



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

Tuesday, April 14, 2020

1. Call to Order:

2. Delegations:

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 23, 2020 Regular Council Meeting Minutes

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7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports

SR1 Swimming Pool Fees – Disabled Persons Rate

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SR2 Community Hall – Janitorial Services

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10. Committee Meeting Reports:

11. Bylaws:

B1 Bylaw No. 907, 2020 - Cemetery Management

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B2 Bylaw No. 912, 2020 – Road Closure - Beckman Road

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B3 Bylaw No. 916, 2020 – Amendment – Road Closure,
DA Thomas

Page 69

12. Correspondence:

C1 Public Feedback re Bylaw No. 916, 2020 –
Amendment – Road Closure, DA Thomas

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C2	Community Futures – Emergency Loan	Page 82
C3	North Central Local Government Association – Board Highlights	Page 85
C4	Canada Infrastructure Program - Grant re Beattie Lift Station	Page 86
C5	Wounded Warriors – Donation Request	Page 88
C6	Proclamation - Multiple Sclerosis Awareness Month	Page 90
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C8	COVID19 – Testing Needed for First Responders	Page 93
C9	Hudson's Hope Health Care & Housing Society – Funding Approval	Page 94
C10	Double "H" Saddle Club – Partnering Request for Grant Application	Page 95
C11	BC Hydro Update re Site C & COVID-19	Page 100

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



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

M1

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 VOLUNTEER 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

Conventions/Conferences/Holidays

*Commercial Water Rate Increase-annual budget
Consideration*

Diarized

08/04/19

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer

REQUEST FOR DECISION

RFD#: CC-2020-28	Date: March 25, 2020
Meeting#: CM041420	Originator: Chris Cvik
RFD TITLE: Request for Discounted Swimming Pool Rates - Disabled Persons	

RECOMMENDATION:

1. That Council not approve the request for the addition of a reduction in the pool admission rate for disabled persons.
2. That Administration communicate the above resolution to the resident who made the inquiry.

BACKGROUND:

At the Council Meeting on March 23, 2020, the following resolution was passed regarding a request for a fee reduction at the pool for persons with disabilities on a fixed income:

NB1 DIANA JEWAN – POOL FEES FOR THE DISABLED

RESOLUTION NO. 067/20

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

DISCUSSION:

Administration benchmarked pool admission fees for adults and seniors within the Region including the City of Dawson Creek, District of Chetwynd, City of Fort St. John and the District of Taylor. None of these locations offers a disabled person's discount.

One of the challenges of expanding our rate structure to include a reduced fee for disabled persons is to develop a definition of a disabled person that is easy to administer. While one option might be to include receipt of a CPP Disability Benefit as an eligibility indicator, it would be harder to define an indicator for other age groups who may come forward and potentially put staff in a difficult conversation about whether a person is disabled or not.

SR1

ALTERNATIVES:

That Council direct Administration amend the District's Fee Bylaw to include a reduced rate at the pool for disabled persons.

FINANCIAL:

While the cost to implement the discount is likely to be low (i.e., less than \$500), Administration does not believe a discounted rate for persons with a disability is required as the District's existing fee structure for a day pass is competitive with other pools within the area.

OTHER:**Swimming Pool - Adult/Seniors Fee Comparison**

Location	Type	Adult	Senior
District of Taylor Adult (age 13 - 54) Senior (ages 55+)	Drop-In	\$3.00	\$2.00
City of Dawson Creek Adult (ages 19-64) Senior (ages 65+)	Drop-In Day Rate	\$7.88 \$13.79	\$5.25 \$9.19
District of Chetwynd Adult (age 18 - 54) Senior (ages 55+)	Drop-In	\$5.50	\$5.00
City of Fort St. John Adult (age 18 - 64) Senior (ages 65+)	Drop-In	\$4.00	\$6.00
District of Hudson's Hope Adult (age 18 - 54) Senior (ages 55+)	Day Rate	\$5.00	\$3.50



Report Approved by:

Chris Cvik, CAO

REQUEST FOR DECISION

RFD#: CC-2020-30	Date: April 7, 2020
Meeting#: CM041420	Originator: Chris Cvik
RFD TITLE: Community Hall – Janitorial Services	

RECOMMENDATION:

That Council receives the Community Hall – Janitorial Services report for information.

BACKGROUND:

At the Council Meeting on February 24, 2020, Council passed the following resolution in relation to item SR-1 on the Council Agenda:

SR1 OPERATION OF THE COMMUNITY HALL

RESOLUTION NO. 035/20

M/S Councillors Markin / Gibbs

That effective March 1, 2020, Council approves that the District of Hudson's Hope assume responsibility for the maintenance and operation of the Community Hall;

CARRIED

DISCUSSION:

Effective March 1, 2020, the District of Hudson's Hope assumed responsibility for the operation and maintenance of the Community Hall. Previously, this responsibility was performed by a local non-profit organization. The non-profit organization provided notice to Council they intended to cease operation. The non-profit had previously been responsible for arranging Janitorial Services for the Community Hall. This responsibility will now fall back to the District.

The non-profit organization had entered into a contracted Janitorial Service for the cleaning of the Community Hall. The term of the contract was January 1, 2016 to December 31, 2018. As the three-year contract with the current Contracted Service has now expired, the District felt that with assuming responsibility back for the Community Hall, that an RFP should be issued.

Attached is a copy of the RFP that will be posted on April 15, 2020, for a one-month period.

SR2

ALTERNATIVES:

Council direct administration to cancel the RFP and use existing District of Hudson's Hope employees (i.e., Custodians) on a casual basis as required.

FINANCIAL: N/A**Attachment:**

1. RFP Community Hall – Janitorial Services

Report Approved by:



Chris Cvik, CAO



Box 330
9904 Dudley Drive
Hudson's Hope BC VOC 1V0
Telephone 250-783-9901
Fax: 250-783-5741

REQUEST FOR PROPOSAL (RFP)

FOR

COMMUNITY HALL – JANITORIAL SERVICES

MUNICIPALITY OF THE DISTRICT OF HUDSON'S HOPE

9904 Dudley Drive

Hudson's Hope, BC, VOC 1V0



Issue Date: April 15, 2020

Closing Date: May 14, 2020

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1. Background

Effective March 1, 2020, the District of Hudson's Hope assumed responsibility for the operation and maintenance of the Community Hall. Previously, this responsibility was performed by a local non-profit organization. The non-profit organization provided notice to Council they intended to cease operation.

The non-profit had previously been responsible for arranging Janitorial Services for the Community Hall. This responsibility will now fall back to the District.

The non-profit organization had entered into a contracted Janitorial Service for the cleaning of the Community Hall. The term of the contract was January 1, 2016 to December 31, 2018. As the three-year contract with the current Contracted Service has now expired, the District felt that with assuming responsibility back for the Community Hall, that an RFP should be issued.

2. Scope of Work

The District is seeking proposals for janitorial services for the Community Hall for a three-year period commencing on June 1, 2020 until May 31, 2023, with the option for subsequent annual terms (maximum 2 additional years). Janitorial Services are required after each event and other cleaning is required on a scheduled basis (i.e., quarterly). Appendix A contains a listing of the janitorial duties and cleaning frequency.

3. Contract Schedule

The following activities and key dates put forward by the District and shall be considered by the Proponents in the preparation of their Proposal.

Activity	Proposed Date
Issue RFP	April 15, 2020
Question Period closing	April 28, 2020
Addendum Posting deadline	April 29, 2020
Close RFP	May 14, 2020
Select preferred proponent	May 20, 2020
Contract in place with preferred proponent	May 29, 2020
Janitorial Services start date (Monday)	June 1, 2020

4. Submission of Proposals and Inquiries

Each proponent must submit one physical copy or one (1) digital copy in PDF format of the Proposal of their RFP proposal titled “Community Hall – Janitorial Services” to the following address and must be received by 4:00 pm, May 14, 2020:

Chris Cvik, CAO
District of Hudson's Hope
P.O. Box 330 Hudson's Hope, BC V0C 1V0

Email: cao@hudsonshope.ca

All inquiries related to this RFP, including whether or not the Contract has been awarded, should be directed in the above contact.

5. RFP Submission

Submitted proposals must contain the following information:

- Schedule A – Certification Document
- Schedule B - Fees
- Schedule C – Proponent Information
- Schedule D – Mandatory Items Checklist
- Appendices

Copies of the Schedules are included in the RFP.

6. Proposal Evaluation and Selection

The Municipality is not obligated to accept the lowest or any Proposal, and may reject all submissions. Proposals will be evaluated based on the following criteria.

1. Qualifications – Experience in providing janitorial services.
2. Proven Performance / Work References – Examples and references from clients where the Proponent has provided a similar service.
3. Availability/Technology – Methods of contact and communication, hours available, distance to client.
4. Pricing – Include all pricing information relative to performing the janitorial services as described in the Scope of Service.

A copy of the proposal evaluation form is included in Appendix B.

In regards to Pricing, the form asks for an Hourly Rate for Cleaning Services only as well as optional rates if the proponent supplies their own cleaning products and/or paper products.

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. The successful proponent will enter into a contract agreement with the District. A draft contract is attached as Appendix E.

7. Worker's Compensation

The Contractor shall, at all times, in providing the Services and otherwise performing its obligations under contract, comply with the Workers Compensation Act (British Columbia) and all regulations and orders from time to time in force thereunder, including the Occupational Health and Safety Regulation, and, upon request from the District, provide evidence of any required registration under that Act and evidence of compliance with any requirement under that Act to make any payments or pay assessments. The proponent must provide a WCB number and clearance letter with their proposal (see Schedule C).

8. Insurance

The Contractor shall obtain and maintain during the currency of the contract commercial general liability insurance providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services in an amount not less than two-million (\$2,000,000) dollars per occurrence, or in such greater amount as may be required by the District. The proponent must provide proof of Commercial General Liability Insurance in good standing (see Schedule C).

9. General Conditions

9.1. Proponent's Expenses

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

9.2. Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the District, its elected or appointed officials or employees. The District may rely upon such disclosure.

9.3. Solicitation of Elected Officials

Proponents and their agents will not contact any member of the District council, District staff or District contractors with respect to this RFP, other than the District Representative named in Section 7, at any time prior to entering into a Contract or the cancellation of this RFP.

9.4. Confidentiality

The RFP document, or any portion thereof and any other confidential information to which a Proponent may have access as a result of this RFP process, may not be used by a Proponent for any purpose other than submission of Proposals. By submitting a Proposal, every Proponent agrees not

to divulge, release or otherwise use any information that has been given to it or acquired by it from the District on a confidential basis as a result of or during the course of the RFP process.

9.5. Ownership of Proposals and Freedom of Information

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

APPENDIX A: COMMUNITY HALL – WORK PLAN

Janitorial Services Cleaning Schedule	After Booking – No Alcohol	After Booking – Alcohol Served	Monthly	Quarterly	Twice Per Year	Yearly
Community Hall						
Clean downstairs washrooms – including wash & mop floor, sink, toilet, stall doors, walls, front and back of main door, mirror, counter	X	X				
Clean upstairs washrooms – including floor, sink, toilet, stall doors, walls, front and back of main door, mirror, counter	X	X				
Wash & mop entire upstairs floor area	X	X				
Wash & mop entire downstairs floor area	X	X				
Clean front entrance – mop floor, vacuum rug	X	X				
Clean coffee counter and dishes						
Vacuum rugs in front entry	X	X				
Vacuum stairs	X	X				
Clean floor in kitchen (mop)	X	X				
Clean area behind the bar		X				
Wash entire floor area (excluding kitchen)				X		
Clean area around back exit doors				X		
Clean and wipe down walls in downstairs				X		
Clean and wipe down walls in upstairs and in stair wells				X		
Clean all light fixtures				X		
Bar top – clean with bleach				X		
Upstairs tables and chairs – clean with bleach				X		
Downstairs conference room tables and chairs – clean with bleach				X		
Move table/chair storage carts - clean and mop floor underneath				X		
Wipe down ledges (including around columns)				X		
Clean stage area				X		
Vacuum downstairs furniture				X		

APPENDIX B: EVALUATION CRITERIA

Submissions will be evaluated by District employees who will put forward a recommendation to Council. The evaluation team will evaluate proposals based on the categories outlined in the Submission Evaluation Scoring Table.

Submission Evaluation Scoring Table

<i>Categories</i>	<i>Points (Maximum 10)</i>	<i>Weight</i>	<i>Weighted Score</i>
1. Qualifications – Experience in providing janitorial services.		10%	
2. Proven Performance / Work References – Example and references from clients where the Proponent has provided a similar service.		10%	
3. Availability/Technology – Methods of contact and communication, hours available, distance to client		10%	
4. Pricing – Outline of fee structure.		70%	
TOTAL AVAILABLE POINTS		100%	

- Points for submission will be based on the following;
- Each category of a proponent's submission will be given a score out of 10, with 10 being the highest.
- The points will be multiplied by the weighting to determine the weighted score for the category
- The total score of the proponent's submission will be the sum of the weighted category scores.

SCHEDULE A - CERTIFICATION DOCUMENT

Certification:

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Corporation of the District of Hudson's Hope. We agree to be bound by statements and representations made in this proposal.

Print Company Name and Address: _____

Print Name and Title of Authorized Signing Officer(s): _____

Signature of Authorized Signing Officer(s): _____

Telephone Number: _____ Fax Number: _____

Cell Number: _____

E-mail address: _____

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

ADDENDUM #	
ADDENDUM #	
ADDENDUM #	

Signed this _____ day of _____, 2020.

SCHEDULE B – FEES

COMMUNITY HALL - Required

	Hourly Rate (\$)
Cleaning ONLY	
GST	
Total Hourly Price	

Optional

	Hourly Rate (\$)
Cleaning	
Plus - Proponent supplies all cleaning products	
GST	
Total Hourly Price	

Optional

	Hourly Rate (\$)
Cleaning	
Plus - Proponent supplies all paper products	
GST	
Total Hourly Price	

Optional

	Hourly Rate (\$)
Cleaning	
Plus - Proponent supplies all cleaning products	
Plus - Proponent supplies all paper products	
GST	
Total Hourly Price	

POTENTIAL RATE INCREASE FOR YEAR 2: _____ %

POTENTIAL RATE INCREASE FOR YEAR 3: _____ %

Note: Janitorial Supplies and Cleaning Products - Cleaning Supplies refers to bleach or other cleaning chemicals, cleaning rags, toilet bowl cleaner, and other items typically required in the performance of janitorial duties. Janitorial Supplies refers to paper towel, toilet paper, foam hand soap, garbage and sanibags.

SCHEDULE C - PROPONENT INFORMATION

1 LEGAL NAME AND ADDRESS

2 OWNERSHIP STRUCTURE

3 QUALIFICATIONS AND EXPERIENCE IN PROVIDING JANITORIAL SERVICES

4 EXAMPLES OF JANITORIAL SERVICE (please use a separate sheet if required)

5 AVAILABILITY/TECHNOLOGY (Methods you can be contacted, hours available, distance to client)

6 REFERENCES

Company	Contact Person	Telephone	Email

SCHEDULE C - PROPONENT INFORMATION, cont.

7 MANDATORY DOCUMENTATION

- A. Proof of Commercial General Liability Insurance (Type of coverage, carrier, and amount of coverage).

Attached: Yes _____ No _____

- B. WorkSafe BC Insurance Number and Clearance Letter

Attached: Yes _____ No _____

- C. District of Hudson's Hope Business License Number

Attached: Yes _____ No _____

- D. If successful, will purchase and provide prior to commencing:

Yes _____ No _____

SCHEDULE D – MANDATORY ITEMS CHECKLIST

Mandatory Items	Check-off
One (1) stapled or bound copy of the entire proposal	
Schedule A – Certification Document	
Schedule B – Fees	
Schedule C – Proponent Information	

Proposal must be received at the closing location by the specified closing date and time.

Date

Signature

SCHEDULE E – SAMPLE – JANITORIAL SERVICES CONTRACT

DISTRICT OF HUDSON'S HOPE CONTRACT AGREEMENT FOR JANITORIAL SERVICES

This Agreement made and entered into this _____ day of May, 2020

BETWEEN:

(the "Contractor")

AND: **The District of Hudson's Hope**

9904 Dudley Drive
PO Box 330
Hudson's Hope, BC V0C 1V0

(the "District")

WHEREAS:

- A. The District wishes to engage the services of the Contractor to carry out the janitorial services in accordance with the *Work Plan*, attached as Appendix "A" – Work Plan;
- B. The Contractor wishes to provide the services to carry out the janitorial services in accordance with the *Work Plan*,

NOW THEREFORE the District and the Contractor agree as follows:

1. The following documents, together with this Contract Agreement, constitute the Contract:
 - a) General Conditions
 - b) Contract Specifications
 - c) Appendix "A" - Work Plan
 - d) Appendix "B" - Price

2. The Contractor undertakes and agrees to provide all necessary labour, equipment, materials and supervision, unless otherwise indicated, together with all work incidental thereto to perform all Work described in the Contract Documents.
3. The District undertakes and agrees to pay the Contractor, in Canadian funds, for the performance of the Contract in accordance with the amount stipulated in the Contract Documents.
4. The Contractor and the District for themselves, their successors, administrators and permitted assigns undertake and agree to the full performance of their respective obligations under the Contract.
5. The Contract remains in effect until 12:00 a.m. (midnight), May 31st, 2023, unless otherwise terminated in accordance with its terms. The District reserves the right to offer an extension to the contract by one year at a time for up to 2 years.

IN WITNESS WHEREOF the parties hereto have caused their respective signatures to be affixed (in the case of the District) in the presence of their duly authorized individuals.

For the Contractor

Authorized Signing Officer

For the District of Hudson's Hope

Authorized Signing Officer

GENERAL CONDITIONS – TABLE OF CONTENTS

ITEM

- 1.1 Scope of Work
- 1.2 Whole Contract
- 1.3 Labour Standards
- 1.4 Assignment of Contract
- 1.5 Business Licence
- 1.6 District's Right to do Work
- 1.7 District's Right to Terminate Contract
- 1.8 Contractor's Right to Stop Work or Terminate Contract
- 1.9 Voluntary Arbitration
- 1.10 Qualifications of Workmen
- 1.11 Indemnity
- 1.12 Permits and Regulations
- 1.13 Compliance with Workers Compensation Act
- 1.14 Payment
- 1.15 Payment Withheld
- 1.16 Changes in Work
- 1.17 Insurance
- 1.18 Inspection of Work
- 1.19 Contractor's Relationship to District

1.1 Scope of Work

This Contract is for the supply of all labour, materials, supervision, machines, tools, and any incidentals necessary to provide janitorial services in accordance with the following General Conditions and all other terms of this Contract.

1.2 Whole Contract

The Contract Documents constitute the whole of the agreement between the parties and no verbal agreement or conversation with any officer, agent, or employee of the District, either before or after the execution of the Contract Agreement, shall affect or modify any of the terms herein contained.

1.3 Labour Standards

The Contractor shall comply with the requirements of the *Employment Standards Act, the Workers' Compensation Act* of the Province of British Columbia and the Provincial legislation regarding wages and labour regulations.

1.4 Assignment of Contract

The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of this Contract or any portion hereof, or its right, title or interest therein, or its obligations hereunder without written consent of the District. No subcontractor shall be engaged without the written permission of the District.

1.5 District Business Licence

The Contractor shall at all times during the term of this Contract be in possession of a valid business licence issued in its name and pertaining to the Work being performed under this Contract.

1.6 District's Right to Do Work

If the Contractor should refuse or fail to supply adequate workmanship, products or machinery and equipment for the scheduled performance of the Work, or neglect to execute the Work properly, or fail to perform any of the provisions of this Contract, then the District may notify the Contractor, in writing, that the Contractor is in default of its contractual obligations, and instruct the Contractor to correct the default within two (2) calendar days.

If the correction of the default cannot be completed within the two (2) calendar days specified, the Contractor shall be considered to be in compliance with the District's instructions if it commences the correction of the default within the specified time, and, in addition, provides the District with an acceptable schedule for such correction and completes the correction in accordance with such schedule.

If the Contractor fails to comply with these provisions, the District may, without prejudice to any other right or remedy it may have, correct such default and may deduct the cost thereof from payment then or thereafter due the Contractor.

1.7 District's Right to Terminate the Contract

If the Contractor should:

- a) be adjudged bankrupt, or make a general assignment for the benefit of creditors, or if a receiver is appointed on account of its insolvency, or
- b) fail to make sufficient payments due to its subcontractors or suppliers; or
- c) disregard laws or ordinances or the District's instructions; or
- d) abandon the Work; or
- e) otherwise violate the fundamental conditions of the Contract;

the District shall, by written notice, instruct the Contractor to correct the default within five (5) calendar days. If the default is not corrected within five (5) calendar days, then the District may, without prejudice to any other right or remedy it may have, terminate the Contract.

If the District terminates the Contract under the conditions set out above, the District shall be entitled to:

- a) finish the Work by whatever method it may deem expedient but without undue delay or expense;
- b) withhold any further payments to the Contractor until the Work is finished;
- c) upon completion of the Work, determine the full cost of finishing the Work, including compensation to the District for its additional services and a reasonable allowance to cover the cost of any corrections required under the guarantee, and charge the Contractor the amount of which the full cost exceeds the unpaid balance of the Contract Price; or if such cost of finishing the Work is less than the unpaid balance of the Contract Price, pay the Contractor the difference.

The District and the Contractor both agree that the District, at its sole discretion, and for any reason, on giving 90 days' notice in writing to the Contractor may terminate this contract and the District and the Contractor shall have no further obligation to one another.

1.8 Contractor's Right to Stop Work or Terminate the Contract

If the District should be adjudged bankrupt, or makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of its insolvency, the Contractor may, without prejudice to any other right or remedy it may have, by giving the District five (5) days written notice, hold the District in default.

The Contractor may notify the District in writing that the District is in default of its contractual obligations if the District, subject to requirements of these General Conditions, fails to pay to the Contractor when due any amount provided for in this Contract or awarded by arbitrators.

Such written notice shall advise the District that if such default is not corrected within fifteen (15) calendar days from the receipt of the written notice the Contractor may, without prejudice to any other right or remedy it may have, stop the Work and terminate the Contract for fundamental breach.

If the Contractor terminates the Contract under the conditions set out above, it shall be paid for all Work performed.

The Contractor and the District both agree that the Contractor, at its sole discretion, on giving 90 days' notice in writing to the District may terminate this Contract, and the District and the Contractor shall have no further obligation to one another.

1.9 Voluntary Arbitration:

If both parties agree, in the case of any dispute arising between the District and the Contractor as to their respective rights and obligations under this Contract, or in the event of an alleged breach of this Contract, either party may give to the other notice of such dispute and request arbitration thereof. The parties may agree to submit such matters to arbitration by a single arbitrator in accordance with the provisions of the *Commercial Arbitration Act* of the Province of British Columbia. The decision of the arbitrator shall be final and binding and each party shall bear its own costs of the arbitration.

No action at law shall be commenced by either the Contractor or the District until the arbitration proceedings have been dispensed with.

The Contractor shall not cause a delay of the Work while the arbitration proceedings are pending or in progress.

1.10 Qualifications of Workmen

The Contractors shall at all times enforce discipline and good order among its employees. Any persons employed in the Work who become intoxicated, intemperate, disorderly, incompetent or willfully negligent shall be removed from the Work.

1.11 Indemnity

The Contractor shall indemnify and save harmless the District from and against all losses and all claims, demands, payments, suits, actions, damages, recoveries, and judgments of every nature and description brought or recovered against the Contractor, or the District, by reason of any act or omission or alleged act or omission of the Contractor, its agents, employees or subcontractors in the execution or purported execution of the Work.

1.12 Permits and Regulations

The Contractor, at its own expense, shall procure all permits, certificates and licences required by law for the execution of the Work.

1.13 Compliance with Workers' Compensation Act

The Contractor shall ensure compliance, on its part and on the part of all its subcontractors with the *Workers Compensation Act* and the Industrial Health and Safety Regulations.

In any case, where pursuant to the provisions of the *Workers' Compensation Act* an order is given to the Contractor, or one of its subcontractors in respect to their operations under this Contract to cease operations because of failure to install or adopt safety devices or appliances or methods as directed or required by the Act or Regulations thereunder, or because conditions of immediate danger exist that would be likely to result in injury to any person, and the Contractor is not available or capable of removing the danger to life or equipment resultant from

the Contractor's operations, then the District may issue written notice to the Contractor and may immediately arrange for the removal of this danger and the Contractor shall be liable for the costs of such arrangements, but such act by the District shall not relieve the Contractor of responsibility for injury, loss of life or damage which may occur in the situation.

In the event that the Contractor refuses or fails to comply with an order under the *Workers' Compensation Act* or Regulations therein so that the performance of the Work is stopped, the District may, upon written notice, terminate the Contract and proceed in accordance with Item 1.7.

The Contractor shall, during the terms of this Agreement, maintain Workers Compensation Insurance in order to fully protect both its employees and the District as may be required by the law during the term of this Agreement, and shall on demand, if requested by the District, show proof of payment and good standing with the Board.

1.14 Payment

The District shall, upon receipt of an invoice for payment from the Contractor, pay the Contractor the amount agreed to and as outlined in the Contract Documents.

1.15 Payment Withheld

The District may withhold or nullify the whole or part of any payment in the following circumstances:

1. when the Contractor is not performing the Work satisfactorily in accordance with this Contract
2. when defective Work is not being remedied;
3. when the Contractor is failing to make prompt payments as they become due to subcontractors or for material or labour;

When subcontractors or suppliers of materials are not receiving prompt payment, the District may make payment to such subcontractors or suppliers directly and deduct the amount of such payments from amounts otherwise due to the Contractor.

1.16 Changes in the Work

The District may order changes in the Work through additions, deletions, modifications or variations without invalidating the Contract. The value, if any, of such changes shall be taken into account in ascertaining the final amount of the Contract Price. All such Work shall be executed under the conditions of the contract.

No extra Work shall be carried out and no charge shall be made, unless authorized in writing by the District.

If the Contractor claims that any instructions by the District involves extra costs under this Contract, it shall give the District written notice thereof immediately, and it shall then follow the instructions of the District regarding doing the Work in question. No such claim shall be valid unless so made. If the Contractor's claim is approved, it shall be paid.

When there is a change in the Work not covered by the Contract Prices, the value of such a change shall be determined by agreements on a lump sum in each instance between the District and the Contractor.

1.17 Insurance

Prior to commencing any Work under the Contract, the Contractor shall, at its own expense, obtain and maintain in force at all times during the Contract, insurance providing coverage to the Contractor, any subcontractor performing Work provided by this Contract and the District, as named insured, in policies of insurance providing coverage called for by this article. Such insurance shall contain a provision that the insurance shall apply as though a separate policy had been issued to each named insured. Each policy shall contain a clause stating that the policy shall not be cancelled or materially changed without the insurer giving at least fifteen (15) days notice by registered mail to the District.

Insurance coverage referred to in this article shall be by an insurance company and in a policy of insurance acceptable to and approved by the District. The Contractor shall deposit with the District certified copies of the policies for all insurance herein required.

PUBLIC LIABILITY

Two Million Dollars (\$2,000,000.00) for death or injury to any one or more persons arising from any one occurrence.

ALTERNATIVELY

Two Million Dollars (\$2,000,000.00) all-inclusive risk policy covering public liability and property damage.

The deductible or reimbursement for any policy required under this section shall not exceed Five Thousand Dollars (\$5,000.00) per claim.

1.18 Inspection of Work

The District and its representatives shall at all times have access to the Work whenever it is in progress. Periodic inspections of the Contract area will be made by the Staff appointed by the District to verify that the service supplied by the Contractor is adequate in all respects. Such periodic inspections shall not relieve the Contractor in any way from making its own inspections to ensure that the Work is being satisfactorily performed.

1.19 Contractor's Relationship to the District of Hudson's Hope

It is understood and agreed that the relationship of the Contractor to the District under the provisions of this Contract is one of an independent Contractor, and nothing herein contained shall be construed as creating any employer-employee relationship between the District and the Contractor.

APPENDIX A: COMMUNITY HALL – WORK PLAN

Janitorial Services Cleaning Schedule	After Booking – No Alcohol	After Booking – Alcohol Served	Monthly	Quarterly	Twice Per Year	Yearly
Community Hall						
Clean downstairs washrooms – including wash & mop floor, sink, toilet, stall doors, walls, front and back of main door, mirror, counter	X	X				
Clean upstairs washrooms – including floor, sink, toilet, stall doors, walls, front and back of main door, mirror, counter	X	X				
Wash & mop entire upstairs floor area	X	X				
Wash & mop entire downstairs floor area	X	X				
Clean front entrance – mop floor, vacuum rug	X	X				
Clean coffee counter and dishes						
Vacuum rugs in front entry	X	X				
Vacuum stairs	X	X				
Clean floor in kitchen (mop)	X	X				
Clean area behind the bar		X				
Wash entire floor area (excluding kitchen)				X		
Clean area around back exit doors				X		
Clean and wipe down walls in downstairs				X		
Clean and wipe down walls in upstairs and in stair wells				X		
Clean all light fixtures				X		
Bar top – clean with bleach				X		
Upstairs tables and chairs – clean with bleach				X		
Downstairs conference room tables and chairs – clean with bleach				X		
Move table/chair storage carts - clean and mop floor underneath				X		
Wipe down ledges (including around columns)				X		
Clean stage area				X		
Vacuum downstairs furniture				X		

APPENDIX B: PRICE

COMMUNITY HALL - Required

	Hourly Rate (\$)
Cleaning ONLY	
GST	
Total Hourly Price	

Optional

	Hourly Rate (\$)
Cleaning	
Plus - Proponent supplies all cleaning products	
GST	
Total Hourly Price	

Optional

	Hourly Rate (\$)
Cleaning	
Plus - Proponent supplies all paper products	
GST	
Total Hourly Price	

Optional

	Hourly Rate (\$)
Cleaning	
Plus - Proponent supplies all cleaning products	
Plus - Proponent supplies all paper products	
GST	
Total Hourly Price	

POTENTIAL RATE INCREASE FOR YEAR 2: _____ %

POTENTIAL RATE INCREASE FOR YEAR 3: _____ %

Note: Janitorial Supplies and Cleaning Products - Cleaning Supplies refers to bleach or other cleaning chemicals, cleaning rags, toilet bowl cleaner, and other items typically required in the performance of janitorial duties. Janitorial Supplies refers to paper towel, toilet paper, foam hand soap, garbage and sani-bags.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: April 14, 2020
SUBJECT: BYLAW NO. 907, 2020 – CEMETERY MANAGEMENT

RECOMMENDATION:

THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management be adopted as of April 14, 2020.

BACKGROUND:

On February 24, 2020, Council approved the first two (2) readings for Bylaw No. 907, 2020 – Cemetery Management; Staff then revised Section 4.11 – Interments at the Pioneer Cemetery and Council approved the third (3rd) reading on March 23, 2020. Bylaw No. 907, 2020 Cemetery Management is now being brought before Council for adoption.

Attachments:

- *Proposed Bylaw No. 907, 2020 Cemetery Management - Report dated March 23, 2020 (for reference)*
- *Proposed Bylaw No. 907, 2020 Cemetery Management*

ADMINISTRATOR'S COMMENTS:



Chris Cvik, Chief Administrative Officer



Jeanette McDougall, Corporate Officer

B1

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

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 (3rd) 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)*

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

ADMINISTRATOR'S COMMENTS:

Chris Cvik, Chief Administrative Officer

J. McDougall.
Jeanette McDougall, Corporate Officer

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

Cemetery Management

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

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;

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;

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 6th 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 24th day of February, 2020
Read for a Second Time on the 24th day of February, 2020
Read for a Third Time on the 23rd day of March, 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	_____
TOTAL	_____

**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 **

***Original Burial Permit
must accompany this form*

☐ **Cremation ***

**Original Certificate of Cremation
must accompany this form*

Type of Urn: _____
Cremation No.: _____
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.

_____ <i>Signature of Authorized Person</i>	_____ <i>Printed Name/Relationship to Deceased</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Person</i>	_____ <i>Printed Name/Relationship to Deceased</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Person</i>	_____ <i>Printed Name/Relationship to Deceased</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Person</i>	_____ <i>Printed Name/Relationship to Deceased</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Person</i>	_____ <i>Printed Name/Relationship to Deceased</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Person</i>	_____ <i>Printed Name/Relationship to Deceased</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Person</i>	_____ <i>Printed Name/Relationship to Deceased</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Person</i>	_____ <i>Printed Name/Relationship to Deceased</i>	_____ <i>Date</i>

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		_____
REFUND TOTAL		_____

Right of Interment Holder Signature

Printed Name

Address: _____

Telephone: _____ Date: _____

Cemetery Management Bylaw No. 907, 2020 – Adopted _____, 2020

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: April 14, 2020
SUBJECT: BYLAW NO. 912, 2020 – ROAD CLOSURE – BECKMAN

RECOMMENDATION:

THAT the District of Hudson's Hope Bylaw No 912, 2020, Road Closure - Beckman Road be adopted as of April 14, 2020.

INFORMATION:

During the Council meeting held March 9, 2020, the District of Hudson's Hope Bylaw No. 912, 2020, Road Closure - Beckman Road was read for three times as per the *Community Charter* s. 135 (1) Requirements for Passing Bylaws. Public notice of Council's intention to close Beckman Road and remove the road dedication was issued in accordance with the following sections of the *Community Charter*:

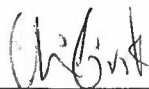
- s. 94 Requirements for Public Notice
 - published in the *Alaska Highway News* on March 26, 2020 and April 2, 2020
 - posted on District website, Office Bulletin Board, Post Office Bulletin Board & issued via PSA
- s. 26 (3) Notice of Proposed Property Disposition
- s. 40 Permanent Closure and Removal of Highway Dedication

The District has not received any written responses as at the morning of April 9, 2019.

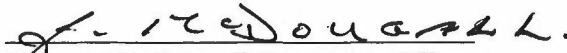
Attachments:

- Advertisement – *Alaska Highway News* – March 26, 2020 and April 2, 2020
- Report to Council re Bylaw No. 912, 2020, dated March 9, 2020
- Bylaw No. 912, 2020, Road Closure – Beckman

ADMINISTRATOR'S COMMENTS:



Chris Cvik, CAO



Jeanette McDougall, Corporate Officer

B2

26/20.

BC Hydro to report updates on virus status at Site C

Matt Preprost
editor@ahnfj.ca

BC Hydro says it will begin giving regular updates to the public and the Peace River Regional District about its monitoring of the coronavirus COVID-19 at Site C.

BC Hydro met with the Peace River Regional District Sunday via teleconference to discuss the forthcoming measures. "We did a make a commitment to provide regular updates to Peace River Regional District member communities on an ongoing basis," said spokesman Dave Conway. "(It's) certainly one of the things that we heard that they want and we heard that strongly and repeatedly."

Conway said updates were to be posted Monday online at sitecproject.com.

As of March 23, there were sixteen people in self-isolation at the work camp just outside Fort St. John.

Conway did not know how many of the workers have been tested for the virus, but said there are no confirmed cases on site. Provincial guidelines are being followed, he said.

"If they show any of the following symptoms, so sneezing, sore throat, muscle aches, headaches, coughs, or difficulty breathing, they're isolated for 14 days," Conway said.

"We're being very cautious of our application of the guidelines. We're asking anybody to self-isolate if they have any slight symptoms."

BC Hydro has set aside one 30-room dorm at the camp for workers who need to isolate themselves, and has another 120 rooms that can be used as necessary. Conway could not immediately say whether additional rooms at hotels or at its apartment block have also

been reserved.

There have been 700 workers sent home since a scale-back in construction was announced on March 18, and more workers are expected to be sent home this week. There were 940 people in camp on March 23, Conway said.

"To put that into perspective, the number of people staying in camp at this time of year, based on previous years, usually averages around 1,700," Conway said.

Brad Sperling, board chair for the Peace River Regional District, said BC Hydro has committed to formulating a strategy over the next few days to keep local government and public informed.

Electoral director Karen Goodings said she was pleased by that, and that it's important to everyone that BC Hydro works with Northern Health and adheres to provincial guidelines.

"The senior governments

are critical to what measures will be undertaken not only on the project, including the camp, but also on the rules around transportation of workers," Goodings wrote in an email.

On Sunday, the Site C leisure bus was seen at Totem Mall with two passengers on board.

Conway said the ongoing use of the shuttle is being monitored and evaluated, and is operating under social distancing and extra cleaning guidelines aligned with public transportation changes that have come under BC Transit.

The bus makes 10 trips per day from the camp, with an average of two passengers per trip, Conway said.

"We still have, of course, people in camp, and it's an opportunity for guests to get out and go for a walk and re-provision themselves for essentials for personal needs," Conway said.

Construction of the river diversion tunnels continues to meet a fall deadline, while work also carries on to realign Highway 29, build the transmission line, and clear the valley and future reservoir. Other site security and environmental monitoring work also continues.

BC Hydro has said measures have been put into place to minimize the potential spread of the COVID-19 on site, such as closing the camp gym and theatre, eliminating self

serve dining stations, as well as non-essential travel, tours, and meetings.

B.C.'s limit on gatherings of more than 50 people does not apply to construction sites. Sites must still follow WorkSafeBC standards and COVID-19 prevention protocols. The latter include additional hand-washing stations and social distancing of one to two metres between workers.

Some workers however have raised worries about the tight working conditions on site.

One worker who was sent home said they missed shifts because an existing health condition left them especially vulnerable to catching the coronavirus.

"Any time we raise our concerns to management we are told to stop panicking and wash our hands," the worker said, who requested anonymity. "I'm sorry but that just isn't satisfying to me."

They worried about the tight working conditions on site.

"Several times a week, they fly in another 600 people from all over Canada with so much as a screening or question asked," they said.

"I think this camp is a disaster waiting to happen and fear that if BC Hydro's plan is to wait until people start getting sick before they act, it will be too late, and people will pay with their lives."



Social distancing was in force at Fort St. John city council, Monday, March 23, 2020, its first meeting since the coronavirus COVID-19 was declared a global pandemic. Mayor Lori Ackerman was in quarantine after a trip to Mexico and attended by teleconference, as did Couns. Gord Klassen, Becky Grimsrud, and Tony Zabinsky.

Mayor in isolation after Mexico vacation

Fort St. John Mayor Lori Ackerman returned home March 19 from a vacation to Mexico, upon which she went straight into two weeks of isolation.

There were 367 confirmed COVID-19 cases in Mexico, and one death as of March 23. Four have recovered, one is in critical condition. Ackerman's husband will also spend time in isolation, and both are required to undergo federal and provincial public health or-

ders in place to limit the spread of the virus pandemic.

Ackerman said she had the first of regular calls Tuesday night, March 17, with Health Minister Adrian Dix and provincial health officer Dr. Bonnie Henry, as well as Municipal Affairs Minister Selina Robinson and officials with Emergency Management BC.

Ackerman also said the specific locations of the five confirmed COVID-19 cases in the Northern Health re-

gion are not being released due to privacy laws and to avoid spreading panic and rumours. The cases did not originate in any northern community, and are related to travel, Ackerman said. The individuals drove home under strict conditions to isolate and know the persons they have been in contact with, she said. "We will get through this and I hope we will see a better, more understanding world," Ackerman said.

B.C. reveals \$5 billion aid

Premier John Horgan revealed a \$5 billion action plan to help British Columbians survive the financial impact of the COVID-19 pandemic.

Horgan said \$2.8 billion will be spent on people and services, with the remaining \$2.2 billion targeted towards businesses.

"If we are going to get through this, we need to pull together," said Horgan.

Horgan said there would be "critical funding for health services" and "targeted tax relief."

The plan includes \$1.7 billion for critical services, such as healthcare, housing and shelters, support for tenants, those on income assistance and businesses who have been hit hard by the pandemic.

There will also be \$1.1 billion in relief for people unable to work due to the virus, which will come in the shape of one-time, tax-free \$1,000 payment via an extension of EI. That payment would be on top of federal benefits announced last week by the Prime Minister.

"This plan is a starting point," said B.C.'s finance minister Carol James.

James added that no one will lose their jobs due to self-isolation or if you are looking after someone who is.

However, James said that the \$1,000 payment wouldn't likely be available until May.

"People need help now... There has to be a way forward, there has to be hope," said Horgan.

"In all of this sea of humanity, we must work together and pull together to come out of this as one."

James said student loan payments would be deferred until September and that arrangements can be made for BC Hydro and ICBC payments to also be deferred for 90 days.

James added that \$1.5 billion is also being set aside to help the province recover if and when the pandemic abates.

Business and light- and major-industry property classes will see their school tax cut in half. This will provide \$500 million in immediate relief for business that own their property and allow commercial landlords to immediately pass savings on to their tenants in triple-net leases.

HUDSON'S HOPE
PEOPLES OF THE PEACE

PUBLIC NOTICE

Notice of Intention – Road Closing Bylaw and Property Disposition
When: Tuesday, April 14, 2020 at 6:00 p.m.
Where: Council Chambers, District Office, 9904 Dudley Drive, Hudson's Hope, B.C.

The District of Hudson's Hope intends to enact District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road (the "Bylaw"). The Bylaw will close a portion of Beckman Road (approximately 2.39 ha) and remove the road dedication of such property shown as follows:

Plan EPP93282

After the road is closed, the District of Hudson's Hope intends to sell the property to the BRITISH COLUMBIA HYDRO AND POWER AUTHORITY for \$20,000 as part of the Site C Project. The remaining portion of Beckman Road will be resumed by the Province of British Columbia – Ministry of Transportation and Infrastructure.

Before making its decision, the Council will hear from all persons who consider they are affected by the bylaw and sale to make representations to council. 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.



was quiet in downtown Fort St. John Sunday, but Anna Chan, Ronald Chan, and Keyi Ren were out at the corner of 100 Street and 101 Avenue handing out masks and lemon ginger juice. Ren and Chan had plans to open nail salon but that's been delayed due to the COVID-19 public health emergency. "Under the current circumstances we have to delay, but we do we masks we cannot use," says Ren.

APRIL 2/20.



You're invited: help us update our action plans

Due to COVID-19 it's definitely not business as usual, but we are trying to continue with updates to our Peace Region action plans. If you have the time, interest, and ability to share your ideas online about our draft priority actions, we'd love to hear from you by May 1. These actions will determine which projects are eligible for funding to help conserve and enhance fish and wildlife in watersheds impacted by existing BC Hydro dams.

Join an introductory online information session:
 Wednesday, April 8 10-11:30 a.m.
 Wednesday, April 22 6:30-8 p.m.
 Wednesday, April 29 12-1:30 p.m.

Attend an online technical workshop 1:30-3:30 p.m.:
 Tuesday, April 14 Draft Aquatic Actions Rivers, Lakes, and Reservoirs
 Wednesday, April 15 Draft Terrestrial Actions Uplands, Riparian, and Wetlands
 Thursday, April 16 All Draft Actions

RSVP at fwcp@bchydro.com to join any of these online discussions.
 All times Pacific.

Read our draft action tables online
 Submit an online feedback form

More at fwcp.ca

The Fish & Wildlife Compensation Program is a partnership between BC Hydro, the Province of B.C., Fisheries and Oceans Canada, First Nations, and public stakeholders to conserve and enhance fish and wildlife in watersheds impacted by existing BC Hydro dams.

IF YOU HAVE NEWS, CALL 250-785-5631

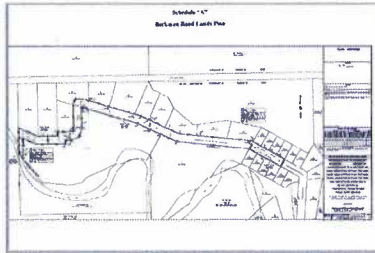


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Bluey Day postponed, fundraising encouraged

Matt Preprost
 editor@ahnsfj.ca

The Fort St. John Hospital Foundation says it is postponing this year's Bluey Day fundraiser set for May 23, but is still encouraging folks to take part in fundraising for local cancer supports and services.

The Foundation said Tuesday that it's working to reschedule to a later date this year.

"Now more than ever, we have come to appreciate the importance of local health-care, and we encourage people to still register as they will help make a big difference," executive director Niki Hedges said.

"We know that fundraising efforts will be different this year, but we hope this does not deter people from being part of this special event."

More than 700 supporters have shaved their heads and raised more than \$1.8 million since the fundraiser began in Fort St. John in 1999.

The 2019 event raised more than \$80,000 in support of the Foundation's campaign to buy a Histo Tissue Processor for the hospital laboratory, which preserves biopsy and tissue specimen quality for a more accurate diagnosis.

Participants who have registered this year, as well as those who wish to register, can still do so, the Foundation said. An online site has been set up for registration, where participants can set up their own fundraising page to share with their friends, family, and supporters.

The Foundation's office is closed, but staff can still be reached by phone 250-793-0998, or email fsjh@north-ernhealth.ca.

City advances borrowing bylaw for new RCMP detachment

Alaska Highway News
 editor@ahnsfj.ca

Fort St. John city council gave first three readings on March 23 to a bylaw authorizing the borrowing of up to \$22.75 million for the building of a new RCMP detachment.

The borrowing will cover the upfront costs of the RCMP's share of the construction, to be repaid in annual lease payments over 20 years when the building is operational.

The latest cost estimate for the new detachment is \$51,434,379, "based on a post-disaster, net-zero, three-storey mass timber building with a single-storey concrete cellblock and 159 new flat surface parking stalls."

But that's still a loose estimate, according to report from corporate services manager David Joy, who notes the

accuracy of the March 16 estimate could be up to 18% higher or lower than that.

Costs for the new detachment could be as high as \$60.6 million or as low as \$43.5 million.

"It is an order of magnitude estimate with significant design and pricing allowances for items not yet determined," Joy writes.

The RCMP lease payments cover its 37.5% share of the project.

Financing for the rest will come from capital cash reserves and Peace River Agreement funding from the province, and the city has also applied to the Green Municipal Fund for a grant of up to \$1.5 million for new net-zero energy municipal buildings.

"There will be no related tax burden for the City's property owners," Joy writes.

PROFESSIONAL DIRECTORY

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THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: March 9, 2020
SUBJECT: Bylaw No. 912, 2020 – Road Closure – Beckman Road

RECOMMENDATIONS

Recommendation No. 1:

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

Recommendation No. 2:

"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."

BACKGROUND

A proposed bylaw (District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road) was brought before Council on February 24, 2020 for the first three readings, which Council approved. It was subsequently discovered that the map provided in the proposed bylaw on February 24, 2020 was not sufficient to meet requirements of the Land Titles Office, hence the recommendation to rescind the original motion and bring forward the current recommendation for the first three readings for essentially the same proposed bylaw, except the current version contains an updated map that does meet the requirements of the Land Titles Office.

Public Notice advertising had not yet taken place for the initial proposed Bylaw; advertising for the current proposed Bylaw will be in accordance with the s. 94 of the *Community Charter* and s. 26 of the *Community Charter*, the latter of which addresses the requirement for Notice of a proposed property disposition; and Council has the authority to adopt a bylaw that permanently closes a road and removes a road / highway dedication in accordance with s. 40 of the *Community Charter*.

The initial report that was brought before Council on February 24, 2020 regarding this matter is attached for reference.

ALTERNATIVE OPTIONS:

THAT Council not approve the first three readings of the proposed *District of Hudson's Hope Road Closure Bylaw No. 912, 2020*.

ATTACHMENTS

- *The report to Council, February 24, 2020 regarding the proposed District of Hudson's Hope Road Closure Bylaw No. 912, 2020 – Beckman Road*
- *The current proposed District of Hudson's Hope Road Closure Bylaw No. 912, 2020 – Beckman Road*
- *The draft Public Notice dated April 14, 2020 pertaining to the current proposed District of Hudson's Hope Road Closure Bylaw No. 912, 2020 – Beckman Road*

ADMINISTRATOR'S COMMENTS:



Chris Cvik, CAO



Jeanette McDougall,
Corporate Officer



BYLAW NO. 912, 2020

A Bylaw to close Beckman Road, District of Hudson's Hope

District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road

WHEREAS pursuant to Section 40 of the *Community Charter*, Council may adopt a bylaw to close a highway and remove its highway designation.

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 Citation

- 1.1 This Bylaw may be cited as District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road.

2 Legal Description

- 2.1 That the approximately 2.39 Hectares of Beckman Road outlined in bold and shown in the reference plan EPP93282, 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.

3 Authorization

- 3.1 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.

4 Severability

- 4.1 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 April, 2020

Dave Heiberg
Mayor

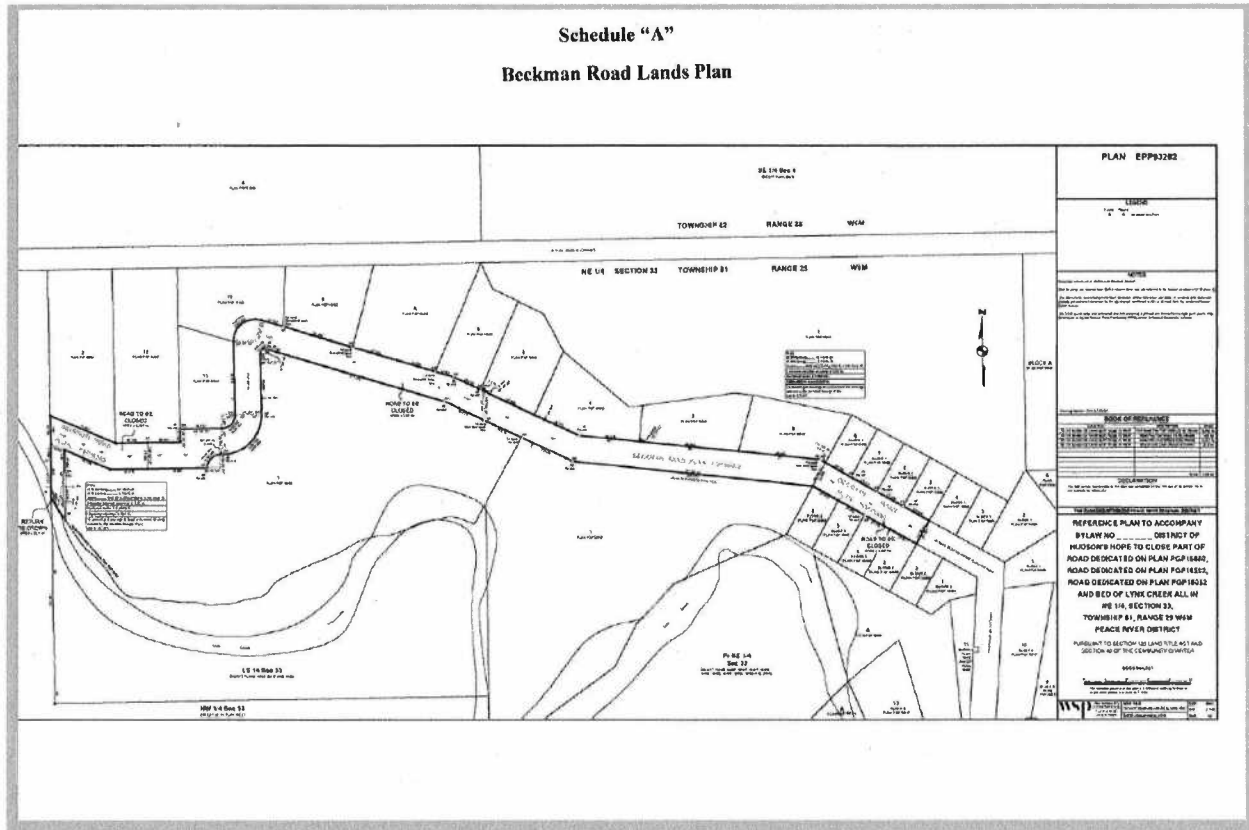
Jeanette McDougall,
Corporate Officer

Certified a true copy of Bylaw No. 912, 2020

this ____ day of _____.

Corporate Officer

Map 1
Plan EPP93282



THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

FROM: Jeanette McDougall, Corporate Officer

DATE: April 14, 2020

SUBJECT: BYLAW NO. 916, 2020 – AMENDMENT TO BYLAW NO. 911, 2019,
ROAD CLOSURE, DA THOMAS

RECOMMENDATION:

***THAT** the District of Hudson's Hope Bylaw No 916, 2020, Amendment to Bylaw No. 911, 2019 Road Closure – DA Thomas, be adopted as of April 14, 2020.*

INFORMATION:

During the Council meeting held March 23, 2020, the District of Hudson's Hope Bylaw No. 916, 2020, Road Closure – DA Thomas was read for three times as per the *Community Charter* s. 135 (1) Requirements for Passing Bylaws. Public notice of Council's intention to close DA Thomas Road and remove the road dedication was issued in accordance with the following sections of the *Community Charter*:

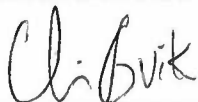
- s. 94 Requirements for Public Notice
 - *published in the Alaska Highway News on April 2, 2020 and April 9, 2020*
 - *posted on District website, Office Bulletin Board, Post Office Bulletin Board & issued via PSA*
- s. 26 (3) Notice of Proposed Property Disposition
- s. 40 Permanent Closure and Removal of Highway Dedication

Written responses from the public that have been received by the District as of the morning of April 9, 2019 have been included under Correspondence for the Council Agenda dated April 14, 2020.

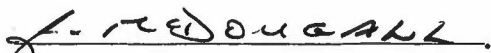
Attachments:

- *Advertisement – Alaska Highway News – April 2, 2020 and April 9, 2020*
- *Report to Council re Bylaw No. 916, 2020, dated March 23, 2020 (for reference)*
- *Bylaw No. 916, 2020, Amendment to Road Closure – DA Thomas*

ADMINISTRATOR'S COMMENTS:



Chris Cvik, CAO



Jeanette McDougall, Corporate Officer

B3

Fort St. John doctors fitted for face masks

Matt Prepost
editor@ahnfjsj.ca

Fort St. John doctors and nurses who will be on the front lines treating local patients with the coronavirus disease COVID-19 are being fitted for face masks to ensure they don't contract the virus.

Nurse practitioner Jessalyn Moskalyk is co-ordinating the efforts, and up to 40 doctors and nurses in Fort St. John and Hudson's Hope will be individually fitted with MSA half-mask respirators that are filtered to keep out fluids, odours, and other particulates.

Moskalyk said the masks are an upgrade from the standard N95 masks supplied to medical staff, and will prevent them from having to share supplies and eliminate cross-contamination. The focus has been to fit all physicians and acute care staff, where exposure will be the highest, she said.

"We all carry our own so they can be sanitized properly and reused between patients," Moskalyk said. "They protect us against the virus."

Brogan Safety is supplying and fitting the masks, and the costs are being covered by Petronas.

Randy Fenton, branch manager for Brogan Safety in Fort St. John, said he was more than happy to use the company's buying power to find whatever supplies it

could for the local health care system.

"It's pretty important to the community with what the doctors and nurses are going to have come to light. It's scary," he said. "Our medical system needs it the most."

"If we don't have doctors to work on us we're all in trouble," he said. "It could be you or any of our kids needing help."

Petronas says it made \$50,000 donations to both the United Way of Northern BC's COVID-19 Relief Fund for Northern BC, and to the United Way of Calgary and Area's Community Response Fund for COVID-19, which will direct funds toward critical community needs.

"The health and safety of people is our top priority," spokesperson Eryn Rizzoli said. "We are also consulting with the local and First Nation communities where we operate to identify how we can help address their most pressing needs."

The threat of COVID-19 has cast an uneasy mood over the health care community, and Moskalyk said community support will be key in helping doctors and nurses endure.

"Last week, it was scary, there was a lot of fear. This week it seems people are pulling together and saying, 'OK, let's do this,'" she said.

"That's going to be the biggest thing for us. That community support helps to get everyone through this."

Vulnerable struggling to cope with COVID-19

Tom Summer
tsummer@ahnfjsj.ca

Vulnerable populations using the Women's Resource Society are struggling due to the viral panic surrounding COVID-19, says the organization's executive director Amanda Trotter.

"People are frustrated. They're battling right now. We're starting to see how difficult it is for people to navigate the system for EI and social assistance," said Trotter, adding many clients do not have access to a computer or the internet.

Trotter also noted that violence and violence against women has increased since measures to combat COVID-19 were enacted.

"Relationships are falling apart. Mental health challenges are a real concern for our clients, people are not used to being isolated. They are afraid and need people to talk to," said Trotter of social

distancing, and noted the society is focusing efforts on promoting crisis lines.

While access to the centre is being restricted, clients continue to use the society's resources: 104 stopped by for food last week.

Making sure clients have access to food is a critical need, says Trotter, who expects to see a growing number of those needing assistance.

"We've also found that donations have dropped off dramatically," said Trotter, adding that volunteers are being sought to deliver goods directly to those in need, while reducing foot traffic.

Despite the challenges, Trotter says the organization will keep its doors open.

"We can't be everywhere, we're a tiny organization, there's only four of us. But we're all still here and doing the very best we can," said Trotter.

— Local Journalism Initiative

Fort St. John lays off 88

The city has announced the temporary layoffs of 88 workers due to the COVID-19 pandemic.

In a press release on March 24, the city said notices were issued to BCGEU workers due to reduced operational demands at its recreation facilities. Benefits for eligible employees will continue.

"This is an unprecedented and rapidly evolving situation where the COVID-19 preventative measures have impacted each of our lives and City operations. However, through this challenging time, we are committed to ensuring the health and safety of our employees and residents," Mayor Lori Ackerman said in a statement.

City approves contracts

Fort St. John council approved March 23 two contracts for an expansion of the Woodlawn Cemetery and the installation of street lights at 96 Street and 96 Avenue. Council approved a \$849,836 tender to Northern

Legendary Construction for the first phase of an expansion at Woodlawn Cemetery. That includes 400 plots, 24 "green burial" plots, columbaria, and a scattering garden. It also includes site grading, paved access road, landscaping, tree and shrub plantings, construction of a pergola structure, columbaria, landscaping, tree and shrub plantings, construction of a pergola structure, and granite memorial slab.



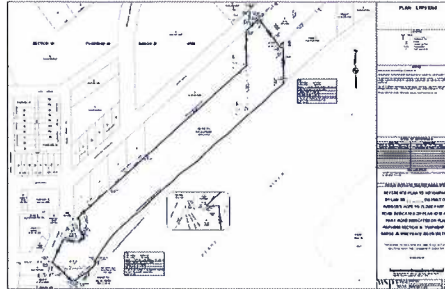
PUBLIC NOTICE

Notice of Intention - Road Closing Bylaw and Property Disposition

When: Tuesday, April 14, 2020 at 6:00 p.m.

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

The District of Hudson's Hope intends to amend District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road, adopted pursuant to Section 40 of the Community Charter, by adopting the District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road (the "Amendment Bylaw"). The Amendment Bylaw will close a part of DA Thomas Road (approximately 4.09 ha.) and remove the road dedication of such property shown as follows:



After the road is closed, the District of Hudson's Hope intends to sell the property to the BRITISH COLUMBIA HYDRO AND POWER AUTHORITY for a nominal fee of \$1.00 for consolidation with other BC Hydro owned property as part of the Site C Project.

Before making its 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.



MAP IT

Imagine your family is anywhere in the world! Pick a spot on the map and learn about that country together online.

How do you learn as a family? Tell us: #FamilyLiteracyDay

Find more ways to learn at play as a family at www.FamilyLiteracyDay.ca



PUBLIC NOTICE

Council Initiative - 91 Avenue Between 107 and 109 Streets Local Area Service Project No. 1, 2020

The City of Fort St. John intends to install catchbasins, street lighting, asphalt paving, curb and gutter, driveway and boulevard restoration works on 91 Avenue between 107 and 109 Streets.



PROJECT COSTS

Total estimated cost of Parcel Owner's Portion	\$566,657.35
Total estimated cost of the City's Portion	\$847,600.66
Total estimated Cost of Project	\$1,414,258.01
Parcel Owners Options and Cost Summary	
Annual charge per metre	\$67.40
Commuted value per metre	\$997.65
Number of years	20

Affected parcel owners who want to petition against this work proceeding must do so by submitting their written objection to: Director of Legislative and Administrative Services at City Hall, 10631 - 100 Street, Fort St. John, BC V1J 3Z5 on or before 4:30 p.m. on Monday, May 11, 2020.

Council may proceed with this project unless petitions against the service are received by Monday, May 11, 2020. The City will be borrowing funds for the residents' portion of this project over a 20 year term. The City's portion for this project will be paid from the Capital Budget Account.

www.fortstjohn.ca



FORT ST. JOHN
The Energetic City



Horgan confident in Site C virus measures

Matt Preprost
editor@ahnfj.ca

Construction at Site C will continue until the doctor orders otherwise, Premier John Horgan said last week.

BC Hydro has scaled back much of its construction on the Peace River in response to the COVID-19 pandemic, but work continues to complete the river diversion systems to meet this fall's deadline.

Still, the province is facing increasing pressure to suspend work entirely until the pandemic ends, with the Blueberry River First Nation this week calling its continued construction "inconsistent" with the province's approach to the crisis to date. The band has pulled its members from the worksite and has restricted travel and entry to the community.

"Site C is not like residential and commercial construction projects occurring elsewhere; it is a mega project in a small community, with a disproportionate risk to and draw upon our community's population and resources at a highly vulnerable time," Chief Marvin Yahey wrote in a letter to Horgan.

The provincial government has allowed construction work to continue in B.C. under public health guidelines, and Dr. Henry released outbreak protocols for industrial camps on March 30.

Yahey said the Blueberry community faces a substantial risk from transmission in the region as residents suffer a range of underlying health problems and substandard living conditions, with elders the most vulnerable.

"In a community as small as ours, loss of even one elder is challenging for our people; loss of multiple elders to an outbreak would be devastating to community leadership and cohesion, and to BRFN cultural transmission," Yahey wrote.

BC Hydro says it has not been notified of any confirmed cases of COVID-19 at Site C, and 969 workers were reported at camp as of Wednesday. Of those, 10 were self-isolating in quarantine, which continues to raise suspicion and concern about an outbreak that could overwhelm local health care resources.

There have been 23 cases publicly reported in northern B.C., and 1,266 cases and 39 deaths province-wide.

That's prompted Horgan to extend the provincial state of emergency to April 14. And provincial health officer Dr. Bonnie Henry says the pandemic will impact daily life until summer, followed by a potential second wave of the virus in the fall.

The exact point at which the \$10.7-billion project becomes too much of a health care risk to continue remains unclear. But Horgan said April 1 he was confident in the rules put in place by both Dr. Henry and WorkSafeBC to manage the spread of the virus on major construction projects.

"I've heard the concerns of people in the north, I've also listened to the advice and direction of public health officials, particularly Dr. Henry," Horgan said. "We're confident the measures that have been put in place by BC Hydro to protect workers, to protect the community, are appropriate at this time. And until Dr. Henry tells us other-

wise, we're going to carry on."

Horgan also dismissed concerns raised by David Bowering, the former chief medical health officer for Northern Health. Bowering called work camps "land-locked cruise ships" and "COVID-19 incubators" and has called on Dr. Henry to close down work camps across B.C.

"We're confident that taking direction from public health officials that are on the ground working on these issues on a regular basis, looking at the data hourly, not from a historic perspective as someone who is now retired might, but on an hourly basis," Horgan said.

Horgan said he hadn't yet read Yahey's letter, and remains in contact with Fort St. John Mayor Lori Ackerman. The two spoke this week.

"The Premier wanted to assure us that the orders that were put in place, were done so in a thoughtful manner that would ensure that the industries would be able to operate using the safety protocols required by the provincial health officer," Ackerman said.

Ackerman has rejected the call for a suspension, though some on city council have said otherwise. Any shut down of Site C would be onerous and require several weeks to safely demobilize from the site and send workers home.

Dr. Henry said last week that most work camps have reduced staff levels, and extended the length of stay for workers to limit the risks of contracting and spreading the virus.

"We don't want as many people coming in and out of the community," Dr. Henry said. "It's important to recognize you can't just abandon a large mine or industrial site, that's not safe. It's not safe for the community or for the environment as well."

Under public health guidelines, industrial work camps must notify local health authorities on the slightest suspicion of an outbreak.

And those guidelines have a precise definition: "An outbreak is when two or more cases of fever and/or respiratory symptoms (cough, sore throat, runny nose, shortness of breath etc.) are detected in residents and/or staff within a 12-day period, with at least one case identified as a resident, or if any staff or resident is diagnosed with COVID-19."

BC Hydro says any worker with symptoms of sneezing, sore throat, muscle aches, headaches, cough, fever, or difficulty breathing is required to self-isolate for 10 days.

It's not known how many workers have been tested for the virus, but BC Hydro says COVID-19 swab kits are available in the camp's medical clinic.

Both BC Hydro and the CLAC union say hygiene and social distancing measures have been put in place at the site. Disinfectant spray and hand sanitizer are in very high demand. Workers are also now subject to mandatory temperature checks before being allowed on site.

BC Hydro says work continues to realign Highway 29, build the Site C transmission line to Peace Canyon dam, and clear the valley and future reservoir as most of those workers do not stay in the work camp.



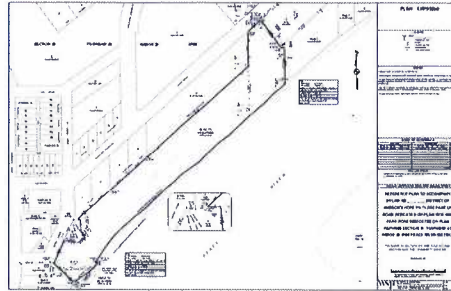
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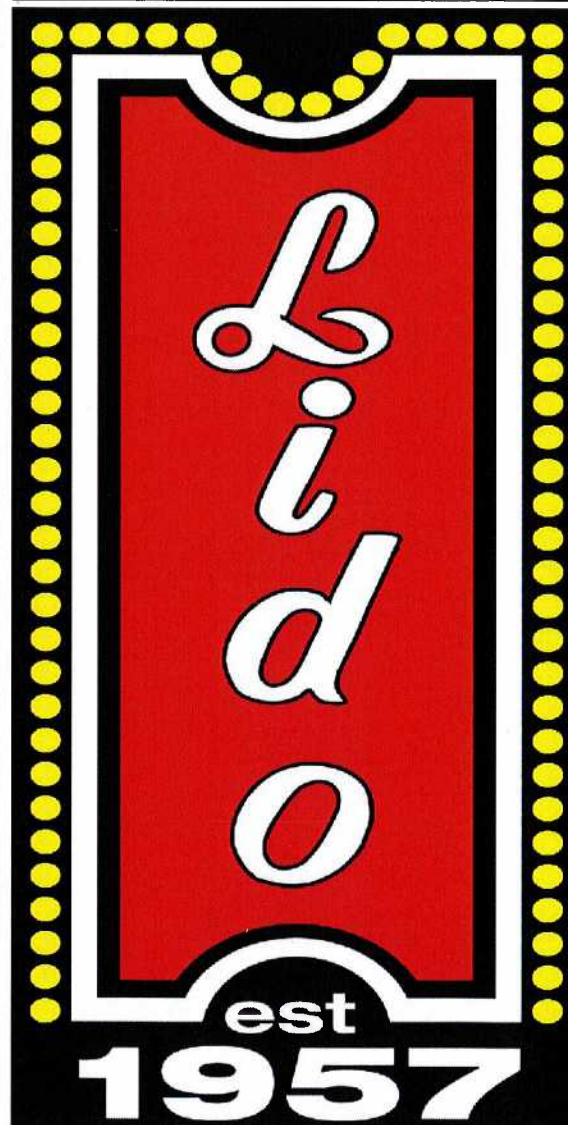
Where: Council Chambers, District Office, 9904 Dudley Drive, Hudson's Hope, B.C.

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After the road is closed, the District of Hudson's Hope intends to sell the property to the BRITISH COLUMBIA HYDRO AND POWER AUTHORITY for a nominal fee of \$1.00 for consolidation with other BC Hydro owned property as part of the Site C Project.

Before making its 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.



REQUEST FOR DECISION

RFD#:	CC-2020-26	Date:	March 12, 2020
Meeting#:	CM030920	Originator:	Chris Cvik
RFD TITLE: District of Hudson's Hope Bylaw No. 916, 2020 – Amendment to Bylaw No. 911, 2019, DA Thomas Road Closure – Report #2			

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.

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



BYLAW NO. 916, 2020

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

[illegible]

Dave Heiberg

From: Melodie Godsman <melodie_godsman@yahoo.com>
Sent: April 1, 2020 9:21 AM
To: Dave Heiberg; john.horgan.mla@leg.bc.ca; frances.tang-graham;
dave.conway@bchydro.com
Cc: Evie Edinger; Troy Godsman
Subject: Ferry landing

Subject Fwd:

Mayor and council meeting April 14th re: closing and selling road to ferry landing to b.c hydro:

I realise the district doesn't have a hope in hell of bucking b.c.hydro on this matter. It would be like taking a knife to a gun fight, but hopefully they will take a few things into consideration before selling for 1 dollar totally ridiculous!! First of all there is a crown grant which they can NOT restrict access to the owners.

Second it is a popular place for people to go within walking distance of town to go fishing, go for a walk or just cook a hotdog. This area means a lot to this community and should not be sold to for 1 dollar to b.c.hydro.

I guess it's up to mayor and council to fight for us.

Apparently heritage sights don't count for anything either, but we seriously need to salvage what we have left of this valley and community

Horgan was really upset when protesters were in his driveway he should see what people here are dealing with!!!! Quit backing hydro on extentions, unsafe work practices environmental infractions, etc etc.

Now we are not supposed to be able to stop or take pictures along the road where hydro is working. What the hell is that???

This letter will be sent to Horgan. Dave Conway and the media

Sincerely Evelyn Edinger

Long term resident of Hudson's hope

Sent from Yahoo Mail on Android

C1

Dave Heiberg

From: Melodie Godsman <melodie_godsman@yahoo.com>
Sent: April 1, 2020 10:47 AM
To: Dave Heiberg; frances.tang-graham; john.horgan.mla@leg.bc.ca; Kelly Miller; dave.conway@bchydro.com
Cc: Evie Edinger; Troy Godsman
Subject: Ferry Landing
Attachments: Information Sheet - Hudson's Hope Shoreline Protection - April 2016(1).pdf

2020-04-01

District of Hudson's Hope

John Horgan

Site C Project

Mayor & Council,

I'm interested in the reasoning behind the close of the DA Thomas road.

To begin, once again, I would like to make you all aware, BC Hydro has NOT mitigated a settlement with Troy Godsman, Steve Godsman & Keith Watson, owners of the property across the river from the ferry landing, as well as the property and water known as the ferry landing on the north side of the river as it's a Crown Grant and TO DATE, no settlement has been reached. I believe that the Mayor and Council should be working towards a good outcome from this travesty called Site C for ALL Hudson's Hope residents, which includes my family and has since the 1960's. My grandfather had a home and a business here, my Mom, Dad, 3 brothers, sister and nephew have homes here. My mother and I had a business here. My family owns several (taxable) properties in the town site. I believe we have more than paid our dues and are owed much more respect and backing from this council than we are receiving presently.

As such, I'm assuming then that plans have been made to ensure my family, who use the road as access to the town in situations that make it impossible to traverse the creek and drive out and are then forced to boat over to get supplies and truck them down to the ferry landing for transport by boat back across the river.

The 2016 information sheet (as attached) from BC Hydro regarding this matter suggests:

Access and Recreation

D.A. Thomas Road, which provides access to the shoreline, will be upgraded to facilitate construction and future access.

In addition, BC Hydro will establish and operate a permanent small craft launch at the shoreline protection area at the foot of D.A. Thomas Road. A new trail travelling east along the berm from D.A. Thomas Road, connecting to the existing trail leading west up into Hudson's Hope, will also be provided.

Has this plan changed? "upgraded" is quite a bit different than "closed"

Thank-you,

Melodie Godsman

*Melodie Godsman
10606 Osborne St.
PO Box 704
Hudson's Hope, BC
V0C 1V0
(250) 783-8077*

SITE C CLEAN ENERGY PROJECT

HUDSON'S HOPE SHORELINE PROTECTION

The Hudson's Hope shoreline will be protected prior to the filling of the Site C reservoir. Shoreline protection includes a combination of a granular berm and slope flattening to prevent shoreline erosion and to offset effects of the reservoir on slope stability.

Shoreline protection will extend approximately 2,650 metres from the upstream end of Hudson's Hope, downstream to beyond the current location of the municipal sewage treatment facility. It will be made up of three zones:

Zone	Description	Type of Shoreline Protection
A	Adjacent to the residential area and extends just downstream of the hotel on Clarke Ave	1,650 metre berm
B	Adjacent to land that is currently used for light industrial purposes	550 metre slope flattening
C	Adjacent to municipal sewage treatment lagoons	450 metre berm, potentially slope flattening

Other activities in the area include:

- Upgrades to D.A. Thomas Road
- Re-paving Clarke Avenue after use, if required
- Recreation improvements, including a trail along the berm downstream of the museum area and a small craft launch
- Transport of material for the berm from Portage Mountain via Canyon Drive

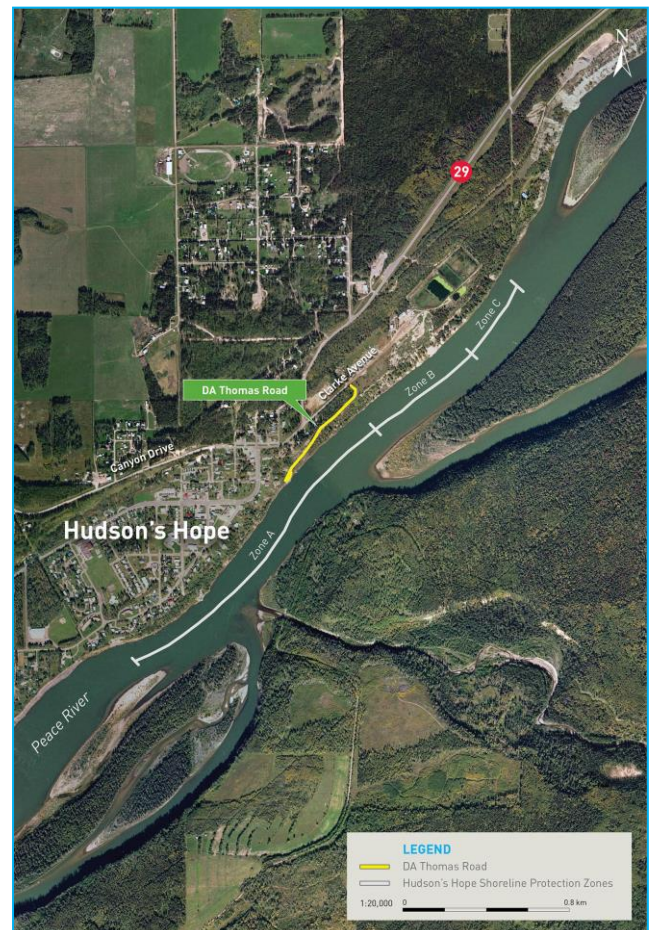
Anticipated Timeline

2018 to 2021

Protecting the Shoreline

The Site C project will create a reservoir, which will result in a change in groundwater conditions. When coupled with the effects of shoreline erosion, these conditions are predicted to cause some bank recession in the slopes below the community of Hudson's Hope.

The slopes already experience natural processes that consist of river erosion at the bottom (toe) of the slope, and ongoing shallow landslides from the mid to upper slopes. Without a berm, the Site C reservoir would affect the stability of the slopes below Hudson's Hope due to an increase in rates of toe erosion by wind-generated waves and an increase in the likelihood of landslides.



To protect the shoreline from the reservoir's effects on erosion and slope stability, a berm will be constructed to maintain or improve the stability of the slopes. The potential for future landslides on the mid to upper slopes caused by natural processes will not be eliminated, so development setbacks from the crest of the slope will need to continue to be enforced.

The shoreline protection will be provided through a combination of a berm to the west and east and slope flattening in the middle section.

Access and Recreation

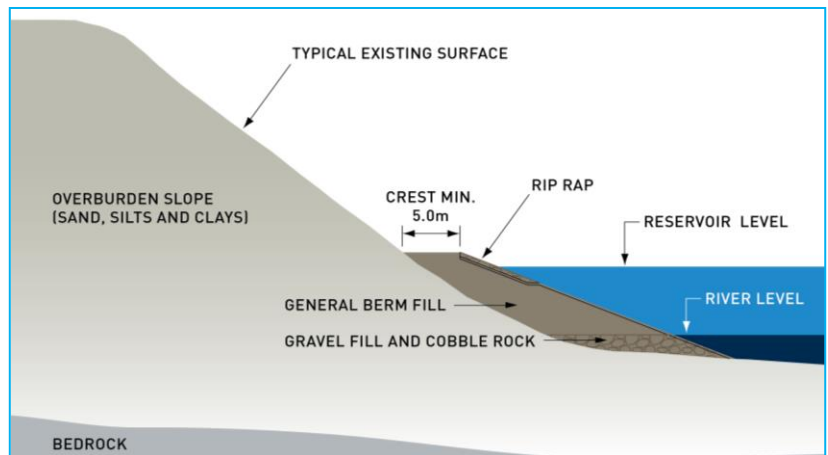
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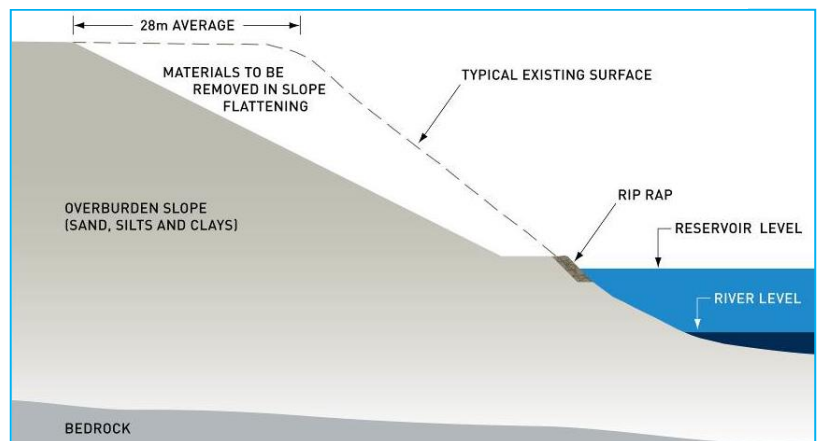
Additional Information

- There will be truck traffic in the Hudson's Hope area as equipment and materials are brought to site.
- Some noise, vibration and dust may occur in the vicinity of shoreline protection activities.
- Where possible, BC Hydro and its contractors will take steps to reduce the effects of construction activities on Hudson's Hope residents.
- BC Hydro will provide funding to the District of Hudson's Hope for enhancements to Alwin Holland Park or other community shoreline recreation areas.
- Prior to the beginning of shoreline protection construction activities, BC Hydro will provide opportunities for residents, businesses and property owners to learn more about construction plans, potential effects on the community, and plans to minimize construction-related impacts.

Cross section of berm



Cross section of slope flattening



Emergency Loan Application Information

Purpose

Businesses are a foundation to any community and key to a community's success. When businesses can't operate or have operated at reduced levels due to situations such as an emergency situation, we know they require support to get them back on track.

Program

The program provides financial support to businesses that have not been able to operate or have operated at a reduced level for more than 5 days due to the emergency situation.

Financing is provided in the form of a repayable loan with relaxed terms and interest rates.

- Loan Amount: Maximum up to \$20,000 per business based on Business Analyst assessed needs.
- Streamlined Application and Approval Process – Business Analyst process and General Manager approval.
- Application will consist of:
 - Completed Application Form – Specific to this loan program
 - 3 years of financial statements showing at least one year of profitability with most recent Corporate T2 or Personal tax filing
 - Credit Check on owner(s) and business
 - Limited security requirements – Personal Guarantees / Co-Borrower and General Security Agreement
- Waiver of application fee
- Pre-approved interest rate of Prime + 2% (currently 2.95%)
- No payments for up to first 6 months
- Interest only for up to first 12 months
- Maximum Amortization/Term of 60 months
- Offer 2 months of skip payments per year
- Should greater financial needs be identified, can convert to usual loan process
- No early payout fees.

Guidelines

Priority will be given to existing and past CF clients in good standing

The business must:

- have been in operation when the emergency commenced
- When required, have a valid business license or approval to operate from the municipal or regional government

The business owner must:

- Be prepared to sign a personal guarantee. In the case of not for profit organizations or incorporated companies, a director(s) must sign on its behalf

Eligible Applicants

Any business that:

- Has not been able to operate or has operated at a reduced level for more than 5 days due to the emergency situation.
- Business must be able to demonstrate a loss or reasonable expectation of reduction of business due to the emergency situation.

****Business includes for-profit, not-for-profit, sole proprietorships, partnerships and incorporated companies, ranches and farms. ****

Ineligible Applicants

Government including federal, provincial, municipalities and regional districts.

Personal Information			
First Name	Middle name	Surname	Date of Birth(mo/day/year)
Home Address(apt/P.O)	Street and number	City Town	Postal Code
Phone number	Cell number	Residence own rent	
Business Information			
Business Name			
Business Number			
Business address(apt/P.O)	Street and number	City Town	Postal Code
General Information (if you answer YES to any of these question, please provide details)			
Have you ever had an asset repossessed?	yes	no	Details
Are you involved in any claims or law suites?	yes	no	
Have you ever declared bankruptcy?	yes	no	
Do you owe any back taxes?	yes	no	
Loan Details			
immediate needs Costs	\$	Describe what the money will be used for(use separate sheet if necessary)	
less other monies available	\$		
Loan amount requested	\$		
Reference and Credit Checks			
I/We the undersigned, declare that the statements made herein are for the purpose of obtaining financing and are to the best of my/knowledge true and correct.			
I/We consent to Community Futures Peace Liard making any inquiries it deems necessary to reach a decision on this application, and consent to the disclosure at any time of any credit information about me/us to any credit reporting agency or to anyone with whom I/We have financial relations.			
Signature of Applicant(s)	Date	Signature of Applicant(s)	Date
Signature of Applicant(s)	Date	Signature of Applicant(s)	Date

March 20 and 21, 2020 in Prince George, BC (via teleconference)

2020 Convention Cancellation

The NCLGA Board of Directors have decided to cancel the NCLGA Convention taking place May 13 – 15 in Prince George due to COVID-19. Registration will be refunded in full as soon as possible. The NCLGA will look at options to complete the required business of the AGM and will share this with Members in the coming weeks.

2020 Resolutions

Following the March 13, 2020 submission deadline, the Board reviewed the resolutions submitted by Member communities. Resolutions that were submitted prior to the deadline will be forwarded to UBCM for the 2020 September UBCM Convention. Resolutions that are specific only to the NCLGA region have been referred to the NCLGA Executive for consideration.

Northern BC Solid Waste Management Forum

The NCLGA Board of Directors reviewed the planning to-date for the Northern BC Solid Waste Management Forum scheduled for June 16-17, 2020. The Board discussed the Forum in respect to COVID-19 and an update on the Forum status will be provided to Members as soon as possible.

Community Leadership Awards

The Board of Directors reviewed submissions for the 2020 Community Leadership Awards and decided on the winners in each of the 3 categories. The recipients of the awards and a description of the projects will be recognized through the NCLGA's Website and Social Media platforms. A formal award will be presented to the communities at a later date.

2020/2021 Preliminary Budget

The 2020/2021 Preliminary Budget for the NCLGA was approved by the Board of Directors.

If you have any questions on the contents of this highlights report please contact:

Hannah Wasstrom
NCLGA Executive Coordinator
admin@nclga.ca

C3



March 18, 2020

Ref: 252253

Mokles Rahman
Director of Public Works
District of Hudson's Hope
Box 330
Hudson's Hope BC V0C 1V0

Dear Mokles Rahman:

**Re: Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities
Project # IR0067 - District of Hudson's Hope - Beattie Drive Sanitary Lift Station Upgrade**

Thank you for your application for funding under the ICIP – Rural and Northern Communities Program.

We would like to advise that, after careful consideration, the above-noted project was not selected for funding under the ICIP – Rural and Northern Communities Program.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding. If you have any questions, please contact Justin Langton, Rural and Northern Communities Program Lead, by email at: Justin.Langton@gov.bc.ca.

Additional program information can be found at the Investing in Canada Infrastructure Program website: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program. Should future funding become available, staff are pleased to provide advice on preparing an application.

C4

.../2

Mokles Rahman

Page 2

Thank you for your interest in the ICIP-Rural and Northern Communities Program. We wish you every success with your community project.

Best regards,



Liam Edwards, Executive Director
Local Government Infrastructure and Finance
Ministry of Municipal Affairs and Housing

pc: Brian Bedford, Director
Local Government Infrastructure & Engineering
Ministry of Municipal Affairs and Housing

Chris Cvik, Chief Administrative Officer
District of Hudson's Hope



To honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.

CRA# 82808-2727-RR0001

Wounded Warriors Canada is a national mental health charity whose mission is to honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.

Canadians are understandably shocked to know that since 2010 we have lost more Veterans to suicide than were killed in action in Afghanistan. For Wounded Warriors Canada, and for our nation, this is entirely unacceptable. Operational Stress Injuries have impacted the lives of thousands of Canadians who have served our country bravely. Unfortunately, far too many are falling through the systemic gaps that exist caring for them in their time of need.



It is important that the individuals and their family members know that we, as a country and community, are *in this* together- working to ensure they receive the help they so rightly deserve.

Wounded Warriors Canada raises funds to develop and deliver a wide range of innovative mental health programs and services benefitting over 1,800 individuals and their families each year. In 2016 donations exceeded \$3 million with 82% of expenditures delivered to programming.

This is only made possible as a result of the compassionate trust and support of individual Canadians and Canadian businesses, enabling us to carry forward our guiding ethos: Honour the Fallen, Help the Living.

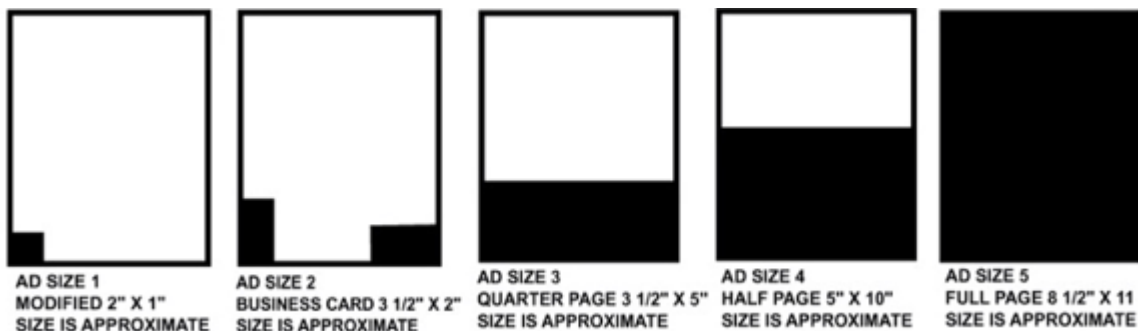
Crime Watch Canada – Proudly Supporting Wounded Warriors Canada

C5



Honour the Fallen, Help the Living

ADVERTISING RATES – QUARTERLY MAGAZINE PRE-APPROVAL / ORDER FORM



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Yukon Toll Free: 1-866-991-0577
www.mssociety.ca

Mayor Heiberg and Council
9904 Dudley Drive
Hudson's Hope BC, V0C 1V0

March, 2020

Dear Mayor Heiberg:

May is MS Awareness Month.

Members of the Northern Regional Chapter of the MS Society of Canada urge you to proclaim the month of May as MS Awareness Month in the District of Hudson's Hope in order to call attention to the exemplary efforts of the 100,000 Canadians who live every day with the challenge of this neurological disease. BC has the third highest concentration of people with MS in Canada.

A sample proclamation is enclosed for your consideration.

Since our founding in 1948, the Multiple Sclerosis Society of Canada has been a leader in funding vital MS research into the cause, prevention and treatment of MS while providing services and support to people with MS and their families. The MS Society is proud of the work and contribution that our supporters and members continue to make to communities across BC.

We hope that you would also consider hoisting the MS Society flag to celebrate May as MS Awareness Month. Through the combined efforts of people across Canada in towns such as the District of Hudson's Hope, the MS Society is able to bring hope for an end to MS.

Sincerely,

Sherri Mytopher, Fort St. John
Council Member
Northern Regional Chapter, MS Society of Canada

C6

**Office of the Mayor
District of Hudson's Hope, British Columbia**

**MS Awareness Month for the Multiple Sclerosis Society of Canada –
May 2020**

- WHEREAS multiple sclerosis is a chronic, often disabling neurological disease affecting an estimated 1 in 385 Canadians and approximately 12,000 British Columbians; and
- WHEREAS multiple sclerosis symptoms vary widely and may lead to problems with numbness, coordination, vision and speech, as well as extreme fatigue and even paralysis; and
- WHEREAS there is no known cause of, prevention of, or cure for multiple sclerosis; and
- WHEREAS the Multiple Sclerosis Society of Canada is the only national organization in Canada that supports both MS research and services for people with MS and their families; and
- WHEREAS annual fundraising events such as the MS WALK, MS Bike, and A & W's Burgers to Beat MS support programs to enhance the lives of people affected by multiple sclerosis and their families and support MS research in Canada; and
- WHEREAS since 1948, the Multiple Sclerosis Society of Canada has contributed \$175 million towards MS research; and is grateful for the dedication and commitment of its supporters and volunteers that has made this possible; and
- WHEREAS BC will continue to lead the way in multiple sclerosis research, through one of the world's most renowned multiple sclerosis research facilities at the University of British Columbia;
- WHEREAS together we will find ways to enhance the quality of lives for people affected by multiple sclerosis and to find a cure to end MS;

NOW, THEREFORE, I, DAVE HEIBERG, MAYOR THE DISTRICT OF HUDSON'S HOPE DO
HEREBY PROCLAIM THIS MONTH OF MAY 2020, AS:

**"MS AWARENESS MONTH FOR THE
MULTIPLE SCLEROSIS SOCIETY OF CANADA"**

In the District of Hudson's Hope

Dave Heiberg, Mayor

Dated this 14th day of April, 2020

C7



**Office of the Mayor
District of Hudson's Hope, British Columbia**

Public Works Week May 17-23, 2020

WHEREAS public works infrastructure, facilities and services are vital to the health, safety and well being of the residents of Hudson's Hope; and

WHEREAS such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and

WHEREAS the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and

WHEREAS it is in the public interest of citizen and civic leaders to gain knowledge of the public works needs and programs of their respective communities; and

WHEREAS Public Works Week also recognizes the contributions of public works professionals.

NOW THEREFORE I, DAVE HEIBERG, MAYOR OF THE DISTRICT OF HUDSON'S HOPE DO HEREBY PROCLAIM THE WEEK OF MAY 17-23, 2020, AS:

"PUBLIC WORKS WEEK"

In the District of Hudson's Hope

Dave Heiberg
Mayor

Dated this 14th day of April, 2020

C8



DISTRICT OF METCHOSIN

March 19, 2020

Honourable Adrian Dix, Minister of Health
Ministry of Health
PO Box 9050
STN PROV GOVT
Victoria, BC V8W 9E2

Honourable Adrian Dix:

RE: COVID19 – Testing Needed for First Responders

The District of Metchosin Council is requesting the Ministry of Health prioritize COVID-19 testing for all first responders. Under current protocols if a responder demonstrates all of the symptoms of the virus, but can't prove direct contact, they are not being tested and therefore could be repeatedly called to self-isolate, even though they may have developed immunity.

It appears we are at the beginning phases of this pandemic and in time we may have to rely on first responders who have already contracted COVID-19 and have subsequently recovered. The only way we can do this is to ensure they are tested at the time they are demonstrating symptoms.

We are also concerned by the substantial increase of mental health stress that is being put on our volunteers' responders and their families and how it could have both immediate and long-term impacts on our ability to recruit.

We are therefore requesting first responders be included in the category who is exempted in the direct contact requirement.

Sincerely,

John Rams
Mayor

cc Dr. Richard Stanwick, Chief Medical Health Officer
Ryan Wainwright, Sr. Regional Manager, Emergency Management BC
BC Municipalities

C9

A Good News Bulletin!

(I PROMISE NOT TO USE THE "C" WORD!)

The Senior's Supportive Housing Committee of the Hudson's Hope Health Care & Housing Society have GOOD NEWS!!!

- Funding for the next stage of our project has been approved.
- Soon, our consultants will be studying and analysing the overall feasibility of this project for Hudson's Hope.

This is an opportunity for our small community to offer our seniors affordable housing, with "supports" (at least one meal a day and light housekeeping) and to welcome others to our friendly community.

Part of this study will be to demonstrate that our community can make this project work.

For that we need **YOU, your ideas and input are important!** (You don't have to be a Senior to help out!)

The time that is asked of you will be limited.

Please consider contributing some time to this important project.

Additional information is available from:

Bill Lindsay: cygne@pris.ca
250-783-5557

Deborah Peck : deborahpeck3@gmail.com
250-794-6269

Jeanette McDougall

From: Double H Saddleclub <dhsaddleclub@gmail.com>
Sent: March 23, 2020 10:55 AM
To: Jeanette McDougall
Subject: Farm Credit Canada Fund Application

Hello,

We hope this email finds you well :)

The Double "H" Saddle Club would like to apply for the FCC AgriSpirit Fund....however we may not be eligible for funding since we do not fall under these calgories:

Eligible for funding:

- 1 Charities registered with the Canada Revenue Agency
- 2 Municipal bodies
- 3 First Nations, Inuit and Métis communities
- 4 Non-profit organizations capable of partnering with one of the above entities.
- 5 Capital projects only

Would the district be able to partner with the DHSC ?

Sincerely

Elisabeth Haagsman

C11

Jeanette McDougall

From: Double H Saddleclub <dhsaddleclub@gmail.com>
Sent: March 28, 2020 5:07 PM
To: Jeanette McDougall
Subject: Re: Farm Credit Canada Fund Application
Attachments: dhsc turn-out pen.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

We are using the funds to establish a new fence along the back side of the riding arena. The fence will be needed to move the remaining horses during the summertime to a safe location while we are working on 8 new pens in the near future removing the old pens. The new turnout paddock will be available to our community to use for emergency cases such as emergency livestock evacuation. It will be cross fenced by panels into three different pens. Approx: 205'x214'x3. Please see attachment.

Elisabeth Haagsman

24

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5.20 m



~~205 3-4-7-4.98~~
 205 4-5-7-9.32 ✓
 205 3-4-7-4.98
 205 4-5-7-9.32 ✓

$$\frac{10.5}{8.5} = 1.235$$

4-5 1/2
Fencepost pounds:
Peace Country Rental
90/day - 360/week

PANELS:
8 + 24'
WAITING FOR
QUOTE

A hand-drawn diagram of a rectangular area. The left vertical side is labeled "205". The bottom horizontal side is labeled "3/4". Inside the rectangle, there are two vertical dashed lines. Between the left dashed line and the right edge, the text "\$2400" is written above "8 PANELS + 24'". Between the right dashed line and the right edge, the text "2400" is written.



FCC AgriSpirit Fund

Do you have a project that will enhance lives or contribute to sustainability in your rural community? The FCC AgriSpirit Fund may provide between \$5,000 to \$25,000 to projects that qualify in a city, town or Indigenous community with fewer than 150,000 people.

Update: Application deadline extended to April 15, 2020.

Types of projects we consider:

- **Capital projects** – construction or upgrades to a hospital, medical centre, childcare facility, rink, sportsplex or the purchase of fire and rescue equipment
- **Sustainability projects** - upgrades to heating and cooling systems in a community building, installing new windows in a recreation centre or purchasing capital items for a recycling facility

[View all past projects](#)

Who can apply?

- [Charities registered with the Canada Revenue Agency](#)
- Non-profit organizations who partner with a municipal body, territorial or provincial government; the municipal body must agree to receive contributed money and issue a receipt
- Town or city under 150,000 people, rural municipality
- First Nations band or Métis settlement
- Organizations must not have received AgriSpirit funding in the past four years
- Note: FCC employees and their immediate family members are not eligible to apply on behalf of an organization

Eligible projects:

- Recognize FCC's contribution

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[View all FCC AgriSpirit Fund FAQs](#)

Apply now

Update: Application deadline extended to April 15, 2020.

You'll be contacted by email in August of the year you applied.

[Apply now](#)

Questions or problems applying? See our [FCCAgriSpirit Fund FAQs](#) or [email us](#).

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Ken McKenzie
Executive Vice President
Site C Clean Energy Project
BC Hydro
P.O. Box 49260
Vancouver, B.C. V7X 1V5

April 8, 2020

Mayor Heiberg and Members of Council
District of Hudson's Hope

Re: Update on Site C Project and COVID-19

Dear Mayor Heiberg and Members of Council,

I am writing to provide you an update on Site C and the measures we've taken to protect workers and the community during the COVID-19 pandemic.

BC Hydro's top priority will always be the health and safety of our employees, contractors and the public. As always, we are committed to providing you up-to-date and accurate information so we can continue working together to protect local communities during this time.

BC Hydro has been closely monitoring COVID-19 for several months. We've been working with the Northern Health Authority and strictly following federal and provincial health guidelines to ensure our site is safe for workers and the wider public.

On March 18, we decided to scale back our activities at the dam site and focus only on essential work and critical milestones. This decision allowed us to de-densify the work site and on-site accommodations. Other essential work such as keeping the site secure and meeting the project's environmental and regulatory commitments are continuing as planned.

Work is also continuing in areas off-site, including the realignment of Highway 29, the transmission line construction and clearing activities. The majority of these workers do not stay in camp and can more easily practice physical distancing on their work sites.

At this time, BC Hydro has not been notified of any confirmed cases of COVID-19 at Site C. BC Hydro is being very cautious with our application of the health guidelines and asking people to self-isolate with any slight symptom.

Across the project, we've implemented new measures to keep the community and workers safe.

Key changes include:

- **Longer shift rotations:** Workers from Peace River Hydro Partners affiliated with the CLAC union have transitioned to shifts lasting six to eight weeks instead of two weeks. This decreases the movement of people to and from the region.
- **Ceasing operation of the shuttle:** The leisure shuttle between the ATCO lodge and Fort St. John has been suspended.

- **New pre-screening:** Everyone is given a temperature scan at the gate before entering the site. This is in addition to the Ministry of Health self-assessment.
- **Scaling back work at site:** Following our decision to scale back work at site to focus only on critical milestones, safety or environmental and regulatory work, we have reduced the number of people staying at camp by approximately 50 per cent.
- **Physical distancing:** We're implementing physical distancing in everything we do – from asking people to work from home, reducing in-person meetings and having smaller pre-shift safety meetings.

Changes have also been made at the ATCO worker accommodation to increase cleaning and physical distancing. New measures at the worker accommodation include:

- More frequent disinfecting cleaning of all high touch point areas;
- Closing all common areas;
- Eliminating self-service stations in the dining room and setting up tables to help workers adhere to physical distancing guidelines (one seat at each table and tables spaced farther apart);
- More sanitizing stations; and
- Staff dedicated to decreasing congestion in higher-traffic areas.

ATCO and the on-site health clinic have implemented an isolation and quarantine plan to manage any contagious illness, including seasonal influenza, gastrointestinal infections, and COVID-19. The health clinic, which is governed by the Northern Health Authority, is well equipped with experienced health practitioners, test kits and medical supplies.

In addition, the camp has the ability to comfortably isolate and care for any workers who are exhibiting flu-like symptoms, awaiting test results, or who may test positive for COVID-19.

We continue to take guidance from the Province of B.C. and Northern Health – including guidelines for [industrial camps](#), [smelting and mining operations](#), and [construction sites](#) – and will swiftly implement additional measures when necessary.

I welcome any suggestions you may have for better engaging with your community and answering your questions.

For the most up to date information on Site C and COVID-19, I encourage you to visit our website at www.sitecproject.com/COVID-19.

Sincerely,



Ken McKenzie
Executive Vice-President, Site C

cc: Chris Cvik, CAO