DISTRICT OF HUDSON'S HOPE
AGENDA - REGULAR COUNCIL MEETING
Council Chambers
April 15, 2024, at 5 pm

First Nations Acknowledgement

The District of Hudson's Hope would like to respectfully acknowledge that the land on which we gather is in the traditional territory of the Treaty 8 First Nations.

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1. Call to Order

2. Delegations

D1 Dale Bumstead – Update Mayor and Council on Leaders Table and other work underway with the 4 Nations Mr. Bumstead is working with in the region.

D2 Corporal Erich Schmidt RCMP – Strategic Priorities and Enforcement Targets.

3. Notice of New Business

4. Adoption of Agenda by Consensus

5. Declaration of Conflict of Interest

6. Adoption of Minutes:

M1 Regular Council Meeting Minutes of April 8, 2024 – Will be handed out at the meeting.

7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

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SR2 Draft 2024 Capital Budget – Water Infrastructure & Water Treatment Plant Page 11

SR3 Draft 2024 Capital Budget – Community Hall Page 18

SR4 Draft 2024 Capital Budget – Fire Facilities Page 23

SR5 Draft 2024 Operating Budget Summary Page 27

SR6 Draft 2024 Operating Budget – General Administration Page 30

SR7 Draft 2024 Operating Budget – MFA Debt Servicing Page 37

SR8 Draft 2024 Operating Budget – ICBC & Other Page 39

SR9 Draft 2024 Operating Budget – Protective Services & Emergency Preparedness Page 41

SR10 Draft 2024 Operating Budget – Bylaw & Animal Control Page 45

SR11 Draft 2024 Operating Budget – Asset Management Page 47

SR12 Draft 2024 Operating Budget – Public Works Page 49

SR13 Draft 2024 Operating Budget – Waste Management Page 52

SR14 Draft 2024 Operating Budget – Cemetery Page 54

SR15 Draft 2024 Operating Budget – Library & New Horizons Page 56

SR16 Draft 2024 Operating Budget – Parks & Recreation Page 58

SR17 Draft 2024 Operating Budget – Planning & Development Page 64

SR18 Draft 2024 Operating Budget – Economic Development Page 66

SR19 Draft 2024 Operating Budget – Water Utility Page 68

SR20 Draft 2024 Operating Budget – Wastewater Utility Page 71

SR21 Draft 2024 Operating Budget – Tax Rate Revenue Page 73

10. Committee Meeting Reports:

11. Bylaws

B1 Fees and Charges Amendment Bylaw No. 944, 2024 Page 74

12. Correspondence:

C1 2024 MS Canada Proclamation Request Page 78

C2 Sakred Circles Request Update Page 79

C3 Housing Shortage Page 80

C4 LGPS10411-Hudson's Hope-2024 ESS-Approval Agreement Page 82

C5 Positive Ticket Letter HH RCMP Page 84

C6 Request for the use of Beattie Park – Joslin – Celebrating Josh Page 85

C7 Resolution of Support Peace Valley Arts Society 2024 Page 86

13. Reports by Mayor & Council

14. Old Business:

DIARY	**Diarized**
» Commercial Water Rate Increase-annual budget Consideration	2019
» ATV Campground – Naming / Memorial Plaque	2022
» Council Remuneration Policy	2023
» Indigenous Cultural Safety and Cultural Humility Training Grant	2023

15. New Business:

16. Public Inquiries:

17. In-Camera Session

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18. Adjournment

STAFF REPORT

TO: **Mayor and Council**

FROM: **Crystal Brown, Chief Administrative Officer**

DATE: **April 15, 2024**

SUBJECT: **Revised Draft 2024 Capital Budget Summary**

RECOMMENDATION:
That Council receives the report titled "Revised Draft 2024 Capital Budget Summary" dated April 15, 2024, for information.

BACKGROUND:
The total revised Draft 2024 Capital Budget is $3,499,675, which is a decrease of $2,742,000 from the April 8, 2024, Draft Capital Budget of $6,241,675.

The total revised Five-Year Draft Capital Budget is $20,379,175, which is a decrease of $7,938,000 from the April 8, 2024, Draft Capital Budget of $28,362,175.

	APRIL 8, 2024	REVISED	DIFFERENCE
2024 DRAFT CAPITAL BUDGET	$6,241,675	$3,499,675	$2,742,000
5 YEAR CAPITAL BUDGET	$28,362,175	$20,379,175	$7,938,000

Based on the revised proposed Draft Five-Year Capital Budget, there is a short fall of $22,799 in 2024, with a combined shortfall of $2,409,102 from 2024-2028. This is a reduction of $3,550,379 from what was originally projected.

	2024	2025	2026	2027	2028
CAPITAL BUDGET SHORTFALL	-$2,551,590	-$923,012	-$638,500	-$746,879	-$1,099,500
REVISED CAPITAL BUDGET SHORTFALL	-$22,799	-887,803	-$645,500	-$371,000	-$132,000

APRIL 8, 2024, TOTAL 5 YEAR SHORTFALL - $5,959,481

TOTAL REVISED 5-YEAR SHORTFALL - $2,409,102

DIFFERENCE - $3,550,379

Summary of changes from the April 8, 2024, Council Meeting include the following:

	2024	2025	2026	2027	2028
Removal of Pool Playground	100,000				
Removal of Dinosaur Lake Playground		100,000			
Removal of Arena Upgrade					200,000
Decrease in Visitor's Center Upgrade		25,000			
Decrease in Trail Upgrades		25,000			
Removal of Pool Play Area Upgrade					50,000
Removal of Salt Shed	75,000				
Decrease in Pavement Improvement				100,000	
Decrease in Sidewalks Upgrades / Major Repairs					100,000
Removal of Water Main Looping					500,000
Removal of Water Main Replacement				250,000	
Decrease in Water Treatment Plant Construction		1,408,000			
Decrease in Community Hall Costs			2,500,000		
Deferral of Sea-Can for Training x 2 - 40 ft	7,000	7,000	-7,000	-7,000	
Deferral of Fire Hose	10,000	-10,000			
Removal of Beryl Prairie Fire Hall Upgrades	100,000				
Reallocating the Purchase Option for Fire Engine 1	2,450,000				
Total Changes	2,742,000	1,555,000	2,493,000	343,000	850,000

TOTAL CHANGES - $7,983,000

If Council allocates part of the 2025-2028 Peace River Agreement Funds and Community Gas Work Funds to the unfunded projects in the Draft Capital Budget, the newly revised five-year shortfall would be $110,602.

	2024	2025	2026	2027	2028
General Administration	-	-	-	-	-
Fleet	-	-	-	-	-
Facilities	-	-	-	-	-
Sewer	-	-	-	-	-
Water	-$22,799	-$507,512	-$550,000	-$100,000	-$350,000
Community Hall	-	-	-	-	-
Fire	-	-$380,291	-$95,500	-$271,000	-$132,000
PRA/CWF		$800,000	$645,500	$371,000	$482,000
BALANCE	-$22,799	-87,803	-	**-**	-

TOTAL SHORTFALL IN 2024 AND 2025 - $110,602.

Based on this option, Council will still need to determine funding sources to cover the shortfall in 2024 and 2025. Options available to Council include:

1. Allocate the $100,000 remaining Community Growing Funds to water in 2024 and 2025.

2. Cut service levels and/or delay projects to future years. Council has deferred several budget considerations to the April 15, 2024, Council Meeting. Based on outcomes on the deferred reports, there could be additional funds to cover the shortfall. Specifically, Council still needs to decide on:
   - Water Infrastructure and Water Treatment Plant Capital Budget – Water Meter Program
   - Community Hall Capital Budget – upgrades to the community hall
   - Fire Facilities – upgrades to Beryl Prairie and Downtown Fire Hall

3. Based on changes made during the April 8, 2024, Council Meeting, there is $425,621 available in the General Capital Reserve that has not been allocated to projects in the five-year plan. Council could reallocate some of the Growing Communities Funds from Facilities to the unfunded water projects, and then use the General Capital Reserves to fund the projects previously funded by the Growing Communities Fund. Examples include Areana upgrade at $130,500 and the Curling Rink upgrade at $27,500.

4. Allocate $87,803 from the 2025 Small Community Grant allocation to the Capital Budget. The downside to this option, is that this is one of the few grants that is available for operations and has no restrictions. If left in the operational budget, it could help off set the shortfall for operations in 2025.

5. Allocate $22,799 in 2024 and $87,903 in 2025 from the Tax Sale Reserve Fund to the Capital Budget.

6. Allocate $22,799 in 2024 and $87,903 in 2025 from the Surplus General Reserve Fund. The Opening Balance for this fund is $4,955,688, with only $2,473,292 available to be put towards the Capital Budget. The remaining $2,482,395 consists of restricted funds and funds that will be used to cover deficits in both the water and sewer utilities from 2023.

   The risk with transferring funds from this reserve to cover the shortfall in the draft Capital Budget is that it leaves the District vulnerable to emergencies and unexpected costs. Further, the District relies on this account each year to pay wages and general operating expenses until such time as the District receives tax revenue.

7. Increase property taxes.

FINANCIAL CONSIDERATIONS:

REVENUE SOURCES	2024	2025	2026	2027	2028
SHORTFALL	$22,799	$887,803	$645,500	$371,000	$482,000
Grant - PRA	$1,075,000	$100,000			
Grant – COVID 19 Restart	$64,000				
Grant - LCAP	$96,164				
Grant - NDIT	$187,500				
Grant – Provincial	$526,000				
Community Works Fund (Gas Tax)	$257,391				
Transfer from Reserve - Growing Communities Fund	$606,646	$60,000			
Transfer from Reserve - Water		$82,488			
Transfer from Reserve - Sewer	$145,000	$20,000		$200,000	
Transfer from Reserve – General Capital Works, Machinery and Equipment	$209,500	$208,500	$459,000	$799,000	$120,000
Transfer from Reserve – Community Hall	$150,000				
Transfer from Reserve – Fire	$159,675	$38,209			
Transfer from Deferred Revenue				$150,000	
Municipal Finance Authority Borrowing		$4,756,000	$7,500,000		
TOTAL REVENUE	**$3,499,675**	**$6,153,000**	**$8,604,500**	**$1,520,000**	**$602,000**

EXPENSES	2024	2025	2026	2027	2028
Administration	$71,500	$13,500	$49,000	$24,000	$10,000
Fleet	$70,000	$95,000	$310,000	$475,000	$110,000
Facilities	$752,500	$50,000		$150,000	
Transportation Infrastructure	$100,000	$50,000	$100,000	$300,000	
Water	$825,000	$5,406,000	$550,000	$100,000	$350,000
Wastewater	$825,000	$5,406,000	$550,000	$100,000	$350,000
Community Hall	$300,000		$7,500,000		
Fire Equipment	$105,900	$37,500	$25,500	$271,000	$12,000
Fire Facilities	$45,000	$70,000	$70,000		
Fire Fleet	$584,775	$411,000			$120,000
TOTAL EXPENSES	**$3,499,675**	**$6,153,000**	**$8,604,500**	**$1,520,000**	**$602,000**

RESERVE BALANCES

Based on changes made to the Draft 2024 Capital Budget during the April 8, 2024, Council Meeting, the following are the updated projected reserve balances.

WATER Capital Works, Machinery and Equipment		
	April 8, 2024	REVISED
OPENING BALANCE	82,488	82,488
2025 BUDGET	-82,488	-82,488
BALANCE	**-**	**-**

SEWER Capital Works, Machinery and Equipment		
OPENING BALANCE	April 8, 2024	REVISED
2024 BUDGET	648,553	648,553
2025 BUDGET	-145,000	-145,000
2027 BUDGET	-20,000	-20,000
BALANCE	-200,000	-200,000
OPENING BALANCE	**283,553**	**283,553**

Tax Sale Properties Reserve Fund		
	April 8, 2024	REVISED
OPENING BALANCE	$227,196	$227,196
BALANCE	**$227,196**	**$227,196**

Fire Reserve Fund		
	April 8, 2024	REVISED
OPENING BALANCE	$197,884	$197,884
2024 BUDGET	-$197,884	$159,675
2025 BUDGET		-$38,209
BALANCE	**-**	**-**

Community Hall Fund		
	April 8, 2024	REVISED
OPENING BALANCE	$184,905	$184,905
2024 BUDGET	-$150,000	-$150,000
2024 BUDGET	$30,000	$30,000
2025 BUDGET	$30,000	$30,000
2026 BUDGET	$30,000	$30,000
2027 BUDGET	$30,000	$30,000
2028 BUDGET	$30,000	$30,000
BALANCE	$184,905	$184,905

General Capital Works, Machinery and Equipment		
	April 8, 2024	REVISED
OPENING BALANCE	$2,220,621	$2,220,621
2024 BUDGET	-$284,500	-$209,500
2025 BUDGET	- $358,500	- $208,500
2026 BUDGET	-$459,000	-$459,000
2027 BUDGET	-$766,121	-$799,000
2028 BUDGET	-$352,500	-$120,000
BALANCE	**-**	$424,621

Land Reserve Fund		
	April 8, 2024	REVISED
OPENING BALANCE	$424,675	$424,675
BALANCE	**$424,675**	**$424,675**

Growing Communities Fund Reserve		
	April 8, 2024	REVISED
OPENING BALANCE	$758,000	$758,000
INTEREST	$8,646	$8,646
2024 BUDGET	-$706,646	- $606,646
2025 BUDGET	-$60,000	-$60,000
BALANCE	**-**	$100,000

General Surplus Reserve Fund		
	April 8, 2024	REVISED
OPENING BALANCE	$4,955,688	$758,000
2024 Budget – Transfer to Surplus – Water Utility Fund	-$1,180,744	-$1,180,744
2024 Budget – Transfer to Surplus – Sanitary Sewer Fund	-$379,137	-$379,137
2024 Budget - Restricted Funds	-$922,514.41	-$922,514.41
BALANCE	**$2,473,292**	**$2,473,292**

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Revised Draft 2024 Capital Budget Summary" dated April 15, 2024, for discussion.

ATTACHMENTS:

None.

Prepared By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Robert Dauphinee, Director of Public Works**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Capital Budget - Water Infrastructure and Water Treatment Plant**

The following motions were deferred at the April 8, 2024, Council Meeting to allow staff to *staff to investigate if the* $96,164, payable from the Local Government Climate Action Program Fund, can be used towards the permanent water treatment plant. Staff have been informed that it will not be an eligible expense. The funding must be used to achieve provincial climate goals outlined in the CleanBC Roadmap to 2023 and Climate Preparedness and Adaption Strategy. The motion is now back in front of Council for consideration. Council may approve the motion, amend the motion, defer the motion to a future meeting date, or defeat the motion.

RECOMMENDATION #1:
That Council authorizes a funding commitment in the amount of $96,164, payable from the Local Government Climate Action Program Fund, to be used towards the water meter program.

RECOMMENDATION #2:
That Council includes the draft 2024 Capital Budget for Water Infrastructure and Water Treatment Plant, totalling $825,000 in 2024, which includes Municipal Finance Authority borrowing in 2025 for the construction of a permanent water treatment plant, in the 2024 Financial Plan.

BACKGROUND:
On April 8, 2024, Council passed the following recommendations:

> ***MOVED, SECONDED and CARRIED***
> *That Council receives the report titled "Draft 2024 Capital Budget – Water Infrastructure and Water Treatment Plant" dated April 8, 2024; further, that Council authorizes a funding commitment in the amount of $25,000, payable from the Growing Community Reserves Fund, for the purchase and installation of two keypads for the residential water stands.*
>
> ***MOVED, SECONDED and CARRIED***
> *That Council authorizes a funding commitment in the amount of $273,646, payable from the Growing Community Reserves Fund, for design work for the permanent water treatment plant.*

MOVED, SECONDED and CARRIED
That Council authorizes a funding commitment in the amount of $60,000, payable from the Growing Community Reserves Fund, for upgrades to the Beryl Prairie water system.

MOVED, SECONDED and CARRIED
That Council removes expenditure "Water Main Looping", totalling $500,000, and decreases Revenue shortfall by $500,000, in the draft 2028 Capital Budget for Water Infrastructure.

MOVED, SECONDED and CARRIED
That Council removes expenditure "Water Main Replacement", totalling $250,000, and decreases Revenue shortfall by $250,000, in the draft 2027 Capital Budget for Water Infrastructure.

MOVED, SECONDED and CARRIED
That Council receives the report titled "Water Treatment Plan Pre-Design" dated April 8th, 2024; further, that Council authorizes staff to proceed with Option 1A: One ACTIFLO ACP2-30 installed inside the existing building as the treatment solution for the District's permanent water treatment plant, at an expected capital cost of $3,892,000; and further, that Council include the cost of $864,000 that is required to connect the water treatment plant to the permanent intake, as part of the total cost of developing the permanent water treatment plant, bringing the total cost to $4,756,000; and finally, that this item be immediately released to the public.

MOVED, SECONDED and CARRIED
That Council authorizes staff to develop a loan authorization bylaw, authorizing borrowing of up to $5,000,000 through the Municipal Finance Authority of British Columbia, based on a 15-year term, for the construction of the permanent water treatment plant; and further, that this item be immediately released to the public.

DISCUSSION
The revised total proposed Draft 2024 Capital Budget – Water Infrastructure and Water Treatment Plant is $825,000.

The total proposed Five-Year Draft Capital Budget for Water Infrastructure and Water Treatment Plant is $7,231,000.

Project Carry Over: This report details both new capital projects and 2023 carry over capital projects. The total amount for carried over is $100,000.

Carry over requests from 2023 include:

- Water Valve & Hydrant Replacement - $100,000 deferred to 2024

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget - Water Infrastructure and Water Treatment Plant include:

- Water Valve & Hydrant Replacement – increase of $50,000.
- Residential Water Stands Keypads – increase of $25,000.
- Water Meter Program – increase of $125,000.
- Water Treatment Plant Design – increase of $515,000.

FINANCIAL CONSIDERATIONS:

Draft 2024 Capital Budget – Water Infrastructure and Water Treatment Plant

REVENUE SOURCES	2024	2025	2026	2027	2028
Shortfall	$22,799	$507,512	$550,000	$100,000	$350,000
Grant - PRA	$150,000				
Grant - LCAP	$96,164				
Grants – Community Works Fund	$ 257,391				
Transfer from Reserve - Growing Communities Fund	$298,646	$60,000			
Transfer from Reserve - Water		$82,488			
Municipal Finance Authority Borrowing		$4,756,000			
TOTAL REVENUE	**$825,000**	**$5,406,000**	**$550,000**	**$150,000**	**$350,000**

EXPENSES – CARRY OVER	2024	2025	2026	2027	2028
Water Valve & Hydrant Replacement	$100,000				
Total	**$100,000**				

EXPENSES WATER GENERAL - NEW	2024	2025	2026	2027	2028
Water Valve & Hydrant Replacement	$50,000	$100,000		$100,000	
Water Main Looping			$500,000		
Water Main Replacement					
Residential Water Stands Keypad (2)	$25,000				
Beryl Prairie Water Well		$500,000			
Reservoir Capital Upgrade	$10,000				
Water Meter Program	$125,000	$50,000	$50,000		
Total	**$210,000**	**$650,000**	**$550,000**	**$100,000**	

EXPENSES WATER TREATMENT PLANT - NEW	2024	2025	2026	2027	2028
Preliminary Design	$110,000				
Final Design	$350,000				
Permanent Intake	$55,000	$864,000			
Water Treatment Plant Construction		$4,756,000			$350,000
Total	**$515,000**	**$4,756,000**			**$350,000**

Note: Borrowing $4,756,000 in 2025 for the permanent water treatment plant, based on a 15-year term at 4.75%, will result in the following estimated payments in the five-year Financial Plan Operating Budget:

EXPENSES OPERATION - NEW	2024	2025	2026	2027	2028
MFA PAYMENT -INTEREST			$259,125	$259,125	$259,125
MFA PAYMENT – PRINCIPLE			$237,500	$237,500	$237,500
TOTAL EXPENSE			**$496,625**	**$496,625**	**$496,625**

Estimated Total Repayment - $7,085,850.

Loans with terms of ten years or longer will **generally** receive the posted rate for the first ten years. Typically, at the end of ten years, the relending rate will be reset at the current market rate for a period to be determined at that point (likely five years).

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Capital Budget – Water Infrastructure and Water Treatment Plant" dated April 15, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

ATTACHMENTS:

None.

Prepared By: *Robert Dauphinee, Director of Public Works*

Approved By: *Crystal Brown, Chief Administrative Officer*

Draft Capital Budget Project Information Sheet

Capital Project Name: Water Valve & Hydrant Replacement

Project Description

In line with the District's dedication to asset management, this project seeks to modernize obsolete water main valves and hydrants across the distribution system. These components, installed between 1962 and 1979, have exceeded their expected lifespan.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.

   ☒ Use asset management tools to replace infrastructure in a timely manner with the

Capital Project Name: Residential Water Stands Keypads

Project Description

This project suggests transitioning from a token-based system for bulk water supply to a programmable key fob system. The current token system presents challenges when the token case is tampered with, leading to water supply interruptions and unaccounted-for tokens. Moreover, sourcing tokens has become increasingly challenging, with most suppliers shifting to electronic-based systems. Key fobs offer enhanced user convenience by eliminating the need to carry tokens, thus reducing the risk of loss or damage. Additionally, key fobs facilitate better tracking and management of water usage, enabling improved resource allocation and billing accuracy. Implementing key fobs will streamline operations and elevate the overall user experience.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.

   ☒ Use asset management tools to replace infrastructure in a timely manner.

Capital Project Name: Reservoir Capital Upgrades

Project Description

This project suggests relocating the chlorine injection line as part of the continuous efforts to resolve low chlorine levels in the Jamison subdivision distribution system. This relocation aims to enable direct feeding into the small reservoir, ensuring proper mixing before the water is discharged into the distribution system.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.

   ☒ Use asset management tools to replace infrastructure in a timely manner.

Capital Project Name: Water Meter Program

Project Description

In 2012, the District initiated a water metering program for customers served by the water utility. This program included installing water meters equipped with remote reading capabilities for all customers. Typically, water meters have a lifespan of 15 to 20 years. This project suggests upgrading the meter reader and software, initiating a replacement program for malfunctioning meters, installing meters for customers without them, and gradually replacing aging meters over time.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.

   ☒ Use asset management tools to replace infrastructure in a timely manner.

Capital Project: New Water Treatment Plant

Project Description

In late 2023, the District initiated the preliminary design phase for a permanent water treatment plant. This phase identified cost estimates and explored various clarifier treatment technologies for the new facility. The next phase will involve the final design and the formulation of tender documents.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.

   ☒ Use asset management tools to replace infrastructure in a timely manner.

RISK CONSIDERATIONS

	Water Valves & Hydrants Replacement	**Reservoir Capital Upgrade**	**Residential Water Stand Keypads**	**Water Meter Program**
Score out of 7				
Risk to Worker Safety	1	1	1	1
Risk to the Public	5	1	1	1
Reputational Impact	4	5	3	3
Impact on Services Reliability	5	5	2	4
Efficiency (cost/staffing)	5	3	3	5
Regulatory Requirement	1	4	1	4
TOTAL	**21**	**19**	**11**	**18**

Capital Planning Criteria Decision Rating

Impact Scoring (1-7)	1	2	3	4	5	6	7
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirment	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity

STAFF REPORT

TO: **Mayor and Council**

FROM: **Crystal Brown, Chief Administrative Officer**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Capital Budget – Community Hall**

The following motion deferred at the April 8, 2024, Council Meeting is back in front of Council for consideration. Council may approve the motion, amend the motion, defer the motion to a future meeting date, or defeat the motion.

RECOMMENDATION:
MOVED Councillor Winnicky, SECONDED Councillor Charlesworth
That Council includes the draft 2024 Capital Budget for the Community Hall, totaling $300,000, which includes Municipal Finance Authority borrowing in 2026 for the construction of a new community hall, in the 2024 Financial Plan.

BACKGROUND:
On April 8, 2024, Council passed the following recommendations:

MOVED, SECONDED, and CARRIED
That Council receives the report titled "Draft 2024 Capital Budget – Community Hall" dated April 8, 2024; further, that Council authorizes a funding commitment in the amount of $150,000, payable from the Growing Communities Fund, for upgrades to the District of Hudson's Hope Community Hall.

MOVED, SECONDED, and CARRIED
That Council decreases expenditure "New Community Hall" by $2,500,000, bringing the new total to $7,500,000, and decreases "Municipal Finance Authority Borrowing" by $2,500,000, bringing the new total to $7,500,000, in the draft 2026 Capital Budget for 2026; and further, that Council includes Municipal Finance Authority Debt Servicing in the draft Five Year Plan beginning in 2028.

DISCUSSION
The total proposed Draft 2024 Capital Budget – Community Hall is $300,000.

The total proposed Five-Year Draft Capital Budget for Facilities is $10,300,000.

Project Carry Over: This report details both new capital projects and 2023 carry over capital projects. The total amount for carried over is $150,000.

Carry over requests from 2023 include:

- Community Hall Feasibility - $150,000 deferred to 2024

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget - Facilities include:

- Community Hall Upgrades – $150,000

FINANCIAL CONSIDERATIONS:

Draft 2024 Capital Budget – Community Hall

REVENUE SOURCES	2024	2025	2026	2027	2028
Transfer from Reserve - Growing Communities Fund	$150,000				
Transfer from Reserve – Community Hall	$150,000				
Municipal Finance Authority Borrowing			$7,500,000		
TOTAL REVENUE	**$300,000**		**$7,500,000**		

EXPENSES – CARRY OVER	2024	2025	2026	2027	2028
Feasibility	$150,000				
TOTAL EXPENSE	**$150,000**				

EXPENSES - NEW	2024	2025	2026	2027	2028
Community Hall Upgrade	$150,000				
New Community Hall			$7,500,000		
TOTAL EXPENSE	**$150,000**		**$7,500,000**		

Note: If Council borrows $7,500,000 in 2026 for the proposed Community Hall, based on a 30-year term at 4.79%, it will result in the following estimated payments in the five-year Financial Plan Operation Budget beginning in 2028:

EXPENSES OPERATION - NEW	2024	2025	2026	2027	2028
MFA PAYMENT -INTEREST					$359,250
MFA PAYMENT – PRINCIPLE					$142,910
TOTAL EXPENSE					**$502,160**

Estimated Total Repayment - $15,064,802

Loans with terms of ten years or longer will **generally** receive the posted rate for the first ten years. Typically, at the end of ten years, the relending rate will be reset at the current market rate for a period to be determined at that point (likely five years).

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Capital Budget – Community Hall" dated April 15, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

ATTACHMENTS:

None.

Prepared By: *Crystal Brown, Chief Administrative Officer*

Draft Capital Budget Project Information Sheet

Capital Project Name: Community Hall – Fire Alarm System

Project Description

The Community Hall lacks a fire alarm system to promptly alert occupants in the event of a fire, potentially compromising their safety. This project aims to address this issue by proposing installing a comprehensive fire alarm system tailored to the needs of the Community Hall. Additionally, the system will ensure timely evacuation and enhance overall fire safety within the facility.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
   ☒ Repair and rehabilitation of District owned facilities.

Capital Project Name: Arena – Community Hall Kitchen Upgrade

Project Description:

The kitchen located in the Community Hall requires several upgrades to meet the requirements of the *Food Premise Regulation*, including appropriate handwashing facilities, food contact surfaces, and fire suppression.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
   ☒ Repair and rehabilitation of District owned facilities.

RISK CONSIDERATIONS

	Community Hall Upgrades
Score out of 7	
Employee Safety Risk Potential	6
Public Safety Risk Potential	6
Reputational Impact	6
Efficiency (cost/staffing)	5
Impact on Services	4
Regulatory Requirment	7
TOTAL	**34**

Capital Planning Criteria Decision Rating

Impact Scoring (1-7)	1	2	3	4	5	6	7
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirment	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity

STAFF REPORT

TO: **Mayor and Council**

FROM: **Fred Burrows, Director of Protective Services**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Capital Budget – Fire Facilities**

The following motion deferred at the April 8, 2024, Council Meeting is back in front of Council for consideration. Council may approve the motion, amend the motion, defer the motion to a future meeting date, or defeat the motion.

RECOMMENDATION ON THE FLOOR:
That Council receives the report titled "Draft 2024 Capital Budget – Fire Facilities" dated April 15, 2024; further, decreases expenditure "Beryl Prairie Hall Building Upgrades" by $100,000, and decreases Revenue by $100,000 in the draft 2024 Capital Budget for Fire Facilities; and further, that Council includes the revised draft 2024 Capital Budget for Fire Facilities, totaling $45,000, in the 2024 Financial Plan.

BACKGROUND:
The total proposed Draft 2024 Capital Budget – Fire Equipment is $145,000.

The total proposed Five-Year Draft Capital Budget for Facilities is $285,000.

Highlights of new capital requests and significant increases for the draft 2024 Capital Budget -Fire Facilities include:

- Downtown Fire Hall Upgrade - increase of $20,000
- Beryl Prairie Fire Hall Upgrade - increase of $125,000

FINANCIAL CONSIDERATIONS:

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition	$145,000	$70,000	$70,000		
TOTAL REVENUE	**$145,000**	**$70,000**	**$70,000**		

EXPENSES - NEW	2024	2025	2026	2027	2028
Downtown Hall Building Upgrade	$20,000		$70,000		
Beryl Prairie Hall Building Upgrades	$125,000	$70,000			
Total	**$145,000**	**$70,000**	**$70,000**		

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Capital Budget – Fire Facilities" dated April 8, 2024; further, that Council provides alternate direction regarding the 2024 Capital Projects that are to be included in the 2024 Financial Plan and proposed funding sources.

ATTACHMENTS AND EXTERNAL LINKS:

None.

Prepared By: *Fred Burrows, Director of Protective Services*

Approved By: *Crystal Brown, Chief Administrative Officer*

Draft Capital Budget Project Information Sheet

Capital Project Name: Beryl Prairie Fire Hall Upgrade Feasibility Study

Project Description

The present condition of the Beryl Prairie Faire Hall has several serious deficiencies. At present, items are stored beside the fire apparatus, hardly leaving room to back the apparatus into the building. Over the years, contact between the apparatus and stored items has occurred. This project is for consulting fees to determine the feasibility of putting the equivalent of another bay onto the fire hall so there is reasonable storage, along with an indoor area for training or other events during the inclement winter months.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.

   ☒ Repair and rehabilitation of District owned facilities.

Capital Project Name: Downtown Fire Hall Upgrade

Project Description

Storage at the Downtown Fire Hall is an issue. Items are being stored in the truck bays that are only used on an annual basis but are taken up precious space. This project includes purchasing two – 8’ x 8’ Sea Cans that would be placed between the side door and the generator with the Sea Can doors facing into the parking lot. Prior to this being brought forward, we have been in discussion with the building inspector regarding our present building bylaw and how these would fit within the rules.

With the Sea Cans being only 8’ x 8’, less than 100 square feet, there is no requirement for any special foundations. The only requirement is they must be fenced. For aesthetic purposes the Sea Cans will be painted to match the fire hall paint scheme and cover any graphics that are on them. The fencing will be chain link with the slide-in plastic slats, doing our best to color match the building or white.

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.

☒ Repair and rehabilitation of District owned facilities.

RISK CONSIDERATIONS

	Beryl Prairie Building Upgrades	Downtown Fire Hall Upgrade
Score out of 7		
Risk to Worker Safety	5	6
Risk to the Public	1	5
Reputational Impact	1	2
Impact on Services Reliability	5	4
Efficiency (cost/staffing)	7	5
Regulatory Requirements	1	5
TOTAL	**20**	**27**

Capital Planning Criteria Decision Rating

Impact Scoring (1-7)	1	2	3	4	5	6	7
Employee Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Public Safety Risk Potential	N/A	Near Miss	Negligible Minor Injury	Medical Treatment	Temporary Injury	Permanent Injury	Fatality
Reputational Impact	N/A	Limited	Small	Small but Vocal	Many	Majority	All
Efficiency (cost/staffing)	N/A	~	Low	~	Med	~	High
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service
Regulatory Requirment	N/A	~	~	Guideline Best Practice	~	~	Regulated Activity

HUDSON'S HOPE
PLAYGROUND OF THE PEACE

STAFF REPORT

TO: **Mayor and Council**

FROM: **Crystal Brown, Chief Administrative Officer**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget Summary**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget Summary" dated April 15, 2024, for information.

BACKGROUND:
The total Draft 2024 Operating Budget is $8,438,776.

The total Draft 2024 Operating Budget is $44,690,763.

Based on the proposed Draft Five-Year Operating Budget, there is a short fall of $476,259 in 2024, with a combined shortfall of $973,178 from 2024-2028.

	2024	2025	2026	2027	2028
OPERATING BUDGET SHORTFALL	-$476,259	-$100,880	-$545,964	-$587,517	-$437,593

APRIL 8, 2024, TOTAL 5 YEAR SHORTFALL - $973,178

This draft budget assumes that Council will be allocating the remainder of the unallocated 2025-2028 Peace River Agreement Funds not used in the Capital Budget towards the Fire Truck Lease payments, as follows:

	2024	2025	2026	2027	2028
PRA – Fire Fleet	-	-	154,500	429,000	318,000

If Council chooses to not allocate the PRA towards the Fire Engine lease payments, the new shortfall will be as follows:

	2024	2025	2026	2027	2028
OPERATING BUDGET SHORTFALL	-$476,259	-$100,880	-$545,964	$587,517	-$437,593
PRA – Fire Fleet	-	-		-583,500	-318,000
TOTAL SHORTFALL	**-$476,259**	**-$100,880**	**-$545,964**	**$4,017**	**-$755,593**

TOTAL 5 YEAR SHORTFALL - $1,874,679

Council will still need to determine funding sources to cover the shortfall in 2024 and 2025. Options available to Council include:

1. Allocate funds from the Surplus General Reserve Fund. The Opening Balance for this fund is $4,955,688, with only $2,473,292 available to be put towards the Capital Budget. The remaining $2,482,395 consists of restricted funds and funds that will be used to cover deficits in both the water and sewer utilities from 2023.

   The risk with transferring funds from this reserve to cover the shortfall in the draft Capital Budget is that it leaves the District vulnerable to emergencies and unexpected costs. Further, the District relies on this account each year to pay wages and general operating expenses until such time as the District receives tax revenue.

2. Increase property taxes.

3. Cut service levels.

FINANCIAL CONSIDERATIONS:

REVENUE	**2024 Budget**	**2025 Budget**	**2026 Budget**	**2027 Budget**	**2028 Budget**
Property Taxes	4,216,004	4,342,484	4,472,759	4,606,942	4,745,150
Grants in Lieu	2,142,937	2,207,225	2,273,441	2,341,645	2,411,894
Grants Other	450,884	1,110,000	1,110,000	1,110,000	1,110,000
General Administration	86,250	88,837	91,503	94,248	97,075
Transfer from Reserves	114,018	0	0	0	0
ICBC & Other Revenue	122,411	126,083	129,866	133,762	137,775
Protective Services & Emergency Prep	$94,950	11,588	11,935	595,793	330,662
Bylaw & Animal Control	$6,200	6,386	6,578	6,775	6,978
Asset Management	10,000	10,300	10,609	10,927	11,255
Public Works	11,628	1,288	1,326	1,366	1,407
Waste Management	93,825	85,825	85,825	85,825	85,825
Cemetery	3,000	3,090	3,183	3,278	3,377
Public Library & New Horizons	6,600	6,798	7,002	7,212	7,428
Parks & Recreation	153,400	160,277	164,785	169,429	174,212
Planning & Development	168,282	13,714	14,126	14,550	14,986
Economic Development	70,000	0	0	0	0
Water Utility	127,750	128,125	128,511	128,909	129,319
Waste Water Utility	84,378	86,909	89,517	92,202	94,968
General Operations Revenue	**$7,962,517**	**$8,388,930**	**$8,600,965**	**$9,402,862**	**$9,362,311**

OPERATION EXPENDITURES	2024	2025	2026	2027	2028
General Administration	2,281,690	2,316,702	2,378,703	2,442,564	2,508,341
Debt Borrowing - MFA Payments	0	0	496,625	496,625	998,785
Transfer to Reserves	210,884	830,000	830,000	246,500	512,000
ICBC & Other Expenses	102,660	105,740	108,912	112,179	115,545
Protective Services & Emergency Prep	743,300	646,399	665,791	1,276,604	1,297,134
Bylaw & Animal Control	49,643	51,132	52,666	54,246	55,873
Asset Management	100,000	80,600	21,218	21,855	22,510
Public Works	2,030,450	1,989,204	2,048,880	2,110,346	2,173,656
Waste Management	205,000	66,350	68,341	70,391	72,502
Cemetery	10,000	10,300	10,609	10,927	11,255
Public Library & New Horizons	148,545	153,002	157,592	162,319	167,189
Parks & Recreation	838,450	816,784	841,287	866,526	892,521
Planning & Development	343,242	79,839	82,234	84,701	87,243
Economic Development	80,000	10,000	10,300	10,609	10,927
Water Utility	1,039,750	1,070,943	1,103,071	570,130	587,234
Waste Water Utility	255,162	262,817	270,701	278,822	287,187
Total Operations Expense	**$8,438,776**	**$8,489,810**	**$9,146,929**	**$8,815,345**	**$9,799,903**

ALTERNATIVE OPTIONS:

1. That Council receives the report titled “Draft 2024 Operating Budget Summary” dated April 15, 2024, for discussion.

ATTACHMENTS:

None.

Prepared By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Crystal Brown, Chief Administrative Officer**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – General Administration**

RECOMMENDATION #1:
That Council receives the report titled "Draft 2024 Operating Budget – General Administration" dated April 15, 2024; further, that Council authorizes a funding commitment in the amount of $6,720, payable from the COVID-19 Restart fund, to be used towards the costs of implementing Escribe.

RECOMMENDATION #2:
That Council authorizes a funding commitment in the amount of $20,000, payable from the COVID-19 Restart fund, to be used towards the costs for recording services and live streaming Council Meetings.

RECOMMENDATION #3:
That Council authorizes a funding commitment in the amount of $47,298, payable from the COVID-19 Restart fund, to be used towards the costs of purchasing additional software, including, budget software, engagement software and website updates, and implementing two Duo multi-factor authentication.

RECOMMENDATION #4:
That Council includes the draft 2024 Operating Budget - General Administration, totalling $2,281,690 in the 2024 Financial Plan.

BACKGROUND:
General Administration consists of Council Expenses, Grant Expenses (including the Museum Grant In Aid), and General Government Services.

The total proposed Draft 2024 Operating Budget – General Administration is $2,281,690.

The total proposed Five-Year Operating Budget – General Administration is $11,927,999.

Highlights of variances more than $5,000 in the draft 2024 Operating Budget -General Administration include:

- **Council Renumeration, Meeting Fees, and Benefits** – increase of $31,200 due to CPI.
- **Travel** – increase of $25,000 due to increased travel by elected officials.
- **Elections/Referendums** – increase of $17,500 due to a bylaw election in February 2024, and an assent vote for borrowing for the water treatment plant.
- **Awards-Volunteer Appreciation** – increase of $1,500.
- **Grant In Aid** – increase of $33,563 due to carry over from 2023, increase of GIA for the museum as per agreement and increase in residential taxes.
- **Wages and Benefits** – increase of $223,250 due to new collective agreement, and additional positions.
- **Recruitment Costs**– increase of $75,000 due to staff turnover and hard to fill positions.
- **Audit fee** – increase of $9,000.
- **Insurance** – increase of $80,000 due to our normal insurance provider no longer providing insurance for municipalities.
- **Licences, Permits, and Certification** – increase of $71,220 due to implementation of escribe, budget software, engagement software, and other software as required.
- **Equipment Rental** – decrease of $17,010.
- **Contract Services** – increase of $80,200 due to grant writing services, live streaming, accessibility committee, and potential audit.
- **Contingency** – increase of $150,000 for unexpected emergencies.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – General Administration

REVENUE SOURCES	2024	2025	2026	2027	2028
Requisition/Fees and Other	1,818,242	1,928,653	1,979,012	2,030,883	2,084,309
Grant – COVID-19 RESTART	61,518				
TOTAL REVENUE	**1,879,760**	**1,928,653**	**1,979,012**	**2,030,883**	**2,084,309**

EXPENSES	2024	2025	2026	2027	2028
COUNCIL RENUMERATION & MEETING STIPENDS	121,000	124,630	128,369	132,220	136,187
INDEMNITIES BENEFITS	4,200	4,326	4,456	4,589	4,727
TRAVEL KMS MEALS CONFERENCES FEES	55,000	56,650	58,350	60,100	61,903
LOCAL MEETINGS - COMMUNITY ENGAGEMENT ETC	2,000	2,060	2,122	2,185	2,251
ELECTIONS/REFERENDUMS	20,000	20,000	20,600	21,218	21,855
TELECOMMUNICATIONS - COUNCIL	7,000	7,210	7,426	7,649	7,879
PUBLICATIONS (HOSTING/PROMOTIONS)	4,000	4,120	4,244	4,371	4,502
LEGAL FEES	5,000	5,150	5,305	5,464	5,628
MEMBERSHIP & DUES	2,000	2,060	2,122	2,185	2,251
SCHOLARSHIP/GRAD EXPENSES	4,000	4,120	4,244	4,371	4,502
AWARDS - VOLUNTEER APPRECIATION	4,000	4,120	4,244	4,371	4,502
STAFF APPRECIATION	12,500	12,875	13,261	13,659	14,069
GRANT IN AID (FINANCIAL ASST GRANTS)	69,655	46,405	47,798	49,232	50,708
MUSEUM GIA	91,575	94,323	97,152	100,067	103,069
WAGES (GGS)	595,000	612,850	631,236	650,173	669,678
WAGES BENEFITS (GGS)	209,250	215,528	221,993	228,653	235,513
RECRUITING COSTS / HUMAN RESOURCES EXPENSE	75,000	77,250	79,568	81,955	84,413
TRAVEL KMS MEALS FLIGHTS	10,000	10,300	10,609	10,927	11,255
TRAINING AND DEVELOPMENT	10,000	10,300	10,609	10,927	11,255
CUSTODIAN WAGES	80,000	82,400	84,872	87,418	90,041
TELECOMMUNICATIONS - GGS	23,000	23,690	24,401	25,133	25,887
NATURAL GAS	11,000	11,330	11,670	12,020	12,381
ELECTRICITY	3,500	3,605	3,713	3,825	3,939
POSTAGE	6,200	6,386	6,578	6,775	6,978
ADVERTISING	2,500	2,575	2,652	2,732	2,814
PUBLICATIONS (HOSTING/PROMOTIONS)	1,000	1,030	1,061	1,093	1,126
LEGAL FEES	15,000	15,450	15,914	16,391	16,883
AUDIT FEES	50,000	51,500	53,045	54,636	56,275
MEMBERSHIP & DUES	4,500	4,635	4,774	4,917	5,065
INSURANCE	240,000	247,200	254,616	262,254	270,122
SUPPLIES	35,000	36,050	37,132	38,245	39,393
LICENCES PERMITS & CERTIFICATION	71,720	73,872	76,088	78,370	80,721
EQUIPMENT RENTALS & LEASES	11,840	12,195	12,561	12,938	13,326
PROTECTIVE CLOTHING/FIRST AID	500	515	530	546	563
BUILDING MAINTENANCE & REPAIRS	10,000	10,300	10,609	10,927	11,255
CONTRACT SERVICES	157,200	161,916	166,773	171,777	176,930
BANK CHARGES & PAYROLL COSTS	4,400	4,532	4,668	4,808	4,952
RETAIL EXPENSE (GGS)	3,150	3,245	3,342	3,442	3,545
CONTINGENCY FUND	250,000	250,000	250,000	250,000	250,000
TOTAL GGS EXPENSES	**1,879,760**	**1,928,653**	**1,979,012**	**2,030,883**	**2,084,309**

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – General Administration" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – General Administration.

ATTACHMENTS:

None.

Prepared By: *Crystal Brown, Chief Administrative Officer*

Draft Capital Budget Project Information Sheet

Capital Project Name:

Project Description:

Strategic Plan Relevance

1. Manage, invest, plan, and implement sustainable municipal infrastructure to address the needs of residents and visitors.
   - ☐ Work with BC Hydro to get a reliable Water Treatment Plant for the District.
   - ☐ Use asset management tools to replace infrastructure in a timely manner with the promotion of green development.
   - ☐ Upgrade Kendrick and Adam Street sanitary Lift stations.
   - ☐ Complete registration of Wastewater Treatment Plant with the Ministry.
   - ☐ Re-pave high-priority roads as per the Asset Management tools.
   - ☐ Complete Beryl Prairie Flood Mitigation ditch.
   - ☐ Repair and rehabilitation of District owned facilities.
   - ☐ Replacement of equipment and fleet following the asset management tool.

2. Retention of residents and attract visitors with recreational amenities.
   - ☐ Complete phase-3 of ATV Campground.
   - ☐ Complete the trail map.
   - ☐ Develop a plan for Pool facility improvement – Recreation committee to provide quarterly reports to the council.
   - ☐ Construct new playgrounds at the Dinosaur Lake campground, Cameron Lake campground, and a playground at the arena baseball diamond. Replace the playground at the pool.
   - ☐ Maintain and refurbish existing facilities and campgrounds.

3. Facilitate population growth with attainable housing, sustainable infrastructure and tourism.
   - ☐ Develop a marketing plan for the District including residential and industrial development.
   - ☐ Update Official Community Plan (OCP) which is long overdue.
   - ☐ Hire a consultant for the design and construction of the Community Hall.
   - ☐ Develop a long-term downtown development plan.

4. Perform organizational review for recruitment and retention of out-of-scope staff and overall review of organizational efficiencies.
   - ☐ Hire a consultant to perform an organizational review.
   - ☐ Develop a bylaw for public online meetings and allow Council to attend virtually.
   - ☐ Update relevant Bylaws and policies to make those up to date.

☐ Bylaw enforcement to clean up the town and make the town presentable. Remove old and unsafe buildings and promote the use of that land.

FINANCIAL CONSIDERATIONS

WATER – CARRY OVER	2024	2025	2026	2027	2028
Water Valve & Hydrant Replacement	$150,000	$100,000		$100,000	
Reservoir Capital Upgrade	$10,000				
Total	**$160,000**	**$100,000**		**$100,000**	

WATER - NEW	2024	2025	2026	2027	2028
Water Main Looping			$500,000		$500,000
Water Main Replacement				$250,000	
Residential Water Stands Keypad (2)	$25,000				
Beryl Prairie Water Well	$500,000				
Water Meter Program	$25,000	$50,000	$50,000	$50,000	$50,000
Total	**$550,000**	**$50,000**	**$550,000**	**$300,000**	**$550,000**

WATER TREATMENT PLANT - NEW	2024	2025	2026	2027	2028
Preliminary Design	$110,000				
Final Design	$350,000				
Permanent Intake	$55,000	$864,000			
Water Treatment Plant Construction		$5,300,000			$350,000
Total	**$517,024**	**$6,164,000**			**$350,000**

RISK CONSIDERATIONS

Capital Planning Criteria Decision Rating

Impact Scoring (1-7)	1	2	3	4	5	6	7
Employee Safety Risk Potential	Not Applicable	Near Miss	First Aid	Temporary Disability	Permanent Disability	Fatality	Multiple Fatalities
Public Safety Risk Potential	Not Applicable	Near Miss	First Aid	Temporary Disability	Permanent Disability	Fatality	Multiple Fatalities
Reputational Impact	Not Applicable	Limited	Small	Small but Vocal	Many	Majority	All
Impact on Services	Short Disruption to a Few Residents	Short Disruption to Many Residents	Short Disruption to All Residents	Long Disruption to a Few Residents	Long Disruption to Many Residences	Long Disruption to All Residences	Very Long Distribution to Service

STAFF REPORT

TO: **Mayor and Council**

FROM: **Robert Dauphinee, Director of Public Works**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – MFA Debt Servicing**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – MFA Debt Servicing" dated April 15, 2024, which includes the Draft Municipal Finance Authority Debt Servicing amounts in the Five-Year Financial Plan, totalling $1,992,035, for information.

BACKGROUND:
Municipal Finance Authority Debt Servicing includes the principal and interest payments for both the proposed permanent water treatment plant and the new community hall.

The total proposed Draft 2024 Operating Budget – MFA Debt Servicing is $0.

The total proposed Five-Year Draft Capital Budget for Facilities is $1,992,035.

FINANCIAL CONSIDERATIONS:

REVENUE SOURCES	2024	2025	2026	2027	2028
Municipal Finance Authority Borrowing		$4,756,000	$7,500,000		
TOTAL REVENUE		$4,756,000	$7,500,000		

EXPENSES	2024	2025	2026	2027	2027
MFA – Debt Servicing Interest			$259,125	$259,125	$618,375
MFA – Debt Servicing Principle			$237,500	$237,500	$380,410
TOTAL EXPENSES			**$496,625**	**$496,625**	**$998,785**

ALTERNATIVE OPTIONS:
1. That Council provides further direction.

ATTACHMENTS:
None.

Prepared By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Tonia Alexander, Deputy Treasurer**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – ICBC & Other**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – ICBC & Other" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for ICBC & Other, totalling $102,660 in the 2024 Financial Plan

BACKGROUND:
ICBC & Other, consists of ICBC Operations and Hunting & Fishing Licenses and tower rentals.

The total proposed Draft 2024 Operating Budget for ICBC & Other is $102,660.

The total proposed Five-Year Operating Budget for ICBC & Other is $545,036.

Highlights of the variances of more than $5,000 for the draft 2024 Operating Budget - ICBC &Other include:

- Wages and Benefits – increase of $8,500 due to wage increases.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – ICBC & Other

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
HUNTING & FISHING LICENCES	8,000	8,240	8,487	8,742	9,004
TELUS TOWER RENTAL	4,411	4,543	4,680	4,820	4,965
ICBC COMMISSIONS	110,000	113,300	116,699	120,200	123,806
TOTAL REVENUE	**122,411**	**126,083**	**129,866**	**133,762**	**137,775**

EXPENSES	2024	2025	2026	2027	2028
WAGES & BENEFITS	92,160	94,925	97,773	100,705	103,727
TRAVEL, TRAINING & Development	3,000	3,090	3,183	3,278	3,377
RETAIL EXPENSE (HUNTING & FISHING LIC)	7,500	7,725	7,957	8,195	8,441
TOTAL EXPENSES	**102,660**	**105,740**	**108,912**	**112,179**	**115,545**

NET Surplus	**19,751**	**20,344**	**20,954**	**21,582**	**22,230**

Surplus Revenue from ICBC and Other will be used to reduce shortfall in the operating budget.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – ICBC & Other" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – ICBC & Other.

ATTACHMENTS:

None.

Prepared By: *Tonia Alexander, Deputy Treasurer*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Fred Burrows, Director of Protective Services**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Protective Services & Emergency Preparedness**

RECOMMENDATION #1:
That Council receives the report titled "Draft 2024 Operating Budget – Protective Services & Emergency Preparedness" dated April 15, 2024; further, that council authorizes a funding commitment in the amount of $40,000, to be used towards the Deputy Fire Chief's wages.

RECOMMENDATION #2:
That Council includes the draft 2024 Operating Budget for Protective Services & Emergency Preparedness, totalling $743,300 in the 2024 Financial Plan.

BACKGROUND:
Protective Services & Emergency Preparedness consists of Fire Protection Service, & Emergency Management Operations.

The total proposed Draft 2024 Operating Budget – Protective Services & Emergency Preparedness is $743,300.

The total proposed Five-Year Operating Budget – Protective Services & Emergency Preparedness is $4,139,355.

Highlights of variances more than $5,000 for the draft 2024 Operating Budget - Protective Services & Emergency Preparedness:

Fire Department Expenses

- **Wages & Benefits** – decrease of $29,800 due to a reasonable allocation of casual wages & benefits. As well revenue from the Covid fund of $40,000 to cover safety related activities.

- **Volunteer Stipend** – increase of $10,000 due to a review of the regional rates for extended call outs, practices, and base rates.

- **Licences and Permits** – increase of $5,000 due to an increase in radio licence fees which are set by Industry Canada. There was also and increase in our Mobi Cad fees which is the software North Island 911 uses to send data/information to our mobile data terminals in our fire apparatus and light vehicles.

- **Vehicle Operating & Maintenance** – increase of $15,000. In 2024 we have scheduled repair on the built-in generator on Engine 01 for approximately $6,000, There is also a $5,100 repair scheduled for the SUV and have spent approximately $5,500 on another repair on Engine 01 which is over $5,000 all occurred in the first three months of 2024.

- **Contract Services** – decrease of $14,000 due to reallocation based on historical actuals.

- **SCBA & Compressor Service** – increase of $10,000 due to our need for mobile servicing of the from one of the mobile service companies for all cylinder inspection, SCBA units, the air sample from the compressor to be sent away and analysed and compressor service/maintenance.

Municipal Emergency Preparedness

- **Training & Development** – increase of $7,500 due to the increase of mandated emergency management training for all staff. Not all training is available in our region.

- **Materials & Supplies** – increase of $9,000 for public engagements, including Fire Smart, and promotional materials that support theses initiatives. Saturday May 4, 2024, is National Community Wildfire Preparedness Day at which time the District will be holding an event with experts in Fire Smart procedures along with a community barbeque at the fire hall. Other events throughout the year will be held to promote emergency preparedness within the community.

- **Emergency Management Contract Services** - increase of $140,000 due to new requirements from the Emergency Management Act. This is for a contractor to conduct hazard assessments for the district and emergency plan update. Once those assessments are completed, we will then commence with engagement with our First Nations partners on the updated plan, using the $40,000 grant that had been allocated. This will also be used as EOC kick start funding until provincial spending approvals have been received for those items that are considered emergency spending.

- **EOC Wages** – increase of $25,000 to be used to kick start our EOC operations funding until provincial spending approvals have been received for those items that are considered emergency spending.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Protective Services & Emergency Preparedness

REVENUE	2024	2025	2026	2027	2028
CANADA SUMMER STUDENT GRANT	1,250	1,288	1,326	1,366	1,407
PRA	40,000			583,500	318,000
OUT OF AREA RESPONSE REVENUE	10,000	10,300	10,609	10,927	11,255
PROVINCIAL GRANTS - OPERATION	43,700				
TOTAL REVENUE	**94,950**	**11,188**	**11,935**	**595,793**	**330,662**

EXPENSES	2024	2025	2026	2027	2028
WAGES & BENEFITS (PROT SERV)	255,000	262,650	270,530	278,645	287,005
TRAVEL & TRAINING	20,000	20,600	21,218	21,855	22,510
VOLUNTEER STIPEND	30,000	30,900	31,827	32,782	33,765
VOLUNTEER TRAINING COURSES	12,000	12,360	12,731	13,113	13,506
POWER & GAS & TELECOM	26,000	26,780	27,583	28,411	29,263
MEMBERSHIP & DUES	2,500	2,575	2,652	2,732	2,814
INSURANCE VOLUNTEERS	5,600	5,768	5,941	6,119	6,303
LICENCES, PERMITS & CERTIFICATE	7,000	7,210	7,426	7,649	7,879
EQUIPMENT RENTALS & LEASES	1,300	1,339	1,379	592,260	592,260
VEHICLE OP & MAINTENANCE	40,000	41,200	42,436	43,709	45,020
MATERIALS & SUPPLIES	44,000	45,320	46,680	48,080	49,522
VEHICLE INSPECTIONS	9,500	9,785	10,079	10,381	10,692
CONTRACT SERVICES	5,000	5,150	5,305	5,464	5,628
O & M FIRE HALL	30,000	30,900	31,827	32,782	33,765
O & M FIRE EQUIPMENT	30,000	30,900	31,827	32,782	33,765
DUTY OFFICER	15,000	15,450	15,914	16,391	16,883
SCBA & COMPRESSOR	14,200	14,626	15,065	15,517	15,982
OUT OF AREA RESPONSE EXPENSE	2,500	2,575	2,652	2,732	2,814
PUBLIC RELATIONS	7,500	7,725	7,957	8,195	8,441
TRAINING AND DEVELOPMENT	10,000	10,300	10,609	10,927	11,255
TELECOMMUNICATIONS - MEP	1,200	1,236	1,273	1,311	1,351
MATERIALS & SUPPLIES	10,000	10,300	10,609	10,927	11,255
CONTRACT SERVICES	140,000	25,000	25,750	26,523	27,318
O & M EOC	25,000	25,750	26,523	27,318	28,138
TOTAL EXPENSES	**743,300**	**646,399**	**665,791**	**1,276,604**	**1,297,134**

NET Deficit	**648,350**	**634,812**	**653,856**	**680,811**	**966,472**

Deficit to be covered with general tax revenue.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – Protective Services & Emergency Preparedness" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Protective Services & Emergency Preparedness.

ATTACHMENTS:

None.

Prepared By: *Fred Burrows, Director Protective Services*

Approved By: *Crystal Brown. Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Fred Burrows, Director of Protective Services**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Bylaw & Animal Control**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Bylaw & Animal Control" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Bylaw & Animal Control, totalling $49,643 in the 2024 Financial Plan

BACKGROUND:
Bylaw & Animal Control consists of bylaw enforcement and animal control services.

The total proposed Draft 2024 Operating Budget – Bylaw & Animal Control is $49,443.

The total proposed Five-Year Operating Budget – Bylaw & Animal Control is $263,561.

There are no variances more than $5,000 for the draft 2024 Operating Budget - Bylaw & Animal Control.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Bylaw & Animal Control

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
BUSINESS LICENSES	5,000	5,150	5,305	5,464	5,628
DOG LICENSES	1,200	1,236	1,273	1,311	1,351
TOTAL REVENUE	**6,200**	**6,386**	**6,578**	**6,775**	**6,978**

EXPENSES	2024	2025	2026	2027	2028
TRAINING AND DEVELOPMENT	2,000	2,060	2,122	2,185	2,251
ADVERTISING	500	515	530	546	563
LEGAL FEES	2,000	2,060	2,122	2,185	2,251
MEMBERSHIP & DUES	200	206	212	219	225
MATERIALS & SUPPLIES	500	515	530	546	563
ANIMAL CONTROL CONTRACT	39,443	40,626	41,845	43,100	44,393
ANIMAL CONTROL EXPENSES	1,500	1,545	1,591	1,639	1,688
INSURANCE	2,500	2,575	2,652	2,732	2,814
MATERIALS & SUPPLIES	1,000	1,030	1,061	1,093	1,126
TOTAL EXPENSES	**49,443**	**51,132**	**52,666**	**54,246**	**55,873**

NET Deficit	**43,443**	**44,746**	**46,089**	**47,471**	**48,895**

Deficit to be covered with general tax revenue.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – Bylaw & Animal Control" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Bylaw & Animal Control.

ATTACHMENTS:

None.

Prepared By: *Fred Burrows, Director of Public Works*

Approved By: *Crystal Brown, CAO*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Robert Dauphinee, Director of Engineering & Public Works**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Asset Management**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Asset Management" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Asset Management, totalling $100,000 in the 2024 Financial Plan

BACKGROUND:
Asset Management involves costs related to Developing the District's Asset Management Strategy.

The total proposed Draft 2024 Operating Budget – Asset Management is $100,000.

The total proposed Five-Year Operating Budget – Asset Management is $246,183.

Highlights of variances +- $5,000 for the draft 2024 Operating Budget - Asset Management:

- **Condition Assessment -** an increase in $ 40,000 due to Asset Retirement Obligations (ARO). The District must retire tangible capital assets at the end of their useful life, which must be disclosed in the annual financial statements. To ensure compliance, facility assessments are necessary to identify any regulated hazardous materials requiring special handling upon retirement. The associated costs form part of our ARO in the financial statements. This activity involves hiring an experienced consultant to conduct the assessments and deliver a comprehensive report outlining the associated costs.

- **Asset Planning** – increase of $30,000 increase for the development of an asset management strategy. In recent summers, with the assistance of a student, the District has undertaken thorough data collection on our existing assets, which now serves as the foundation for our asset management strategy. This collected data offers valuable insights into asset performance, condition, and lifecycle costs, which enables informed decision-making and optimizes the utilization of our assets. The next phase of our asset management initiative entails developing a comprehensive strategy outlining how the District plans to effectively oversee assets throughout their lifecycle. This involves setting goals, assessing risks, prioritizing investments, establishing maintenance protocols, and

enhancing asset performance. As part of this task, we will engage a consultant to develop a detailed asset management strategy to optimize resource allocation, improve service delivery, and achieve cost savings by prioritizing investments, mitigating risk, and supporting long-term infrastructure planning.

- **Asset Management Services** – increase of $10,000 for staff training.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Asset Management

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
PROVINCIAL GRANTS – Operations	10,000	10,300	10,609	10,927	11,255
TOTAL REVENUE	**10,000**	**10,300**	**10,609**	**10,927**	**11,255**

EXPENSES	**2024**	**2025**	**2026**	**2027**	**2028**
ASSET PLANNING	30,000				
ASSET MANAGEMENT SERVICES	10,000	10,000			
CONDITION ASSESSMENT - CCTV	40,000	50,000			
LICENCES, PERMITS & CERTIFICATION	20,000	20,600	21,218	21,855	22,510
TOTAL EXPENSES	**100,000**	**80,600**	**21,218**	**21,855**	**22,510**

NET ASSET MANAGEMENT Deficit	**90,000**	**70,300**	**10,609**	**10,927**	**11,255**

Deficit to be covered with general tax revenue.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled “Draft 2024 Operating Budget – Asset Management” dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Asset Management.

ATTACHMENTS:

None.

Prepared By: *Robert Dauphinee, Director of Engineer & Public Works*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Robert Dauphinee, Director of Engineering & Public Works**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Public Works**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Public Works" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Public Works, totalling $2,030,450 in the 2024 Financial Plan

BACKGROUND:
Public Works, consist of public woks administration, public works shop expenses, road maintenance expenses, and community airport maintenance.

The total proposed Draft 2024 Operating Budget – Public Works is $2,030,450.

The total proposed Five-Year Operating Budget – Public Works is $10,352,535.

Highlights of variances more than $5,000 for the draft 2024 Operating Budget - Public Works:

- **Wage & Benefits** – Decrease of $ 11,250. This decrease reflects a reallocation of $ 145,000 from the Public Works Operating Budget to the Water Utility and Wastewater Utility Operating Budgets. The wages and benefits for Public Works increased by $ 135,000, including increases for union and exempt employees.

- **O&M Roads –** an increase of $12,000 due to asphalt paving. In 2023, the District could not carry out the annual asphalt patching program, an important annual task aimed at repairing potholes, cracks, and other surface flaws to improve safety and extend the lifespan of pavement infrastructure. This initiative entails identifying and prioritizing asphalt failures on District roads, patching surfaces, and addressing removed asphalt caused by waterline repairs.

- **Traffic Calming** – an increase of $ 10,000 for road safety. The District received total funding through the Vision Zero in Road Safety Grant Program to acquire two speed radar signs. These devices are known to be effective in traffic calming, as they inform drivers of their current speed, prompting adjustments in behaviour to comply with speed limits. By fostering awareness and promoting reduced speeds, particularly in high-risk areas or those posing concerns for pedestrian safety, these speed radar signs aim to enhance road

safety within the community. We plan to strategically place these on district roads known for excessive speeding. They will be periodically relocated throughout the district to maximize their effectiveness to reduce excessive speed concerns.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Public Works

PUBLIC WORKS REVENUE	2024	2025	2026	2027	2028
PROVINCIAL GRANTS - OPERATIONA	10,378	0	0	0	0
CANADA SUMMER STUDENT GRANT	1,250	1,288	1,326	1,366)	1,407
TOTAL PUBLIC WORKS REVENUE	**11,628**	**1,288**	**1,326**	**1,366**	**1,407**

PUBLIC WORKS EXPENSES	2024	2025	2026	2027	2028
WAGES & BENEFITS	1,425,000	1,467,750	1,511,783	1,557,136	1,603,850
TRAVEL & TRAINING	20,000	20,600	21,218	21,855	22,510
OH & SAFETY EQUIPMENT	5,500	5,665	5,835	6,010	6,190
ADVERTISING	3,500	3,605	3,713	3,825	3,939
MEMBERSHIP & DUES	1,200	1,236	1,273	1,311	1,351
INSURANCE - FLEET	60,000	61,800	63,654	65,564	67,531
PROT CLOTHING/ FIRST AID	11,000	11,330	11,670	12,020	12,381
CONTRACT SERVICES	20,000	20,600	21,218	21,855	22,510
TOTAL PUBLIC WORK EXPENSES	**1,546,200**	**1,592,586**	**1,640,364**	**1,689,574**	**1,740,262**

PUBLIC WORKS SHOP EXPENSES	2024	2025	2026	2027	2028
POWER & GAS & TELECOM	35,000	36,050	37,132	38,245	39,393
LICENCES PERMITS & CERTIFIC	1,200	1,236	1,273	1,311	1,351
O & M PUBLIC WORKS SHOP	50,000	51,500	53,045	54,636	56,275
TOTAL PUBLIC WORKS SHOP EXPENSES	**343,242**	**79,839**	**82,234**	**84,701**	**87,243**

PW ROADS EXPENSES	2024	2025	2026	2027	2028
ELECTRICITY STREET LIGHTING	56,000	57,680	59,410	61,193	63,028
FUEL OIL LUBRICANTS	120,000	123,600	127,308	131,127	135,061
REPLACEMENT PARTS & EQUIP	46,500	47,895	49,332	50,812	52,336
VEHICLE INSPECTIONS	2,400	2,472	2,546	2,623	2,701
O & M ROADS	172,000	75,000	77,250	79,568	81,955
TOTAL PUBLIC WORKS EXPENSES	**343,242**	**79,839**	**82,234**	**84,701**	**87,243**

AIRSTRIP EXPENSES	2024	2025	2026	2027	2028
ELECTRICITY	150	155	159	164	169
O & M AIRSTRIP	1,000	1,030	1,061	1,093	1,126
TOTAL AIRSTRIP EXPENSES	**1,150**	**1,185**	**1,220**	**1,257**	**1,294**

TOTAL PUBLIC WORKS EXP	**2,030,450**	**1,989,204**	**2,048,880**	**2,110,346**	**2,173,656**

NET PUBLIC WORKS Deficit	**2,018,822**	**1,987,916**	**2,048,553**	**2,108,980**	**2,172,249**

Deficit to be covered with general tax revenue.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – Public Works" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Public Works.

ATTACHMENTS:

None.

Prepared By: *Robert Dauphinee, Director of Engineering & Public Works*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Robert Dauphinee, Director of Engineering & Public Works**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Waste Management**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Waste Management" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Waste Management, totalling $205,000 in the 2024 Financial Plan

BACKGROUND:
Waste Management consists of costs related to weekly waste collection and operations of the Transfer Station.

The total proposed Draft 2024 Operating Budget – Waste Management is $205,000.

The total proposed Five-Year Operating Budget – Waste Management is $482,584.

Highlights of variances more than $5,000 for the draft 2024 Operating Budget - Waste Management includes:

- **O&M Landfill Clean Up** – increase of $36,000 for C&D Material Management. The transfer station accepts various construction and demolition materials (C&D), such as dimensional lumber, demolished buildings, metal, brick, asphalt, plastics, and other debris from construction, renovation, or demolition projects. Previously, onsite burning of this material was practiced, with residual waste placed to one side. However, with the PRRD owning the site, burning is prohibited, and we must transport it to an approved disposal site. We currently have 2023-generated material stockpiled at the transfer station and will manage any new material until the PRRD takes over the entire site, expected by late fall 2024. The objective is to secure a contractor's services through tendering to facilitate the transportation of this material from the transfer station to an approved site, ensuring the removal of the C&D waste from the site by the conclusion of 2024.

- **O&M Environmental** – increase of $105,000 for Bear Resistant Waste Carts. The project proposes replacing the existing waste carts with a model designed to prevent bears and other wildlife from accessing and scavenging through household garbage.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Waste Management

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
RESIDENTIAL GARBAGE FEES	93,825	85,825	85,825	85,825	85,825
TOTAL REVENUE	**93,825**	**85,825**	**85,825**	**85,825**	**85,825**

WASTE MANAGEMENT EXPENSES	**2024**	**2025**	**2026**	**2027**	**2028**
VEHICLE Operation & Maintenance	5,000	5,150	5,305	5,464	5,628
O & M ENVIRONMENTAL	110,000	10,000	10,300	10,609	10,927
LANDFILL FEES (PRRD)	40,000	41,200	42,436	43,709	45,020
O & M LANDFILL CLEAN UP	50,000	10,000	10,300	10,609	10,927
TOTAL EXPENSES	**205,000**	**66,350**	**68,341**	**70,391**	**72,502**

Surplus/Deficit	**-111,175**	**19,475**	**17,485**	**15,434**	**13,323**

Deficit to be covered with general tax revenue.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled “Draft 2024 Operating Budget – Waste Management” dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Waste Management.

ATTACHMENTS:

None.

Prepared By: *Robert Dauphinee, Director of Engineering & Public Works*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Robert Dauphinee, Director of Engineering & Public Works**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Cemetery**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Cemetery" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Cemetery, totalling $10,000 in the 2024 Financial Plan

BACKGROUND:
Cemetery, consists of Love Hudson's Hope, Business Façade Grant Expense & EDO Grant Expense

The total proposed Draft 2024 Operating Budget – Cemetery is $10,000.

The total proposed Five-Year Operating Budget – Cemetery is $53,091.

No increase for 2024.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Cemetery

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
CEMETERY FEES	3,000	3,090	3,183	3,278	3,377
TOTAL REVENUE	**3,000**	**3,090**	**3,183**	**3,279**	**3,377**

EXPENSES	**2024**	**2025**	**2026**	**2027**	**2028**
O & M CEMETERY MAINTENANCE	10,000	10,300	10,609	10,927	11,255
TOTAL EXPENSES	**10,000**	**10,300**	**10,609**	**10,927**	**11,255**

DEFICIT	**7,000**	**7,210**	**7,426**	**7,649**	**7,879**

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – Cemetery" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Cemetery.

ATTACHMENTS:

None.

Prepared By: *Robert Dauphinee, Director of Engineering & Public Works*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Robert Dauphinee, Director of Engineering & Public Works**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Library & New Horizons**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Library & New Horizons" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Library & New Horizons, totalling $148,545 in the 2024 Financial Plan

BACKGROUND:
Library & New Horizons consists of the two buildings at the library.

The total proposed Draft 2024 Operating Budget – Library & New Horizons is $148,545.

The total proposed Five-Year Operating Budget – Library & New Horizons is $788,647.

Highlights of variances more than $5,000 for the draft 2024 Operating Budget – Library & New Horizons include:

- Building Maintenance & Repairs – decrease of $10,000 due to low maintenance.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Library & New Horizons

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
LIBRARY IT MAINTENANCE COSTS	6,600	6,798	7,002	7,212	7,428
TOTAL REVENUE	**6,600**	**6,798**	**7,002**	**7,212**	**7,428**

EXPENSES	**2024**	**2025**	**2026**	**2027**	**2028**
GRANT IN AID	129,945	133,844	137,859	141,995	146,254
BUILDING MAINT. & REPAIRS	10,000	10,300	10,609	10,927	11,255
IT CONTRACT SERVICES	6,600	6,798	7,002	7,212	7,428
NEW HORIZONS Bldg Repairs & Mnt	2,000	2,060	2,122	2,185	2,251
TOTAL EXPENSES	**148,545**	**153,002**	**157,592**	**162,319**	**167,189**

NET DEFICIT	**141,945**	**146,204**	**150,590**	**155,107**	**159,761**

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – Library & New Horizons" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Library & New Horizon.

ATTACHMENTS:

None.

Prepared By: *Robert Dauphinee, Director of Engineering & Public Works*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Kelsey Shewfelt, Recreation Officer**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Parks & Recreation**

RECOMMENDATION #1:
That Council receives the report titled "Draft 2024 Operating Budget – Parks & Recreation" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Parks & Recreation, totalling $838,450 in the 2024 Financial Plan

BACKGROUND:
Parks & Recreation consists of Arena Operations, Pool Operations, Visitor Centre Operations, Curling Rink Operations, Community Hall Operations, Parks & Grounds (IE Beattie Park grass cutting etc), Campground Operations & Special Events

The total proposed Draft 2024 Operating Budget – Parks & Recreation is $838,450.

The total proposed Five-Year Operating Budget – Parks & Recreation is $4,255,569.

Facility & Operation	Current Budget	Five-Year Plan
Skating Arena	$150,900	$801,149
Swimming Pool	$250,300	$1,328,877
Visitor Centre	$75,400	$400,309
Curling Rink	$54,300	$288,286
Community Hall	$23,500	$124,765
Parks & Grounds	$90,400	$316,115
Campgrounds	$22,900	$89,533
Special Events	$170,750	$906,535
Total Parks & Recreation	**$838,450**	**$4,255,569**

Highlights of variances more than $5,000 for the draft 2024 Operating Budget - Parks & Recreation includes:

- **Arena Ops - O&M Arena** – increase of $5,000 due to increased operating costs to address safety access for filter changes.
- **Pool Ops - Canada Summer Grant** – decrease of $49,000 in revenue due to positions not meeting grant requirements.
- **Pool Ops - Wages & Benefits** – increase of $16,200 increase due to union wage increases.
- **Pool Ops - O& M Pool** – decrease of $5,000 adjustment to bring this in line with historical maintenance costs.
- **Visitor Ops - O & M** – decrease of $10,000 adjustment to bring this in line with historical maintenance costs.
- **Curling Ops - Power & Gas** – increase of $5,300 due to energy costs increases.
- **Parks Ops - O & M** - $52,000 increase due to contract arborist.
- **Special Event - Wages & Benefits** – increase of $10,910 due to Staff & Union Wages increases.
- **Special Event - Instructors Contracts** – decrease of $7,000 due to lack of qualified instructor availability.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Arena

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
DROP IN & PASS FEES	2,600	2,678	2,758	2,841	2,926
RENTAL FEES	14,000	14,420	14,853	15,298	15,757
SKATE SHARPENING	500	515	530	546	563
VENDING MACHINE	500	515	530	546	563
TOTAL REVENUE	**17,600**	**18,128**	**18,672**	**19,232**	**19,809**

EXPENSES	**2024**	**2025**	**2026**	**2027**	**2028**
SPECIAL EVENTS ARENA	2,000	2,060	2,122	2,185	2,251
POWER, GST & TELECOM	56,400	58,092	59,835	61,630	63,479
SUPPLIES	2,000	2,060	2,122	2,185	2,251
VENDING MACHINE SUPPLIES	500	515	530	546	563
O & M ARENA EXPENSES	90,000	92,700	95,481	98,345	101,296
TOTAL EXPENSES	**150,900**	**155,427**	**160,090**	**164,893**	**169,839**

NET ARENA Deficit	**133,300**	**137,299**	**141,418**	**145,661**	**150,030**

Draft 2024 Operating Budget – Swimming Pool

REVENUE	2024	2025	2026	2027	2028
DROP IN & PASS FEES & LESSONS	20,700	21,321	21,961	22,619	23,298
RETAIL SALES	350	361	371	382	394
CANADA SUMMER STUDENT GRANT	5,000	5,150	5,305	5,464	5,628
TOTAL SWIMMING POOL REVENUE	**26,050**	**26,832**	**27,636**	**28,466**	**29,320**

EXPENSES	2024	2025	2026	2027	2028
WAGES SEASONAL & BENEFITS	147,000	151,410	155,952	160,631	165,450
TRAVEL & TRAINING	3,000	3,090	3,183	3,278	3,377
POWER, GST & TELECOM	33,800	34,814	35,858	36,934	38,042
SUPPLIES	3,000	3,090	3,183	3,278	3,377
CONTRACT SERVICES	8,000	8,240	8,487	8,742	9,004
RETAIL EXPENSE SWAG	500	515	530	546	563
O & M POOL	55,000	56,650	58,350	60,100	61,903
TOTAL EXPENSES	**230,300**	**257,809**	**265,543**	**273,510**	**281,715**

NET SWIMMING POOL Deficit	**224,250**	**230,978**	**237,907**	**245,044**	**252,395**

Draft 2024 Operating Budget – Visitor Centre

REVENUE	2024	2025	2026	2027	2028
TOURISM BC GRANT	15,000	15,450	15,914	16,391	16,883
RETAIL SALES VIS	250	258	265	273	281
TOTAL REVENUE	**15,250**	**15,708**	**16,179**	**16,664**	**17,164**

EXPENSES	2024	2025	2026	2027	2028
WAGES SEASONAL & BENEFITS	44,800	46,144	47,528	48,954	50,423
INFO CTR TRAINING	1,500	1,545	1,591	1,639	1,688
POWER & TELECOM	7,100	7,313	7,532	7,758	7,991
ADVERTISING - INFO CTR TOURISM	5,500	5,665	5,835	6,010	6,190
RETAIL EXPENSE	1,000	1,030	1,061	1,093	1,126
O & M VISITORS CENTER	10,000	10,300	10,609	10,927	11,255
TOTAL EXPENSES	**75,400**	**77,662**	**79,992**	**82,392**	**84,863**

NET VISITOR CENTRE Deficit	**60,150**	**61,955**	**63,813**	**65,728**	**67,699**

Draft 2024 Operating Budget – Curling Rink

REVENUE	2024	2025	2026	2027	2028
CURLING RINK RENTAL	7,500	15,450	15,914	16,391	16,883
TOTAL REVENUE	**7,500**	**10,000**	**10,000**	**10,000**	**10,000**

EXPENSES	2024	2025	2026	2027	2028
POWER, GST & TELECOM	14,300	14,729	15,171	15,626	16,095
O & M CURLING RINK	40,000	41,200	42,436	43,709	45,020
TOTAL EXPENSES	**54,300**	**55,929**	**57,607**	**59,335**	**61,115**

NET CURLING RINK DEFICIT	**46,800**	**45,929**	**47,604**	**49,335**	**51,115**

Draft 2024 Operating Budget – Community Hall

REVENUE	2024	2025	2026	2027	2028
COMMUNITY HALL RENTAL	2,000	2,060	2,122	2,185	2,251
TOTAL REVENUE	**2,000**	**2,060**	**2,122**	**2,185**	**2,251**

EXPENSES	2024	2025	2026	2027	2028
POWER, GST & TELECOM	8,500	8,755	9,018	9,288	9,567
O & M COMMUNITY HALL	15,000	15,450	15,914	16,391	16,883
TOTAL EXPENSES	**23,500**	**24,205**	**24,931**	**25,679**	**26,449**

NET COMMUNITY HALL DEFICIT	**21,500**	**22,145**	**22,809**	**23,494**	**24,198**

Draft 2024 Operating Budget – Parks & Grounds

REVENUE	2024	2025	2026	2027	2028
BC HYDRO TREE PROGRAM	7,500	7,725	7,957	8,195	8,441
TOTAL REVENUE	**7,500**	**7,725**	**7,957**	**8,195**	**8,441**

EXPENSES	2024	2025	2026	2027	2028
POWER & GAS	3,700	3,811	3,925	4,043	4,164
MATERIALS & SUPPLIES	12,200	12,566	12,943	13,331	13,731
TREE PROGRAM EXPENSES	2,500	2,575	2,652	2,732	2,814
O & M PARKS	72,000	35,000	36,050	37,132	38,245
TOTAL EXPENSES	**90,400**	**53,952**	**55,571**	**57,238**	**58,955**

NET PARKS & GROUNDS Deficit	**82,900**	**46,227**	**47,614**	**49,042**	**50,513**

Draft 2024 Operating Budget – Campgrounds

REVENUE	2024	2025	2026	2027	2028
PASSES & FIREWOOD & SHOWERS	13,500	13,905	14,322	14,752	15,194
ALWIN HOLLAND PASS	2,000	2,060	2,122	2,185	2,251
CAMERON LAKE PASS	25,000	25,750	26,523	27,318	28,138
DINOSAUR LAKE PASS	12,000	12,360	12,731	13,113	13,506
KING GETHING PASS	3,000	3,090	3,183	3,278	3,377
ATV CAMPGROUND PASS	6,000	6,180	6,365	6,556	6,753
TOTAL REVENUE	**61,500**	**63,345**	**65,245**	**67,203**	**69,219**

EXPENSES	2024	2025	2026	2027	2028
TELECOM - CAMPGROUNDS	900	927	955	983	1,013
O & M CAMPGROUNDS	22,000	15,000	15,450	15,914	16,391
TOTAL EXPENSES	**22,900**	**15,927**	**16,405**	**16,897**	**17,404**

NET CAMPGROUNDS SURPLUS	**38,600**	**47,418**	**48,841**	**50,306**	**51,815**

Draft 2024 Operating Budget – Special Events

REVENUE	2024	2025	2026	2027	2028
GRANTS - OTHER (CANADA DAY)	10,000	10,300	10,609	10,927	11,255
PROGRAM REGISTRATIONS	1,000	1,030	1,061	1,093	1,126
CANADA SUMMER STUDENT GRANT	2,500	2,575	2,652	2,732	2,814
WINTER FESTIVAL DONATIONS	2,500	2,575	2,652	2,732	2,814
TOTAL REVENUE	**16,000**	**16,480**	**16,974**	**17,484**	**18,008**

EXPENSES	2024	2025	2026	2027	2028
WAGES & BENEFITS	113,000	116,390	119,882	123,478	127,182
TRAVEL & TRAINING	3,000	3,090	3,183	3,278	3,377
INSTRUCTOR CONTRACT SERVICES	6,000	6,180	6,365	6,556	6,753
SPECIAL EVENTS EXPENSES	28,000	28,840	29,705	30,596	31,514
TELECOMMUNICATIONS	2,000	2,060	2,122	2,185	2,251
MEMBERSHIP & DUES	750	773	796	820	844
WINTER FESTIVAL EXPENSES	15,000	15,450	15,914	16,391	16,883
EXPENSES	**170,750**	**175,873**	**181,149**	**186,583**	**192,181**

NET SPECIAL EVENTS DEFICIT	**154,750**	**159,393**	**164,174**	**169,100**	**174,172**

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – Parks & Recreation" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Parks & Recreation.

ATTACHMENTS:

None.

Prepared By: *Kelsey Shewfelt, Recreation Officer*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Tonia Alexander, Deputy Treasurer**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Planning & Development**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Planning & Development" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Planning & Development, totalling $343,242 in the 2024 Financial Plan

BACKGROUND:
Planning & Development consists of building permits, inspections, and land use management.

The total proposed Draft 2024 Operating Budget – Planning & Development is $343,242.

The total proposed Five-Year Operating Budget – Planning & Development is $677,260.

Highlights of increases for the draft 2024 Operating Budget -Planning & Development:

- **Contract Service** – increase of $10,242 for the PRRD contract building inspector. Costs allocations are determined by contract and are based on population and assessment, and the PRRD's 2024 budget.

- **Contract Services** – increase of $290,000 for OCP update, Housing Needs Assessment & Development procedures bylaw. Note the Housing needs assessment has a grant of $154,967 to cover expenses related.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Planning & Development

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
LAND USE APPLICATION FEES	1,000	1,030	1,061	1,093	1,126
PROVINCIAL GRANTS - Operations	154,967	0	0	0	0
BUILDING PERMITS	3,000	3,090	3,183	3,278	3,377
SITE C TECHNICAL SUPPORT	9,315	9,594	9,882	10,179	10,484
TOTAL REVENUE	**168,285**	**13,714**	**14,126**	**14,550**	**14,986**

EXPENSES	2024	2025	2026	2027	2028
BYLAW EXPENSE	5,000	5,150	5,305	5,464	5,628
LEGAL FEES	20,000	20,600	21,218	21,855	22,510
PRRD BUILDING INSPECTIONS	28,242	29,089	29,962	30,861	31,787
CONTRACT SERVICES	290,000	25,000	25,750	26,523	27,318
TOTAL EXPENSES	**343,242**	**79,839**	**82,234**	**84,701**	**87,243**

NET PLANNING & DEV DEFICIT	**174,960**	**66,125**	**68,109**	**70,152**	**72,256**

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – Planning & Development" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Planning & Development.

ATTACHMENTS:

None.

Prepared By: *Tonia Alexander, Deputy Treasurer*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Tonia Alexander, Deputy Treasurer**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Economic Development**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Economic & Development" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Economic & Development, totalling $70,000 in the 2024 Financial Plan.

BACKGROUND:
Economic & Development, consists of Love Hudson's Hope, Business Façade Grant Expense & EDO Grant Expense

The total proposed Draft 2024 Operating Budget – Economic & Development is $80,000.

The total proposed Five-Year Operating Budget – Economic & Development is $121,836.

Highlights of variances more than $5,000 for the draft 2024 Operating Budget -Economic & Development includes:

- Economic Development Officer – increase of $50,000 for a contract Economic Development Officer.
- Business Façade – increase of $20,000 for the Business Façade program.
- Love Hudson's Hope – increase of $10,000 to develop new website.
- Deficit to be covered with general tax revenue.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Planning & Development

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
GRANTS	-70,000				
TOTAL REVENUE	**70,000**				

EXPENSES	2024	2025	2026	2027	2028
CONTRACTOR	50,000				
BUSINESS FAÇADE	20,000				
O&M	10,000	10,000	10,300	10,609	10,927
TOTAL EXPENSES	**80,000**				

NET EC DEV DEFICIT	**10,000**				

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – Planning & Development" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Planning & Development.

ATTACHMENTS:

None.

Prepared By: *Tonia Alexander, Deputy Treasurer*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Robert Dauphinee, Director of Engineering & Public Works**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Water Utility**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Water Utility" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Water Utility, totalling $1,039,750 in the 2024 Financial Plan.

BACKGROUND:
Water Utility consists of the Water Treatment and Distribution costs to provide potable water to District residents.

The total proposed Draft 2024 Operating Budget – Water Utility is $1,039,750.

The total proposed Five-Year Operating Budget – Water Utility is $4,371,128.

Highlights of variances more than $5,000 for the draft 2024 Operating Budget -Water Utility includes:

- **Wage & Benefits** – Increase of $ 45,000. This increase reflects the reallocation of $45,000 from the Public Works Operating Budget to the Water Utility Operating Budget, and new collective agreement.

- **Temporary Utility Support** – increase of $25,000 increase. This year, the District has been challenged to recruit a utility operator to fill the vacant position. The District also has another operating retiring this spring. Considering the impacts of these staff shortages and the challenges of the temporary process, we have retained the part-time, temporary services of an experienced Level III utility operator. The individual has an extensive background as a utility operator in water and wastewater and a strong knowledge of working with clarifiers.

- **Veolia Clarifier Rental** – increase of $ 452,235. On March 8th, 2023, Council approved a 12-month contract extension with Veolia for renting the Clarifier Trailer. These costs have been factored into the 2024 Water Utility Operating Budget, with an additional allocation of $75,000 designated for water treatment chemical expenses related to the clarification process.

- **Temporary Intake Cleaning** – increase of $40,000. Significant algae buildup was observed throughout the past summer on the intake screens of our temporary water pumps on the banks of the Peace River. This accumulation restricted our production capabilities, posing challenges during peak summer demand. To mitigate this issue for the upcoming season, we have planned regular inspections and cleaning of the intake screens by divers at scheduled intervals throughout the summer.

- **Leak Detection & Repair** – increase of $40,000. This task involves hiring a company to detect leaks in our distribution system and includes additional funds to repair any identified leaks.

- **Reservoir Assessment**— increase of $15,000. The valve chamber within the reservoir contains a modulating valve (altitude) assembly, which is crucial for managing water levels in our underground storage reservoir. This assembly, likely installed during the original construction, has exceeded its operational life span, which is evident from the notable deterioration observed in the chamber's assembly components. As part of this initiative, we aim to engage a consultant to assess the valve chamber and assembly and offer recommendations for upgrading the chamber components.

- **Consultant/Contracted Services**—increase of $20,000. The temporary treatment process can cause unforeseen operation issues that require technical support from our resources. This increase provides the opportunity to secure these services when challenges arise.

- Operating Deficit will be covered from general tax revenue.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Water Utility

REVENUE	**2024**	**2025**	**2026**	**2027**	**2028**
WATER - RESIDENTIAL CHARGES	115,250	115,250	115,250	115,250	115,250
WATER - RESIDENTIAL WATER STAND CHARGES	6,200	6,386	6,578	6,775	6,978
WATER - METERED CHARGES	8,500	8,755	9,018	9,288	9,567
WATER - DISCOUNTS	(3,200)	(3,296)	(3,395)	(3,497)	(3,602)
CONNECTION & SERVICE CHARGES	1,000	1,030	1,061	1,093	1,126
TOTAL REVENUE	**127,750**	**128,125**	**128,511**	**128,909**	**129,319**

EXPENSES	2024	2025	2026	2027	2028
WAGES & BENEFITS	230,000	236,900	244,007	251,327	258,867
TRAVEL & TRAINING	15,000	15,450	15,914	16,391	16,883
POWER, GAS, TELECOM	72,500	74,675	76,915	79,223	81,599
LICENCES PERMITS & CERTIFICATION	1,750	1,803	1,857	1,912	1,970
CONTRACT SERVICES	25,000	25,750	26,523	27,318	28,138
O & M WATER TREATMENT AND DISTRIBUTION	177,500	182,825	188,310	193,959	199,778
O & M WATER TREATMENT - TEMPORARY SYSTEM	518,000	533,540	549,546	0	0
TOTAL EXPENSES	**1,039,750**	**1,070,943**	**1,103,071**	**570,130**	**587,234**

NET WATER UTILITY DEFICIT	**912,000**	**942,818**	**974,560**	**441,221**	**457,915**

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Draft 2024 Operating Budget – Water Utility" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Water Utility.

ATTACHMENTS:

None.

Prepared By: *Robert Dauphinee, Director of Engineering & Public Works*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Robert Dauphinee, Director of Engineering & Public Works**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Wastewater Utility**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Wastewater Utility" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Wastewater Utility, totalling $255,162 in the 2024 Financial Plan

BACKGROUND:
The Wastewater Utility consists of costs for collecting and treating sewage generated by district residents connected to the wastewater collection system.

The total proposed Draft 2024 Operating Budget – Wastewater Utility is $255,162.

The total proposed Five-Year Operating Budget – Wastewater Utility is $1,354,688.

Highlights of variances more than $5,000 for the draft 2024 Operating Budget -Wastewater Utility:

- **Wage & Benefits** – Increase of $100,000. This increase reflects the reallocation of $100,000 from the Public Works Operating Budget to the Wastewater Utility Operating Budget.

- **Lagoon Aerator Maintenance** – $15,000 increase. In 2018, the District upgraded our wastewater lagoon, installing a diffused aeration system to improve oxygen transfer and support efficient biological treatment. Aerator diffusers require periodic maintenance and membrane replacement every 5-7 years. Inspection and replacement of failed components and membranes showing signs of wear are required. This activity involves the necessary maintenance to ensure our wastewater treatment process operates as designed and within regulatory requirements.

- Deficit to be covered with general tax revenue.

FINANCIAL CONSIDERATIONS:

Draft 2024 Operating Budget – Wastewater Utility

WASTEWATER UTILITY REVENUE	2024	2025	2026	2027	2028
SEWER - RESIDENTIAL CHARGE	71,000	73,130	75,324	77,584	79,911
SEWER - LAGOON DUMPS	5,600	5,768	5,941	6,119	6,303
SEWER - METERED CHARGES	4,500	4,635	4,774	4,917	5,065
SEWER - DISCOUNTS	(2,400)	(2,472)	(2,546)	(2,623)	(2,701)
CONNECTION & SERVICE CHARGES	1,000	1,030	1,061	1,093	1,126
THOMPSON BYLAW NO# 877	4,678	4,818	4,963	5,112	5,265
TOTAL WASTEWATER REVENUE	**84,878**	**86,909**	**89,517**	**92,202**	**94,968**

WASTEWATER UTILITY EXPENSES	2024	2025	2026	2027	2028
WAGES & BENEFITS	158,162	162,907	167,794	172,828	178,012
TRAVEL & TRAINING	7,500	7,725	7,957	8,195	8,841
POWER, GAS & TELECOM	3,500	3,605	3,713	3,825	3,939
LICENCES PERMITS & CERTIFICATION	7,500	7,725	7,957	8,195	8,441
CONTRACT SERVICES	5,000	5,150	5,305	5,464	5,628
O & M SEWER & PIPING	73,500	75,705	77,976	80,315	82,725
TOTAL WASTEWATER EXPENSES	**255,162**	**262,817**	**270,701**	**278,822**	**287,187**

NET WASTEWATER UTILITY Deficit	170,784	175,907	181,184	186,620	192,219

ALTERNATIVE OPTIONS:

1. That Council receives the report titled “Draft 2024 Operating Budget – Wastewater Utility” dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Wastewater Utility.

ATTACHMENTS:

None.

Prepared By: *Robert Dauphinee, Director of Engineering & Public Works*

Approved By: *Crystal Brown, Chief Administrative Officer*

HUDSON'S HOPE
PLAYGROUND OF THE PEACE

STAFF REPORT

TO: **Mayor and Council**

FROM: **Tonia Alexander, Deputy Treasurer**

DATE: **April 15, 2024**

SUBJECT: **Draft 2024 Operating Budget – Tax Rate Revenue**

RECOMMENDATION:
That Council receives the report titled "Draft 2024 Operating Budget – Tax Rate Revenue" dated April 15, 2024; further, that council includes the draft 2024 Operating Budget for Tax Rate Revenue, totalling $4,216,004 in the 2024 Financial Plan

BACKGROUND:
Tax Rate Revenue consists of general taxation, penalties & interest, and business franchise revenue.

The total proposed Draft 2024 Operating Budget – Tax Rate Revenue is $4,216,004.

The total proposed Five-Year Operating Budget – Tax Rate Revenue is $22,383,339.

FINANCIAL CONSIDERATIONS:

TAX CLASSES	CLASS 1 Residential	CLASS 2 Utilities	CLASS 4 Major Industry	CLASS 5 Light Industry	CLASS 6 Business / Other	CLASS 8 Recreation / Non-Prof	CLASS 9 Farm
ASSESSED VALUE	120,143,537	82,561,000	1,032,800	14,197,100	14,406,800	129,800	2,558,930
Rate (per 1,000)	3.75	40.00	17.00	17.00	10.25	3.25	3.25
Tax Rate Revenue	**$450,538**	**$3,302,440**	**$17,557**	**$241,350**	**$147,669**	**$422**	**$8,317**
Rate Increase	.07	14.79	.19	.19	.06	.10	.10
Revenue Increase	$62,213	$1,376,859	$761	$23,044	$8,081	$59	$158

ALTERNATIVE OPTIONS:
1. That Council receives the report titled "Draft 2024 Operating Budget – Tax Rate Revenue" dated April 15, 2024; further, that Council provides alternate direction regarding the Draft 2024 Operating Budget – Tax Rate Revenue.

ATTACHMENTS:
None.

Prepared By: *Tonia Alexander, Deputy Treasurer*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: **Mayor and Council**

FROM: **Crystal Brown, Chief Administrative Officer**

DATE: **April 8, 2024**

SUBJECT: **Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024**

RECOMMENDATION #1:
That Council receives the report titled "District of Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024" dated April 15, 2024; further, that Council gives "District of Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024", which establishes a rental fee of $100 for the ATV Picnic Shelter, first and second reading.

RECOMMENDATION #2:
That Council gives "District of Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024", third reading.

BACKGROUND:
On April 8, 2024, Council passed the following resolution:

> ***MOVED, SECONDED, and CARRIED***
> *That Council receives the report titled "ATV Campground Picnic Shelters" dated April 8, 2024; further, that Council authorizes an amendment to the District of Hudson's Hope Fees and Charges Bylaw No. 915, 2020, to establish a rental fee for the Picnic Shelters located at the ATV Campground at a cost of $100.00 per day; further, that the Picnic Shelters be available to be reserved online.*

DISCUSSION:
The Dinosaur Lake All-Terrain Vehicle (ATV) Campground soft launched its first phase on July 16, 2022. In 2023, the District made half of the sites available for online reservations, aligning with the reservation system used at our other District campgrounds. Additionally, the completion of the next phase of the campground, known as the South Wing as indicated on the map, occurred in 2023. Looking ahead to 2024, the District has plans to open more reservable sites, enhancing accessibility and convenience for ATV enthusiasts seeking a memorable camping experience at Dinosaur Lake.



Staff has recommended implementing a reservation system for the two Picnic Shelters to enhance community use and convenience. This system would allow for events such as weddings, family reunions, and birthday parties to secure the shelters in advance, ensuring they are available when needed. To facilitate this process, a visible sign indicating the shelter's reservation status would be installed the day before to inform the public. This enhancement would provide increased accessibility and organization for park visitors looking to utilize the picnic facilities for their special occasions.

FINANCIAL CONSIDERATIONS:

Staff recommend a fee of $100 be charged per day to rent a picnic shelter. The only additional cost to the District may be signs, but these could be printed in house.

ALTERNATIVE OPTIONS:

1. That Council provide further direction.

ATTACHMENTS AND EXTERNAL LINKS:

1. Fees and Charges Bylaw 915, 2020

Prepared By: *Crystal Brown, Chief Administrative Officer*

DISTRICT OF HUDSON'S HOPE
BYLAW NO. 942, 2024

A Bylaw to amend Fees and Charges Bylaw No. 915, 2021

WHEREAS Council has the authority to create and amend Bylaws to impose fees and charges for any service Council considers necessary or desirable;

AND WHEREAS Council wishes to amend District of Hudson's Hope fees and Charges Bylaw No. 915, 2020, to include a fee for reserving ATV Campground Picnic shelters;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

GENERAL PROVISIONS

1. This Bylaw shall be cited as "District of Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024".

AMENDMENT

2. District of Hudson's Hope Fees and Charges Bylaw No. 915, 2020 is amended by replacing Schedule I – Campground Fees with the attached Schedule I – Campground Fees.

READ A FIRST TIME this 15th day of April 2024

READ A SECOND TIME this 15th day of April 2024.

READ A THIRD TIME this 15th day of April 2024.

ADOPTED this ____day of _____, 2024.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer

Certified a true copy of Bylaw No.

This ___ day of _____, 20___.

Corporate Officer

SCHEDULE I - CAMPGROUND FEES

Daily Fee per unit (for first unit in site)	$20.00
Additional unit fee (paid by each additional unit in a site already occupied	$15.00
Reservation Fee	$6.00 per night up to $18.00 maximum per booking
Service Fee when District Office staff completes reservation over the phone for the customer	$5.00
Season Pass (for District of Hudson's Hope residents only	$200.00
7 Night Punch Card	$100.00
Firewood: for each bundle size 1.25 cubic feet	$5.00
Transaction Fee when paying with a credit card at a campsite to an attendant.	5% of the total amount
ATV Picnic Shelter	$100 per day

MS Canada

250 Dundas Street West, Suite 500, Toronto, ON, M5T 2Z5
• Toll-free 1-800-268-7582 • mscanada.ca

March 19th, 2024

9904 Dudley Dr.
Hudson's Hope, BC
V0C 1V0

Dear Mayor Travous Quibell:

MS Canada is asking the District of Hudson's Hope to officially declare the month of May as MS Awareness Month. This declaration will significantly raise public awareness of the disease and its effects on the over 90,000 Canadians living with multiple sclerosis (MS), plus the work of MS Canada to connect and empower the MS community to create positive change.

MS is unpredictable and may cause symptoms such as extreme fatigue, lack of coordination, weakness, tingling, impaired sensation, vision problems, bladder problems, cognitive impairment and mood changes. Its effects can be physical, emotional and financial. Currently there is no cure, but each day researchers are learning more about what causes MS and are zeroing in on ways to prevent it.

We are here to help. No one needs to face MS alone. In communities across Canada, MS Canada provides information, support, education and other resources for people living with MS and their families. Approximately 1 in every 400 Canadians live with MS and on average, 12 Canadians are diagnosed with MS every day. Canada has one of the highest incidence rates of MS in the world and most of us know somebody who is affected by the disease.

Attached is the Proclamation document for your consideration and we thank you in advance for helping to recognize May 2024 as MS Awareness Month. We look forward to hearing from you.

Sincerely,

Sherri Mytopher
MS Ambassador
Fort St. John

Enclosure

Sakred Circles Women's Festival

Box 485
Hudson's Hope, BC
V0C 1V0

RE: CAMERON LAKE CAMPGROUND USE

April 09, 2024

Referring back to our previous communication, we wish to provide an update on our site reservation request for the upcoming season. Last year, we successfully pre-booked and paid for Sites 8 to 17, including all associated costs and additional units. Please note that we are not requesting the popular lake front sites.

For the upcoming season, we kindly ask for the same pre-booking arrangement, this time for Sites 8 to 16 and the group area sites 18-21, as designated on the below map. By securing these sites in advance of the booking period, we can ensure accommodations for our festival attendees.

The festival is scheduled for August 9th to 11th. This is the weekend after the long weekend.

We sincerely appreciate your support of our festival through this reservation process. Thank you for your attention to this matter.



Sincerely,

LORENNE H. TILSON
Festival Producer/Organizer

BECKY MERCEREAU
Festival Organizer/Marketing Manager

BRITISH
COLUMBIA

VIA EMAIL

Ref. 66386

April 10, 2024

His Worship Travous Quibell
Mayor of the District of Hudson's Hope
Email: mayor@hudsonshope.ca

Dear Mayor Travous Quibell:

British Columbia is facing an unprecedented housing shortage. We need every local government in the province to work with us to enable the development of more housing in every community. We need all types of housing; rental housing, family housing, housing that is appropriate and accessible for seniors and housing that presents real opportunities for ownership to first time buyers. That is why in the 2023 fall legislative session, we passed three legislative packages (Bills 44, 46 and 47) designed to shift land use planning away from site-by-site rezoning decisions that slow down the delivery of housing and amenities toward more 'up-front' planning and zoning practices.

Collectively, these legislative changes will help to address the housing crisis in BC by promoting greater diversification of the housing stock to address the unique needs for homes across a variety of demographics, tenures, household lifecycles, and income ranges. They will enable more efficient and predictable planning for housing need, reduce administrative and negotiation costs, help deliver more housing options for a range of incomes, and contribute to economic growth.

In our consultations on the Small-Scale Multi-Unit Housing legislation with planning staff and home builders, we heard clearly that this type of housing, four to six units on a single-family lot, can be challenging to realize within overly prescriptive site guidelines. Allowing for maximum flexibility on site will ensure we have the best chance of seeing "gentle" density realized in our communities. And because we know this type of development can be challenging and that streamlined development approvals process will help, Bill 44 also requires that you do not unreasonably restrict or prohibit the development of Small Scale Multi-Unit Housing.

.../2

Office of the Minister of Housing

Website: www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

We also expect many Small-Scale Multi-Unit Housing Developments will be strata titled and provide more accessible pathways to homeownership for people who would not be able to afford a single-family home in many communities. The Province recommends local governments allow stratification at every opportunity.

Alongside these bills, we also published the Provincial Policy Manual and Site Standards for Small Scale Multi-Unit Housing. This manual provides a framework that will create a healthy development environment to realize the diverse housing types needed to meet the unit level density required by Bill 44. I would like to remind you that Bill 44 requires that you consider this policy guidance when crafting your zoning bylaw amendments. We strongly encourage you to adopt the provincial site standards around lot coverage, building height and setbacks and to allow as many unit types as possible in as many residential zones as you can so we can build more homes for people.

I know your staff are already working hard to prepare your bylaw amendments to meet the compliance deadline of June 30, 2024, and I appreciate the work and thought that you are putting into this process.

Thank you for working with us to address restrictive zoning and make it easier for people to build small scale, multi-unit homes.

Sincerely,



Ravi Kahlon
Minister of Housing

pc: Crystal Brown, Chief Administrative Officer (cao@hudsonshope.ca)

February 8, 2024

Crystal Brown, CAO
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC V0C 1V0

Reference: LGPS-10411

Re: 2024 Emergency Support Services Equipment and Training – CONFIDENTIAL Approval Agreement & Terms and Conditions of Funding

Dear Ms. Brown,

Thank you for submitting an application, dated January 23rd, for the 2024 Emergency Support Services Equipment and Training funding stream under the Community Emergency Preparedness Fund.

I am pleased to inform you **in confidence** that your project, *Hudson's Hope Emergency Support Services Training*, has been recommended for funding. A grant in the amount of $3,683.62 has now been approved.

As outlined in the Program and Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Emergency Management and Climate Readiness has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

(1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days of the date of this letter;

(2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence** until March 29, 2024.

(3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application and budget;

(4) All expenditures must meet eligibility and funding requirements as defined in the *Program & Application Guide* (refer to Sections 4-6);

(5) All project activities must be completed within one year and no later than February 9, 2025;

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

(6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than March 9, 2025;

(7) Any unused funds must be returned to UBCM within 30 days following the project end date.

Please note that descriptive information regarding successful applicants and projects will be posted on the UBCM and/or provincial government websites, or shared through provincial governments news releases or events, and all interim, progress and/or final report materials will be made available to the provincial government.

I would like to congratulate you for responding to this opportunity support emergency preparedness and resiliency in your community.

If you have any questions, please contact 250-356-7123 or cepf@ubcm.ca.

Sincerely,



Lynsay Pacey, Program Officer

cc. Kelsey Shewfelt, Recreation Officer

Reference: LGPS-10411

Approval Agreement (to be signed by the CAO or designate)

I, _____, authorized designate of the District of Hudson's Hope, have read and agree to the general Terms & Conditions and the requirements for funding under the **2024 Emergency Support Services Equipment and Training** funding stream of the Community Emergency Preparedness Fund.

_____ _____

Signature Date

Please return an electronic copy of this signed Approval Agreement Attention of the Program Administrator to cepf@ubcm.ca.

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Hudson's Hope RCMP Detachment
PO Box 240
10317 Gething St,
Hudson's Hope, BC V0C 1V0

Your File

District of Hudson's Hope Counsel

Our File

2024-04-07

Hello

Positive Tickets

The Hudson's Hope RCMP is looking to adopt a program that is in place in numerous police jurisdictions across Canada knows as the Positive Ticket Program. It encourages positive reinforcement of positive behavior in youth and also positive interaction between police and youth in our community.

Police will issue coupons to youth (Positive Tickets) when they are observed engaged in positive behavior such as wearing a helmet while riding their bike, doing chores such as raking leaves, assisting their parents carry groceries, helping younger children safely cross the street, etc.

The Hudson's Hope RCMP is asking for support from the District of Hudson's Hope in sponsoring coupons for swim passes and ice skating passes (including skate rental if required). We also have support from a local business who has agreed to sponsor slushies/ice cream/popcorn as part of this program. The idea is that the youth would be able to chose one of the available options per ticket issued.

Thank you,

CL Volz

Cst Cara Volz #53853
Hudson's Hope RCMP

From: Hannah Scott
To: Crystal Brown
Cc: Andrea Martin
Subject: Request for the use of Beattie Park- Joslin- Celebrating Josh
Date: April 8, 2024 3:29:25 PM

April 8th, 2024

Dear Mayor and Council of Hudson's Hope,

I am writing to request the use of Beattie Park on Saturday the 25th of May from 1pm to approximately 3pm. Despite living elsewhere during the last few years, my Dad's immense love of Hudson's Hope remained strong. As a long time resident and teacher here, this community is where we need to celebrate him. My family and I would like to hold a 'Celebration of Josh' at Beattie Park, to have a central place for all who knew him to come together and share stories. I strongly feel Beattie Park is the perfect place as it's the centre of his favourite town, fulfills his love of the outdoors and allows for a beautiful space and atmosphere for all.

I would also like to ask permission to please use electricity for live music. The idea is to have a combination of my Dads favourite things to honour him; the outdoors, friends, family, food, laughter, stories and live music.

Thank you very much for your time.

Kind Regards,

Hannah Scott (Joslin)

[WARNING: This message is from an external source]

From: PeaceValley ArtsSociety
To: Andrea Martin; Travous Quibell
Subject: Resolution of support
Date: March 19, 2024 5:22:07 PM

Hello,

I'm writing on behalf of the Peace Valley Arts Society to garner a letter of support from council for our application to NDIT for the Fabulous Festivals, Fairs, and Events grant to offer a free Artist workshop series that was open to the public in our Art Space during the 2024 Peace Valley Folk Festival on July 6th and 7th. We are teaming up with the Folk Festival to offer the Workshop series again which is open to the public (not just ticket holders) in order to offer an accessible option for locals who may not be able to attend the full festival for financial or other reasons.

We ran the workshop series last year thanks in part to additional funding from the Chetwynd Arts Council. The workshops were well attended and very well received. The types of workshops were varied, with ones about songwriting, traditional fiddling, vocal and instrument looping, breathwork, and a singer/songwriter showcase. This year, we plan to offer similar workshops, but we would also like to offer pottery demonstrations and painting/drawing, and weaving workshops.

We did apply for the NDIT grant last year, and were accepted, but were told that due to it being the first year of workshops we would have to re-apply in 2024 as they do not fund first-year initiatives.

NDIT has provided a sample resolution for Municipalities:

THAT, the (insert local government name) supports the application to Northern Development Initiative Trust's Fabulous Festivals and Events program from the Peace Valley Arts Society for the (Artist Workshop Series during the 2024 Peace Valley Folk Festival).

Thank you for your time and consideration in writing a letter of support for our Peace Valley Arts Society 2024 Workshop Series during the Peace Valley Folk Festival.

Cheers,
Caitlin Vince
Secretary, Peace Valley Arts Society

[WARNING: This message is from an external source]

HUDSON'S HOPE
PLAYGROUND OF THE PEACE

STAFF REPORT

TO: **Mayor and Council**

FROM: **Crystal Brown, Chief Administrative Officer**

DATE: **April 15, 2024**

SUBJECT: **Notice of Closed Session – April 15, 2024**

RECOMMENDATION:
That Council receive the report titled "Notice of Closed Session – April 15, 2024"; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda items ICD1 –** *Community Charter* Section 90(1)(f), law enforcement, and *Community Charter* Section 90(1)(f), information that is prohibited from disclosure;
- **Agenda Items ICM1 -** *Community Charter* Section 90(1)(b), closed meeting minutes; and
- **Agenda items ICSR1 –** *Community Charter* Section 90(1)(c), labour relations and employee relations.

ALTERNATIVE OPTIONS:
1. That Council recess to a Closed Session to discuss whether the proposed agenda items properly belong in a Closed Meeting (*Community Charter Section* 90(1) (n)).

Prepared By: *Crystal Brown, Chief Administrative Officer*