



**REGULAR COUNCIL MEETING**  
**March 23, 2020**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

**Present:** Mayor Dave Heiberg  
Councillor Mattias Gibbs  
Councillor Pat Markin  
Councillor Kelly Miller  
Councillor Leigh Summer

**Absent:** Councillor Valerie Paice (*with notice*)  
Councillor Travous Quibell (*with notice*)  
Youth Councillor Brenna Rice

**Staff:** CAO, Chris Cvik  
Corporate Officer, Jeanette McDougall  
Director of Public Works, Mokles Rahman (*partial - Public Works Items*)  
Director, Protective Services, Bob Norton (*partial - Protective Services Items*)

**1. CALL TO ORDER**

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

The CAO advised that the Director, Public Works and the Director, Protective Services will be present only for their respective Department's items to ensure social distancing.

**2. DELEGATIONS**

**D1 DIANA JEWAN – POOL FEES FOR THE DISABLED**

D. Jewan was unable to attend the meeting in person; a discussion ensued regarding various pool fees (*Council vote under Item NB1*).

**D2 DARYL JOHNSON – MANUFACTURED HOME PARK REZONING**

Mayor D. Heiberg spoke to D. Johnson, who did not attend in person due to the COVID19 virus, and advised Council that D. Johnson was requesting a zoning amendment for the Manufactured Home Park (MHP) to allow for Recreational Vehicles (RVs). His intention is to place 2 Recreational Vehicles in the MHP with parking for 2 vehicles each. He also will pay for utilities for both RVs. (*Council vote under Item NB2*).

**3. NOTICE OF NEW BUSINESS**

Mayor's Additions:	CR1	Refer to Reports by Mayor & Council
Councillor's Additions:	None	
CAO Additions:	NB3	BC Hydro donation of wood / letter of appreciation

**4. ADOPTION OF AGENDA BY CONSENSUS**

The Mayor requested that the order of the agenda be varied to deal with the Public Works items in sequence and the Protective Services items in sequence.

**RESOLUTION NO. 058/20**

**M/S Councillors Miller / Summer**

*THAT the order of the Council Agenda for March 23, 2020 be varied to deal with a) the Public Works items in sequence while the Director of Public Works is present; and b) the Protective Services items in sequence while the Director of Protective Services is present; and*

*THAT Council adopt the Agenda for March 23, 2020 as amended.*

**CARRIED**

**5. DECLARATION OF CONFLICT OF INTEREST**

Councillor M. Gibbs declared a conflict with respect to Item B2 – Bylaw No. 914, 2020 Revitalization Tax – Lucas Subdivision.

**6. ADOPTION OF MINUTES**

**M1 MARCH 9, 2020 REGULAR COUNCIL MINUTES**

**RESOLUTION NO. 059/20**

**M/S Councillors Miller / Markin**

*THAT the minutes of the March 9, 2020 Regular Council Meeting be adopted as presented.*

**CARRIED**

**M2 MARCH 11, 2020 SPECIAL COUNCIL MINUTES**

Correction: Councillor Gibbs was absent for this meeting.

**RESOLUTION NO. 060/20**

**M/S Councillors Summer / Miller**

*THAT the minutes of the March 9, 2020 Special Council Meeting be adopted as amended.*

**CARRIED**

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

**M1 MARCH 9, 2020 REGULAR COUNCIL MINUTES**

**NB3 BC HYDRO TOUR**

Mayor Heiberg advised that the BC Hydro Site C tour is now on hold.

**8. PUBLIC HEARING**

## 9. STAFF REPORTS

*M. Rahman, Director of Public Works joined the meeting at 6:15 pm.*

### SR1 CAPITAL BUDGET 2020 - DRAFT

The Director of Public Works provided an overview of the proposed 2020 Capital Projects / Equipment for Public Works, which included the following:

- Beattie Sanitary Lift Station Upgrade
- Replacement of Water Valves and Hydrants
- Upgrade Residential Water Stands
- MacDougall Street Rehabilitation (Design)
- Osborne Street Guard Rail
- Storm Culvert Replacement
- Lynx Creek Pavement
- Arena Upgrades
- Quonset Hut – Front Door
- Plow Truck Replacement (#2)
- Commercial Grade Lawn Tractor (#14)
- Pick Up Truck Replacement (#18 & #28)

The Director of Public Works advised that proper training and supervision will be provided with respect to the operation of the Commercial Grade Lawn Tractor (#14), and in response to a question from Council, Staff will provide the 10 Year Equipment Replacement Schedule.

*Note: the SR1 – Capital Budget proposed items for Protective Services will be revisited when the Director, Protective Service is present at the meeting.*

### SR4 WATER VALVES AND HYDRANTS REPLACEMENT – TENDER EVALUATION AND AWARD

#### **RESOLUTION NO. 061/20**

**M/S Councillors Miller / Gibbs**

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

**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.**

**CARRIED**

### SR5 BEATTIE LIFT STATION UPGRADE - TENDER EVALUATION AND AWARD

The Director of Public Works advised that the lowest bid received was from Canadian Western Mechanical Ltd. and is in the amount of \$283,350. The report should have reflected that this amount includes optional items in the amount of \$21,450; therefore the Grand Total, which includes contingencies and engineering, but excludes GST, is \$322,661.

**RESOLUTION NO. 062/20**

**M/S Councillors Summer / Markin**

**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.

**CARRIED**

**SR8 PUBLIC WORKS MONTHLY REPORT – MARCH 2020**

The Director of Public Works provided an overview.

*The Director of Public Works left the meeting at 6:50 pm.*

*The Director of Protective Services joined the meeting at 6:50 pm.*

**SR1 CAPITAL BUDGET 2020 – DRAFT (continued)**

The Director of Protective Services provided an overview of the proposed 2020 Capital Projects for Protective Services, which included the following:

- Turn Out Gear
- Portable Handheld Digital Radios
- Wireless Headsets for Command Vehicle

**SR3 2019 VOLUTEER AND COMPOSITE FIRE DEPARTMENTS EQUIPMENT AND TRAINING GRANT CAPITAL EXPENDITURE**

**RESOLUTION NO. 063/20**

**M/S Councillors Markin / Gibbs**

**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.

**CARRIED**

**SR9 PROTECTIVE SERVICES MONTHLY REPORT – MARCH 2020**

The Director of Protective Services provided an overview, particularly with respect to the COVID19 virus situation and noted the following: there are currently 26 Emergency Operations Centres (EOC) set up in BC, although the District of Hudson's Hope is not setting up an EOC at this time; have been working with Administration to identify essential services and alternate methods of delivery for both essential and non-essential services; have engaged in regular communication with the Province and Health Authorities; and have utilized the District's social media to provide updates for the community.

*The Director of Protective Services left the meeting at 7:14 pm.*



**SR2 LUCAS SUBDIVISION MARKETING PLAN REPORT NO. 4**

**RESOLUTION NO. 064/20**

**M/S Councillors Summer / Miller**

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

**CARRIED**

**SR6 ADMINISTRATION MONTHLY REPORT – MARCH 2020**

The Chief Administrative Officer provided an overview and noted that he has not yet heard back regarding remote participation in the Technical Advisory Committee meeting scheduled for April 15, 2020.

**SR7 CORPORATE MONTHLY REPORT – MARCH 2020**

The Corporate Officer provided an overview of this report and Council asked Staff to verify whether the Library Staff are working from home or from both home and the Library.

**10. COMMITTEE MEETING REPORTS**

**11. BYLAWS**

**B1 BYLAW NO. 907, 2020 – CEMETERY MANAGEMENT**

**RESOLUTION NO.065/20**

**M/S Councillors Miller / Markin**

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

**CARRIED**

*Councillor Gibbs left the meeting at 7:29 pm.*

**B2 BYLAW NO. 914, 2020 – REVITALIZATION TAX EXEMPTION – LUCAS SUBDIVISION**

**RESOLUTION NO. 066/20**

**M/S Councillors Summer / Markin**

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

**CARRIED**

**Councillor Markin opposed**

*Councillor Gibbs rejoined the meeting at 7:40 pm.*

**B3 BYLAW NO. 916, 2020 – AMENDMENT TO BYLAW NO. 911, 2019, DA THOMAS ROAD CLOSURE – REPORT NO. 2**

**RESOLUTION NO. 067/20**

**M/S Councillors Gibbs / Miller**

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.

**CARRIED**

**12. CORRESPONDENCE**

- C1 BC HYDRO – SITE C CONSTRUCTION NOTIFICATION**  
Received for Information.
- C2 WEST MOBERLY INVITATION RE HEALTH CENTRE OPENING**  
Received for Information; event cancelled due to COVID-19.
- C3 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION  
– CLIMATE LEADERS FORUM**  
Received for Information.
- C4 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION  
– NORTHERN BC SOLID WASTE MANAGEMENT FORUM**  
Received for Information; event cancelled due to COVID-19.

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

**CR1 COVID19 – UPDATE**

The Mayor reported that Dave Conway, BC Hydro, advised that Site C is ramping down and focusing on essentials, which includes river diversion, the berm and highway realignment; there are currently 16 employees self-isolating and 2 have been tested and these tests have to be sent out of town for processing as Fort St. John does not have hazardous testing capability; and the City of Fort St. John may declare a State of Emergency.

The Mayor and CAO participated in a conference call with Dr. Bonnie Henry, BC Provincial Health Officer, regarding current information on the COVID19 virus; Mayors now have a direct line to Steve Brown, Deputy Minister of Health, to report any gaps in the provision of health care; and Selina Robinson, Minister of Municipal Affairs and Housing, will be providing weekly updates on Thursdays.

**14. OLD BUSINESS**

**15. NEW BUSINESS**

**NB1 DIANA JEWAN – POOL FEES FOR THE DISABLED**

**RESOLUTION NO. 068/20**

**M/S Councillors Miller / Markin**

*THAT Staff research the request for creating a pool fee category for disabled persons and report back to Council.*

**CARRIED**

**NB2 DARYL JOHNSON – MANUFACTURED HOME PARK REZONING**

**RESOLUTION NO. 069/20**

**M/S Councillors Gibbs / Summer**

*THAT Staff research the request from Daryl Johnson for amending the zoning for the Manufactured Home Park to include Recreational Vehicles as a permitted use.*

**CARRIED**

**NB3 BC HYDRO – LETTER OF APPRECIATION RE DONATED WOOD**

**RESOLUTION NO. 070/20**

**M/S Councillors Summer / Gibbs**

*THAT Staff draft a letter of appreciation for the wood that BC Hydro donated to the District.*

**CARRIED**

**NB4 COMMUNITY COMPUTER ASSISTANCE**

Councillor Miller noted that he has been approached by some Seniors in the community for computer assistance; they normally go to the Library, however the Library is closed and Staff will advise whether the Library staff are working from home or both home and the Library.

**NB5 BEATTIE PARK / KING GETHING CAMPGROUND**

Councillor Miller inquired as to how frequently the washrooms are cleaned at Beattie Park and Staff will check on this; King Gething Campground washrooms are closed.

**16. PUBLIC INQUIRIES**

**17. NOTICE OF CLOSED MEETING**

**18. ADJOURNMENT**

*Mayor Heiberg declared the meeting adjourned at 8:20 pm.*

**DIARY**


***Diarized***

***Conventions/Conferences/Holidays***

*Commercial Water Rate Increase-annual budget  
Consideration*

***08/04/19***

Certified Correct:

  
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Dave Heiberg, Mayor

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