



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

Monday, June 8, 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 May 25, 2020 Regular Council Meeting Minutes

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7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports

SR1 Community Hall – Janitorial Services – Report No. 3

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SR2 Osborne Street & Canyon Drive – Barrier Placement

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10. Committee Meeting Reports:

11. Bylaws:

12. Correspondence:

C1 River of the Peace Metis Society –
Physical Literacy for Communities in BC

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C2 Northern Development Initiative Trust –
2020 LOVE Northern BC Program

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C3 Visitor Centre COVID19 Health & Safety
Grant

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C4	Fort St. John & District Chamber of Commerce – Letter of Support	Page 29
C5	Dan Davies, MLA Peace River North – PST Refunds	Page 33
C6	Northeast Regional Community Foundation – Federal Emergency Community Support Fund	Page 35
C7	Site C Construction Activities – July – September 2020	Page 37

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

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session



REGULAR COUNCIL MEETING
May 25, 2020
6:00 P.M.
COUNCIL CHAMBERS

Present: Mayor Dave Heiberg
Councillor Pat Markin
Councillor Kelly Miller
Councillor Valerie Paice
Councillor Travous Quibell
Councillor Leigh Summer

Absent: Councillor Mattias Gibbs (*with notice*)
Youth Councillor Brenna Rice

Staff: CAO, Chris Cvik
Corporate Officer, Jeanette McDougall

1. CALL TO ORDER

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

2. DELEGATIONS

RCMP Cpl. Rob Gardner and Cpl. A. McElwain presented via conference call and provided an update on 2020 Policing Initiatives, which include road safety, property crime and relationship with the school, noting that they are involved with a school music program. The Mayor inquired as to whether monitoring at the Cameron Lake Campground could be increased, noting that while this area is District jurisdiction it is in the Chetwynd policing area.

3. NOTICE OF NEW BUSINESS

Mayor's Additions:	13.1: Update re Pool Opening
	13.2: Update re Campsites
	13.3: Beryl Prairie Road – Condition
Councillor's Additions:	None
CAO Additions:	SR6: COVID Safety – Addition to the CAO Monthly Report
	SR10: Northeast Community Foundation – COVID19 Grant

4. ADOPTION OF AGENDA AS AMENDED

5. DECLARATION OF CONFLICT OF INTEREST

SR2 – Councillors K. Miller and T. Quibell advised they will recuse themselves for this item.

M1

6. ADOPTION OF MINUTES

M1 MAY 25, 2020 REGULAR COUNCIL MINUTES

RESOLUTION NO. 098/20

M/S Councillors Miller / Markin

THAT the minutes of the May 11, 2020 Regular Council Meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING OUT OF THE MINUTES

BA1 C4 – HUDSON'S HOPE GRADUATING CLASS - BANNERS

RESOLUTION NO. 099/20

M/S Councillors Miller / Paice

THAT Council approve that the manlift being rented for the installation of the banners for the High School graduating class also be used for maintenance of District banners at the Clinic and District Office.

CARRIED

BA2 OB1 – CROSSWALK ON CANYON DRIVE AND BEATTIE DRIVE

The Mayor provided a brief update, noting that there have been recent management changes in the MOTI office in Fort St. John that may have delayed communication with BC Hydro to follow through with the power connection.

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 DEVELOPMENT VARIANCE PERMIT NO. 2020-01

RESOLUTION NO. 100/20

M/S Councillors Quibell / Summer

THAT Council approve Development Variance Permit No. 2020-01.

CARRIED

SR2 COMMUNITY HALL – JANITORIAL SERVICES REPORT NO. 2

RESOLUTION NO. 101/20

M/S Councillors Paice / Markin

THAT Council reject the submission from Clover Janitorial Services for janitorial services at the Community Hall as it did not meet the requirements of the RFP; and

THAT Council direct the CAO to enter into negotiations with Clover Janitorial services using a flat rate fee structure and sign a three (3) year agreement on behalf of the District.

CARRIED

SR3 FCM ASSET MANAGEMENT PROGRAM (MAMP) GRANT

RESOLUTION NO. 102/20

M/S Councillors Quibell / Summer

THAT Council direct Staff to apply for a grant from the Federation of Canadian Municipalities' Municipal Asset Management Program for the District of Hudson's Hope, Asset Data Consolidation and System project to advance our asset management program with the following activities:

- a) Collect and compile asset information into one central database.
- b) Municipal Workshops: asset management principles, in-house asset management capacity, data collection in the field; and

Be it further resolved that the District commits \$16,000 budget towards the cost of this initiative in 2020, conditional upon the grant being approved.

CARRIED

SR4 BANK SIGNING AUTHORIZATIONS

MAIN MOTION

M/S Councillors Markin / Summer

THAT Council for the District of Hudson's Hope appoint the following Council and Staff members as signing authorities on the District's bank account effective May 1, 2020:

- Heiberg, Dave – Mayor
- Miller, Kelly – Councillor
- Quibell, Travous – Councillor
- Alexander, Tonia – Deputy Treasurer
- Dupuis, Johanna – ICBC Clerk / Payroll Assistant

And

THAT Council for the District of Hudson's Hope remove the following Staff member as signing authority on the District's bank account effective May 1, 2020:

- Eastman, Rhonda – Deputy Treasurer

AMENDMENT TO THE MAIN MOTION

M/S Councillors Markin / Summer

That the Main Motion be amended by adding the following:

THAT Council for the District of Hudson's Hope appoint the following Staff members as signing authorities on the District's VISA Credit Card which is managed by Collabria Payment Solutions effective May 1, 2020:

- Chris Cvik – Chief Administrative Officer
- Alexander, Tonia – Deputy Treasurer (Main)
- Dupuis, Johanna – ICBC Clerk / Payroll Assistant (Back-up)

And

THAT Council for the District of Hudson's Hope remove the following Staff member as signing authority on the District's VISA Credit Card which is managed by Collabria Payment Solutions effective May 1, 2020:

- Eastman, Rhonda – Deputy Treasurer

MAIN MOTION AS AMENDED

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

RESOLUTION NO. 103/20

M/S Councillors Paice / Summer

THAT Council for the District of Hudson's Hope appoint the following Council and Staff members as signing authorities on the District's bank account effective May 1, 2020:

- Heiberg, Dave – Mayor
- Miller, Kelly – Councillor
- Quibell, Travous – Councillor
- Alexander, Tonia – Deputy Treasurer
- Dupuis, Johanna – ICBC Clerk / Payroll Assistant

And

THAT Council for the District of Hudson's Hope remove the following Staff member as signing authority on the District's bank account effective May 1, 2020:

- Eastman, Rhonda – Deputy Treasurer

And

THAT Council for the District of Hudson's Hope appoint the following Staff members as signing authorities on the District's VISA Credit Card which is managed by Collabria Payment Solutions effective May 1, 2020:

- Chris Cvik – Chief Administrative Officer
- Alexander, Tonia – Deputy Treasurer (Main)
- Dupuis, Johanna – ICBC Clerk / Payroll Assistant (Back-up)

And

THAT Council for the District of Hudson's Hope remove the following Staff member as signing authority on the District's VISA Credit Card which is managed by Collabria Payment Solutions effective May 1, 2020:

- Eastman, Rhonda – Deputy Treasurer

CARRIED

SR5 CANADA DAY CELEBRATIONS - ALTERNATIVES

MAIN MOTION

M/S Councillors Miller / Quibell

THAT Canada Day celebrations for 2020 adhere to the social distancing regulations presently in place by the province; and

THAT alternative community activities for Canada Day celebrations be considered.

AMENDMENT TO THE MAIN MOTION

M/S Councillors Summer / Miller

That the Main Motion be amended as by adding the following:

THAT Council provide feedback to the Recreation Services Coordinator regarding alternative community activities for Canada Day celebrations by Monday, June 1, 2020.

MAIN MOTION AS AMENDED

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

RESOLUTION NO. 104/20

M/S Councillors Quibell / Markin

THAT Canada Day celebrations for 2020 adhere to the social distancing regulations presently in place by the province; and

THAT alternative community activities for Canada Day celebrations be considered; and

THAT Council provide feedback to the Recreation Services Coordinator regarding alternative community activities for Canada Day celebrations by Monday, June 1, 2020.

CARRIED

SR6 CAO – MONTHLY REPORT – MAY 2020

The CAO provided additional information pertaining to COVID19 and the safety plan / activities to protect both Staff and the public with the re-opening of the 4 municipal campgrounds, Visitor Information Centre and District Office on June 1, 2020.

SR7 CORPORATE DEPARTMENT – MONTHLY REPORT – MAY 2020

Received for Information.

SR8 PUBLIC WORKS DEPARTMENT – MONTHLY REPORT – MAY 2020

Received for Information.

SR9 PROTECTIVE SERVICES DEPARTMENT – MONTHLY REPORT – MAY 2020

Received for Information.

SR10 THE NORTHEAST REGIONAL COMMUNITY FOUNDATION GRANT

The CAO noted that the Vancouver Foundation has given the Northeast Regional Community Foundation a grant from their COVID19 Response Fund. The Northeast Regional Community Foundation is allocating an amount of \$7,000 for each of four communities with the intent of helping to support vulnerable populations. The Northeast Regional Community Foundation has asked the District to select a qualified community group as the recipient of this grant.

RESOLUTION NO. 105/20

M/S Councillors Miller / Summer

That the District of Hudson's Hope advise the Northeast Regional Community Foundation that the Friends of Hudson's Hope Society is the recommendation from the District for the recipient of the one-time \$7,000 grant that is intended to support vulnerable populations who have been negatively impacted by the COVID19 situation.

CARRIED

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 FARMER'S MARKET - 2020

RESOLUTION NO. 106/20

M/S Councillors Quibell / Markin

That Council approve the opening of the Farmer's Market on Tuesday, June 2, 2020 providing that the Northern Health Guidelines for safety are adhered to and that a monitor be designated.

CARRIED

Councillor Miller voted in the negative.

Staff Direction: to confirm the Northern Health guidelines as listed on the City of Fort St. John Farmer's Market website.

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

13.1 SELINA ROBINSON, MINISTER MUNICIPAL AFFAIRS AND HOUSING - WEEKLY CONFERENCE CALL – POOL UPDATE

The Mayor provided an update and noted that there has been no clear direction provided as yet regarding when or if swimming pools will open this season.

13.2 SELINA ROBINSON, MINISTER MUNICIPAL AFFAIRS AND HOUSING - WEEKLY CONFERENCE CALL – CAMPGROUNDS UPDATE

The Mayor noted that Provincial campgrounds will open on June 1, 2020 for local BC residents only and for day use only, however the District of Hudson's hope campgrounds will be open both locally and to Albertans.

13.3 RURAL ROADS COMMITTEE

The Mayor noted that the Beryl Prairie Road is in poor condition and that the public should be encouraged to email their concerns to the District so that the District can provide these concerns to Ministry of Transportation and Infrastructure (MOTI).

14. OLD BUSINESS

15. NEW BUSINESS

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

18. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:47 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-2020-48	Date: June 2, 2020
Meeting#: CM060820	Originator: Chris Cvik
RFD TITLE: Community Hall - Janitorial Services - Report No. 3	

RECOMMENDATIONS / RESOLUTION:

1. **THAT** Council approve the three-year contract between Clover Janitorial Services and the District of Hudson's Hope for janitorial services at the Community Hall; and
2. **THAT** Council authorizes the Mayor to sign the Agreement on behalf of the District.

BACKGROUND:

At the Council Meeting on May 25, 2020, the following motion was passed:

SR2 COMMUNITY HALL – JANITORIAL SERVICES REPORT NO. 2

RESOLUTION NO. 101/20

M/S Councillors Paice / Markin

THAT Council reject the submission from Clover Janitorial Services for janitorial services at the Community Hall as it did not meet the requirements of the RFP; and

THAT Council direct the CAO to enter into negotiations with Clover Janitorial services using a flat rate fee structure and sign a three (3) year agreement on behalf of the District.

CARRIED

In addition, Council directed Administration to bring back the draft contract for consideration.

DISCUSSION:

Administration met with Clover Janitorial to discuss a 'flat-rate' for the provision of Janitorial Services at the Community Hall. In the RFP submitted by the proponent, they had provided flat dollar rates for janitorial services for events where no alcohol was served as well as a rate where alcohol was served and where cleaning supplies and paper products were provided or not. The negotiated agreement provides cleaning services with the proponent supplying all cleaning and paper products.

The agreement provides for an increase of 2.5% in each of year two and three of the agreement.

SR1

FINANCIAL:

The flat rate for Janitorial Services at an event with no alcohol is \$125 and is \$175 for an event with alcohol. These rates are \$25 higher than the amount the Lions Club was paying for cleaning of the Community Hall in 2019 and had not increased in six years.

For comparison, the hourly wage rate for a unionized custodian is \$24.35 per hour (2020) increasing to \$25.84 (2022) plus pension and benefit entitlement. Assuming a 30% loading factor, these costs equate to approximately \$31.66 (2020) to \$33.59 (2022).

Given that it typically takes 2-4 hours of janitorial time to clean the hall following an event, the proposed contract price seems reasonable; especially once the costs of cleaning and paper supplies and janitorial equipment that are provided by the contractor are factored in.

ALTERNATIVES:

1. Council provide direction to Administration regarding finalization of the three-year contract.

ATTACHMENT:

1. Three-Year Contract for janitorial services at the Community Hall.



Chris Cvik, CAO

DISTRICT OF HUDSON'S HOPE

JANITORIAL SERVICES CONTRACT AGREEMENT

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

BETWEEN: **Clover Janitorial Services**
9799 Fredette Ave,
Hudson's Hope, BC V0C 1V0

(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 is effective June 1, 2020 and 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

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- 1.9 Voluntary Arbitration
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- 1.11 Indemnity
- 1.12 Permits and Regulations
- 1.13 Compliance with Workers Compensation Act
- 1.14 Payment
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- 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

Proponent supplies all cleaning supplies and paper products.

COMMUNITY HALL – June 1, 2020 – May 31, 2021

	Flat Dollar Amount (\$)
Event with no alcohol	\$125
Event with alcohol	\$175
GST	To be added to invoice.

RATE INCREASE FOR YEAR 2: 2.5 %

COMMUNITY HALL – June 1, 2021 – May 31, 2022

	Flat Dollar Amount (\$)
Event with no alcohol	\$128.13
Event with alcohol	\$179.38
GST	To be added to invoice.

RATE INCREASE FOR YEAR 3: 2.5 %

COMMUNITY HALL – June 1, 2022 – May 31, 2023

	Flat Dollar Amount (\$)
Event with no alcohol	\$131.33
Event with alcohol	\$183.86
GST	To be added to invoice.

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.

REQUEST FOR DECISION

RFD#: 2020MR10	Date: June 3, 2020
Meeting#: CM060820	Originator: Mokles Rahman
RFD TITLE: OSBORNE STREET AT CANYON DRIVE BARRIER PLACEMENT	

RECOMMENDATION / RESOLUTION:

THAT Council accept the bid received from Parallel Projects for the placement of a barrier at the intersection of Osborne Street and Canyon Drive.

THAT Council approve awarding the contract to Cutting Edge Projects and authorize the Mayor and CAO to sign the contract.

BACKGROUND:

At the September 19, 2019 Council meeting, Council passed the following resolution:

“That Council direct administration to install guard rail at the southeast corner of the intersection along Osborne Street and Canyon Drive in consultation with the Ministry of Transportation.”

Urban Systems in consultation with the Ministry of Transportation prepared the design of barrier at the intersection of Osborne Street and Canyon Drive.

As the estimated cost of the project is less than \$50,000, written quotes were solicited from four (4) contractors instead of going to open tender as per the District’s Purchasing Policy. Three (3) of those contractors submitted bids.

DISCUSSION:

Bids were received from the following proponents for the placement of the barrier at the southeast corner of the intersection along Osborne Street and Canyon Drive. A summary of all submissions is provided below:

BID Summary

Bidders	Bid Amount
DGS Astro Paving	\$ 75,865.46
Knappett Industries Ltd.	\$ 94,121.00
Parallel Projects Inc.	\$ 36,500.00

All three (3) bids met the minimum requirements of the tender. Parallel Projects is the lowest in price among the three (3) proponents.

SR2

The project cost summary is as follows;

COST Summary

Parallel Projects Inc.	\$ 36,500.00
Contingency (10%)	\$ 3,650.00
Sub Total	\$ 40,150.00
Engineering	\$ 8,980.00
TOTAL (Before GST)	\$ 49,130.00

All of the bids exceeded the approved budget of \$25,000. There is a shortfall of \$24,130. The budget was prepared based on the high-level estimate received from Urban Systems. However, during the detailed design, the design philosophy changed from a guard rail to a concrete barrier based on the feedback received from the Ministry of Transportation (MoTI).

MoTI is partnering in this project by providing concrete barriers at no cost to the District. Furthermore, the contractor will haul crushed gravel from the District Gravel pit, with the approximate value being \$1,000, and this cost is not included in the quote.

ALTERNATIVES:

1. Award the tender to Parallel Projects.
2. Do not award the tender.

FINANCIAL CONSIDERATIONS:

The source of funds is Account # 08-80-1100-5717 (DPW; Machinery & Equipment). Under this account code we have approved a budget of \$937,500 (\$25,000 for the Osborne Street Barrier, \$50,000 for the Carter Street Culvert, \$500,000 for the Lynx Creek Pavement, \$7,500 for the Quonset Hut door, \$25,000 for the lawn tractor, \$85,000 for the pick-up truck, \$245,000 for the plow truck). It is assumed that this shortfall of \$24,130 would be available under this account code.

Prepared by:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, CAO

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



May 25, 2020

Mayor and Council:

Way back in January, when the world seemed to spin a little differently, River of the Peace Metis Society requested your support and endorsement for a substantial grant "Physical Literacy for Communities BC Initiative (PL4C-BC)" from Sport for Life Society. We are so very pleased to announce that the grant was successful. The success of this grant is a direct result of your endorsement and commitment. And for that, we are very grateful. Thank you.

The purpose of the PL4C-BC Initiative is to improve the development of physical literacy through a multi-sector community approach, leading to increased physical activity which positively impacts the health and well-being of British Columbians. This grant caters specifically to small communities with a strong degree of readiness. We have shown that we are ready.

River of the Peace Metis Society will be assigned a coordinator who will guide us through the process. Engaging the support of our multi-sector partners will be key to the success of this initiative. River of the Peace Metis Society is looking forward to working with all of you.

Our small Northern community has not been exempt from the impact of the onslaught of the global Covid-19 pandemic. Along with our partners, we will move forward with serious considerations for everyone's health and safety, by being compliant with all provincial and local guidelines, and adhering to measures outlined by Sport for Life. River of the Peace Metis Society will move forward with commitment, care, and compassion.

This is a project of celebration. Thank you for your support and commitment.
If you have any questions, please contact me.

Sincerely,

Geta Goddard
Wellness Coordinator
River of the Peace Metis Society
Tel: 250-783-0855
Email: rgrequet@rps.ca

C1

May 31, 2020

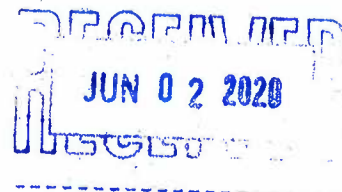
CONFIDENTIAL

District of Hudson's Hope
PO Box 330
Hudson's Hope, BC V0K 1V0

Attention: Mayor Dave Heiberg

Dear Mayor Heiberg:

Subject: Love Hudson's Hope
2020 Love Northern BC Program - Annual Marketing Funding
Northern Development Project Number 6669 20



Thank you for your application to Northern Development's Love Northern BC program to access marketing funding in support of your small independent locally-own businesses participating in Love Hudson's Hope. Northern Development is pleased to advise you that your application for 2020 has been approved in the amount of \$1,200. Enclosed is our cheque in the amount of \$1,155.80. This cheque tops up your funding to \$1,200 as the District of Hudson's Hope did not spend the full amount advanced in 2019.

We will require your project report that details how the \$1,200 2020 marketing funds were used to support the small independent locally-own businesses that are participating in Love Hudson's Hope.

This project report must be submitted to our office by January 31st, 2021 on Northern Development's reporting form which can be found at www.northerndevelopment.bc.ca/funding-programs/business-development/love-northern-bc/. Please be advised that in order to apply for subsequent annual marketing funding through the Love Northern BC program, we will require your completed reporting on the previous year. If you have any questions, please contact info@northerndevelopment.bc.ca.

We wish you every success with your marketing efforts in 2020 and we look forward to supporting you and seeing the results having a positive impact on your local small business based economy.

Sincerely,

Joel McKay
Chief Executive Officer

c: Chris Cvik, Chief Administrative Officer, District of Hudson's Hope
Jeanette McDougall, Corporate Officer, District of Hudson's Hope
Becky Mercereau, Office Assistant, District of Hudson's Hope

Jeanette McDougall

From: Harvey, Kathleen DBC:EX <Kathleen.Harvey@destinationbc.ca>
Sent: May 26, 2020 12:50 PM
To: Harvey, Kathleen DBC:EX
Subject: Visitor Centres COVID -19 Health & Safety Grant News Release
Attachments: VC News Release .pdf

Dear Visitor Centre Managers and Sponsor Organizations:

I am thrilled to share the attached announcement from Destination BC. This news release shares information about a one-time grant for all members of our Visitor Services Network to assist in implementing health and safety measures at your Visitor Centre, in accordance with the guidelines set forth from the Provincial Health Office and WorkSafeBC.

This COVID-19 Health and Safety grant will reimburse **up to \$1,000** to each Visitor Centre for the implementation of measures that support you in the safe opening of your Visitor Centre this season. The health and safety of your staff, volunteers, and visitors are of paramount importance.

Within the next 24 hours you will receive a follow up email containing a Grant Application Form and a Memorandum of Understanding. Instructions for how to apply for this grant will be included in this follow-up email. More information will be shared through Destination BC's channels soon, and on the industry call this Thursday.

Thank you for all your efforts during this unprecedented time and for continuing to provide residents and visitors across our Province with a remarkable and safe experience.

Best regards,



Kathleen Harvey
Manager, Visitor Services
Destination British Columbia
12th Floor, 510 Burrard Street
Vancouver, British Columbia
Canada V6C 3A8

(604) 418-7480 (cell)

(604) 953-6776

kathleen.harvey@destinationbc.ca

Consumer: HelloBC.com

Corporate: DestinationBC.ca

"For the latest information related to COVID-19, and how Destination BC is supporting industry, please visit our [corporate website](http://DestinationBC.ca) for updates."

[WARNING: This message is from an external source]

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NEWS RELEASE

For Immediate Release
May 26, 2020

Destination British Columbia

Visitor Centres Across the Province to Benefit from \$130,000 in Funding from Destination BC

Vancouver – As tourism businesses re-open their doors and encourage BC residents to travel again, the health and safety of all British Columbians remains paramount. To support this, Visitor Centres throughout the province will benefit from \$130,000 (up to \$1,000 per Visitor Centre), provided through Destination BC, to ensure physical distancing and heightened sanitation measures within their facilities, as they help British Columbians to #ExploreBCLocal now, and explore their own province, when it is safe to do so.

There are 130 community-owned Visitor Centres throughout British Columbia that make up the Visitor Services Network Program. Last year, community Visitor Centres served over 2.9 million visitors at their physical locations and around their communities.

Visitor Centre staff are important front line advocates for tourism and provide practical advice to locals – to show them how to be a tourist in their hometown, to reignite interest in their museums, galleries, and cultural sites, to direct residents to open parks, beaches, and outdoor spaces, and to support the small tourism businesses that are the foundation of our industry – all while adhering to the provincial health directives that are in place to protect us all.

“As we head toward summer, we want Visitor Centres in communities all around BC to feel ready and willing to showcase their local areas, when the time is right,” said Marsha Walden, CEO of Destination BC. “This one-time grant to support health and safety measures ensures visitors, staff, and volunteers can feel comfortable interacting with others. Visitor Centres provide British Columbians with travel information as they explore locally. We want to help ensure our communities continue to reap the economic benefits of tourism, and this funding supports the well-being of all British Columbians as they continue to explore local.”

Destination BC will continue to support BC’s tourism industry by providing access to resources and tools, training programs, program modifications, and insights for small- and medium-sized enterprises, throughout the transition.

Quick Facts:

Tourism by the Numbers

- British Columbia’s tourism industry generated revenue of \$20.5 billion in 2018*, an increase of 4.9% over 2017, and a 53.3% increase from 2008.
- In 2018, British Columbia’s tourism industry employed 161,500 people, a 4.3% increase from 2017. This means that tourism provided a job for roughly 1 out of every 16 people employed in the province.
- There were 19,329 tourism-related businesses in BC, in 2018, employing over 161,500 people and paying \$6 billion in wages and salaries.
- The tourism industry generated \$6.9 billion in export revenue in 2018, growing 8.2% from 2017.

- GDP for the provincial economy as a whole grew 2.7% over 2017. The tourism industry contributed \$8.3 billion of value added or GDP (in 2012 constant dollars) to the BC economy. This represented 3.0% growth over 2017 and 42.1% growth since 2008.
- In 2019, the majority of BC's visitation was domestic: 74% of all visitors to BC were Canadians. These domestic visitors contributed 49% of tourism revenues in our province. Most tourism businesses buy goods locally, hire locally, and retain their profits locally.
- British Columbians can support BC's visitor economy by spending some of the \$6.7 billion they annually spend abroad by exploring their own province.
- The Visitor Services Network was created in 1986 with a mandate to ensure that exemplary visitor services are delivered, using a multi-channel approach, based on our visitors' information needs when and where they are needed.
- In 2019 approximately 50% of visitation to Visitor Centres were from British Columbians.

More provincial statistics on tourism industry performance can be found [here](#).

*Latest information available from BC Stats

About Destination BC:

Destination BC is a provincially funded, industry-led Crown corporation that supports a strong and competitive future for BC's tourism industry through a combination of global marketing, destination development, industry learning, cooperative community-based programs, and visitor servicing. Destination BC receives approximately \$52 million each year, out of a Provincial investment of about \$140 million in BC's tourism ecosystem as a whole. These investments help to improve the visitor experience, support businesses and communities, and strengthen BC's worldwide reputation as a destination of choice. For more information about Destination BC's programs and services, please visit: www.DestinationBC.ca.

For additional information, please contact:

Destination BC Media Relations

Email: Media.Relations@DestinationBC.ca

Jeanette McDougall

From: FSJ Chamber <info@fsjchamber.com>
Sent: June 3, 2020 11:58 AM
To: Jeanette McDougall
Subject: Fwd: Letter of Support
Attachments: Letter of Support Request - Heiberg.docx

Good Morning Mayor Heiberg,

The Fort St. John and District Chamber of Commerce has been presented a great opportunity to impact the knowledge and data gathering capabilities for our economic region through a grant to create a position dedicated to working with the businesses of the North Peace. This funding is provided through NDIIT and the position is the Regional Business Liaison. I am requesting your support for my application of this position to secure the funds. It is important we capture the data for the entire region as participants to ensure full scope of our regional economic positioning. I have attached a request for support along with a fuller outline of what the project entails.

I apologize for the short notice of this request, I thought the request had been sent last week.

If you have any questions or concerns, please feel free to contact me.

Cheryl

Cheryl Montgomery, MAPC

Executive Director

Fort St. John & District Chamber of Commerce

P: 250-785-6037

C: 250-261-4486

Websites: www.fsjchamber.com

C4



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Cheryl Montgomery
Executive Director

Fort St John District Chamber of Commerce

#104, 9907 99 Avenue
Fort St John, BC V1J 1V1
T: 250.785.6037 C:250.261.4486
E: info@fsjchamber.com
W: fsjchamber.com

[WARNING: This message is from an external source]

May 25, 2020

Dear Mayor Heiberg,

To benefit the business community and improve economic outcomes for the region, I am working on an application to successfully create the position of Regional Business Liaison who will help support business development and outreach to businesses of all sizes in the region. The application requires a letter of support from local stakeholders who would share in the information gained and the assets achieved by the creation of such a position. The role would be overseen by Cheryl Montgomery, the Executive Director of the Fort St. John and District Chamber of Commerce and funding of \$75,000. provided by NDIT. The new position will be dedicated to the Business Liaison expectations as outlined below, and the gathering of critical economic information. The position is 100% dedicated to the role of Regional Business Liaison, with shared deliverables beneficial to NDIT, FSJ Chamber of Commerce, Community Futures, City of Fort St. John Economic Development, Districts of Taylor and Hudson's Hope, and any other regional economic development stakeholders.

Deliverables obtained are intended to improve awareness of resources available to support businesses, increase business growth and development, and create a comprehensive database and tracking tool that will provide an overview of businesses in the region and their positioning in our economic environment.

An overview of the position details:

The Fort St. John and District Chamber of Commerce would implement and oversee the new role of Regional Business Liaison which would provide ongoing support and information to the over 2000 local and regional businesses and organizations in the North Peace. The position would build relationships through face to face (in adherence to BC Health Guidelines), virtual meeting, or phone to share and gather information about regional business services, resources, and opportunities. Gathering information and creating opportunities to provide resources to support businesses and organizations is critical. The Regional Business Liaison would administer the following services:

- *Provide information about local and regional organizations that provide resources for business:*
 - NDIT
 - Fort St. John and District Chamber of Commerce, District of Taylor, District of Hudson's Hope
 - Community Futures
 - Municipal Economic Development
 - Provincial and Federal Government
- *Provide information for funding and support resources related to:*
 - Covid-19 (Federal and Provincial programs including wage, rent, employee, tax, relief programs)
 - Business development and growth opportunities
 - Employee recruitment and retention
 - Innovation, Technology and Advocacy
- *Assistance and Support*
 - Identifying need and sourcing support and opportunities
 - Assisting application, eligibility, and submission processes
 - Follow up
- *Information and Data Gathering to create a comprehensive database that would capture:*
 - Regional Business Survey – Data collection (business information and details (business structure, history, communications, financial, marketing strategies),
 - Covid-19 impact, goals, organization affiliations, etc.
 - Tracking of all support provided / referrals / funding applications /
 - Follow up / communication between Liaison / Client
- *Build Relationships / partnerships / connections!*

The Chamber is prepared to provide office space and equipment to support this position.

I request your support through a letter to be received no later than May 28th, to ensure we meet our application submission deadline. I apologize for the short notice of this request.

If you have any questions, feedback, or input, I welcome it and I look forward to hearing from you regarding this exceptional opportunity to enhance our economic knowledge for our community and region.

Regards,

A handwritten signature in cursive script, appearing to read "Cheryl Montgomery".

Cheryl Montgomery
Executive Director
Fort St. John and District Chamber of Commerce



Dan Davies, MLA
Peace River North

Hon. Carole James
Minister of Finance
Room 153 Parliament Buildings
Victoria, BC V8V 1X4
FIN.Minister@gov.bc.ca

June 3, 2020

RE: Unacceptable delays in PST refunds

Dear Minister:

Recently I was contacted by the Fort Nelson District Chamber of Commerce and was shocked to learn that the processing time for PST refunds may take up to 5 months to process once they are received due to the volume of refund applications received by the Ministry. Not only is this ridiculous, but it's also unacceptable. If the Government has staffing capacity issues then the Government should be hiring temporary staff until the pandemic is over.

Many small businesses in my riding were struggling with funding shortfalls and financial challenges even before the coronavirus pandemic hit, leaving them with little cash on hand to weather the slowdown caused by the virus. PST refunds do not belong to Government, this money belongs to businesses and should be refunded in the most expedited way possible.

The Provincial Government has rolled out a number of financial aid packages and financial stimulus incentives to the tune of five billion dollars in an effort to get money into the hands of British Columbians quickly. The Government should be working equally as quick to return the money that already belongs to British Columbia businesses. Many businesses in my riding are not eligible for any of the aid packages offered, and having their own money refunded to them in a timely fashion would give them the much needed cash flow that they need desperately to not only reopen but to also stay open in what will be some very challenging times ahead.

C5

Peace River North Constituency Office

10104 100 Street
Fort St. John, B.C. V1J 3Y7
T 250.263.0101 | F 250.263.0104
Dan.Davies.MLA@leg.bc.ca

Fort Nelson Constituency Office

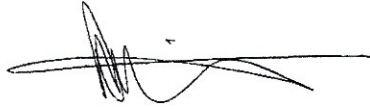
PO Box 775
103 5420 50th Ave. North
Fort Nelson, B.C. V0C 1R0
Council Meeting June 8, 2020
T 250.774.9607 | Toll Free 1.877.332.0101

Legislative Office

Room 201, Parliament Buildings
Victoria, B.C. V8V 1X4

Businesses in my riding need the money in their pockets sooner rather than later. We trust the Government sees the merit in this and will expedite the refund process immediately to truly help BC Businesses.

Sincerely,



MLA Dan Davies, Peace River North

Cc

MLA Shirley Bond – Opposition Finance Critic shirley.bond.MLA@leg.bc.ca
Fort Nelson District Chamber of Commerce bvandersteen@fortnelsonchamber.com
Fort St John and District Chamber of Commerce info@fsjchamber.com
Northern Rockies Regional Municipality justask@northernrockies.ca
City of Fort St John efrisch@fortstjohn.ca
District of Hudson Hope clerk@hudsonshope.ca
District of Taylor young@districtoftaylor.com

From: Northeast Regional Community Foundation <nercfoffice@gmail.com>
Sent: June 1, 2020 12:52 PM
To: Patricia Markin <patricia@hudsonshope.ca>
Subject: Emergency Community Support Fund - Covid19 relief for charities in our communities - available immediately.

Hello:

We hope this letter finds you and your family healthy during this pandemic. On behalf of the **Northeast Regional Community Foundation**, I am writing to inform you that our foundation is taking part in the Government of Canada's new \$350M Emergency Community Support Fund, alongside many other foundations in the Community Foundations of Canada network and partners at the Canadian Red Cross and United Way Centraide Canada.

The **Northeast Regional Community Foundation**, is teaming up with CFC to award **\$75,000** over the coming weeks to qualified donees in our region who meet the Fund criteria. As you are likely aware, the new Fund aims to support charities and non-profit organizations who are serving vulnerable populations disproportionately affected by COVID-19.

We are concerned about the ways in which the COVID-19 pandemic is impacting vulnerable Canadians in our community. We also want to ensure that charities in our region have the support they need to continue their important support in the fight against COVID-19.

Through the ECSF, we are looking forward to providing much-needed funding to local charities offering front-line support to those who need it most. Effective immediately, qualified donees working with vulnerable populations can apply to the **Northeast Regional Community Foundation** for a grant of *up to* **\$40,000**. Not-for-profit organizations are invited to apply to the Canadian Red Cross.

As a leader in our community, we encourage you to share information about the Fund with your constituents. Please feel free to direct them to our foundation's website, www.northeast-foundation.ca for more information or to [Community Foundations of Canada](http://CommunityFoundationsofCanada.ca). Going forward, Community Foundations of Canada will maintain a running list of all the grants being disbursed via our network in communities across Canada. If you would like to stay informed about the work of Northeast Regional Community Foundation, please consider [signing up](#) to receive our e-newsletter if you haven't already. You can also follow us on **Twitter @NortheastRegio2** and [Facebook](#).

The COVID-19 pandemic has put our communities to the test, and yet, also shown us how strong and resilient we can be in a time of crisis. We look forward to keeping you apprised of our efforts as we move through the next few weeks. If you have any questions about our participation in the Fund or response efforts more generally, please do not hesitate to contact me.

Sincerely,

Susie Lefferson

C6

Susie Lefferson

Executive Director, Northeast Regional Community Foundation

P: 250.782.8748 | M: 250.219.7846 | nercfoffice@gmail.com

Address: 904 – 102 Avenue, Dawson Creek, BC V1G 2B7

Website: northeast-foundation.ca

Canadian Charitable Registration Number: 824015556RR0001

NORTHEAST BC REGIONAL



COMMUNITY FOUNDATION

*Growing a
Lasting Legacy*

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

June 2, 2020

Mayor Dave Heiberg
District of Hudson's Hope

Sent via email

Re: Notice of Site C Construction Activities: July - September 2020

Dear Mayor Heiberg,

As part of our engagement with local communities, we provide regular updates and information on construction activities. This letter describes the work planned from July 1 to September 30, 2020.

COVID-19 update

Over the past three months, we have made changes on the Site C project in response to the COVID-19 pandemic. At BC Hydro, safety is our top priority.

Working closely with health officials, local communities, contractors and unions, we quickly scaled down the project early on to focus only on essential work and critical milestones, such as river diversion. We de-densified the work site and reduced the number of people staying at camp by approximately 50 per cent. We also implemented strict physical distancing measures throughout the project.

In mid-May, we followed health authority guidance to safely begin increasing construction activities at the Site C dam site in a phased approach. We will continue to work with Northern Health to ensure ongoing adherence to these health and safety measures while gradually increasing the number of workers on site through the spring and summer.

You can find out more about our COVID-19 measures [here](#).

For the upcoming period, construction at Site C will focus on:

- Preparation for [river closure](#) in June and diversion of a short section of the Peace River in fall 2020
- Progression of earthworks at the dam site and commissioning of the two diversion tunnels
- Installation of debris booms across the Peace and Moberly rivers
- Construction of the Site C substation
- Construction of the powerhouse and spillway
- Transmission line construction including road construction and maintenance, site preparation, foundation installation, tower assembly and installation, and conductor stringing

C7

- [Highway 29 realignment](#) at Cache Creek West, Cache Creek East, Halfway River, Lynx Creek, Dry Creek and Farrell Creek
- Portage Mountain Quarry operations, including improvements and maintenance of access roads and stockpile areas
- Clearing, road maintenance and road construction in areas of the future reservoir. The mouth of the Halfway River will be closed to boaters from September 1, 2020 to April 30, 2021.
- Habitat construction and installation
- Possible start of construction of a shoreline protection berm in Hudson's Hope
- On-call archaeological studies, as required

For all activities described in this letter, the [necessary approvals](#) will have been obtained before work begins. Geotechnical site investigations, air quality monitoring, heritage and other field studies are ongoing. We will continue to provide [annual field study notices](#) of these activities.

For the safety of the public and workers, please use caution when hunting, shooting, or setting traps in the Site C project area.

Dam site

- **Access roads:** Crews will continue to maintain dam site access roads and existing south bank resource roads, including petroleum development roads. Site security gate enhancements will occur.
- **Main civil works:** Construction activities will continue. This includes:
 - Excavation and material relocation on the north and south banks for the dam core trench and foundations
 - Construction of the south bank drainage tunnel
 - Commissioning of the diversion tunnels and diversion intake structures including gate guides
 - In-river work and dredging
 - Concrete batching
 - Riprap placement
 - Construction of the temporary upstream fishway and commissioning
 - Temporary debris boom anchor installation and access road construction
 - Installation of debris booms on the Peace and Moberly Rivers
 - Construction of the roller compacted concrete buttress on the south bank
 - Earthfill dam preparation and other civil works
 - Rail delivery of rip rap to site
 - Construction of the stage 2 cofferdams across the Peace River
 - Removal of the inlet and outlet cofferdams to the diversion tunnels
- **Generating station and spillways (GSS):**
 - Concrete will continue to be placed for the powerhouse intake areas
 - Installation of powerhouse units 1, 2, and 3 superstructures will continue
 - Powerhouse bridge crane commissioning will start
 - Sections of the steel penstocks will continue to be delivered to site, where they will be assembled and encased in concrete on the intakes
 - Installation of penstock sections at units 1, 2, 3, 5 and 6 will continue
 - Penstock encasement concrete will start
 - Construction of spillway stilling basin slab will continue

- Transition block and spillway headwork construction will start
- **Turbines and generators:** The turbines and generators contractor will continue with deliveries to Areas 24 and 27.
- **Site C substation:** The substation contractor will complete the substation construction work. BC Hydro will continue testing and commissioning the substation.
- **Transmission line:** The transmission line contractor will construct 138 kilovolt transmission lines connecting the Site C substation to the existing 138 kilovolt lines supplying Fort St John and Taylor.

Public roads and highways

- **Highway 29**
 - **Cache Creek West:** The contractor will continue work at Cache Creek West, including paving.
 - **Cache Creek East:** Construction of the embankment will be completed, and construction of the highway realignment and bridge will begin.
 - **Lynx Creek:** Construction of the embankment at Lynx Creek East will be completed. Construction of the highway realignment and new bridge will begin. This work may include clearing and waste wood removal.
 - **Halfway River:** Construction will continue on the highway realignment and bridge. A new distribution line will be constructed west of Halfway River.
 - **Farrell Creek:** The contractor will mobilize to the site and begin work on the highway realignment and bridge. This work may include clearing and waste wood removal.
 - **Dry Creek:** Construction will begin on the highway realignment and a new bridge. This work may include clearing and waste wood removal.

Peace River/reservoir

- **Charlie Lake outfall:** Weighting and armouring of the Charlie Lake outfall system may begin.
- **River closure:** A short section of the Peace River is closed at the dam site as we begin in-river works and place debris management systems across the Peace and Moberly rivers. A [portage program](#) will be available from June 15 to September 15 every year to move non-motorized boats around the area.
- **In-river debris management systems:** Debris management structures will be installed on the Peace River approximately two kilometres upstream of the dam site. A debris boom will be installed at the mouth of the Moberly River, in addition to the debris piles that are currently in place.
- **Fish habitat enhancement project:** Surveying work may take place at the downstream fish habitat enhancements.
- **Wildlife habitat structure program:** Construction and installation of snake hibernacula and eagle nest platforms are planned, assuming suitably dry soil conditions. Monitoring of bat boxes will continue. Unoccupied eagles' nests may be removed, in advance of river diversion.
- **Archaeology:** On-call archaeological studies, as required, anywhere on the project.

- **Reservoir clearing**

- Clearing activities and road construction will occur in the following areas:
 - Halfway River drainage: The mouth of the Halfway river will be closed for clearing, from September 1, 2020 to April 30, 2021.
 - The north and south banks of the Peace River, from Halfway River to Farrell Creek.
 - South bank of the eastern reservoir.
 - Middle reservoir between Cache Creek and Halfway River.
- Merchantable trees will be transported to local mills.
- Waste wood management will not occur during this time, other than hauling of waste wood that has been ground into mulch.
- Road maintenance may occur on existing roads in the reservoir area.

Hudson's Hope shoreline protection

Construction may begin on the Hudson's Hope shoreline protection berm.

Transmission works

- **Access road maintenance:** Road maintenance on access roads will occur, to provide safe access to the transmission line right-of-way.
- **Transmission line construction:** Site preparation will occur at foundation sites and foundations will be installed. Towers are being assembled and installed on foundations. Conductor will be strung. Helicopters will be used.
- **Transmission line construction:** Two new 138kV transmission lines will be connected to the Site C substation at the dam site.

Production and transport of materials

- **West Pine Quarry:** Riprap will be produced and hauled from West Pine Quarry along Highway 29 for highway construction.
- **Portage Mountain Quarry:** Operations will continue at Portage Mountain Quarry. This includes blasting, hauling, processing and stockpiling of riprap. Access roads will continue to be maintained. Riprap and other quarry materials will be hauled to a stockpile area on the corner of 400 Road and Canyon Drive, as well as construction sites at Cache Creek, Dry Creek, Halfway River, Farrell Creek and Lynx Creek.
- **85th Avenue Industrial Lands:** Work will continue at the Industrial Lands. This includes the preparation of offices, a parking lot, and laydown/stockpile areas.
- **Conveyor belt system:** Final commissioning of the conveyor system will occur. The conveyor will bring till material to the cofferdams and main dam.

Environmental Assessment Certificate

Environmental Assessment Certificate #E14-02 (EAC) for the project consists of Schedule A, the project description, and Schedule B, the conditions under which the project must be constructed and operated. If BC Hydro wishes to make a change to either Schedule A or Schedule B of the EAC, we are required to submit a written request to the Environmental Assessment Office, which then consults with regulatory agencies, Indigenous groups and/or the public on the request and issues a written decision.

To date, we have requested and been granted six amendments to the EAC. These are:

- Amendment 1 – regarding design changes to the generating station and spillway.
- Amendment 2 – regarding design changes to the Halfway River Bridge within the Halfway River Highway 29 realignment.
- Amendment 3 – regarding the use of West Pine Quarry, in addition to the already approved Portage Mountain Quarry, as a source of quarry and excavated material for the construction of the Highway 29 realignment, Hudson's Hope shoreline protection, and areas along the reservoir requiring protection during reservoir filling.
- Amendment 4 – regarding the selective use of mechanical clearing in riparian zones during reservoir clearing when it is unsafe to undertake manual clearing.
- Amendment 5 – regarding a change in the alignment of Highway 29 at Cache Creek.
- Amendment 6 – regarding the expansion of the worker accommodation camp within the dam site area.

BC Hydro has applied for three additional amendments regarding proposed revisions to the Highway 29 crossing designs at Farrell Creek, Dry Creek and Lynx Creek. Decisions on these amendment requests are anticipated in May 2020.

Water Licences and Leaves to Commence Construction/Diversion

BC Hydro holds Water Licences for the diversion and use of water, the storage of water, and for the temporary and permanent fish passage facilities. During the course of construction, we will apply for a series of Leaves to Commence Construction (LCCs) under the Water Licences in order to construct particular project works or components of project works. Construction-related activities under the LCCs are also independently reviewed by the Independent Engineer and the Independent Environmental Monitor as required by the Water Licences.

To date, BC Hydro has obtained LCCs for:

- Initial works
- Relocated Surplus Excavation Material (RSEM) storage areas
- North and south bank excavations
- South bank stage 1 cofferdam
- Clearing of the eastern reservoir
- North bank cofferdams and diversion tunnel works
- Roller-compacted concrete (RCC) buttress foundation preparation and RCC placement
- Geotechnical investigations for the Hudson's Hope shoreline protection and Halfway River debris boom
- Earthfill dam excavation, foundation preparation, fill placement and approach channel foundation preparation and placement
- Generating station civil works and spillway civil works
- Construction of the temporary fish passage facility
- Stage 2 cofferdams and river diversion, including debris boom facilities on the Peace and Moberly Rivers
- Water licences for temporary and permanent fish passage facilities

- Construction of the temporary fish passage facility
- Middle reservoir clearing

BC Hydro submitted an LCC application for the construction of Hudson's Hope Berm in March 2020, requesting a decision on the application in July 2020. BC Hydro applied for a Leave to Commence Diversion in May, covering placement of the rockfill berm into the Peace River, diversion of water through the diversion tunnels, and construction of the stage 2 cofferdams. BC Hydro is requesting a decision on this application in June 2020. Due to the scaling back of construction work on the dam site area, BC Hydro's LCC submissions for the turbine and generator works have been postponed until the late spring/summer of 2020.

Notice of completed activities

The following work, described in previous notifications, is complete or is anticipated to be complete by the date of issuance of this letter:

- Concrete lining for the diversion tunnels
- Moberly River pile structure
- Worker accommodation expansion to add 450 beds

What to expect

During this time period, the following can be expected:

- **Permanent navigational restrictions:** Boaters will no longer have access to the Moberly River and the Peace River, near the dam site, once debris structures have been installed. Public safety signs and beacons have been installed on both banks of the Peace River, and on both sides of the dam site, to mark the active construction area.
- There will be project-related traffic on public roads leading to the dam site, transmission corridor, reservoir and Highway 29, as we continue to haul materials, equipment, rock, and timber. This will include increased industrial traffic on resource roads and public roads from Chetwynd leading to the site on the south bank.
- Day, night and weekend shifts are anticipated for the duration of the project.
- Traffic control will be intermittently in place for construction and investigation activities along Highway 29. This may cause minor traffic delays. Visit drivebc.ca for the latest traffic updates.
- Noise will occur near the construction areas.
- Noise and vibration will result from blasting and other works in the quarries. Hauling may occur at night.
- There will be construction occurring around the Peace River at the dam site.
- We are monitoring air quality in the Site C project area. This data is being added to the Ministry of Environment's [B.C. Air Quality Monitoring Data](#). The Ministry uses this data to report on air quality trends. In the event of poor air quality, the Ministry will release air quality advisories through a notification list. This notification list currently includes the regional media, various public and private sector offices, as well as members of the public. If you are interested in being part of this notification list, please email sitec@bchydro.com.

Learn more

BC Hydro is committed to providing you with information about Site C construction activities and has established several ways that you can learn more about the project.

The [Site C website](#) is the main source of important project information, such as:

- News and information about the project
- Planned construction activities and a general project schedule
- Information about job and business opportunities
- Information for regional and Indigenous communities
- A document library and other information pages, containing:
 - Information sheets
 - Mitigation and monitoring plans
 - Annual reports
 - Permits and authorizations received from regulatory agencies
 - Reports from the environmental assessment, and consultation and engagement activities
 - Project planning and evaluation reports
 - Environment and socio-economic reports
 - Engineering and technical reports
 - Employment statistics
 - Quarterly Progress Reports to the BCUC

Kindest regards,

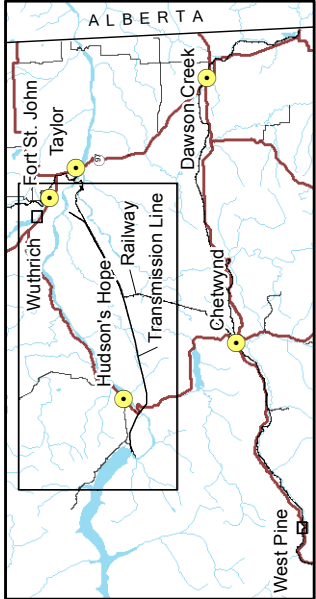
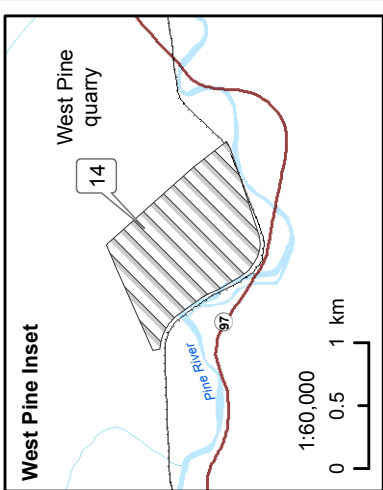
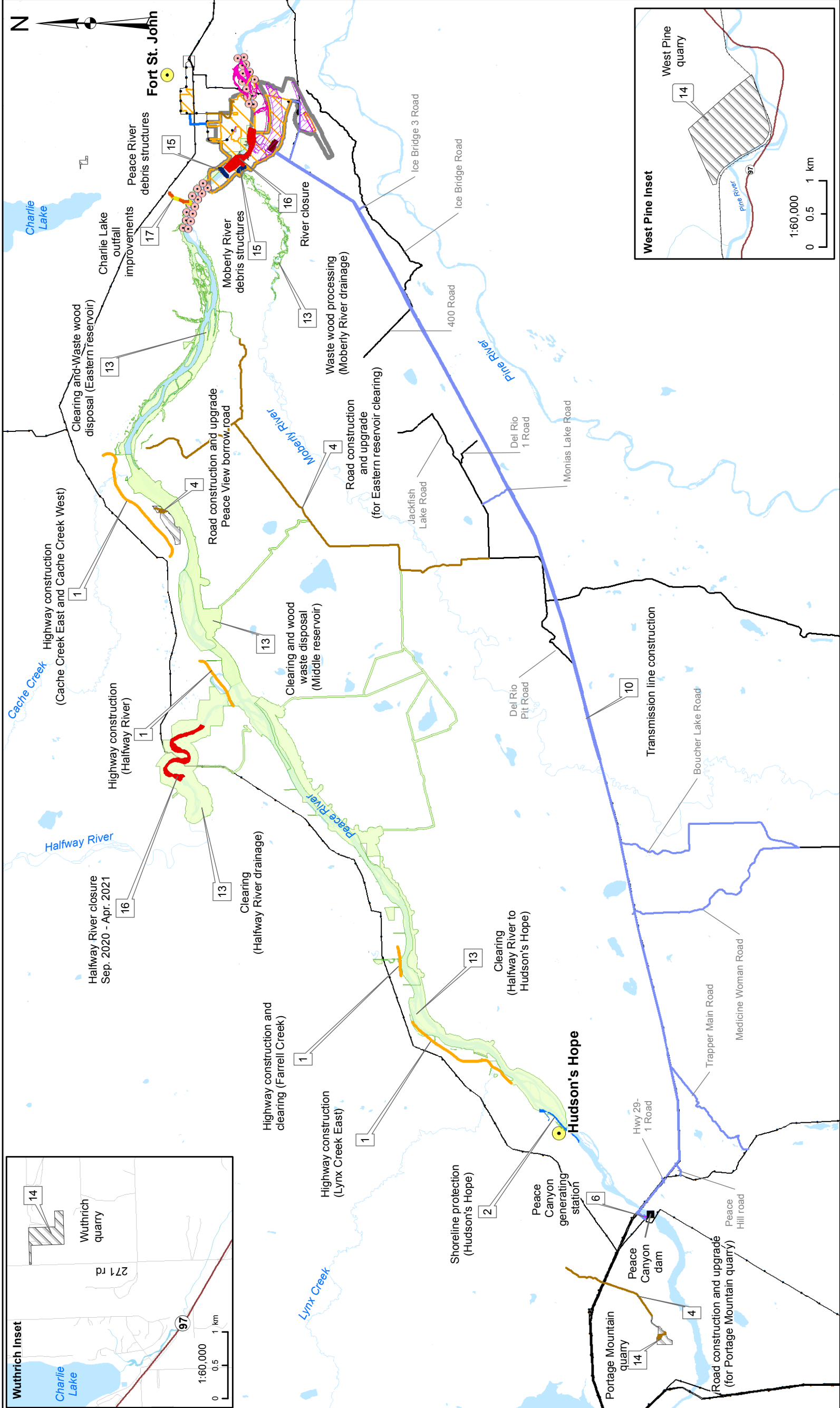
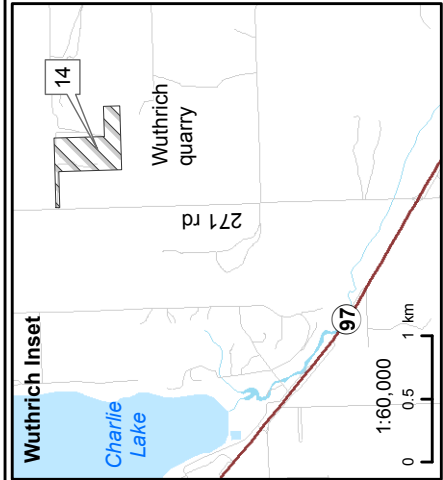
A handwritten signature in blue ink, appearing to read "Ken McKenzie", enclosed within a large, loopy oval shape.

Ken McKenzie

Executive Vice President
Site C Clean Energy Project

cc: Chris Cvik, CAO, Mayor

	Construction Activity
1	Highway construction
2	Shoreline Protection
3	Work area (GSS contractor)
4	Road construction and upgrade
5	Main civil works Main civil works general work area
6	Peace Canyon generating station
7	Work area (T&G contractor)
8	Substation
9	Habitat enhancement work (Survey and work area)
10	Transmission line construction, clearing and wood waste disposal
11	Conveyor corridor
12	Public safety signs & beacons
13	Clearing and wood waste disposal
14	Wuthrich, West Pine, Portage Mountain quarries and Peace View borrow area
15	Debris structures
16	River closure
17	Charlie Lake outfall improvements
18	Wildlife habitat structures, locations to be determined

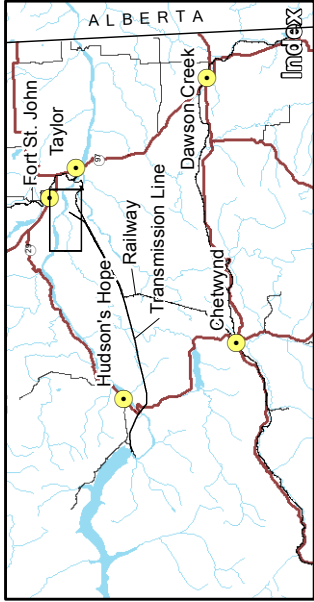
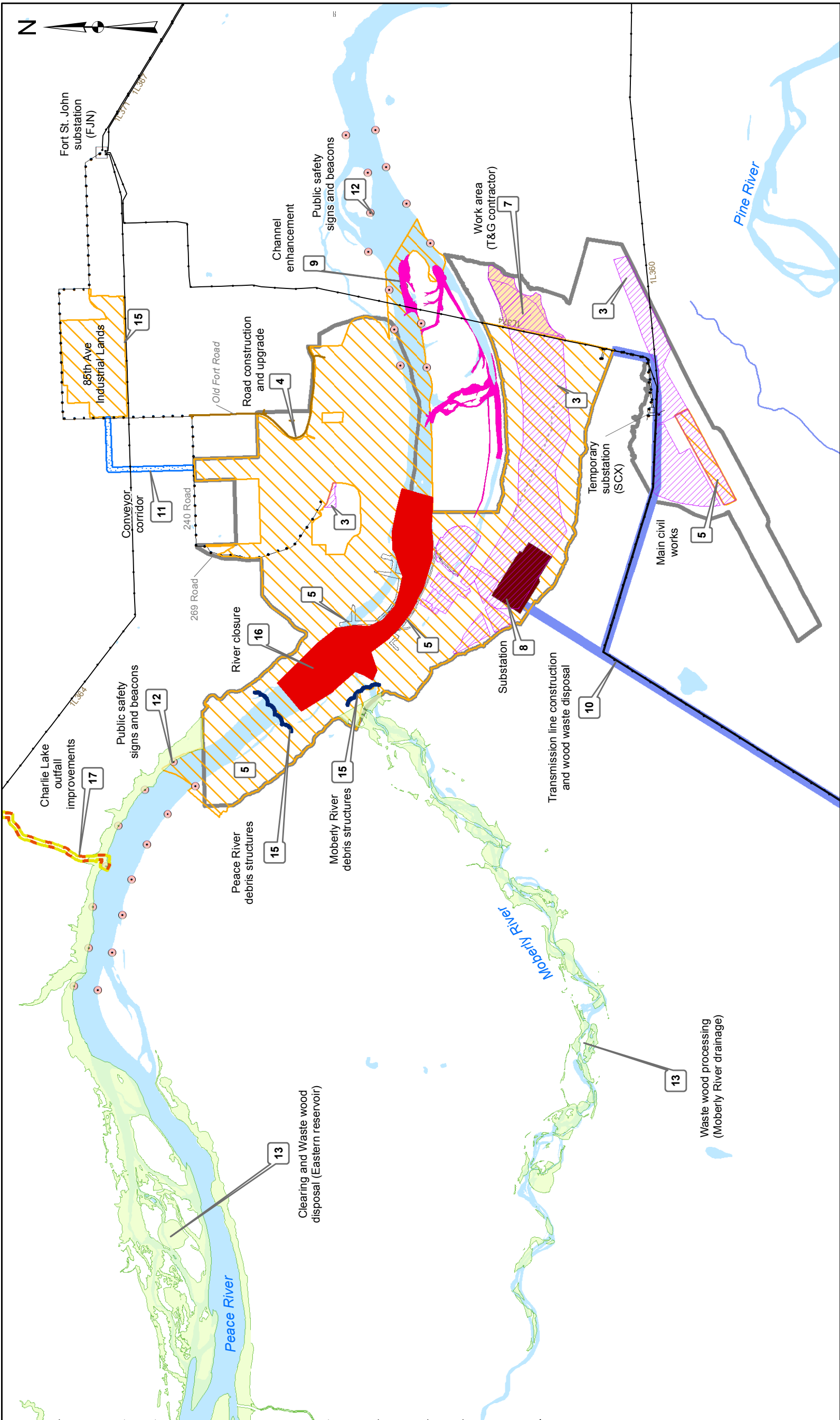


Construction Activities July - September 2020	
Date	May, 29, 2020
DWG NO	1016-N11-00869-1
R 0	

The construction activities presented in this map are indicative only and may change as a result of procurement and project planning advancements.

Map Notes:
1. Datum: NAD83
2. Projection: UTM Zone 10N
3. Base Data: Province of B.C.

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Construction Activities

July - September 2020

Date	May, 29, 2020	DWG NO	1016-N11-00869-2	R 0
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Map Notes:
1. Datum: NAD83
2. Projection: UTM Zone 10N
3. Base Data: Province of B.C.
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