In this Bylaw terms defined in the *Cremation, Interment, and Funeral Services Act* and this bylaw shall have that meaning unless expressly defined otherwise herein, and the following words have the meaning ascribed to them unless the context otherwise requires:

**ADMINISTRATION FEE**

Means fees levied to cover additional administrative costs associated with the transfer or surrender of a Right of Interment.

**ADMINISTRATIVE AUTHORITY**

Means the Business Practices and Consumer Protection Authority established under the *Business Practices and Consumer Protection Authority Act*, S.B.C. 2004, C.2.

**ADMINISTRATOR**

Means the District Administrator and includes any employee authorized by the Administrator to act on his or her behalf.

**ADULT**

Means a person thirteen (13) years of age and older.

**APPLICANT**

Means an individual who has made petition to the District for a Right of Interment.

**BURIAL VAULT**

Means a protective, sealable outer receptacle, into which a casket or Urn is placed, designed to restrict the entrance of gravesite elements into the casket or Urn.

**CARETAKER**

Means the person duly authorized by the Administrator to perform Interments and to care for and maintain the Cemeteries.

**CEMETERY**

Means "Garden of Peace Cemetery" and "Pioneer Cemetery", being the civic lands set apart and used as places of Interment and memorialization, together with any incidental or ancillary buildings.

**CEMETERY CARE FUND**

Means an irrevocable trust fund established, held and administered in accordance with CIFSA for the purpose of financing the future maintenance and care of a Cemetery once all Lots are occupied or reserved.

**CHILD**

Means a person of the age of twelve (12) years of age or younger.

**CIFSA**

Means the *Cremation, Interment and Funeral Services Act, S.B.C. 2004, C.35* administered by the Administrative Authority, as may be amended or superseded from time to time and all regulations made thereunder.

**COLUMBARIUM**

Means a structure or building or an area in a structure or building, that contains, as an integral part of the structure or building or as freestanding sections, Niches for the Inurnment of Cremated Remains.

**CO-MINGLED**

Means the intentional mixing of the Cremated Remains of more than one deceased person.

**CONTROL OF DISPOSITION**

Means the person or agency as defined in Section 5 of the CIFSA who has the authority to control the disposition of the Human Remains or Cremated Remains.

**COUNCIL**

Means the Council of the District of Hudson's Hope.

**CREMATION LINER**

Means a receptacle made of durable material placed in a ground lot to encase an urn, or urns, holding cremated remains. A Cremation Liner has a lid and is placed during the Interment process.

**CREMATED REMAINS**

Means the human bone fragments that remain after cremation that may also include the residue or any other material cremated with the Human Remains.

**DIRECTOR**

Means a director under the *Business Practices and Consumer Protection Act*;

**DISINTERMENT**

Means the removal of Human Remains along with the casket or container, or any remaining portion of the casket or container holding the Human Remains, from the Lot in which the Human Remains had been interred.

**DISTRICT**

Means the District of Hudson's Hope.

**EXHUMATION**

Means the exposure of interred Human Remains for viewing or for examination, whether in or removed from the Lot in which the Human Remains had been interred.

**FAMILY MEMBER**

Means a parent, step-parent, grandparent or step-grandparent, sibling (natural, adopted or step), spouse, child (natural, adopted or step), grandchild (natural, adopted or step).

**FEES**

Means the schedule of fees as prescribed in the Fees and Charges Bylaw.

**FUNERAL PROVIDER**

Means an individual licensed to arrange, conduct or direct funerals or the transfer or disposition of Human Remains, or to arrange burials.

**GRAVE LINER**

Means a receptacle made of durable material placed around the casket to provide reinforcement to the Lot. A Grave Liner may, or may not, have a bottom and is placed during the burial process.

**HANDLING FEE**

Means the fee paid for handling of cemetery products not purchased from the District.

**HOLIDAY**

Means any of the following days, namely New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any day or part of a day proclaimed a civic holiday.

**HUMAN REMAINS**

Means a dead human body in any stage of decomposition but does not include Cremated Remains.

**INTERMENT**

Means the disposition by:

1. burial of Human Remains or human Cremated Remains in a Lot; or
2. Inurnment of Cremated Remains in a Columbarium.

**INTERMENT RIGHT HOLDER**

Means a person who holds a Right of Interment.

**INTERMENT AUTHORIZATION**

Means a document completed at time of need that may include statistical, executor and next of kin information that authorizes Interment of the deceased by the person with Control of Disposition.

**INURNMENT**

Means the process of placing Cremated Remains in a receptacle, such as an Urn, and the placement of that receptacle into a Niche.

**LOT**

Means a discrete space used, or intended to be used in a Cemetery, for the Interment of Human Remains or Cremated Remains under a Right of Interment and includes a grave, or a niche.

**MEDICAL HEALTH OFFICER**

Means the person duly appointed for the area of the health region in which the Cemetery is located to act as Medical Health Officer.

**MEMORIAL**

Means:

- (a) a tombstone, plaque or other marker on a grave; or
- (b) an plaque on a crypt or niche front, used to identify a lot or memorialize a deceased person or stillborn child.

**NICHE**

Means a space, usually within a Columbarium, designed for the Inurnment of Cremated Remains.

**RIGHT OF INTERMENT**

Means a certificate that provides for the future right to inter Human Remains or Cremated Remains in a designated Lot.

**SPOUSE**

As defined in CIFSA, means a person who is:

- (a) married to another person; or
- (b) has lived with another person in a marriage-like relationship for a period of at least 2 years immediately before the other person's death.

**URN**

Means any receptacle, temporary or permanent, used for the encasement of Cremated Remains.

**1. APPLICATION OF BYLAW**

- 1.1 Subject to any contrary provision in the CIFSA, this Bylaw applies to all Cemeteries operated by the District and to all additional real and personal property, within the District of Hudson's Hope, which may hereafter be acquired and held by the District for use as a District Cemetery, and shall be observed for Interment of the human deceased, and for their management, operation and preservation and the terms, conditions and fees set out shall apply to every Right of Interment within the Cemeteries. The administration of the Cemeteries shall be carried out in conformity with the Administrative Authority and CIFSA.

- 1.2 The following described real properties are set aside, held, laid out, developed, improved, used and maintained, as District owned Cemeteries and dedicated for that use, and shall continue to be used, operated, and maintained for that purpose and shall not be used for any other purposed:

Pioneer Cemetery

PID: 009-610-472, Lot 1 Plan 21088 of Part of the South-East ¼ , Section 24, Township 81, Range 26, West of the Sixth Meridian, Peace River Land District

Garden of Peace Cemetery

PID: 011-749-679, Lot 1 Plan 16795, South East ¼, Section 30, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River Land District

- 1.3 Council shall have power to determine from time to time the size and layout of the Lots, the developments and improvements to be carried out and made in and to the Cemeteries, subject to compliance with the requirements of CIFSA.

## **2. ADMINISTRATION OF BYLAW**

The Administrator is responsible for the general administration of the Bylaw and will:

- (a) maintain all records and information for the administration, operation, maintenance and management of the Cemetery as is required by the Administrative Authority the CIFSA; and
- (b) issue all Rights of Interment and permits required and authorized by this Bylaw, except as otherwise provided in this Bylaw.

## **3. RIGHT OF INTERMENT**

- 3.1 The District may, subject to payment of Fees, grant to any person a Right of Interment for a vacant, unreserved Lot. A Right of Interment does not vest in the holder any title or interest in the land or Lot but instead provides for the right to inter the person named on the Right of Interment Certificate, as set out in Schedule "B" of this bylaw.
- 3.2 The issuance of a Right of Interment does not entitle the holder to require the District to inter the Human Remains or Cremated Remains of the designated person in the Lot unless the holder complies in all respects with the provisions of the Bylaw, including, without limitation, the payment of all Fees related to the Interment.
- 3.3 A Right of Interment for any unused Lots may be transferred to a Family Member at the discretion of the Administrator. The Interment Right Holder or executor must supply this request in writing, complete a Right of Interment Transfer, as set out in Schedule "E" of this bylaw, and the original Interment Right must be surrendered to the District. Fees, payable to the District, associated with an Interment right transfer may include:
- (a) an Administration Fee; and
  - (b) the difference between Fees paid originally and current Fees if there have been changes in fee rates.

- 3.4 An Interment Right Holder shall either reserve the right to use that Lot for themselves or authorize another person to be interred in the Lot to which the Interment Right refers. An Interment Right Holder may only designate one Lot for their own use. The Interment Right Holder will pay the applicable fees to reserve the lot. The fees for preparation and placement of remains, cemetery products, or other charges will be due at time of Interment and may not be prepaid.
- 3.5 A Right of Interment may be surrendered to the District at the discretion of the Administrator by completing a Right of Interment Surrender, as set out in Schedule "E" of this bylaw. A refund, equal to the purchase price less the Cemetery Care Fund contribution, will be issued to the Interment Right Holder provided:
- (a) there are no Interments in the designated Lot;
  - (b) the Interment Right Holder or his executor provides written notice to the District for intent to surrender the right;
  - (c) the original licence or Right of Interment is surrendered;
  - (d) an Administration Fee is paid; and
  - (e) any Fees associated with the removal of any Memorial that is on, or embracing the surrendered Lot, is paid.
- 3.6 Upon approval of the Administrative Authority a Right of Interment may be reclaimed by the District if all of the following criteria has been met:
- (a) the Interment Right Holder would be at least 90 years of age;
  - (b) a minimum period of 50 years has elapsed from the date of purchase;
  - (c) a minimum 90 days has passed since notice of intent to reclaim has been sent to the Interment Right Holder; and
  - (d) the District has made diligent attempts to contact the Interment Right Holder.

#### **4. INTERMENTS**

- 4.1 An Interment shall be made within the Cemetery once the person with Control of Disposition has completed and duly signed an Interment Authorization, as set out in Schedule "C" of this bylaw and paid all applicable Fees.
- 4.2 Only Human Remains, or Cremated Remains of a human body, shall be interred and memorialized in the Cemeteries.
- 4.3 Interments:
- (a) shall only be performed within the Cemetery by the Caretaker;
  - (b) shall only be conducted in predefined Lots approved by the Administrative Authority; and
  - (c) shall be conducted with all reasonable care and attention.
- 4.4 The District and its Caretaker are not responsible for damage to any casket, Urn or other container, sustained during an Interment or Disinterment, except where such damage is caused by gross negligence of the District and its Caretaker.
- 4.5 Application for an Interment Authorization shall be made at least forty-eight (48) hours before the Interment is to take place. The Administrator may schedule the Interment in a shorter time frame subject to full compliance with all other applicable provisions of this Bylaw.



- 4.6 The Interment of Cremated Remains is to be completed within 30 days of all Fees being paid.
- 4.7 The bodies of persons who have died having any infectious disease, as defined in the Public Health Act S.B.C. 2008, c. 28 , shall be interred within thirty-six (36) hours after death occurs and the Medical Health Officer shall furnish the Administrator with specific instructions respecting Interment and the safety of all persons who may come into contact with the casket or container bearing the Human Remains in each case. The Administrator shall ensure that the instructions of the Medical Health Officer are carried out in the preparation and placement of the Interment. When an Interment for a person with an infectious disease needs to occur outside regular working hours, authorization is required by the Administrator and the Medical Health Officer's instructions must be carried out.
- 4.8 The following apply to all in-ground Interments:
- (a) A Grave Liner or Burial Vault is required for each in-ground burial Interment.
  - (b) The Administrator may allow for the interment of up to four (4) Cremated Remains on any Lot provided there is no objection to the Interment of Cremated Remains by next of kin, as defined in the CIFSA and an Authorized Approval is completed, as set out in Schedule "D" of this bylaw.
  - (c) The Administrator may allow only one (1) in-ground casket burial per lot. No casket burial is permitted in a Lot after Cremated Remains have been interred in that Lot. Cremated Remains placed on a full-size burial Lot are not Co-mingled.
  - (d) Each cremation Niche may hold up to two (2) Cremated Remains. The urns to be placed in a niche must conform to the niche dimensions of 30 cm (12") wide, 30 cm (12") high, and 30 cm (12") deep and the size of the first urn must allow enough space for a second urn, if two Cremated Remains are to be interred in the niche.
  - (e) The Administrator must supply permission for the purchase of any Grave Liner, or Burial Vault from a source other than the District, with permission based on the item's size, design, material and construction. The installation of Grave Liners or Burial Vaults from a source other than the District may be subject to a handling Fees and must be paid in full prior to installation. The Administrator may request that Grave Liners or Burial Vaults be installed by their supplier, under the supervision of the Caretaker, with the installation being at the Applicant's expense.
  - (f) Any charges incurred by the Cemetery above and beyond the standard scope of services in the handling of Grave Liners or Burial Vaults not supplied by the District will be charged to the Applicant and paid prior to Interment.
- 4.9 Cremated Remains placed in a Columbarium must be enclosed in a sealed container or Urn constructed of permanent, durable material approved by the Administrator.



- 4.10 Interments shall be performed within the following hours, or at other times approved by the Administrator:
- (a) In-ground casket burial – 9:00 a.m. to 3:30 pm, Monday to Friday.
  - (b) Interment of Cremated Remains – 9:00 a.m. to 3:30 pm, Monday to Friday.
  - (c) The Administrator may schedule Saturday, Sunday or Statutory Holidays Interments subject to payment of additional Fees and availability of the Caretaker.
  - (d) The person with Control of Disposition shall be responsible for any late arrival Fees if the Human Remains or Cremated Remains are delivered to the Cemetery outside of the above prescribed times.
- 4.11 The Administrator may allow interments of Cremated Remains at the Pioneer Cemetery for members of families who have existing family plots, provided there is no objection to the Interment of Cremated Remains by next of kin, as defined in the CIFSA and an Authorized Approval is completed, as set out in Schedule "D" of this bylaw. No in ground casket burials will be permitted at the Pioneer Cemetery.
- 4.12 Families may request permission to witness the Interment process at the Cemetery subject to the following criteria:
- (a) A request to witness the Interment must be communicated to the Administrator when confirming Interment date and time;
  - (b) The District will not be held liable for any injury to members of the public that are attending or witnessing an Interment process; and
  - (c) All proceedings at the Interment site shall be under the sole direction of the Caretaker.
- 4.13 No grave shall be dug, opened or disturbed by any person other than a Caretaker authorized by the District of Hudson's Hope.

## 5. EXHUMATIONS AND DISINTERMENTS

- 5.1 Pursuant to Section 16 of the CIFSA a Cemetery must not exhume or disinter Human Remains or Cremated Remains until:
- (a) The Administrator receives a written request to do so from the person who under section 5 [*control of disposition of human remains and cremated remains*] , has the right to control the disposition of the remains;
  - (b) A Director approves the exhumation or disinterment;
  - (c) If the human remains are those of a person who, at the time of death, was known to have had an infectious or contagious disease or other disease dangerous to public health, the Administrator gives written notice to and receives permission from a medical health officer for the area of the health region in which the cemetery is located; and
  - (d) Payment of the prescribed Fee is received, or acceptable payment arrangements have been made with the Administrator.
- 5.2 The District shall exercise all due care and attention in making an Exhumation or Disinterment but is not responsible for damage to any casket, Urn or other container sustained during Exhumation or Disinterment.

- 5.3 The District's responsibility with respect to Exhumation or Disinterment is limited to:
- (a) excavation of sufficient quantities of soil to permit access to the Human or Cremated Remains; and
  - (b) closure of the Lot.
- 5.4 In accordance with Section 18 of the CIFSA, a Funeral Provider employed at the expense of the Interment Right Holder or their successors is required for the handling of any Human Remains in the existing Lot or any transfer of the remains to the new Lot or location.

## **6. MEMORIALS**

- 6.1 Memorials will only be installed, removed or modified in the Cemetery when:
- (a) an Interment Right Holder or authorized representative, or a person authorized by the Administrator, has made application to the Administrator;
  - (b) the applicable contribution is paid to the Cemetery Care Fund as required in the CIFSA; and
  - (c) all outstanding Fees relating to the Lot, Interment and Memorial installation have been paid in full.
- 6.2 All Memorials shall only be placed, installed or removed by the Caretaker or other person authorized by the Administrator. All Memorials shall conform to the approved plan of the Cemetery and its sections and shall be constructed of granite or bronze or other material(s) of a permanent nature as approved by the Administrator. All Memorials shall conform to the specifications set out in Schedule "A".
- 6.3 A Memorial Permit, as set out in Schedule "F" of this bylaw, shall be issued by the Administrator to authorize installation of all Memorials.
- 6.4 Installation of Memorials shall occur during regular business hours. Installations will be made as soon as possible after delivery of the Memorial to the District and timelines may vary depending on scheduling issues, weather conditions and ground conditions. Only persons authorized by the District of Hudson's Hope shall install memorials at the Cemetery.
- 6.5 The District shall not be held liable for, or be obliged to repair, any breakage or damage to any Memorial in the Cemetery, except as shall arise as the result of the negligence of the Caretaker.
- 6.6 The Interment Right Holder, or the deceased's descendants, is required to keep in proper repair, at their expense and to the satisfaction of the District, all Memorials upon their Lot. Should any Memorial or Lot adornment erected in the Cemetery fall into a state of disrepair, then the Administrator will document the condition and have the Memorial or Lot adornment removed from the Cemetery, in each case at the expense of the Lot holder or their successors. Interment Right Holders may request that the District make repairs. All costs associated with the repairs will be borne by the Interment Right Holder.

## **7. Ground Interment Memorials**

- 7.1 Ground Interment Memorials, including those for creation Lots, shall be installed flush with the ground and shall be constructed of granite or bronze or other material

of a permanent nature as approved by the Administrator. The option of attaching a ceramic cameo to any, and all, ground granite or bronze memorials; by official family members, without charge; in accordance with Schedule "A" Section 2, is permitted.

- 7.2 The Administrator may refuse to issue a permit to the Applicant if the Applicant has failed to comply with the requirements of this Bylaw. The Administrator may reject Memorials, despite the prior issuance of a Memorial Permit, when the Memorial does not comply with the specifications in this Bylaw, is not in keeping with the standards of the Cemetery, or contains epitaphs deemed inappropriate by the Administrator.
- 7.3 The finished dimensions of a Memorial shall be in accordance with the attached Schedule "A". If the finished dimensions are 50 cm x 75 cm (20" x 30") or smaller a concrete base will need to be installed. A Memorial will not be removed from a concrete base once installed.

## **8. Columbarium Memorials**

- 8.1 Columbarium Memorials apply to any bronze plaque for use on a Columbarium niche door but does not include Memorials for in-ground cremation Interments.
- 8.2 Plaques for Columbarium Memorials shall be installed by the District and must conform to the dimensions and specifications in accordance with the attached Schedule "A". The plaques may be constructed of a bronze material with a flat back as they will be installed with an adhesive. A ceramic cameo may be attached to the bronze plaque; by official family members, without charge. The plaques may also be constructed of the existing granite niche door etched, without the bronze plaque. Only one Niche Plaque will be permitted to be installed on any one niche. As the plaque will be installed with a permanent adhesive, the second name plate will need to be removable without removing the entire plaque.
- 8.3 As plaque installation is permanent to the niche door, approval needs to be received by the District by the Interment Right Holder or their successors prior to installation. Where incorrect inscriptions, dimensions, specifications or locations are given on the Memorial Permit, as set out in Schedule "F" of this bylaw, and signed by the Interment Right Holder, their successors or the cremation Memorial supplier, then the cremation Memorial shall be removed and reinstalled on a new niche door at the expense of the Interment Right Holder or their successors. The expense of a new niche door will be determined at time of requirement due to price fluctuations and the District will charge actual costs and freight to receive a new niche door.

## **9. GENERAL PROVISIONS AND REGULATIONS**

- 9.1 Every person, including those in funeral processions, when entering and while within a Cemetery, shall obey the instructions of the Caretaker. Any person not behaving with proper decorum within a Cemetery or who disturbs the peace, quiet and good order of a Cemetery may be evicted by the Caretaker, and in addition, shall be guilty of an infraction of this Bylaw.
- 9.2 No person shall discharge any firearm within a Cemetery, except at Military Funerals where the discharge of firearms is permitted only in regular volleys under

the command of the officer in charge, and only during the conduct of the burial service.

- 9.3 Each Cemetery shall be open to the public at eight o'clock (8:00 am) every morning and closed to the public at eight o'clock (8:00 pm) every evening, or at dusk, whichever occurs first.
- 9.4 Cemetery roadways are for the exclusive use of Interment processions, Cemetery patrons, or others as approved by the Administrator. Vehicles shall not exceed twenty (20) kilometres per hour. All operators of vehicles shall at all times obey the directions and orders of the Caretaker.
- 9.5 No person owning or having custody, care or control of a dog shall allow the dog to be within a Cemetery unless the dog is kept on a leash of a maximum length of three (3) metres.
- 9.6 No person owning or having custody, care or control of a dog shall allow the dog to deposit excrement within a Cemetery unless that person immediately removes the excrement and disposes of it in a sanitary manner.
- 9.7 Only one (1) flower container shall be allowed and set in each Lot, except those vases that are part of an approved Memorial.
- 9.8 Cut and artificial flowers, wreaths and floral tokens (tributes) may be placed on Lots in a Cemetery but may be removed by the Caretaker and disposed of, when their condition is considered to be detrimental to the appearance or beauty of the Cemetery. Plant material and grave adornments associated with seasonal events or celebrations will be removed 30 days after the event by the Caretaker. Any items placed on Lots in a Cemetery that obstruct the Caretaker from completing regular maintenance may be removed by the Caretaker and disposed of.
- 9.9 No person, other than the Caretaker, shall plant, remove, cut down or destroy any tree, shrub, plant, flower, bulb or decorative feature within a Cemetery.
- 9.10 No ground Lot shall be defined by a fence, failing, coping, hedge or by any other marking except as permitted in the Memorial provisions of this Bylaw.
- 9.11 No person, other than the Administrator, shall solicit orders for goods or services within a Cemetery.
- 9.12 No person shall destroy, damage or deface any Lot, Memorial, fence, vegetation, gate or any structure in a Cemetery or injure or destroy any Cemetery improvements.
- 9.13 No person shall deposit any rubbish or offensive material within a Cemetery.
- 9.14 No person shall play any game or sport within a Cemetery.

## **10. CEMETERY CARE FUND**

- 10.1 A Cemetery Care Fund for the future maintenance and care of the Cemetery and the Lots therein is hereby established, set aside and maintained. All monies in the Cemetery Care Fund will be held and invested as trust funds by the District and in accordance with the requirements of the CIFSA.
- 10.2 The Cemetery Care Fund will be maintained with the District's bankers in an account to be designated as the "Cemetery Care Fund". The Administrator and Deputy Treasurer will be responsible for all deposits to such account and for ensuring that:
- (a) the account at all times complies with the provisions of the CIFSA;
  - (b) any investment of any monies in the Cemetery Care Fund is permitted under the CIFSA, the Local Government Act, the Community Charter and this Bylaw; and
  - (c) any interest earned on the investments of the Cemetery Care Fund may be used for maintenance and care of the Cemeteries in the year in which the interest and income is earned or may be retained in the Cemetery Care Fund to increase the principal sum.
- 10.3 The Administrator may, on behalf of the District, accept voluntary payments to the Cemetery Care Fund from any person or organization.
- 10.4 The principal sum of the Cemetery Care Fund will not be reduced other than in accordance with an order from the Administrative Authority pursuant to the CIFSA.

## **11. PENALTY FOR INFRACTIONS**

- 11.1 Every person who violates any of the 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 fulfill, observe, carry out or perform an duty or obligation imposed by this bylaw, shall be liable on summary conviction to a penalty of not less than \$50 and not more than \$2,000 plus the cost of the prosecution, or to a term of imprisonment not exceeding three (3) months, or both.

## **12. COMMENCEMENT AND TRANSITIONAL PROVISIONS**

- 12.1 This Bylaw will come into force upon adoption by the affirmative vote of a majority of Council present at the meeting at which the vote is taken.

## **13. REPEAL OF PRIOR BYLAWS**

- 13.1 The District of Hudson's Hope Cemetery Bylaw No. 755, 2009 as amended, is repealed.

Read for a First Time on the 24<sup>th</sup> day of February, 2020  
Read for a Second Time on the 24<sup>th</sup> day of February, 2020  
Read for a Third Time on the day of , 2020  
Adopted on the day of , 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Certified a true copy of Bylaw No. 907, 2020 this  
\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Corporate Officer

## SCHEDULE "A" – MEMORIALS

1. The finished dimensions of acceptable ground interment memorials shall not exceed the following:

	Maximum Dimension	Minimum Dimension
Adult Interment	91.5 cm x 61 cm (36" x 24")	30 cm x 50 cm (12" x 20")
Child Interment	91.5 cm x 61 cm (36" x 24")	30 cm x 50 cm (12" x 20")
Cremation	91.5 cm x 61 cm (36" x 24")	30 cm x 50 cm (12" x 20")

All of the ground interment memorials shall only be placed, installed or removed by the Caretaker or other person authorized by the Administrator. All ground memorials shall conform to the approved plan of the Cemetery and its sections, and shall be constructed of granite or bronze or other material(s) of a permanent nature as approved by the Administrator and will be installed on the lot so that the top surface is set level and flush with the surface of the ground. Deliver the memorial to the District Workshop for installation by mail at PO Box 330, Hudson's Hope, BC V0C 1V0 or hand deliver to 11605 Ross Street, Hudson's Hope, BC.

2. Finished Memorials shall not include upright candleholders, vases, lanterns or surface mounted emblems that protrude more than 0.5" (1.2 cm) above the surface of Memorial or concrete base.
3. Four (4) additional single cremation Memorials, or two (2) double cremation Memorials may be installed, in accordance with the approved plan of the Cemetery, on any given ground burial Lot where each of four Cremated Remains are interred over an existing casket Interment, or in place of a casket Interment. A single or companion Memorial must be placed on any given Lot prior to any cremation Memorial on a full-size Lot. All memorials must fit within the plot dimensions of 9' x 12'.
4. If the finished dimensions are 50 cm x 75 cm (20" x 30") or smaller a concrete base will need to be installed. A Memorial will not be removed from a concrete base once installed.
5. The finished dimensions of acceptable Columbarium memorial shall not exceed 23 cm x 23 cm (9" x 9").
6. Bronze plaques for Columbarium Memorials shall be installed by the District.
7. The plaques must be constructed of a bronze material with a flat back as they will be installed with an adhesive.
8. Only one Niche Plaque will be permitted to be installed on any one niche. As the plaque will be installed with a permanent adhesive, the second name plate will need to be able to be capable of being removed without removing the entire plaque.

## **SCHEDULE "B" – RIGHT OF INTERMENT**

### **RIGHT OF INTERMENT**

Right Transfer No.: \_\_\_\_\_

Contract agreement and order made \_\_\_\_\_ between the Cemetery owned and operated by the District of Hudson's Hope, and the Rights Holder:

Rights Holder: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cemetery: \_\_\_\_\_

Address: \_\_\_\_\_

Lot Location: \_\_\_\_\_

Fees paid include:

Lot	_____
Care Fund	_____
GST	_____
<b>TOTAL</b>	_____

*\*Perpetual Care and Cemetery Care Fund are one and the same*

*It is understood that the Administrator may allow for the Right of Interment of up to four (4) Cremated Remains on any Lot provided there is no objection to the Interment of Cremated Remains by next of kins, as defined in the Cremation, Interment and Funeral Services Act (CIFSA) and all applicable fees paid. Only one (1) in-ground casket burial is allowed per Lot. No casket burial is permitted in a Lot after Cremated Remains have been interred in that Lot, as per Cemetery Management Bylaw No. 907.*

*It is also understood that the payment above is for the Right of Interment only and does not include fees for preparation and placement of remains, cemetery products, or other charges, and is subject in every way to Cemetery Management Bylaw No. 907 and Fee and Charges Bylaw.*

*It is further understood and agreed that the terms and conditions on the reverse side hereof, are made part of this agreement, as per Sections 7-12 of Cemetery Management Bylaw No. 907, and rules and regulations of the District of Hudson's Hope Cemeteries as they may be in effect at the time of purchase or as they may be amended from time to time hereafter.*

*Copy of Cemetery Management Bylaw No. 907 is available upon request. Right Of Interment Contract is not deemed final until signed by both parties and payment of fees are received. Payment is due upon signing of contract.*

\_\_\_\_\_  
Rights Holder Signature

\_\_\_\_\_  
District of Hudson's Hope Authorized Signature

Cemetery Management Bylaw No. 907, 2020 – Adopted \_\_\_\_\_, 2020



## **SCHEDULE "C" – INTERMENT AUTHORIZATION**

### **INTERMENT AUTHORIZATION**

Date: \_\_\_\_\_

#### **DECEASED INFORMATION**

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_ Sex: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Date of Death: \_\_\_\_\_ Place of Death: \_\_\_\_\_

#### **NEXT OF KIN**

Name: \_\_\_\_\_ Relationship to Deceased: \_\_\_\_\_  
Address: \_\_\_\_\_ City/Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### **INTERMENT TYPE**

**Burial \*\***      ☐ **Cremation \***      Type of Urn: \_\_\_\_\_  
\*\*Original Burial Permit      \*Original Certificate of Cremation      Cremation No.: \_\_\_\_\_  
must accompany this form      must accompany this form      Crematorium: \_\_\_\_\_

#### **CEMETERY**

Lot Location: \_\_\_\_\_ Block: \_\_\_\_\_  
Interment Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Funeral/Memorial Service Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Funeral Home: \_\_\_\_\_ Telephone: \_\_\_\_\_

(Int.) We wish to witness the casket lowering. We agree to follow all instructions issued by the interment supervisor while this service is performed.

#### **ADDITIONAL RIGHT OF INTERMENT REQUEST**

☐ Adjacent Reserve requested for: \_\_\_\_\_      ☐ Spouse to be interred in same location

*At time of death the District (if requested) will place a hold on an interment space for 30 days. The family will need to contact the District directly to finalize reserve location and secure payment for either option.*

#### **AUTHORIZATION**

This authorization acknowledges that the information provided and services and products selected by me are accurately reflected herein and that the use, memorialization and visitation of a lot in the District of Hudson's Hope Garden of Peace Cemetery or the Pioneer Cemetery is subject in every way to the Cemetery Management Bylaw No. 907, and rules and regulations of the District of Hudson's Hope Cemeteries as they may be in effect at the time of interment or as may be amended time-to-time thereafter.

Under "Order of Priority" provisions of the Cremation, Interment and Funeral Services Act of BC (see reserve) I certify that I am the legally authorized representative of the above-named deceased. Further I certify that I have the full legal right to authorize use of the above identified lot, do hereby authorize the interment of the above named deceased under the terms and conditions outlined herein and accept all responsibility for costs associated with this authorization. I agreed to indemnify and hold harmless The District of Hudson's Hope, its officer and employee, from liability, costs, expenses or claims resulting from this authorization.

\_\_\_\_\_  
Signature of Authorized Person      Printed Name      Relationship to Deceased

Address: \_\_\_\_\_ City/Prov: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cemetery Management Bylaw No. 907, 2020 – Adopted \_\_\_\_\_, 2020

## THE CREMATION, INTERMENT AND FUNERAL SERVICES ACT (excerpts);

### Control of disposition – Section 5

- (1) The right of a person to control the disposition of the human remains or cremated remains vests in, and devolves on, the following persons in order of priority:
  - (a) the personal representative named in the will of the deceased;
  - (b) the spouse of the deceased;
  - (c) an adult child of the deceased;
  - (d) an adult grandchild of the deceased;
  - (e) if the deceased was a minor, a person who was a guardian who had care and control of the deceased at the date of death;
  - (f) a parent of the deceased;
  - (g) an adult sibling of the deceased;
  - (h) an adult nephew or niece of the deceased;
  - (i) an adult next of kin of the deceased, determined on the basis provided by section 23 (5) of the Wills, Estates and Succession Act;
  - (j) the minister under the Employment Assistance Act, or if the Public Guardian and Trustee is administering the estate of the deceased under the Wills, Estates and Succession Act, the Public Guardian and Trustee;
  - (k) an adult person having a personal or kinship relationship with the deceased, other than those referred to in paragraphs (b) to (d) and (f) to (i).
- (2) If the person at the top of the order of priority set out in subsection (1) is unavailable or unwilling to give instructions, the right to give instructions passes to the person who is next in priority.
- (3) If, under subsection (1), the right to control the disposition of human remains or cremated remains passes to persons of equal rank, the order of priority
  - (a) is determined in accordance with an agreement between or among them, or
  - (b) in the absence of an agreement referred to in paragraph (a), begins with the eldest of the persons and descends in order of age.
- (4) A person claiming that he or she should be given the sole right to control the disposition of the human remains may apply to the Supreme Court for an order regarding that right.

### Written Authorization – Section 8

- (3) An operator of a cemetery, mausoleum and crematorium must not dispose of human remains unless
  - (a) the operator is authorized to do so under the Vital Statistics Act, and
  - (b) the operator
    - (i) is ordered to do so by a medical health officer under the Public Health Act, or
    - (ii) has received the authorization from the person who, under section 5 [control of disposition of human remains or cremated remains], has the right to control the disposition of the human remains.

### Protection from Liability – Section 9

If

- (a) there is an error or omission in an authorization provided under section 8 [requirement for authorization before funeral services or disposition] to an operator or a funeral provider, or
- (b) the person who signed an authorization provided under section 8 [requirement for authorization before funeral services or disposition] did not have the authority to give the directions set out in the authorization,

the operator or funeral provider is not liable for acting on the authorization unless the operator or funeral provider knew, or ought to have known, that the facts stated in the authorization were not true or the person giving the authorization did not have the authority to do so.

### Definition of Spouse

"spouse" means a person who

- (a) is married to another person,
- (b) has lived and cohabited with another person in a marriage-like relationship for a period of at least 2 years immediately before the other person's death;

---

### **Cemetery Management Bylaw No. 907**

The use of any lot, exercise of interment rights, installation of any memorial, visitation of any memorial site and performance of all services is subject to the bylaws of the District of Hudson's Hope as may be currently in effect or from time-to- time amended.

---

The Cemetery collects and uses personal information solely for the purpose of providing client families with the products and services they request and, as required by law, to retain a permanent record of every interment within the District operated cemeteries and is subject to Privacy Legislation.

Staff will be pleased to provide you with the location of a burial site. Staff are prohibited from providing any other personal information about deceased persons interred, or Rights Holders, at the District Cemeteries.

## SCHEDULE "D" – AUTHORIZED APPROVAL

### AUTHORIZED APPROVAL

Cemetery: \_\_\_\_\_

Location: \_\_\_\_\_

Lot : \_\_\_\_\_ Section: \_\_\_\_\_

Grave of: \_\_\_\_\_

I (we), as duly authorized in accordance with the *Cremation Interment and Funeral Services Act, Part 3, Section 5*, in relation to the original occupant of this grave, hereby give the District of Hudson's Hope permission to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The undersigned represent to the District of Hudson's Hope that they have notified the immediate next-of-kin of the original person(s) interred in the above lot and that the immediate next-of-kin agreed to the aforesaid.*

*The undersigned further agreed to indemnify and save harmless the District of Hudson's Hope, its officers and employees, from liability, costs, expenses or claims resulting from this authorization.*

\_\_\_\_\_  
*Signature of Authorized Person*

\_\_\_\_\_  
*Printed Name/Relationship to Deceased*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Authorized Person*

\_\_\_\_\_  
*Printed Name/Relationship to Deceased*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Authorized Person*

\_\_\_\_\_  
*Printed Name/Relationship to Deceased*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Authorized Person*

\_\_\_\_\_  
*Printed Name/Relationship to Deceased*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Authorized Person*

\_\_\_\_\_  
*Printed Name/Relationship to Deceased*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Authorized Person*

\_\_\_\_\_  
*Printed Name/Relationship to Deceased*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Authorized Person*

\_\_\_\_\_  
*Printed Name/Relationship to Deceased*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Authorized Person*

\_\_\_\_\_  
*Printed Name/Relationship to Deceased*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Cemetery Management Bylaw No. 907, 2020 – Adopted \_\_\_\_\_, 2020

**SCHEDULE "E" – RIGHT OF INTERMENT TRANSFER OR SURRENDER**

**RIGHT OF INTERMENT TRANSFER OR SURRENDER**

Cemetery: \_\_\_\_\_

Location: \_\_\_\_\_

Lot : \_\_\_\_\_ Section: \_\_\_\_\_

☐ Transfer:

I hereby request that the Right of Interment for the above mentioned lot, as registered under Contract No. \_\_\_\_\_ be transferred from my name to that of \_\_\_\_\_, address being \_\_\_\_\_  
\_\_\_\_\_. Telephone number \_\_\_\_\_

.....  
☐ Surrender:

I hereby surrender to the District of Hudson's Hope the Right of Interment for the above mentioned lot, as registered under Contract No. \_\_\_\_\_.

Original price paid for Right of Interment (less the Maintenance Care Fund contribution)	* _____
Plus GST paid on	* _____
Less Administration Fee	_____
Less GST on Administration Fee	_____
<b>REFUND TOTAL</b>	_____

.....  
\_\_\_\_\_  
Right of Interment Holder Signature

\_\_\_\_\_  
Printed Name

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE "F" – MEMORIAL PERMIT**

**MEMORIAL PERMIT**

*To be submitted along with payment.*

Request Date: \_\_\_\_\_ ☐ New ☐ Remove & Replace

In Memory of: \_\_\_\_\_

Lot Location: \_\_\_\_\_

**In Ground Memorial:**

Marker Size: ☐ Adult ☐ Child ☐ Cremation

Permit Fee: \$ \_\_\_\_\_

**Columbarium Memorial:**

Marker Plaque: ☐ Initial Installation ☐ Second Name Installation

Permit Fee: \$ \_\_\_\_\_

Inscription (Name and Dates): \_\_\_\_\_

Comments: \_\_\_\_\_

According to the *Cemetery, Interment and Funeral Services Act*, a percentage of the memorial permit fee will be contributed to the Cemetery Maintenance Care Fund.

This permit to be used in accordance with and subject to the Cemetery Management Bylaw No. 907 and Fees and Charges Bylaw that may be in effect at the time of purchase or, as they may be amended from time to time thereafter.

*Memorials shall only be placed, installed or removed by the Caretaker or other person duly authorized by the District of Hudson's Hope.*

**FOR OFFICE USE ONLY**

District of Hudson's Hope Approval: \_\_\_\_\_ Date: \_\_\_\_\_

District of Hudson's Hope Comments: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

\_\_\_\_\_  
Right of Interment Holder Signature

\_\_\_\_\_  
Printed Name

Dated: \_\_\_\_\_

*Cemetery Management Bylaw No. 907, 2020 – Adopted \_\_\_\_\_, 2020*

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** March 23, 2020  
**SUBJECT:** REVITALIZATION TAX EXEMPTION BYLAW NO. 914, 2020

---

### RECOMMENDATION

*"THAT Bylaw No. 914, 2020 Revitalization Tax Exemption – Lucas Subdivision be adopted as of March 23, 2020".*

### BACKGROUND

The proposed Bylaw No. 914, 2020 Revitalization Tax Exemption – Lucas Subdivision, was brought before Council on February 10, 2020 for consideration and the first 3 (three) readings, which Council approved.


Public Notice was subsequently issued as per sections 94 and 227 of the *Community Charter* as follows:

- Bulletin Boards at Town Hall and Post Office;
- Social Media, including the District's website, Facebook and PSA; and
- Alaska Highways News, March 5<sup>th</sup> & 12<sup>th</sup>, 2020


#### *Attachments:*

- *Report regarding the proposed Bylaw No. 914, 2020 Tax Revitalization Exemption – Lucas Subdivision (brought forward from the Council meeting held February 10, 2020)*
- *Public Notice issued in the Alaska Highway News, March 5<sup>th</sup> & 12<sup>th</sup>, 2020*
- *The proposed Tax Revitalization Exemption Bylaw 914, 2020*

### Administrators Comments



Chris Cvik, CAO

  
Jeanette McDougall,  
Corporate Officer

**B2**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council

**SUBJECT:** REVITALIZATION TAX EXEMPTION BYLAW NO. 914, 2020  
- RECONSIDERATION

**DATE:** February 10, 2020

**FROM:** Jeanette McDougall, Corporate Officer

---

### RECOMMENDATION

*THAT the following recommendation be brought forward from the Council meeting held January 13, 2020 for reconsideration:*

- 1. That District of Hudson's Hope Revitalization Tax Exemption Bylaw - Lucas Subdivision Bylaw No. 914, 2020 be read a first time as recommended in the report dated December 18, 2019, from the CAO regarding a Revitalization Tax Exemption Program for the Lucas Subdivision.*
- 2. That Bylaw No. 914, 2020 be read a second time.*
- 3. That Bylaw No. 914, 2020 be read a third time.*
- 4. And that Public Notice of Council's intention to implement a tax exemption bylaw for the Lucas Subdivision be undertaken in accordance with Sections 227 and 94 of the Community Charter.*

### BACKGROUND

The proposed Revitalization Tax Exemption Bylaw 914, 2020 was brought before Council for consideration and for the first 3 (three) readings at the Council meeting held January 13, 2020. The motion was placed on the floor, and after careful discussion, was defeated. Subsequent to this, Mayor Heiberg determined that the defeated motion should be brought forward for reconsideration, which is permitted in accordance with Section 131 of the *Community Charter* and Section 9(1) of the Council Procedure Bylaw No. 765, 2009 (Consolidated), provided that the reconsideration is within 30 days of the date the original motion was voted on.

The reasons for the reconsideration include the following:


Recognition of a need for further discussion regarding the potential advantages / disadvantages of the proposed tax incentives pertaining to the proposed Revitalization Tax Exemption Bylaw – Lucas Subdivision, No. 914, 2020, including the perception of fairness associated with a tax exemption for a subdivision vis a vis other residential properties within the District; timeline for which the tax incentive would be in effect and whether a tax incentive would be effective in attracting purchasers; and an opportunity through the Public Notice process to obtain feedback from residents.

**Attachments:**

- *Excerpts from the Community Charter, Section 131 and the Council Procedure Bylaw No. 765, 2009 (Consolidated), Section 9(1)*
- *The proposed Tax Revitalization Exemption Bylaw 914, 2020 and Public Notice*
- *Report and attachments regarding the proposed Tax Revitalization Exemption Bylaw 914, 2020 (brought forward from the Council meeting held January 13, 2020)*

**Administrators Comments**

  
Chris Cvik, CAO

  
Jeanette McDougall,  
Corporate Officer



## **Community Charter, Section 131**

Mayor may require council reconsideration of a matter

- 131 (1) Without limiting the authority of a council to reconsider a matter, the mayor may require the council to reconsider and vote again on a matter that was the subject of a vote.
- (2) As restrictions on the authority under subsection (1),
- (a) the mayor may only initiate a reconsideration under this section
    - (i) at the same council meeting as the vote took place, or
    - (ii) within the 30 days following that meeting, and
  - (b) a matter may not be reconsidered under this section if
    - (i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or
    - (ii) there has already been a reconsideration under this section in relation to the matter.
- (3) On a reconsideration under this section, the council
- (a) must deal with the matter as soon as convenient, and
  - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (4) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

## **District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 (Consolidated)**

### **9. Mayor May Require Council Reconsideration**

The Mayor may, at any time within 30 days after its adoption, require Council to reconsider and vote again on a matter that was the subject of a vote, provided the matter has not had the approval of the electors, the assent of the electors or already been reconsidered under this section.

March 12/20



**HUDSON'S  
HOPE**

*PLAYGROUND OF THE PEACE*

**PUBLIC NOTICE**

**Revitalization Tax Exemption Program – Lucas Subdivision  
BYLAW NO. 914, 2020**

**When:** Monday, March 23, 2020 at 6:00 p.m.

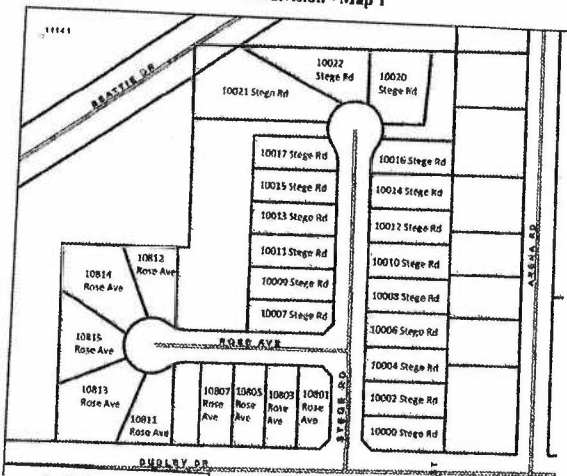
**Where:** Hudson's Hope Council Chambers, 9904 Dudley Drive, Hudson's Hope, B.C.

Pursuant to Section 226 of the Community Charter, Council for the District of Hudson's Hope is considering the adoption of Bylaw No. 914, 2020, a bylaw to establish a Revitalization Tax Exemption Program to encourage residential home development within the Lucas Subdivision (Map 1).

Council's objective under the Revitalization Tax Exemption Program are (a) to encourage new development in the community; (b) to reduce the municipal tax burden on property owners; (c) to advance the objectives of the District's Official Community Plan to improve the quality, quantity, diversity, and condition of the housing stock and to ensure higher residential density is centrally located.

The Tax Exemption Program would provide a 100% exemption of municipal property tax for properties that qualify within the Lucas Subdivision. To qualify, residents would be required to purchase a lot in the Lucas Subdivision; have an approved Building Permit issued within twelve (12) months of Council's adoption of the Bylaw; and finish construction within twenty-four (24) months of the issuance of the approved Building Permit.

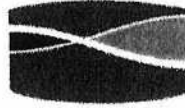
**Lucas Subdivision - Map 1**



Before making a decision, the Council will hear from all persons who have an interest in this matter. Written briefs may be submitted to the municipal office on or before the date and time of the meeting or verbal presentations may be made to the Council during the meeting.

AA | NEWS | THURSDAY, MARCH 5, 2020

March 5/20



**HUDSON'S  
HOPE**

*PLAYGROUND OF THE PEACE*

**PUBLIC NOTICE**

**Revitalization Tax Exemption Program – Lucas Subdivision  
BYLAW NO. 914, 2020**

**When:** Monday, March 23, 2020 at 6:00 p.m.

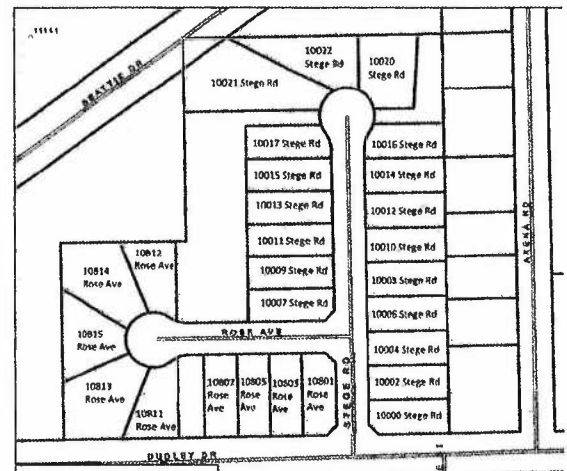
**Where:** Hudson's Hope Council Chambers, 9904 Dudley Drive, Hudson's Hope, B.C.

Pursuant to Section 226 of the Community Charter, Council for the District of Hudson's Hope is considering the adoption of Bylaw No. 914, 2020, a bylaw to establish a Revitalization Tax Exemption Program to encourage residential home development within the Lucas Subdivision (Map 1).

Council's objective under the Revitalization Tax Exemption Program are (a) to encourage new development in the community; (b) to reduce the municipal tax burden on property owners; (c) to advance the objectives of the District's Official Community Plan to improve the quality, quantity, diversity, and condition of the housing stock and to ensure higher residential density is centrally located.

The Tax Exemption Program would provide a 100% exemption of municipal property tax for properties that qualify within the Lucas Subdivision. To qualify, residents would be required to purchase a lot in the Lucas Subdivision; have an approved Building Permit issued within twelve (12) months of Council's adoption of the Bylaw; and finish construction within twenty-four (24) months of the issuance of the approved Building Permit.

**Lucas Subdivision - Map 1**



Before making a decision, the Council will hear from all persons who have an interest in this matter. Written briefs may be submitted to the municipal office on or before the date and time of the meeting or verbal presentations may be made to the Council during the meeting.



## BYLAW NO. 914, 2020

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### **A Bylaw to Provide Property Tax Exemption within the Lucas Subdivision**

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**WHEREAS** pursuant to Section 226 of the *Community Charter*, Council may adopt a bylaw for a revitalization tax exemption program;

**AND WHEREAS** Council wishes to establish a Revitalization Tax Exemption Program in order to encourage residential home development within the Lucas Subdivision;

**AND WHEREAS** Council's objectives under the Revitalization Tax Exemption Program are to (a) encourage new development in the community; (b) reduce the municipal tax burden on property owners; (c) to advance the objectives of the District's Official Community Plan to improve the quality, quantity, diversity, and condition of the housing stock, and to ensure higher residential density is centrally located;

**AND WHEREAS** Council has reviewed the objectives of the Revitalization Tax Exemption program bylaw in conjunction with the use of permissive tax exemptions as per Section 165(3.1)(c) of the *Community Charter*; and

**AND WHEREAS** notice of adoption of this Bylaw has been published in a newspaper for two consecutive weeks prior to adoption and Council has provided an opportunity for persons who consider they are affected to make presentations to Council.

**NOW THEREFORE**, the Council of the District of Hudson's Hope enacts as follows:

- 1 This bylaw shall be cited for all purposes as "Revitalization Tax Exemption Program Bylaw 914, 2020 – Lucas Subdivision.
- 2 Schedule "A" attached hereto and made part of this Bylaw comprises the land eligible for the District of Hudson's Hope Revitalization Tax Exemption.

- 3 Schedule "B" attached hereto and made part of this Bylaw comprises the contents of the District of Hudson's Hope Revitalization Tax Exemption Program.
- 4 Schedule "C" attached hereto and made part of this Bylaw comprises the contents of the Revitalization Tax Exemption Application.
- 5 Schedule "D" attached hereto and made part of this Bylaw comprises the contents of the Revitalization Tax Exemption Agreement.
- 6 Schedule "E" attached hereto and made part of this Bylaw comprises the Revitalization Tax Exemption Certificate.
- 7 The Mayor and Corporate Officer are hereby authorized to execute all documentation necessary to give effect to the provisions of this Bylaw, including the plan attached hereto.
- 8 If a portion of this Bylaw is found invalid by a Court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a First Time this 9th day of March, 2020  
Read a Second Time this 9th day of March, 2020  
Read a Third Time this 9th day of March, 2020

Adopted this this \_\_\_\_\_ day of March, 2020.

\_\_\_\_\_  
Dave Heiberg  
Mayor

\_\_\_\_\_  
Jeanette McDougall  
Corporate Officer

Certified a true copy of Bylaw No. 914, 2020

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Corporate Officer

## Schedule A

### Revitalization Tax Exemption Program – Lucas Subdivision BYLAW NO. 914, 2020

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## **Schedule B**

### **Revitalization Tax Exemption Program – Lucas Subdivision BYLAW NO. 914, 2020**

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#### **Definitions:**

In this Bylaw:

“Agreement” means a Revitalization Tax Agreement between the owner of a Parcel and the District;

“Assessed Value” means the BC Assessment Authority land and improvements assessed value of the parcel subject to an Agreement for the purposes of calculating property taxes;

“Baseline Amount” means an assessed value of land and improvements used to calculate municipal property tax payable on a Property located in the Revitalization Area during the Base Amount Year;

“Base Amount Year” means the calendar year prior to the first calendar year in respect of which an Exemption Agreement applies to a property in the Revitalization Area and/or the calendar year in which the Revitalization Tax Exemption Certificate is issued;

“Building Inspector” means a qualified person employed by the District to make professional judgment about whether a building meets building code requirements.

“Building Permit” refers to the approval issued by the District to the Parcel owner that allows the Parcel owner to proceed with building construction.  
NOTE: The Building Permit shall expire if the work authorized by the permit is not completed within 24 months of the permit issue date.

“District” means the District of Hudson’s Hope.

“Program Eligibility Period” means the One-Year period from the date of adoption of Bylaw 914, 2020, in which Building Permits will be accepted for consideration under the Program. For greater clarity, this means that a Building Permit must be issued within the One-Year period after the date the Bylaw is adopted and then the Property owner has a maximum of twenty-four (24) months to complete the work.

“Occupancy Approval Inspection Certificate” means the final inspection form completed by the Building Inspector to confirm that the house is finished and ready to be lived in.

“Parcel” means one of the twenty-seven (27) lots that comprise Lucas Subdivision;

“Property” means the legally described land and improvements to which a Revitalization Tax Exemption is applied for.

“Revitalization Area” means the twenty-seven (27) lot Lucas Subdivision.

“Tax Exemption” means a revitalization tax exemption obtained pursuant to this bylaw;

“Tax Exemption Application form” refers to application made by a Parcel owner to the District for tax exemption;

“Tax Exemption Certificate” means a Revitalization Tax Exemption Certificate issued by the District of Hudson’s Hope;

### **Program Details**

1. The Program is hereby established pursuant to the provisions of Section 226 of the *Community Charter* which is intended to achieve its objectives to: (a) encourage new development in the community; (b) reduce the municipal tax burden on property owners; (c) to advance the objectives of the District’s Official Community Plan to improve the quality, quantity, diversity, and condition of the housing stock, and to ensure higher residential density is centrally located.

2. The terms and conditions upon which a Tax Exemption Certificate may be issued are as set out in this Bylaw, in the relevant Agreement entered into between the District and the Owner pursuant to this Bylaw; and in the Tax Exemption Certificate in relation to a particular Parcel.

3. The amount of an annual tax exemption shall be equal to 100% of the municipal portion of property taxes imposed under Section 197 (1) (a) of the *Community Charter*.

4. An exemption under this program does not affect the Parcel owner’s liability for municipal utility, user fees or parcel taxes or taxation imposed by other



government or public bodies and collected by the District, including taxation under the School Act.

5. An exemption under this program does not affect the Parcel owner's past liability for any municipal property taxes, utility, user fees or parcel taxes or taxation imposed by other government or public bodies and collected by the District, including taxation under the School Act incurred from the purchase date of the property to the issue of the Tax Exemption Certificate.

6. The maximum term of a tax exemption shall be ten years.

7. The tax exemption is attached to the Parcel and is transferable to subsequent property owners within the term of the Agreement.

8. Any building construction undertaken prior to the effective date of the approval of the Revitalization Tax Exemption bylaw will not be eligible for consideration.

### **Application Process**

9. When the owner of a Parcel wishes Council to consider granting a tax exemption, the owner must apply to the Deputy Treasurer, in writing, and must submit the following with the application: (a) a copy of the Occupancy Approval Inspection Certificate completed by the Building Inspector and (b) a completed Application For Revitalization Tax Exemption form.

10. Applications to the Deputy Treasurer must be received on or before the 31<sup>st</sup> of August in the year prior to the first year in which a tax exemption is sought.

11. Once the Deputy Treasurer determines that all the requirements established under Application for Revitalization Tax Exemption form have been fulfilled, the Parcel Owner and District will enter into a Tax Exemption Agreement.

12. Once the Tax Exemption Agreement is completed and signed, the Deputy Treasurer must issue a Tax Exemption Certificate for the Parcel.

13. A Tax Exemption Certificate issued for the Parcel is subject to the condition that all of the conditions set out in the Agreement continue to be met and may be cancelled by Council if any of the conditions set out in the Agreement are not met.



14. If the Tax Exemption Certificate is cancelled during a year in which the owner of a Parcel has received a tax exemption, the owner of the Parcel shall pay to the District within 30 days of cancellation a recapture amount calculated as equal to a percentage of the amount of the tax exemption with the percentage being equivalent to the percentage of the taxation year remaining from the date of cancellation.

15. If the amount is not paid under Section 14, any amount unpaid will bear interest at the rate prescribed by the Province of British Columbia for Taxes in Arrears or Delinquent as set from time to time by the Province of British Columbia.

**Schedule C**

**Revitalization Tax Exemption Program – Lucas Subdivision  
BYLAW NO. 914, 2020**

---

**Application for Revitalization Tax Exemption**

I am hereby making application for tax exemption.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Telephone or Cell Number: \_\_\_\_\_

**Subject Property Information:**

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Identification Number (PID): \_\_\_\_\_

Copy of Completed Occupancy Approval Inspection Certificate signed off by the  
Building Inspector.

Attached ☐

I confirm that all taxes assessed and rates, chares, and fees imposed on the  
Property have been paid and that all installments owing at the date of the  
certificate application have been paid.

Confirmed ☐

\_\_\_\_\_  
Property Owner/Applicant

\_\_\_\_\_  
Date

---

**OFFICE USE ONLY:**

Date Building Permit Approved: \_\_\_\_\_

Date Occupancy Approval Inspection Certificate sign off: \_\_\_\_\_

Date Tax Exemption Application Received by the District: \_\_\_\_\_

**Schedule D**

**Revitalization Tax Exemption Program – Lucas Subdivision  
BYLAW NO. 914, 2020**

---

**Revitalization Tax Exemption Agreement**

This Agreement dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_  
is between:

I am hereby making application for tax exemption.

XXX

(the "Owner"):

AND

The District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope, BC V0C1V0

(the "District"):

Given that the owner is the registered owner in fee simple of lands in the  
District of Hudson's Hope at:

\_\_\_\_\_  
(civic address)

\_\_\_\_\_  
(legal description)

(the "Parcel"):

## **PREAMBLE**

Council has established a Revitalization Tax Exemption Program in order to encourage residential home development within the Lucas Subdivision. The Program is included within the District of Hudson's Hope Revitalization Tax Exemption Bylaw 914, 2020.

Council's objective under the Revitalization Tax Exemption Program are to (a) encourage new development in the community; (b) reduce the municipal tax burden on property owners; (c) to advance the objectives of the District's Official Community Plan to improve the quality, quantity, diversity, and condition of the housing stock, and to ensure higher residential density is centrally located.

## **CONDITIONS**

1. The Owner has provided the Deputy Treasurer a completed Occupancy Approval Inspection Certificate signed off by the Building Inspector.
2. The Owner has provided the Application for Revitalization Tax Exemption Form to the Deputy Treasurer on or before the 31<sup>st</sup> of August in the year prior to the first year in which a tax exemption is sought.
3. The signed Occupancy Approval Inspection Certificate and the Application for Revitalization Tax Exemption Form are provided to the Deputy Treasurer within the 24-month eligibility period from the date the Building Permit was issued.
4. The Owner has paid all taxes assessed and rates, chares, and fees imposed on the Property have been paid and that all installments owing have been paid.

## **CALCULATION OF REVITALIZATION TAX EXEMPTION**

The amount of an annual tax exemption shall be equal to 100% of the municipal portion of property taxes imposed under Section 197 (1) (a) of the *Community Charter*.

An exemption under this program dos not affect the Parcel owner's liability for municipal utility, user fees or parcel taxes or taxation imposed by other

government or public bodies and collected by the District, including taxation under the School Act.

### **TERM OF TAX EXEMPTION**

The maximum term of a tax exemption shall be ten years.

Provided the requirements of this Agreement and the "District of Hudson's Hope Tax Revitalization Exemption Bylaw No. 914, 2020" are met, the tax exemption shall be for the taxation years \_\_\_\_\_ to \_\_\_\_\_, inclusive (10 year maximum).

The tax exemption is attached to the Parcel and is transferable to subsequent property owners within the term of the Agreement.

### **REPRESENTATION AND WARRANTIES**

The Owner represents and warrants to the District that the Owner is the Owner of the Parcel for the purpose of property assessment and taxation.

### **CANCELLATION**

The District may in its sole discretion cancel the Tax Exemption Certificate at any time:

- (a) on the written request of the Owner; or
- (b) effective immediately upon delivery of a notice of cancellation to the Owner.

If such cancellation occurs, the Owner of the Parcel for which the Tax Exemption Certificate was issued will pay to the District within 30 days of cancellation an amount equal to the percentage of the amount of any tax exemption equivalent to the percentage of the year remaining from the date of cancellation.

If the amount is not paid, any amount unpaid will bear interest at the rate prescribed by the Province of British Columbia for Taxes in Arrears or Delinquent as set from time to time by the Province of British Columbia.

## **NO REFUND**

For greater certainty, under no circumstances will the Owner be entitled under the District's revitalization tax exemption program to any cash credit, any carry forward tax exemption credit or any refund for any property taxes paid.

## **NOTICES**

Any notice or other writing required or permitted to be given hereunder or for the purposes hereof to any party shall be sufficiently given if delivered by hand or posted on the Parcel, or if sent by prepaid registered mail (Express Post) or if transmitted by facsimile to such party:

- (a) In the case of a notice to the District, at:

District of Hudson's Hope  
Box 330  
9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0

*Attention: Deputy Treasurer*

- (b) In the case of a notice to the Owner, at:

[insert name and address of owner]

*Attention:*

Or at such other address as the party to whom such notice or other writing is to be given shall have last notified the party giving the same.

## **NO ASSIGNMENT**

The Owner shall not assign its interest in this Agreement except to a subsequent owner in fee simple of the Parcel.

**SEVERANCE**

If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement as of the day and year first above written.

Executed by the District of Hudson's Hope by its authorized signatories.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Owner

## **Schedule E**

### **Revitalization Tax Exemption Program – Lucas Subdivision BYLAW NO. 914, 2020**

---

#### **Revitalization Tax Exemption Certificate**

In accordance with the "District of Hudson's Hope Revitalization Tax Exemption Bylaw No. 914, 2020" (the "Bylaw") and in accordance with a Revitalization Tax Exemption Agreement dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "Agreement") entered into between the District of Hudson's Hope (the "District") and \_\_\_\_\_ (the "Owner"), the registered owners of [insert legal description of property] \_\_\_\_\_ (the "Parcel").

*This certificate certifies that the Parcel is subject to a revitalization tax exemption equal to 100% of the municipal portion of property taxes imposed under Section 197 (1) (a) of the Community Charter for each of the taxation years 20\_\_ to 20\_\_ inclusive (Maximum 10 Years).*

The tax exemption is provided under the following conditions:

1. The Owner does not breach any term, condition or provision of, and performs all obligations set out in, the Agreement and the Bylaw.
2. The Owner has not sold all or any portion of his or her equitable or legal fee simple interest in the parcel without the transferee taking an assignment of the Agreement and agreeing to be bound by it.
3. The Owner, or a successor in title to the Owner, has not allowed the property taxes for other properties owned by the Owner within the District Parcel to go into arrears or to become delinquent.
4. The Agreement is not otherwise terminated.

If any of these conditions are not met, then the Council of the District of Hudson's Hope may cancel this Revitalization Tax Exemption Certificate. If such cancellation occurs, the Owner of the Parcel or a successor in title to the Owner as the case may be, shall remit to the District an amount equal to the value of the exemption received after the date of the cancellation of the certificate.



# REQUEST FOR DECISION

<b>RFD#:</b>	<b>CC-2020-26</b>	<b>Date:</b>	<b>March 12, 2020</b>
<b>Meeting#:</b>	<b>CM030920</b>	<b>Originator:</b>	<b>Chris Cvik</b>
<b>RFD TITLE: District of Hudson's Hope Bylaw No. 916, 2020 – Amendment to Bylaw No. 911, 2019, DA Thomas Road Closure – Report #2</b>			

## RECOMMENDATION:

*The following recommendations are being brought forward for reconsideration as provided under Bylaw No. 765, 2009 District of Hudson's Hope Council Procedure Bylaw, Section 9: Mayor May Require Council Reconsideration, and as provided for in Section 131 of the Community Charter:*

1. That District of Hudson's Hope Bylaw No. 916, 2020, Amendment to Bylaw No. 911, 2019 Road Closure, DA Thomas Road (the "**Amendment Bylaw**") be read a first time as recommended in the report from the CAO dated March 1, 2020.
2. That the Amendment Bylaw be read a second time.
3. That the Amendment Bylaw be read a third time.
4. That public notice of Council's intention to close a part of DA Thomas Road as shown in Plan EPP93280, remove its dedication as highway, and dispose of the property be in accordance with s. 94 of the *Community Charter*.

## BACKGROUND:

At the Council Meeting on March 9, 2020, the motion pertaining to the DA Thomas Road Closure Amendment Bylaw was **defeated** as Council requested confirmation that the parking area at the top of DA Thomas Road was not impacted by the updated survey plan:

### **B2 BYLAW NO. 916, 2020 – AMENDMENT TO DA THOMAS**

#### ***M/S Councillors Miller / Summer***

- "1. That District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road (the "**Amendment Bylaw**") be read a first time as recommended in the report dated March 1, 2020, from the CAO regarding Road Closure Bylaw No. 911, 2019.*
- 2. That the Amendment Bylaw be read a second time.*
- 3. That the Amendment Bylaw be read a third time.*

**B3**

4. *That public notice of Council's intention to close a part of DA Thomas Road as shown in Plan EPP93280, remove its dedication as highway, and dispose of the property be in accordance with s. 94 of the Community Charter.*

**DEFEATED**

**RESOLUTION NO. 051/20**

**M/S Councillors Miller / Quibell**

- "1. THAT Staff contact BC Hydro to confirm that the parking area at the top of DA Thomas Road is not impacted by the updated survey plan; and**  
**2. THAT Staff report to Council on March 23, 2020."**

**CARRIED**

**DISCUSSION:**

The District received confirmation from Catherine Lambert, Property Representative, Site C Clean Energy Project, BC Hydro that the parking area (25m) at the top of DA Thomas Road will still be provided as agreed upon.

**FINANCIAL:** N/A

**Attachments:**

1. Report dated March 1, 2020, from the CAO on the District of Hudson's Hope Road Closure Bylaw
2. District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road
3. Draft Public Notice



Report Approved by:

Chris Cvik, CAO

# REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-20	<b>Date:</b> March 1, 2020
<b>Meeting#:</b> CM030920	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> <i>District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020 DA Thomas Road</i>	

## RECOMMENDATION:

1. That *District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road* (the "**Amendment Bylaw**") be read a first time as recommended in the report dated March 1, 2020, from the CAO regarding Road Closure Bylaw No. 911, 2019.
2. That the Amendment Bylaw be read a second time.
3. That the Amendment Bylaw be read a third time.
4. That public notice of Council's intention to close a part of DA Thomas Road as shown in Plan EPP93280, remove its dedication as highway, and dispose of the property be in accordance with s. 94 of the *Community Charter*.

## BACKGROUND:

At the Council Meeting on December 9, 2019, Council enacted *District of Hudson's Hope Road Closure Bylaw No 911, 2019, DA Thomas Road* (the "**DA Thomas Road Closure Bylaw**").

At the Council Meeting on February 24, 2020, Council passed the following resolutions:

1. *That Council approve the Site C Project – Hudson's Hope Master Lands Agreement and accompanying sub-agreements.*
2. *That Council authorize the CAO to execute the Master Lands Agreement and the accompanying sub-agreements on behalf of the District.*

## DISCUSSION:

Following the February 24, 2020 Council Meeting, BC Hydro notified Administration of an updated survey plan in respect of the DA Thomas Road Closure Bylaw and indicated that it would need to be amended to reflect the updated document, which is incorporated in the attached draft Amendment Bylaw.

Our external legal counsel, Lindsay Parcels, who has been reviewing the draft land agreements, has provided legal advice in respect of the Amendment Bylaw and this

process will include Public Notice in accordance with s. 94 of the *Community Charter*, which is required by s. 26 and s.40 of the *Community Charter* (i.e., advertising in the local paper for two consecutive weeks).

**FINANCIAL:**

BC Hydro has indicated they will pay for the additional advertising expense of having to run the Public Notice documents again for two consecutive weeks. BC Hydro also covered the initial advertising cost.

After DA Thomas Road is closed in accordance with the road closure bylaw and its highway dedication is removed, the property will be registered in the name of the District. The District will sell the property to BC Hydro for a nominal sum (approximately \$1.00). The rationale for the nominal value is due to the blanket covenant that will be registered in favour of the District for permanent public access to the recreational area and a walking trail that is being built and maintained by BC Hydro.

**Attachments:**

1. *District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road*
2. *Amended Draft Public Notice*

Report Approved by:



Chris Cvik, CAO



## BYLAW NO. 916, 2020

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A Bylaw to Amend *District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road*

---

**WHEREAS** pursuant to Section 40 of the *Community Charter*, Council may enact a bylaw to close a highway and remove its highway designation.

**AND WHEREAS** the municipal council has enacted *District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road* (the "**2019 Bylaw**");

**AND WHEREAS** the municipal council now wishes to amend the 2019 Bylaw;

**AND WHEREAS** notice of the proposed adoption of this Bylaw has been published in a newspaper for two consecutive weeks prior to adoption and Council has provided an opportunity for persons who consider they are affected to make presentations to Council.

**NOW THEREFORE**, the Council of the District of Hudson's Hope enacts as follows:

1 Citation

- 1.1 This Bylaw may be cited as *District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road*.

2 Amendment of 2019 Bylaw

- (a) Section 2.1 of the 2019 Bylaw is amended by deleting the section in its entirety and inserting the following:
- 2.1 That the approximately 4.09 Hectares of DA Thomas Road outlined in bold and shown in reference plan EPP93280 a copy of which is attached hereto as Schedule A and forms a part of this Bylaw, is hereby stopped up and closed to traffic of all kinds and its dedication as highway is removed.

- (b) Schedule A of the 2019 Bylaw is replaced with the reference plan attached to this Bylaw as Schedule A.

Read a First Time this 23rd day of March, 2020

Read a Second Time this 23rd day of March, 2020

Read a Third Time this 23rd day of March, 2020

Adopted this this \_\_\_\_ day of April, 2020

\_\_\_\_\_  
Dave Heiberg  
Mayor

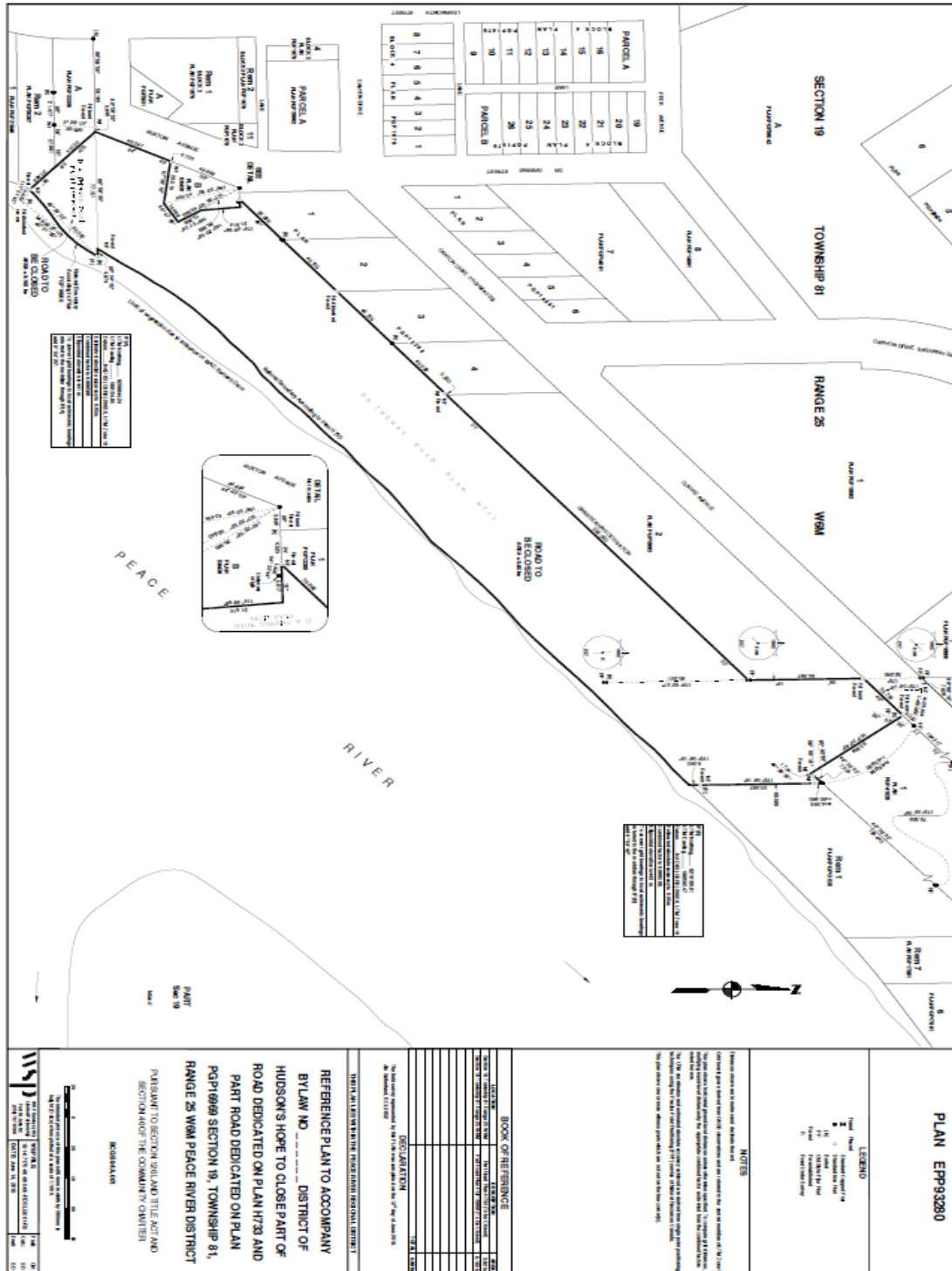
\_\_\_\_\_  
Jeanette McDougall,  
Corporate Officer

Certified a true copy of Bylaw No. \_\_\_\_\_, 2020

this \_\_\_\_ day of \_\_\_\_\_s

\_\_\_\_\_  
Corporate Officer

## Schedule A



Ken McKenzie  
Executive Vice President  
Site C Clean Energy Project  
P.O. Box 49260  
Vancouver, B.C. V7X 1V5

March 9, 2019

Mayor Dave Heiberg  
District of Hudson's Hope

Sent via email

**Re: Notice of Site C Construction Activities: April – June 2020**

Dear Mayor Heiberg,

As part of our engagement activities, we provide regular updates and information on construction activities. This letter describes the work planned from April 1 to June 30, 2020.

For the upcoming period, construction at Site C will focus on:

- Progression of earthworks at the dam site and concrete lining and finishing of the two diversion tunnels
- Construction of the Site C substation
- Construction of powerhouse and spillway
- Maintenance of access roads connecting to the transmission line corridor
- Transmission line construction including road maintenance, site preparation, helical pile foundation installation, tower assembly and erection, and conductor stringing
- Highway 29 construction: grading and paving work at Cache Creek West; the embankment portion of Cache Creek East; the road and bridge at Halfway River; and an in-river embankment for Lynx Creek East
- Portage Mountain Quarry operations and improvements to access roads
- Clearing, road maintenance and road construction in areas of the future reservoir
- Habitat construction and installation
- Site security gate improvements
- Possible archaeological data recovery and investigation on Highway 29, along access roads to the future reservoir, and within the future reservoir area
- Clearing activities, including burning, vegetation removal and log hauling, in the middle and eastern reservoir areas

For all activities described in this letter, the [necessary approvals](#) will have been obtained before work begins. Geotechnical site investigations, air quality monitoring, heritage and other field studies are ongoing. We will continue to provide [annual field study notices](#) of these activities.

For the safety of the public and workers, please use caution when hunting, shooting, or setting traps in the Site C project area.

**C1**



## Dam site

- **Access roads:** Crews will continue to maintain dam site access roads and existing south bank resource roads, including petroleum development roads. Site security gate enhancements will occur.
- **Main civil works:** Construction activities will continue. This includes:
  - Excavation and material relocation on the north and south banks for the core trenches and dam foundations
  - Construction of the south bank drainage tunnel
  - Construction of the diversion tunnels and diversion intake structures including gate guides
  - In-river work and dredging
  - Concrete batching
  - Riprap placement
  - Temporary upstream fishway construction
  - Temporary debris boom anchor installation and access road construction
  - Earthfill dam preparation and other civil works
  - Shipments of aggregate and rip rap to site
- **Generating station and spillways (GSS):**
  - Concrete will continue to be placed for the powerhouse intake areas
  - Installation of the main service bay roof waterproofing will continue
  - Sections of the steel penstocks will continue to be delivered to site, where they will be assembled and encased in concrete on the intakes
  - Construction of spillway stilling basin slab will continue
  - Installation of penstock sections at Unit 1, 2 and 3 will continue
- **Turbines and generators:** The turbines and generators contractor will continue to mobilize crews and equipment to their work area on the south bank. The contractor will move material to the dam site by rail or road. They will assemble equipment in their on-site manufacturing facility until installation in the powerhouse, which is expected to begin in mid-2020. Some turbine components are expected to be delivered to Area 27.
- **Site C substation:** The substation contractor will continue with the assembly, installation and testing of substation equipment.

## Public roads and highways

- **Highway 29**
  - **Cache Creek West:** The contractor will remobilize and complete work at Cache Creek West
  - **Cache Creek East:** Construction will continue on the embankment
  - **Lynx Creek:** Construction will continue on the embankment at Lynx Creek East
  - **Halfway River:** Construction will continue on the road and bridge

## Peace River/reservoir

- **In-river debris management systems:** Debris management structures will be installed on the Moberly River and the Peace River
- **Fish habitat enhancement project:**
  - Surveying work may take place at the downstream fish habitat enhancements
  - Field investigations for shoreline contouring near Hudson's Hope will occur
- **Wildlife program:** Installation of snake hibernacula, eagle nest platforms, fisher den boxes and bat structures may take place. Monitoring of fisher den boxes and bat boxes will continue. Unoccupied eagles' nests may be removed, in advance of river diversion.
- **Archaeology:** Possible archaeological data recovery and investigation on Highway 29, along access roads to the future reservoir, within the future reservoir area, or elsewhere on the project.
- **Reservoir clearing:**
  - Clearing activities and road construction will occur in the following areas:
    - South bank of the eastern reservoir
    - Middle reservoir between Cache Creek and Halfway River
  - Waste wood management: When conditions allow, waste wood may be burned in the following areas:
    - North and south banks of the eastern reservoir
    - Middle reservoir between Cache Creek and Halfway River
    - Moberly River and Cache Creek drainage areas
  - Merchantable trees will be transported to local mills
  - Road maintenance may occur on existing roads in the reservoir area

## Hudson's Hope shoreline protection

Archaeological studies may occur.

## Transmission works

- **Access road maintenance:** Road maintenance on access roads will occur, to provide safe access to the transmission line right-of-way.
- **Transmission line construction:** Foundations and towers are being assembled and installed. Conductor will be strung. Helicopters will be used.
- **Investigations for relocation of transmission line crossing at Halfway River:** Geotechnical investigations will occur for the relocation of an existing transmission line that crosses the Halfway River.
- **Transmission line construction:** Two new 138kV transmission lines may be constructed for connection to the Site C substation.

## Production and transport of materials

- **Wuthrich Quarry and West Pine Quarry:** Riprap will be produced and hauled from West Pine Quarry along Highway 29 for highway construction.

- **Portage Mountain Quarry:** Operations will continue at Portage Mountain Quarry. This includes blasting and producing riprap. Access roads will continue to be upgraded. Clearing will begin for a stockpile area on the corner of 400 Road and Canyon Drive. Riprap and other quarry products will be transported to project construction sites.
- **85th Avenue Industrial Lands:** Work will continue at the Industrial Lands. This includes the preparation of offices, a parking lot, and laydown/stockpile areas. Excavation will begin.
- **Conveyor belt system:** Materials may be transported from the 85<sup>th</sup> Avenue Industrial Lands to the dam site.

## Environmental Assessment Certificate

Environmental Assessment Certificate #E14-02 (EAC) for the project consists of Schedule A, the project description, and Schedule B, the conditions under which the project must be constructed and operated. If BC Hydro wishes to make a change to either Schedule A or Schedule B of the EAC, we are required to submit a written request to the Environmental Assessment Office, which then consults with regulatory agencies, Indigenous groups and/or the public on the request and issues a written decision.

To date, we have requested and been granted six amendments to the EAC. These are:

- Amendment 1 – regarding design changes to the generating station and spillway
- Amendment 2 – regarding design changes to the Halfway River Bridge within the Halfway River Highway 29 realignment
- Amendment 3 – regarding the use of West Pine Quarry, in addition to the already approved Portage Mountain Quarry, as a source of quarry and excavated material for the construction of the Highway 29 realignment, Hudson's Hope shoreline protection, and areas along the reservoir requiring protection during reservoir filling
- Amendment 4 – regarding the selective use of mechanical clearing in riparian zones during reservoir clearing when it is unsafe to undertake manual clearing
- Amendment 5 – regarding a change in the alignment of Highway 29 at Cache Creek
- Amendment 6 – regarding the expansion of the worker accommodation camp within the dam site area.

BC Hydro has applied for three additional amendments regarding proposed revisions to the Highway 29 crossing designs at Farrell Creek, Dry Creek and Lynx Creek. Decisions on these amendment requests are anticipated in May 2020.

## Water Licences and Leaves to Commence Construction

BC Hydro holds Water Licences for the diversion and use of water, the storage of water, and for the temporary and permanent fish passage facilities. During the course of construction, we will apply for a series of Leaves to Commence Construction (LCCs) under the Water Licences in order to construct particular project works or components of project works. Construction-related activities under the LCCs are also independently reviewed by the Independent Engineer and the Independent Environmental Monitor as required by the Water Licences.

To date, BC Hydro has obtained LCCs for:

- Initial works
- Relocated Surplus Excavation Material (RSEM) storage areas

- North and south bank excavations
- South bank stage 1 cofferdam
- Clearing of the eastern reservoir
- North bank cofferdams and diversion tunnel works
- Roller-compacted concrete (RCC) buttress foundation preparation and RCC placement
- Geotechnical investigations for the Hudson's Hope Shoreline Protection and Halfway River debris boom
- Earthfill dam excavation, foundation preparation, fill placement and approach channel foundation preparation and placement
- Generating station civil works and spillway civil works
- Construction of the temporary fish passage facility
- Stage 2 cofferdams and river diversion
- Water licences for temporary and permanent fish passage facilities
- Construction of the temporary fish passage facility
- Middle reservoir clearing

BC Hydro plans to submit LCC applications related to turbine, generator and powerhouse completion works, and for Hudson's Hope berm construction, in the spring of 2020.

### Notice of completed activities

The following work, described in previous notifications, is complete or is anticipated to be complete by the date of issuance of this letter:

- South bank downstream fish habitat enhancements

### What to expect

During this time, the following can be expected:

- [Permanent navigational restrictions:](#) Boaters will no longer have access to the Moberly River and the Peace River, near the dam site, once debris structures have been installed. Public safety signs and beacons have been installed on both banks of the Peace River, on both sides of the dam site, to mark the active construction area.
- There will be project-related traffic on public roads leading to the dam site, transmission corridor, reservoir and Highway 29, as we continue to haul materials, equipment, rock, and timber. This will include increased industrial traffic on resource roads and public roads from Chetwynd leading to the site on the south bank.
- Day, night and weekend shifts are anticipated for the duration of the project.
- Traffic control will be intermittently in place for construction and investigation activities along Highway 29. This may cause minor traffic delays. Visit [drivebc.ca](http://drivebc.ca) for the latest traffic updates.
- Noise will occur near the construction areas.
- Noise and vibration will result from blasting and other works in the quarries. Hauling may occur at night.

- There will be construction occurring around the Peace River at the dam site.
- Public safety signs and beacons have been installed on both banks of the Peace River, on both sides of the dam site, to mark the active construction area.
- We are monitoring air quality in the Site C project area. This data is being added to the Ministry of Environment's [B.C. Air Quality Monitoring Data](#). The Ministry uses this data to report on air quality trends. In the event of poor air quality, the Ministry will release air quality advisories through a notification list. This notification list currently includes the regional media, various public and private sector offices, as well as members of the public. If you are interested in being part of this notification list, please email [sitec@bchydro.com](mailto:sitec@bchydro.com).

### Learn more

BC Hydro is committed to providing you with information about Site C construction activities and has established several ways that you can learn more about the project.

The [Site C website](#) is the main source of important project information, such as:

- News and information about the project
- Planned construction activities and a general project schedule
- Information about job and business opportunities
- Information for regional and Indigenous communities
- A document library and other information pages, containing:
  - Information sheets
  - Mitigation and monitoring plans
  - Annual reports
  - Permits and authorizations received from regulatory agencies
  - Reports from the environmental assessment, and consultation and engagement activities
  - Project planning and evaluation reports
  - Environment and socio-economic reports
  - Engineering and technical reports
  - Employment statistics
  - Quarterly Progress Reports to the BCUC

We would be happy to come to your community to discuss the upcoming work in more detail.

Please do not hesitate to contact me should you wish to arrange a meeting or have any questions about any information described in this letter.

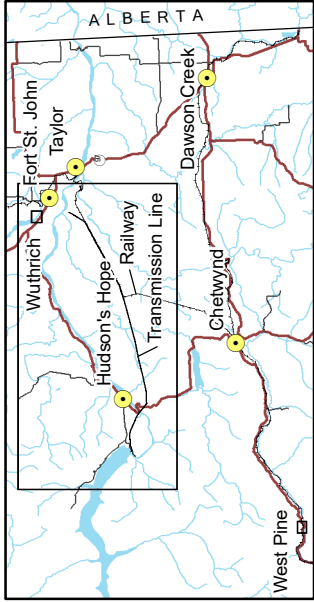
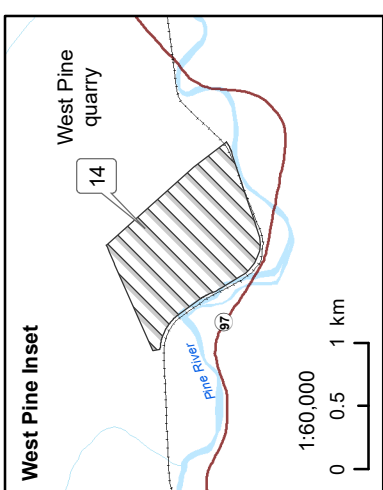
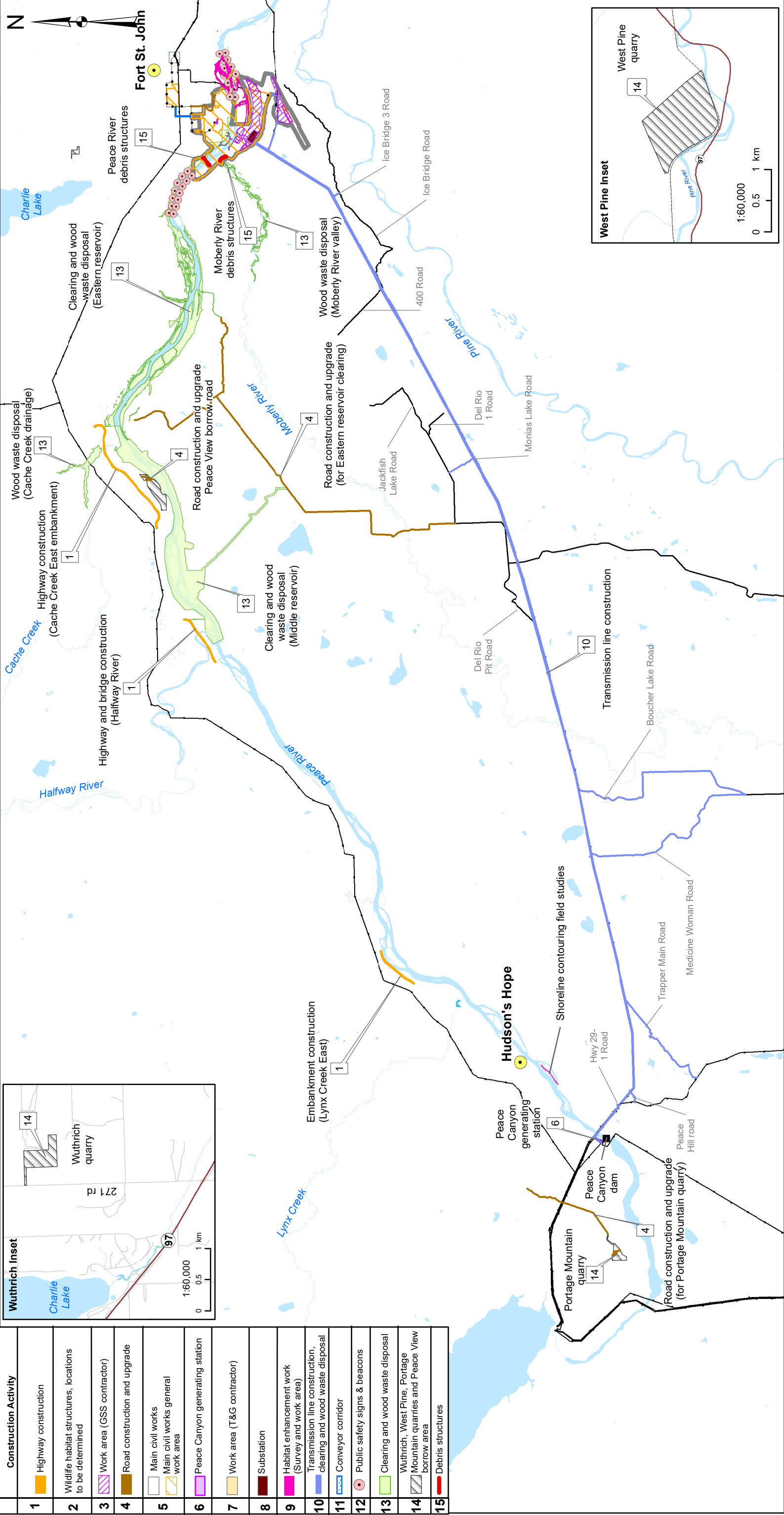
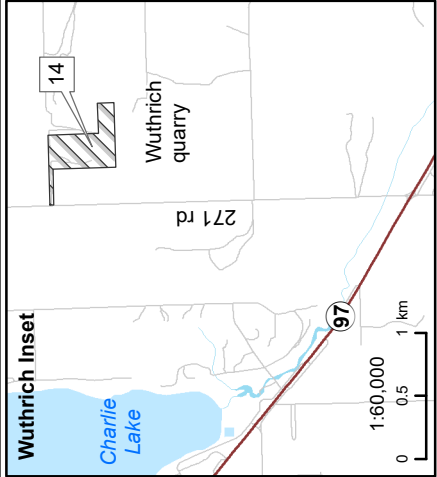
Kindest regards,



Ken McKenzie

cc: Chris Cvik, CAO

	Construction Activity
1	Highway construction
2	Wildlife habitat structures, locations to be determined
3	Work area (GSS contractor)
4	Road construction and upgrade
5	Main civil works Main civil works general work area
6	Peace Canyon generating station
7	Work area (T&G contractor)
8	Substation
9	Habitat enhancement work (Survey and work area)
10	Transmission line construction, clearing and wood waste disposal
11	Conveyor corridor
12	Public safety signs & beacons
13	Clearing and wood waste disposal
14	Wuthrich, West Pine, Portage Mountain quarries and Peace View borrow area
15	Debris structures



Map Notes:  
1. Datum: NAD83  
2. Projection: UTM Zone 10N  
3. Base Data: Province of B.C.

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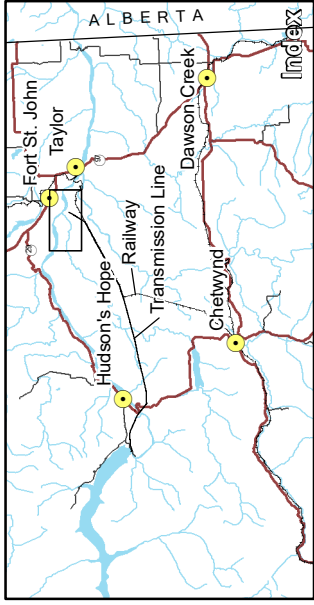
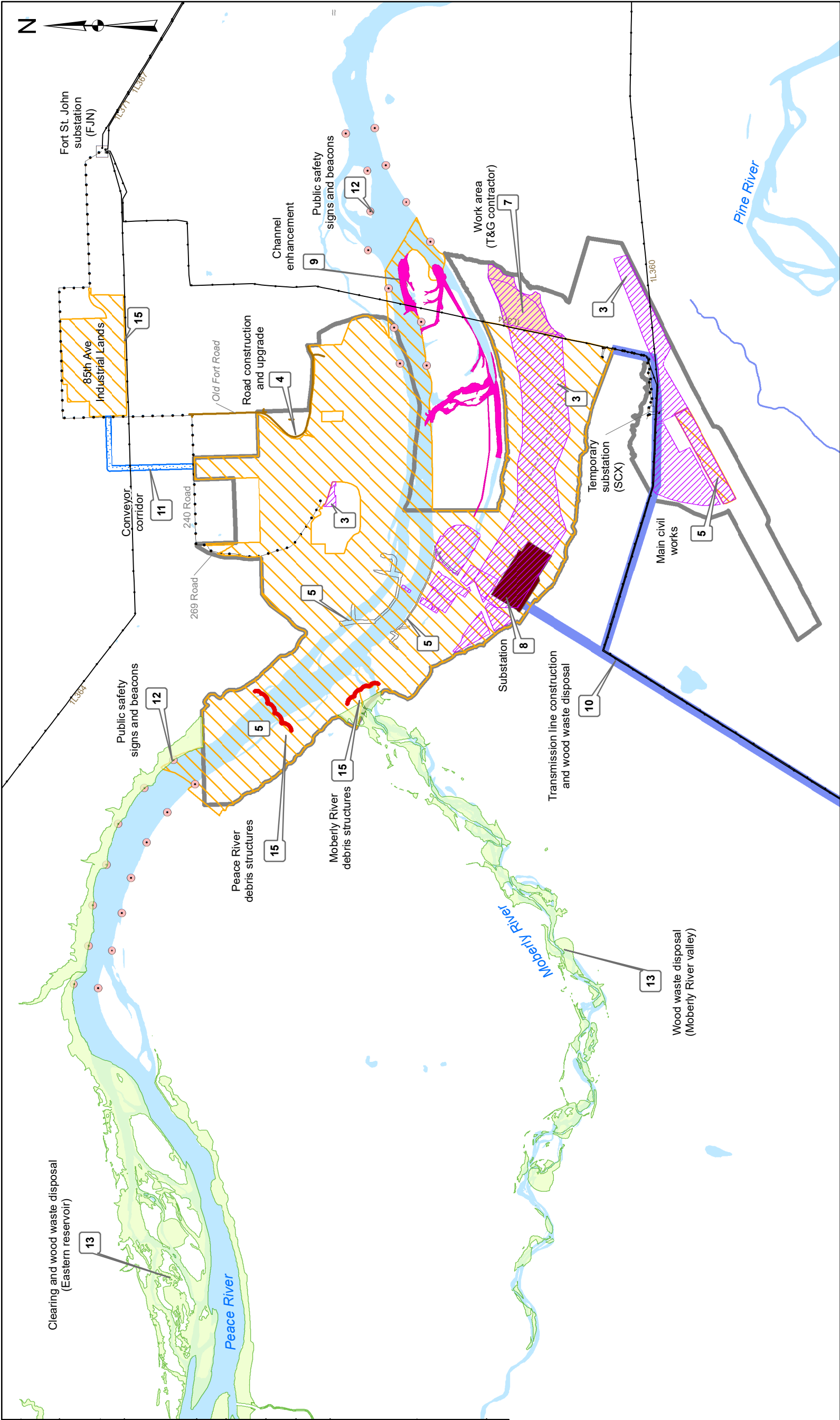
Construction Activities  
April - June 2020

Date	Mar. 6, 2020	DWG NO	1016-N11-00778-1	R 0
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The construction activities presented in this map are indicative only and may change as a result of procurement and project planning advancements.  
Council Agenda - March 23, 2020



	Construction Activity
1	Highway construction
2	Wildlife habitat structures, locations to be determined
3	Work area (GSS contractor)
4	Road construction and upgrade
5	Main civil works Main civil works general work area
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7	Work area (T&G contractor)
8	Substation
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Construction Activities  
April - June 2020

Date	Mar. 6, 2020	DWG NO	1016-N11-00778-2	R 0
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The construction activities presented in this map are indicative only and may change as a result of procurement and project planning advancements.  
Council Agenda - March 23, 2020

Construction of the Site C Clean Energy Project is subject to regulatory and permitting approvals.

WEST MOBERLY FIRST NATIONS  
PROUDLY INVITES YOU TO THE

OFFICIAL

**GRAND OPENING  
OF OUR PASSIVE COMMUNITY  
HEALTH CENTRE**

**Wednesday, April 1st**

**2pm-4pm**

We will celebrate with a Prime Rib BBQ Luncheon  
and presentations from various parties who helped  
us achieve this goal.

If you are able to attend please RSVP by Wednesday,  
March 25th via email with

Tammy: [wmfnevents@westmo.org](mailto:wmfnevents@westmo.org) and

Patricia : [healthdirector@westmo.org](mailto:healthdirector@westmo.org)

**C2**



**From:** [NCLGA Admin](#)  
**To:** [NCLGA Admin](#)  
**Subject:** Save-the-Date: Climate Leaders Forum in Prince George, May 12th  
**Date:** March 12, 2020 9:03:26 AM

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### **Save the Date – Climate Leaders Forum in Prince George, May 12**

This event is for elected officials curious about or ready to take bold action on climate change in their communities. The Climate Leaders Forum is coming to Prince George in advance of the NCLGA convention to provide elected leaders with the tools and inspiration they need to take local climate action. Join the [BC Municipal Climate Leadership Council](#) (BCMCLC), [Community Energy Association](#) (CEA), regional peers, and potential collaborators for a half-day interactive climate action workshop exploring the solutions, tactics, and co-benefits of climate action in central and northern communities.

What: Climate Leaders Forum – North

Host: Mayor Lee Brain (Prince Rupert)

Date: May 12, 1-5pm

Location: TBD, info coming soon

Cost: \$49 early bird, \$59 regular

A more detailed agenda will be coming soon. You can expect to:

- Dive into the [BC Climate Leaders Playbook](#) and explore the priority “Big Moves” for local government climate action
- Get a detailed briefing on Provincial policy initiatives that will affect emissions in your community
- Know where to get the grants with an overview of CEA’s recently updated Funding Guide
- Explore the intersection of climate action, adaptation and resilience, economic development, social equity, health, and other community priorities
- Envision a future vision for your region and strategize about collaborative climate action initiatives with your peers

To reserve a spot now head to the Eventbrite page:

<https://www.eventbrite.ca/e/98515367115>.

There is also a Facebook event page if you would like to stay in the loop:

<https://www.facebook.com/events/601271777121601/>.

Executive Coordinator  
North Central Local Government Association  
T: 250-564-6585  
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Virus-free. [www.avast.com](http://www.avast.com)

**Jeanette McDougall**

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**From:** NCLGA Admin <admin@nclga.ca>  
**Sent:** March 11, 2020 10:26 AM  
**To:** NCLGA Admin  
**Subject:** Save the Date - Northern BC Solid Waste Mgmt Forum 2020

Hello NCLGA Members,

The NCLGA is pleased to announce the official dates for the **Northern BC Solid Waste Management Forum 2020**. In response to Member feedback, the NCLGA is offering the first forum in Northern BC to bring together elected officials, local government staff First Nations, industry professionals, stewardship leaders to discuss the challenges and future strategies for managing solid waste and recycling.

**When:** June 16 and 17, 2020 (1.5 days)  
**Where:** Prince George Conference and Civic Centre  
**Cost:** TBA

Registration, preliminary program and sponsorship information will be made available on the website ([www.nbc-solid-waste-forum.ca](http://www.nbc-solid-waste-forum.ca)) soon!

You can also check out our Twitter event page for my updates as they are available: @NBCWasteForum

Please share and spread the word!

**NORTHERN BC  
SOLID WASTE 20  
MANAGEMENT FORUM 20**

**Save the Date**

**June 16 - 17, 2020**

**Prince George Conference and Civic Centre**

The North Central Local Government Association is pleased to be hosting the Northern BC Solid Waste Management Forum 2020. This is the first, regional conference in Northern BC to bring together elected officials, First Nations, industry professionals, and stewardship leaders to discuss the challenges and future strategies for managing waste and recycling in the region.

**C4**

**what you can expect at this event:**



Opportunity to participate in Council Agenda - March 23, 2020  
Central elected officials and local government staff