



Insert Application Form(s) Here...



**HUDSON'S  
HOPE**  
PLAYGROUND OF THE PEACE

**Development  
Procedures  
Manual**

**PART 7**  
APPENDIX 7-B

## **Appendix 7-B**

### **Development Variance Permit(s)**



Insert Development Variance Permit(s) Here...



HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

Development  
Procedures  
Manual

**PART 7**  
APPENDIX 7-C

## **Appendix 7-C**

### **Site Profile – Description & Procedures**



**HUDSON'S  
HOPE**  
PLAYGROUND OF THE PEACE

**Development  
Procedures  
Manual**

**PART 7**  
APPENDIX 7-C

Insert Site Profile Description and Procedures Here...

## **Appendix 7-D**

### **Development Variance Permit Fees**

*(From the District's Fees & Charges Bylaw)*



**HUDSON'S  
HOPE**  
*PLAYGROUND OF THE PEACE*

**Development  
Procedures  
Manual**

**PART 7**  
APPENDIX 7-D

Insert Schedule 'A' of the (proposed) *Fees & Charges Bylaw* Here...



**HUDSON'S  
HOPE**  
*PLAYGROUND OF THE PEACE*

**Development  
Procedures  
Manual**

**PART 8**  
**TEMPORARY USE  
PERMITS**

## **PART 8: TEMPORARY USE PERMITS**



## Table of Contents

Introduction: Temporary Use Permits .....	3
Temporary Use Permit Process (Flow-Chart) .....	4
Temporary Use Permit Procedures (Detailed Descriptions) .....	5

Appendix 8-A: Application Form(s)

Appendix 8-B: Temporary Use Permit(s)

Appendix 8-C: Site Profile – Description and Procedures

## Introduction: Temporary Use Permits

Under section 921 of the *Local Government Act*, the District of Hudson's Hope may designate areas in which temporary uses may occur by means of a Temporary Use Permit. In areas identified in the Official Community Plan, under section 921(3) of the *Local Government Act*, Temporary Industrial and Commercial Permits may, by Council resolution:

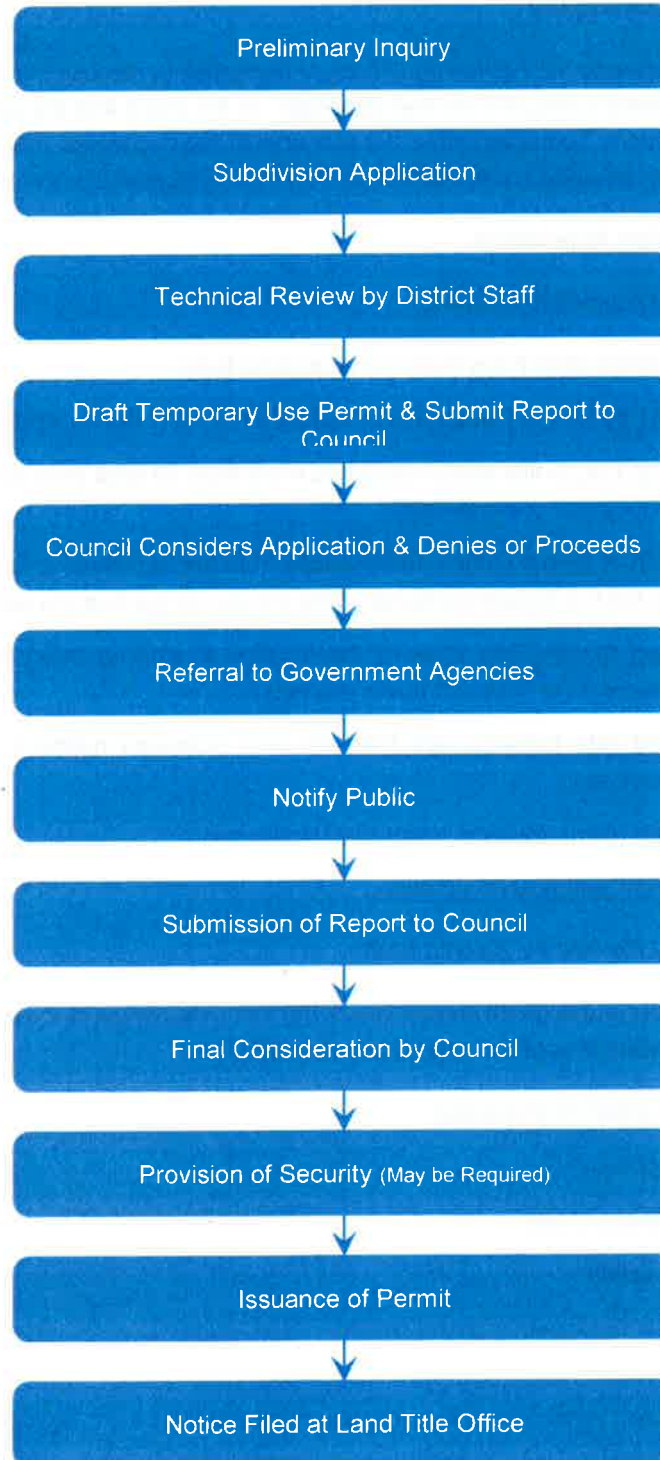
- allow a use not permitted by a zoning bylaw;
- specify conditions under which the temporary use may be carried on; and
- allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

Once the District has issued a Temporary Use Permit, the permit holder has the right to use the land in the manner described in the permit until the permit expires or three years after the permit was issued, whichever occurs first. Under section 921 (13) and (14) of the *Local Government Act*, the permit holder may apply to have the permit renewed for another specified period but the Temporary Use Permit may only be renewed once.

Under section 921 (8) of the *Local Government Act*, the District may require the applicant, as a condition of the permit, to demolish or remove a building and restore the land to a specified condition by a certain date. If the Permit Holder fails to comply with those conditions, under section 921 (10) of the *Local Government Act*, the District may enter the property and carry out the work at the Permit Holder's expense.

The District may also require the applicant to give security to guarantee the performance of the permit conditions. Under section 921 (12) and 925 of the *Local Government Act*, the permit will set out the form of security and the means for determining when there is a default under the permit and the amount forfeited to the District for that default.

## Temporary Use Permit Process (Flow-Chart)



## Temporary Use Permit Procedures (Detailed Descriptions)

### Step 1 – Preliminary Inquiry

The applicant meets with the Approving Officer or designate to discuss the application and confirm that a Temporary Use Permit is required for their proposal. In the event that the application addresses land that is not designated as a Temporary Use Area, it should be suggested that the applicant consider other avenues such as an amendment to the Official Community Plan and/or Zoning Bylaws.

### Step 2 – Subdivision Application

The applicant must submit the following:

- Complete Application Form (refer to **Appendix 8-A**);
- Application Fee for the Development Variance Permit (refer to **Appendix 8-D**);
- Certificate of Title (a title search dated no more than 30 days prior to submission of the application for proof of ownership);
- Authorization of Owner written authorization from the registered property owner is required if the applicant is not the registered owner. This allows the applicant to apply on behalf of the owner
- Dimensioned Sketch Plan showing the location of existing buildings, structures, uses and any natural features on or adjacent to the property;
- Dimensioned Site Development Plan showing proposed buildings, structures, vehicle access, parking layout, etc.
- Contour Map (plan) drawn to a specified scale; and
- Other relevant technical information.

### Step 3 – Technical Review by District Staff

The Approving Officer or designate proceeds with the technical review of the application. This review should address the appropriateness of the application according to:

- Impacts on adjacent properties
- Views and privacy
- Appropriateness of use
- Health and safety
- Height
- Setbacks

- Length of time the proposed use will operate; and
- Other appropriate planning considerations.

In addition, the Approving Officer may seek input from the District's planning and engineering consultants.

#### **Step 4 – Prepare Draft Temporary Use Permit & Submit Report to Council**

The Approving Officer or delegate prepares a first draft of the Temporary Use Permit and submits it along with a technical report, application form, and a recommendation to Council.

#### **Step 5 – Council Considers Application & Denies or Proceeds with Application**

After Council reviews the information submitted it has two (2) options:

- Authorize notification of Council's approval in principle and proceed with the technical review; or
- Deny the application.

If denied, the applicant may not re-apply for a Temporary Commercial and Industrial Permit until six months (6) after the date of refusal. In accordance with section 895 of the *Local Government Act*, the time limit for any re-application may be varied by an affirmative vote of at least 2/3 of the local government members eligible to vote on the re-application.

#### **Step 6 – Referral to Government Agencies**

At the discretion of the Approving Officer or designate, the Temporary Commercial and Industrial Permit application may be referred to appropriate agencies whose interests may be affected. These agencies may include but should not be limited to:

- Peace River Regional District;
- Ministry of Community, Sport and Cultural Development;
- Ministry of Environment;
- Ministry of Transportation;
- Ministry of Energy and Mines;
- Department of Fisheries and Oceans;
- British Columbia Assessment Authority;
- Northern Health Authority;
- School District #60 (Peace River North); and
- Utility Companies (e.g. gas, hydro, cablevision).

Under section 924 of the *Local Government Act*, approval of the Ministry of Transportation is required if the application is for a commercial or industrial development over 4,500m<sup>2</sup> gross floor area within 800 metres of a controlled access highway.

#### **Step 7 – Notify Public**

Under section 921 of the *Local Government Act*, the District must publish a notice in local newspaper at least 3 and not more than 14 days before the adoption of the resolution to issue the permit. The notice must state:

- the purpose of the proposed permit
- the land that is the subject of the proposed permit
- the date, time and place where copies of the proposed permit may be inspected; and
- the date, time and place where the application will be heard.

#### **Step 8 – Submission of Report to Council**

The Approving Officer or designate submits a technical report, application form, draft permit and a recommendation to Council.

Council may decide that a public meeting may be beneficial to gain input with respect to the proposed permit. Such a meeting is neither mandatory nor required by the *Local Government Act*.

#### **Step 9 – Final Consideration by Council**

Council will consider the proposed Temporary Use Permit application in light of the input received. Council then has four (4) options:

- By resolution, issue the Temporary Use Permit
- By resolution, issue the Temporary Use Permit as amended
- Request additional information before a resolution is passed, or
- Deny the application for a Temporary Use Permit.

If denied, the applicant may not re-apply for a Temporary Use Permit until 6 months after the date of refusal. In accordance with section 895 of the *Local Government Act*, the time limit for any re-application may be varied by an affirmative vote of at least 2/3 of the local government members eligible to vote on the re-application.

As outlined in section 926 of the *Local Government Act*, if the holder of a Temporary Use Permit does not substantially start any construction with respect to the project for which the Permit was issued within two years of the date of issue, the Permit lapses.

### **Step 10 – Provision of Security (MAY BE REQUIRED)**

Under section 925 (1) of the *Local Government Act*, Council may require that the Temporary Use Permit applicant provide security through any of the following forms acceptable to the District of Hudson's Hope:

- An irrevocable letter of credit
- Or the deposit of securities in a form satisfactory to the District (i.e. cash or certified cheque).

Council may, under section 921 (12) of the *Local Government Act*, establish the amount of security to guarantee the performance of the permit. If Council decides to exercise its option to require security, the amount must be clearly identified in the Permit. The permit may provide for the form of security, and the means for determining when there is default under the permit and the amount of security that forfeits to the local government in the event of default.

Under section 925 (2.1), if the applicant does not satisfy the conditions of the Development Permit, the District may undertake, at the expense of the holder of the permit, the works, construction or other activities required to:

- Satisfy the landscaping condition;
- Correct the unsafe condition; or
- Correct the damage to the environment.

The security supplied to the District of Hudson's Hope may be used to pay for the cost of these works, with any excess to be returned to the holder of the Permit.

### **Step 11 – Issuance of Permit**

If the application is approved by Council resolution, the Approving Officer or designate prepares the final Temporary Use Permit. Once the necessary approvals are received, the District issues the Temporary Use Permit and prepares a record of the Temporary Use Permit for District files.

### **Step 12 – Notice Filed at Land Title Office**

Under section 927 (1) of the *Local Government Act*, when the District issues a Temporary Use Permit, it must file notice with the New Westminster Land Title Office that the land described in the notice is subject to the Temporary Use Permit. On filing, the registrar will make a note of the filing against the title to the land affected.

The District may also send a copy of the Temporary Use Permit to other government agencies whose interest may be affected.

If the Temporary Use Permit is amended or cancelled, under to section 927(3) of the *Local Government Act*, the District of Hudson's Hope must file notice with the New Westminster Land Title Office. On filing, the registrar will make note of the filing against the title to the land affected.



**HUDSON'S  
HOPE**  
PLAYGROUND OF THE PEACE

**Development  
Procedures  
Manual**

**PART 8**  
APPENDIX 8-A

## **Appendix 8-A**

### **Application Form(s)**





Insert Application Form(s) Here...



**HUDSON'S  
HOPE**  
*PLAYGROUND OF THE PEACE*

**Development  
Procedures  
Manual**

**PART 8**  
APPENDIX 8-B

## **Appendix 8-B**

### **Temporary USe Permit(s)**



Insert Temporary Use Permit(s) Here...



**HUDSON'S  
HOPE**  
PLAYGROUND OF THE PEACE

**Development  
Procedures  
Manual**

**PART 8**  
APPENDIX 8-C

## **Appendix 8-C**

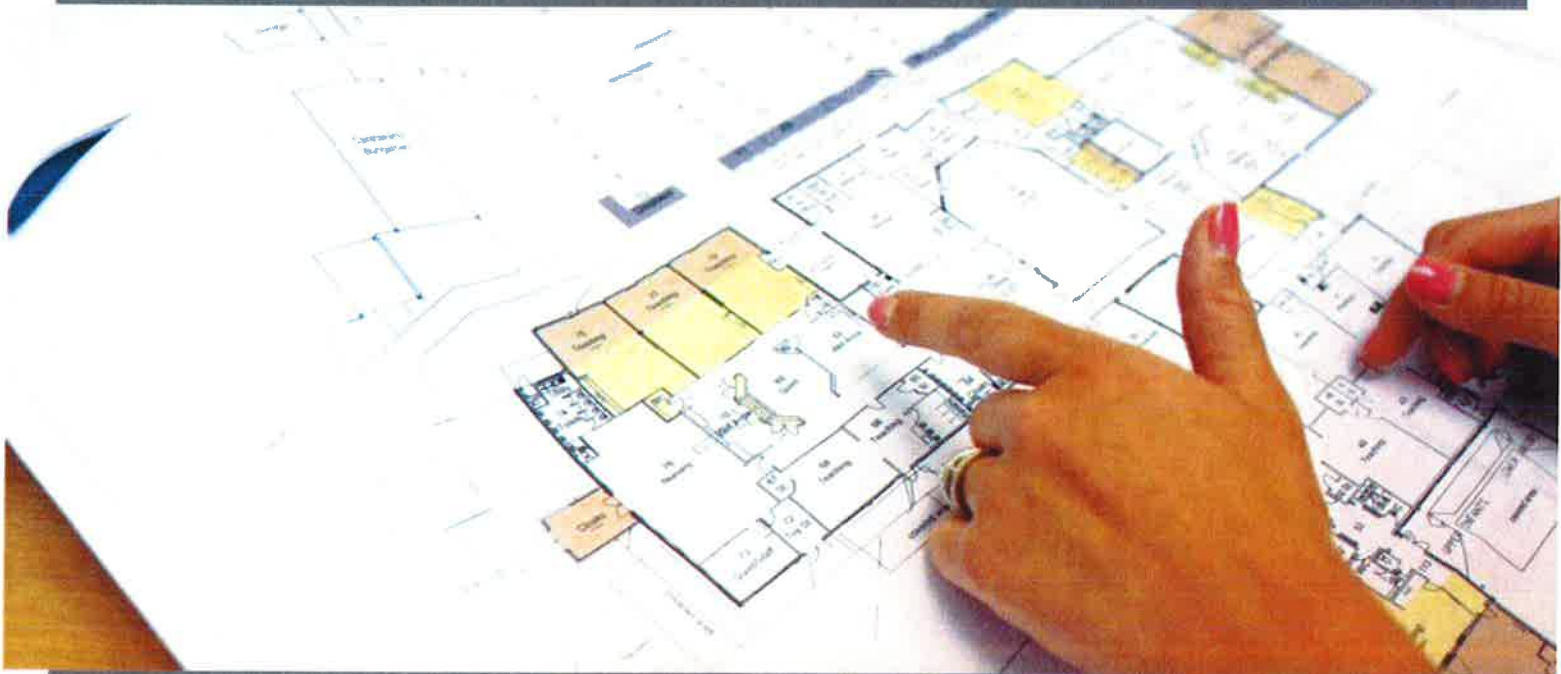
### **Temporary Use Permit Fees**

***(From the District's Fees & Charges Bylaw)***

Insert Schedule 'A' of the (proposed) *Fees & Charges Bylaw* Here...

# REPORT

## Development Application Fees Review Discussion Paper



10808 - 100th Street, Fort St. John, BC V1J 3Z6 | T: 250.785.9697

May 2014

File: 0664.0032.01

**REPORT SUBMITTED TO**

District of Hudson's Hope  
PO Box 330  
9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0  
250-793-9901

**Prepared by:**

Urban Systems Ltd.  
10808 100<sup>th</sup> Street  
Fort St. John, BC V1J 3Z6  
250-793-9697

File: 644.0032.01

May 2014

# Contents

<b>1.0</b>	<b>Introduction .....</b>	<b>1</b>
<b>2.0</b>	<b>Analysis of Current Development Application Fees.....</b>	<b>2</b>
2.1	Subdivision .....	2
2.2	Official Community Plan (OCP) Amendment .....	3
2.3	Zoning Bylaw Amendment .....	3
2.4	Combined OCP and Zoning Bylaw Amendment .....	3
2.5	Issuance of Development Permits .....	4
2.6	Issuance of Development Variance Permits .....	4
2.7	Appeals to the Board of Variance .....	5
2.8	Issuance of Temporary Use Permits .....	5
<b>3.0</b>	<b>Conclusions .....</b>	<b>6</b>

## Appendix A: Development Application Fees Comparison Table



## 1.0 Introduction

We understand that it is a priority for the District of Hudson's Hope to establish a new *Fees and Charges Bylaw* with appropriate development fees. The District requested that Urban Systems provide an overview of the fees and charges for various development applications and services, and then compare these fees and charges with other communities and make recommendations for the District to consider.

This report provides an overview of the following types of development application fees:

- Application for Subdivision;
- Application for Official Community Plan Amendment;
- Application for Zoning Bylaw Amendment;
- Application for Issuance of Development Permits;
- Application for Appeals to the Board of Variance (where applicable)
- Application for Issuance of Development Variance Permits; and
- Application for the Issuance of Temporary Use Permits (where applicable)

The following communities are compared because of their similarities to Hudson's Hope in terms of size, location and/or economic situation:

- Northern Rockies Regional Municipality
- City of Dawson Creek
- City of Fort St. John
- District of Chetwynd
- District of Tumbler Ridge
- Peace River Regional District

A bylaw for implementation of the recommendations will be developed in the future. It will be written in such a way that other fees and charges (e.g. recreation user fees, solid waste collection fees) can easily be added in the future – through amendments.

## 2.0 Analysis of Current Development Application Fees

A table comparing development application fees for each community noted in Section 1.0 is provided in Appendix A. The following section summarizes these findings and provides recommendations for establishing fees for the District of Hudson's Hope. The recommendations for changes in fee structures are based on:

- current estimated baseline costs for processing applications;
- rates used in similar/nearby communities; and,
- changing demands for development resulting from high levels of population growth projected in the OCP.

### 2.1 Subdivision

The District of Hudson's Hope currently collects a \$250 fee for subdivision applications at the initial application stage, and an additional \$25 for each lot created. These fees apply equally to conventional "fee simple" lots and strata title lots. In comparison MoTI in the surrounding Peace River Regional District collects fees for rural subdivision applications at the initial application stage, and again at the final stage of subdivision approval. At the application stage \$350 is required for each new lot created. At the final stage of subdivision approval (subdivision plan submission), an additional \$50 is required plus an additional \$100 per lot.<sup>1</sup>

Some neighbouring communities require different rates depending on the nature of the application. For example, in the City of Fort St. John, application fees vary depending on the size (number of new lots created). This approach appears to be more complex than the one often taken in smaller communities. For example, the Northern Rockies Regional Municipality and District of Tumbler Ridge both require one rate for all types of subdivision applications and collect fees at one time (e.g. exam fees are bundled into initial application fees). Overall, subdivision fees for the District of Hudson's Hope are comparable to other municipalities in the region; however, given the dates the rates in neighbouring communities were adjusted (see Appendix A) and the projected population growth scenarios outlined in the OCP the District may consider a rate adjustment to ensure the costs of processing the applications are recovered.

#### Recommendation

- Consider an increase to the subdivision application fee, possibly to \$450 per lot (bundled into one fee) to match the surrounding Peace River Regional District.
- Continue using a flat rate fee for both fee simple lots and strata title lots.
- The length of time for subdivision applications to be processed can vary from a few months to several years. This option enables the District to collect fees at the front end of the process.

---

<sup>1</sup> Some additional fees apply for some types of strata title lots – see Appendix A for more detail.

## 2.2 Official Community Plan (OCP) Amendment

The District of Hudson's Hope currently requires a \$500 fee plus advertisement costs for OCP amendment applications. At \$500 per application, this fee is comparable to fees charged in the other communities examined in this report. The District of Chetwynd, District of Tumbler Ridge and the Northern Rockies Regional Municipality also require \$500 for OCP amendment applications. The Peace River Regional District, and the City of Dawson Creek, requires \$1000, and \$1,300 respectively.

Due to the high levels of growth projected in the OCP, as well as the dates that the rates were reviewed in neighbouring communities we recommend the District of Hudson's Hope increase the fee to \$750 plus advertisement. This fee more accurately represents of the level of effort that is typically required to process OCP amendment applications (approximately 16+ hours of staff time) than lower fees charged by other communities. Any reductions or stagnation in fees would likely move the District away from true cost recovery.

### Recommendation

- Increase OCP amendment application fees to \$750 plus advertising.

## 2.3 Zoning Bylaw Amendment

The District of Hudson's Hope currently requires a \$500 fee plus advertisement costs for Zoning Bylaw amendment applications. As with fees for OCP amendment applications, this fee is comparable to fees charged in the other communities examined in this report. The District of Chetwynd, District of Tumbler Ridge and the Northern Rockies Regional Municipality also require \$500 for Zoning Bylaw amendment applications. The Peace River Regional District, and the City of Fort St. John, requires \$650, and \$1,000 respectively.

Due to the high levels of growth projected in the OCP, as well as the dates that the rates were reviewed in neighbouring communities we recommend the District of Hudson's Hope increase the fee to \$750 plus advertisement. This fee more accurately represents of the level of effort that is typically required to process development related applications (approximately 16+ hours of staff time) than lower fees charged by other communities. Any reductions or stagnation in fees would likely move the District away from true cost recovery.

### Recommendation

- Increase Zoning Bylaw amendment application fees to \$750 plus advertising.

## 2.4 Combined OCP and Zoning Bylaw Amendment

Several communities examined for this report offer reduced fees for combined OCP amendment applications and Zoning Bylaw amendment applications. However, this method often results in application processing costs not being fully recovered, as well as the perceived de-valuation of the OCP. The District of Hudson's Hope currently requires a \$750 fee for applications that combine the two. At \$750 per application, this fee is considered low when compared to the corresponding fees charged by other

communities examined in this report. In those communities, fees range from a low of \$850 (District of Chetwynd) to a high of \$2000 (City of Dawson Creek).

We recommend the District of Hudson's Hope increase the fee to \$1500 to make it more consistent with fees charged in neighbouring communities. This fee more accurately represents of the level of effort that is typically required to process development related applications than lower fees charged by other communities. Any reductions in fees would likely move the District away from true cost recovery.

**Recommendation**

- Increase the combined OCP amendment applications and Zoning Bylaw amendment applications to \$1500.

## 2.5 Issuance of Development Permits

The District of Hudson's Hope does not currently utilize development permit applications. This is the exception when compared to other communities examined in this report. However, the recently completed OCP for the District of Hudson's Hope (2013), includes five development permit areas where the District will require applications for development permits. Fees implemented for development permit applications in these areas should be based on true costs and rates used in similar communities. In those communities that currently have a development permit applications fees range from a low of \$165 (Peace River Regional District) to a high of \$750 (Fort St. John).

Some communities, like the City of Fort St. John, require different rates depending on the nature of the application. For example, application fees vary depending on the size (construction value) of the development. This approach appears to be more complex than the one often taken in smaller communities. The Northern Rockies Regional Municipality, the District of Chetwynd and the District of Tumbler Ridge all require one flat rate for all development permit applications. Therefore, we recommend that when development permit application fees are implemented that the District should use a flat rate fee of \$450, which is consistent with similar sized communities in the area.

**Recommendation**

- The District should consider implementing this fee for the Development Permit Areas outlined in the new Official Community Plan to accurately reflect the effort required to process these types of applications.
- When implementing a development permit application fee use a \$450 flat rate fee.

## 2.6 Issuance of Development Variance Permits

The District of Hudson's Hope currently requires a \$300 fee for the issuance of a development variance permit. At \$300 per application, this is considered an average fee when compared to the corresponding fees charged by other communities examined in this report. In those communities, fees range from a low of \$165 (Peace River Regional District) to a high of \$1500 (City of Fort St. John).

Due to the high levels of growth projected in the OCP, as well as the dates that the rates were reviewed in neighbouring communities, we recommend the District of Hudson's Hope increase the fee to \$400 to

make it more consistent with the level of effort that is typically required to process development variance permits.

**Recommendation**

- Increase the fee for the issuance of a development variance permit to \$400.

## 2.7 Appeals to the Board of Variance

The District of Hudson's Hope has not established a Board of Variance. This is the exception when compared to other communities examined in this report. However, due to changes in legislation, which now allow municipal staff to recommend the issuance of development variance permits, appeals to the Board of Variance are generally now only done in special circumstances. In those communities that currently have a Boards of Variance, fees range from a low of \$90 (Peace River Regional District) to a high of \$300 (District of Tumbler Ridge). Communities such as the City of Fort St. John and the Village of Valemount have established a Board of Variance, but do not require fees for applications to appeal as they are rarely required.

Therefore, we recommend that in unusual circumstances where an appeal to the Board of Variance is required that the District should use a flat rate fee of \$450. This fee is based on the true costs of an appeal to the Board of Variance. This rate has also been set higher than the fee for a development variance permit to discourage appeals to a Board of Variance, an entity that does not currently exist in Hudson's Hope.

**Recommendation**

- The District may want to consider establishing a Board of Variance to respond to the high levels of population growth projected in the OCP.
- When establishing a Board of Variance use a \$450 fee for applications to appeal.

## 2.8 Issuance of Temporary Use Permits

The District of Hudson's Hope does not currently collect fees for the issuance of temporary use permits. This is the exception when compared to other communities examined in this report. In those communities collecting fees for the issuance of temporary use permits, fees range from a low of \$300 (District of Tumbler Ridge) to a high of \$750 (City of Fort St. John).

We recommend the District of Hudson's Hope begin collecting fees for the issuance of temporary use permits. The fee implemented should be \$500; this is consistent with similar sized communities in the area. This fee more accurately represents of the level of effort that is typically required to process temporary use permit application (approximately 10 hours of staff time and costs of advertising).

**Recommendation**

- Begin collecting fees for the Issuance of Temporary Use Permits.
- Implement \$500 fees for the Issuance of Temporary Use Permits

### 3.0 Conclusions

The District of Hudson's Hope currently collects a series of development application fees that have been established for applications for Subdivision, OCP and Zoning Bylaw amendments and Development Variance Permits. Compared to other similar/nearby communities those fees appear to be, for the most part, average to low. It should be noted that unlike neighbouring communities Hudson's Hope does not have Board of Variance in place nor does it collect fees for applications for development permits and temporary use permits. In general, there is a need to increase development application fees and implement new fees to respond to high levels of projected growth, and greater demands on District resources.

The following fees are generally lower than nearby communities or should be raised to ensure cost recovery for the District's development application procedures (see Appendix A):

- Applications for Subdivision ( fee simple & strata title lots)
- Applications for OCP amendments
- Applications for Zoning Bylaw amendments
- Combined Applications for OCP amendments and Zoning Bylaw amendments
- Applications for development variance permits

**Table 1- Recommended Charges and Fees Summary Table:**

TYPE OF DEVELOPMENT APPLICATION	CURRENT FEES REQUIRED	RECOMMENDED FEES
Subdivision application (strata and fee simple)	\$250 plus \$25 for each new lot created	\$450 per lot
Amendment to the District's Official Community Plan	\$500.00 plus advertising	\$750 plus advertising costs
Amendment to the District's Zoning Bylaw	\$500.00 plus advertising	\$750 plus advertising costs
Amendment to the District's Official Community Plan and Zoning Bylaw	\$750.00 plus advertising	\$1,500 plus advertising costs
Issuance of a Development Permit	No Fee	\$450
Issuance of a Development Variance Permit	\$300 \$100 when done in conjunction with Subdivision Application	\$400 plus advertising costs
Appeals to the Board of Variance	No Fee	\$450
Issuance of a Temporary Commercial or Industrial Use Permit	No Fee	\$500 plus advertising costs

Appendix A

Development Application Fees Comparison Table



## Comparison of Development Application Fees

APPLICATION FOR:	Northern Rockies Regional Municipality fees last reviewed & adjusted in 2009	District of Chetwynd fees last reviewed & adjusted in 2010 (subdivision fees in 2013)	District of Tumbler Ridge fees last reviewed & adjusted in 2005 (subdivision fees in 2012)	Peace River Regional District fees last reviewed & adjusted in 2013	City of Dawson Creek fees last reviewed & adjusted in 2010 (subdivision and 'land use' fees in 2013)	City of Fort St. John fees last reviewed & adjusted in 2013	District of Hudson's Hope Current	District of Hudson's Hope Recommended
Subdivision (fee simple lots)	\$200 per lot	\$500 per lot	\$250 plus \$25 for each new lot created	\$350 <sup>(6)</sup> per lot	\$250 plus \$25 for each new lot created	\$500 Plus \$100 for each of the first three lots and \$200 for every lot after	\$250 plus \$25 for each new lot created	\$450 per lot
Subdivision (strata title lots)	\$200 per lot	\$500 per lot	\$250 plus \$25 for each new lot created	\$350 <sup>(7)</sup> per lot	\$250 plus \$25 for each new lot created	\$500 Plus \$100 for each of the first three lots and \$200 for every lot after	\$250 plus \$25 for each new lot created	\$450 per lot
OCP Amendment	\$500	\$500	\$500 <sup>(2)</sup>	\$1000	\$1,300 <sup>(8)</sup>	\$1,000 plus advertising	\$500.00 plus advertising	\$750.00 plus advertising
Zoning Bylaw Amendment	\$500	\$500	\$500 <sup>(3)</sup>	\$650	\$1,300 <sup>(8)</sup>	\$1,000 plus advertising	\$500.00 plus advertising	\$750.00 plus advertising
Combined OCP and Zoning Bylaw Amendment	\$1,000	\$850	\$1,000	\$1050	\$2,000 <sup>(9)</sup>	\$1,500 plus advertising	\$750.00 plus advertising	\$1,500.00 plus advertising
Issuance of Development Permit	\$300	\$250	\$300 <sup>(4)</sup>	\$165	\$400	\$750 \$250 permit for minor work	No Fee	\$450
Issuance of Development Variance Permit	\$300	\$350	\$300 <sup>(5)</sup>	\$165	\$300	\$1,500 plus advertising	\$300 \$100 when done in conjunction with Subdivision Application	\$400 plus advertising
Appeals to Board of Variance	\$300	\$250	\$300	\$90	\$200	No Fee	No Fee	\$450
Issuance of Temporary Commercial and Industrial Permits	\$500 <sup>(1)</sup>	\$500	\$300	\$350	\$400	\$750 plus advertising	No Fee	\$500 plus advertising



## Notes to the Comparison Table

- [1] Includes a \$2,500 refundable security deposit
- [2] Includes a \$400 deposit (refundable upon removal) for a Development Proposal Notice. Applicant must also submit an additional fee of \$500 for the Zoning Bylaw Amendment
- [3] Includes a \$400 security deposit refundable upon removal for a Development Proposal Notice. An application fee of \$50 must also be submitted for the Site Profile.
- [4] Includes a \$400 security deposit refundable upon removal for a Development Proposal Notice. An application fee of \$50 must also be submitted for the Site Profile.
- [5] An application fee of \$50 must also be submitted for the Site Profile
- [6] Additional fees are required at the final stage of subdivision approval. A \$50 fee is required to process final subdivision plan examinations; plus \$100 per lot, including remainders, on the final subdivision plan. These additional fees are required upon final subdivision plan submission.
- [7] Additional fees are required at the final stage of subdivision approval. A \$100 fee is required to process final subdivision plan examinations; plus \$100 per lot, including remainders, on the final subdivision plan. These additional fees are required upon final subdivision plan submission. Other Strata fees include an additional \$100 to examine any phased development, and \$100 to issue a certificate of approval for each phase of a building strata development, payable upon certificate issuance.
- [8] Fee includes advertising costs.

\* Alternative cost found in Subdivision and Development Servicing Bylaw No. S94, 2012- Every applicant for the subdivision of property shall pay an application fee of \$750 for the first new parcel created, and \$100 for the second and each additional parcel created.

\*\* Missing.

# DOWNTOWN DESIGN GUIDELINES

The intent of these guidelines is to provide design direction to the development community and the municipal staff and Council of Hudson's Hope.

These guidelines apply to the Town Centre land as identified in Hudson's Hope Official Community Plan; however these guidelines may also be applied to any commercial uses located outside of the Town Centre at the discretion of municipal staff.

## ACTIVE FRONTAGES

**Buildings play an important role in enhancing and enlivening the adjacent spaces. In order to create lively, interesting streets the building frontages need to be active. Features that create active frontages include:**



- |   |   |   |     |
|---|---|---|-----|
| 1. Reduced front yard setbacks  | Y | N | n/a |
| <ul style="list-style-type: none"> <li>Helps to animate the street and enhance the building's relationship to the street</li> <li>Maximizes developable space</li> <li>Providing space within the setback to support outdoor seating for restaurants, coffee shops, ice cream parlours, etc. is encouraged</li> </ul> |   |   |     |
| 2. Glazing on a large portion of the ground floor façade. Frequent doors and large windows with clear views inside enables window shopping and communication  | Y | N | n/a |
| 3. A continuous building frontage with minimal gaps between buildings creates a sense of enclosure  | Y | N | n/a |
| 4. Street furniture such as benches, trash receptacles, bike racks, etc. should be provided to support active transportation and pedestrian activity on the street  | Y | N | n/a |

*Comments:*

## ACCESS

**Buildings and streets that are universally accessible create a welcoming and safe environment for all people including seniors, children, and those with disabilities. Buildings and streets that are universally accessible include such features as:**



- |  |   |   |     |
|--|---|---|-----|
| 1. Entrances that are at grade and fronting the street   | Y | N | n/a |
| 2. Entrances that are clearly visible with minimal obstructions  | Y | N | n/a |
| 3. A clear, straight walking aisle on the sidewalk. Keep the placement of street furniture and signage to either side, next to the building or on the boulevard. | Y | N | n/a |
| 4. Snow that is cleared from sidewalks in a timely manner  | Y | N | n/a |

*Comments:*

## BUILT FORM

**New development has the opportunity to have a huge positive impact on the downtown area by bringing in new businesses, customers, and residents and creating a livelier, more vibrant atmosphere. Set the stage for a positive impact by implementing these considerations:**



- |   |   |   |     |
|---|---|---|-----|
| 1. Ensure that new development occurs at an appropriate scale that is sensitive to the surrounding uses           | Y | N | n/a |
| 2. Large building frontages should be broken up with articulation and detail to create an attractive streetscape  | Y | N | n/a |
| 3. Encourage mixed use buildings with commercial and service uses on the ground floor and residential units above | Y | N | n/a |
| 4. Ground floor commercial uses should have individual entrances fronting the street                              | Y | N | n/a |
| 5. Residential units above the main floor should have private outdoor amenity space such as balconies             | Y | N | n/a |

*Comments:*

## PARKING

Off-street parking should be convenient and safe but not take precedence over the public realm and pedestrian environment.



- |   |   |   |     |
|---|---|---|-----|
| 1. Parking should be located at the rear or side of the building  | Y | N | n/a |
| 2. Ensure that adequate disabled parking spaces are available in appropriate locations  | Y | N | n/a |
| 3. Minimize parking lots that are accessed from the street by driving across the sidewalk. Encourage parking access from the rear via lanes or shared access to parking for adjacent buildings where no lane exists | Y | N | n/a |
| 4. Surface parking lots should be screened from the street with plantings and benches and trash receptacles should be provided along the street front   | Y | N | n/a |

Comments:

## SIGNAGE

Well-designed signage contributes to the character of the building and the street and can in some cases become a landmark in its own right. Complementary signage is sensitive to such factors as:



- |   |   |   |     |
|---|---|---|-----|
| 1. Variety - Encourage a variety of signage types. Options to consider include fascia, awning, canopy, window, banner, and projecting signs | Y | N | n/a |
| 2. Scale and Location - Signage should be of an appropriate scale and placement should not obstruct sight lines or pedestrian walkways      | Y | N | n/a |
| 3. Quality – Encourage the use of high-quality, durable materials   | Y | N | n/a |
| 4. Impact – Illuminated signage should be sensitive to adjacent land uses and neighbours  | Y | N | n/a |

Comments:

## ARCHITECTURAL COMPONENTS

The character and function of a building can contribute to the creation of an attractive and enjoyable public realm. To enhance the relationship between the building and the street:



- |   |   |   |     |
|---|---|---|-----|
| 1. Install awnings for pedestrian weather protection and to enhance building character  | Y | N | n/a |
| 2. Encourage the use of high quality and durable building materials   | Y | N | n/a |
| 3. Reflect the history and natural environment of the area with appropriate building materials and colours                                      | Y | N | n/a |
| 4. Discourage facades that are blank and clad in a single material  | Y | N | n/a |
| 5. Facades of significant size should be broken up through a combination of windows, entrances, projections, recessions and different materials | Y | N | n/a |
| 6. Glazing on façades, particularly commercial and retail store windows, should be transparent and unobstructed                                 | Y | N | n/a |

*Comments:*

## WINTER CONSIDERATIONS

Encourage activity on the streets by creating outdoor spaces that are comfortable in all four seasons. Consider the impacts of winter weather and mitigate its effects where possible:

- |   |   |   |     |
|---|---|---|-----|
| 1. Site buildings to maximize solar orientation and reduce the impact of wind on pedestrians where possible | Y | N | n/a |
| 2. Design roofs to ensure that ice/snow does not shed directly onto the sidewalk or other pedestrian areas  | Y | N | n/a |
| 3. Identify potential snow clearance locations and seek to minimize impacts on the landscape                | Y | N | n/a |

*Comments:*





HUDSON'S  
HOPE

PLAYGROUND OF THE PEACE

# Water Service Regulations

Bylaw No. \_\_\_\_\_, 2014

**DRAFT**

**WHEREAS** pursuant to the *Community Charter*, the *District* may operate and regulate a *Water System* as a municipal service;

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

1. This Bylaw shall be cited for all purposes as "Water Regulation Bylaw No. \_\_\_\_, 2014".
2. The following schedules attached hereto form part of this Bylaw:
  - .1 Schedule A (Water Regulations)
  - .2 Schedule B (Penalties)
  - .3 Schedule C (Municipal Ticket Information Offences)
  - .4 Schedule D (Designated Bylaw Enforcement Officers)
  - .5 Schedule E (Service Connection Permit)
  - .6 Schedule F (Street Opening Permit)
3. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Bylaw.
4. **Water Service Regulation Bylaw No. 762, 2008**, and all amendments thereto are hereby repealed and replaced with this Bylaw.

Read a first time this

\_\_\_\_ day of \_\_, 2014

Read a second time this

\_\_\_\_ day of \_\_, 2014

Read a third time this

\_\_\_\_ day of \_\_, 2014

Adopted this

\_\_\_\_ day of \_\_, 2014

X

\_\_\_\_\_  
Mayor

X

\_\_\_\_\_  
CAO

# TABLE OF CONTENTS

## Schedule A

<b>Water Regulations .....</b>	<b>1</b>
<b>PART 1: DEFINITIONS.....</b>	<b>2</b>
<b>PART 2: GENERAL REGULATIONS .....</b>	<b>3</b>
2.1. Inspection & Enforcement.....	3
2.2. Water System .....	3
2.3. Conditions of Water Supply.....	3
<b>PART 3: PRIVATE WATER SERVICES .....</b>	<b>4</b>
3.1. Establishment .....	4
3.2. Maintenance and Repairs .....	4
3.3. Bulk Water & Private Sales .....	4
<b>PART 4: SERVICE CONNECTIONS.....</b>	<b>5</b>
4.1. Requirement to Connect .....	5
4.2. Application to Connect .....	5
4.3. Installation of Service Connection .....	5
4.4. Turning On the Water Supply.....	6
4.5. Shut-Off and Disconnection .....	6
<b>PART 5: SYSTEM EXTENSIONS .....</b>	<b>7</b>
5.1. Requirement to Extend .....	7
<b>PART 6: WATER PROTECTION &amp; WATER CONSERVATION .....</b>	<b>8</b>
6.1. Cross-Connections .....	8
6.2. Fire Hydrant Use.....	8
6.3. Water Use Restrictions .....	8
6.4. Unnecessary Water Use .....	8
<b>PART 7: WATER METERS .....</b>	<b>9</b>
7.1. Water Meter Requirements .....	9
7.2. Installation of Water Meters .....	9
7.3. Reading, Maintenance, and Testing.....	9
<b>PART 8: OFFENCES &amp; PENALTIES.....</b>	<b>11</b>



**Schedule B** – Penalties

**Schedule C** – Municipal Ticket Information Offences

**Schedule D** – Designated Bylaw Enforcement Officers

**Schedule E** – Service Connection Permit

**Schedule F** – Street Opening Permit

# ***SCHEDULE A***

## **WATER REGULATIONS**

## PART 1: DEFINITIONS

In this Bylaw, the following definitions apply:

**"BACKFLOW"** means the flow of water or other liquids, gases or solids, from any source back into any plumbing system connected to the *District's Water System*.

**"CONSUMER"** means any person to whom water is supplied under this Bylaw.

**"COUNCIL"** means the Council of the *District* of Hudson's Hope.

**"CROSS CONNECTION"** means any physical piping arrangement where a public water supply is directly or indirectly connected to a secondary water source, fixture or device that may contain contaminants, sewage or other substance capable of contaminating the water supply.

**"CURB STOP"** means the portion of any *Service Connection*, regardless of size, consisting of a shut-off valve with a protective housing (service box) to the ground surface.

**"DISTRICT"** means the District of Hudson's Hope.

**"FEES AND CHARGES BYLAW"** means the District of Hudson's Hope **"Fees and Charges Bylaw No. \_\_\_\_\_"**, as may be amended or replaced from time to time.

**"OPERATIONS MANAGER"** means the person appointed by *Council* to manage and oversee the day-to-day operation of the *District's Water System* and/or the Chief Administrative Officer.

**"PROPERTY"** means any lot, block of land or other area that is recorded in the records of the Land Title Office.

**"PRIVATE WATER SERVICE"** means pipes and other appurtenances located on private *Property* that are not installed or owned by the *District* of Hudson's Hope. A *Private Water Service* is used to convey water from the *District's Water System* to the private *Property*.

**"SERVICE CONNECTION"** means a service pipe from the water supply main to the *Property* line and includes the *Curb Stop*.

**"WATER SYSTEM"** means the *District's* water distribution system.

**"SYSTEM EXTENSION"** means any installation requiring the construction of a water supply main on a highway, *District* right-of-way or easement, from an existing main, but does not include a *Service Connection* or a *Private Water Service*.

## PART 2: GENERAL REGULATIONS

This section applies to all zones established under this Bylaw except as otherwise specified in this Bylaw.

### 2.1. Inspection & Enforcement

- .1 A person must allow and permit, during normal business hours, the *Operations Manager*, and any other *District* bylaw enforcement officer, to enter into or on a premise owned or occupied by the person in order to inspect and determine whether the regulations and requirements of this Bylaw are being met.

### 2.2. Water System

- .1 No person shall connect to, add to, tamper with, operate, remove or alter the *Water System* or any part thereof except in accordance with this Bylaw.
- .2 No person shall without lawful excuse break, damage, destroy, uncover, deface or mar the *Water System* or any part thereof.
- .3 All persons must immediately notify the *District* of any suspected defects, breaks or breakdowns in the *Water System*, and any suspected defects, breaks or breakdowns in water services that may threaten the integrity of the *Water System*.
- .4 All *Consumers* must pay the applicable rate(s) set out in the *Fees and Charges Bylaw*.

### 2.3. Conditions of Water Supply

- .1 It is a condition of the supply of water that:
  - (a) the *District* shall not be liable for damage by reason of the failure of supply of water to any *Consumer*; and,
  - (b) the *District* shall not be liable for any injury or damage to any person or *Property* arising or occurring from the use of water from the system.

The *District* does not guarantee that water supplied by it is free from any impurity that would affect a manufacturing process or any other use of the water other than for human consumption.

## PART 3: PRIVATE WATER SERVICES

### 3.1. Establishment

- .1 Owners are solely responsible for the installation of *Private Water Services*, at their own cost.
- .2 No person shall connect a *Private Water Service* to the *District's Water System* unless:
  - (a) the *Private Water Service* complies with all applicable *District* Bylaws and provincial building regulations; and,
  - (b) the *District* building inspector or *District* authorized personnel has inspected and approved the *Private Water Service* prior to backfill of the *Private Water Service*.
- .3 No person shall install or use a pump, booster or any other device for the purpose of increasing water pressure without first obtaining written permission from the *Operations Manager*.

### 3.2. Maintenance and Repairs

- .1 Maintenance of *Private Water Services* (including winterization) is the sole responsibility of the owner of the *Property* on which the *Private Water Service* is situated. *Private Water Services* must be kept in a good condition without leaks.
- .2 No person shall permit a *Private Water Service* to freeze.
- .3 Defects and breakdowns in a *Private Water Service* are the sole responsibility of the owner of the *Property* on which the *Private Water Service* is situated and shall promptly be repaired.
- .4 Upon written request, the *District* will turn the *Curb Stop* on or off to facilitate scheduled repairs to a *Private Water Service*.
- .5 A fee to turn a *Curb Stop* on or off is specified in the *Fees and Charges Bylaw*, and must be paid by the owner or occupier of the *Property* on which the *Private Water Service* is situated.

### 3.3. Bulk Water & Private Sales

- .1 Any person, company or corporation who wishes to obtain water from the *District* bulk water station must pay the rate specified in the *Fees and Charges Bylaw*.
- .2 No person shall re-sell, dispose or otherwise give away water from the *District's Water System*, unless it has been obtained from the *District* bulk water station.

## PART 4: SERVICE CONNECTIONS

### 4.1. Requirement to Connect

- .1 Every *Property* abutting a water main must connect to the *District's Water System*.
- .2 In addition to any other penalty that may be imposed by this Bylaw, or penalties levied by other government agencies, where the owner of a *Property* fails, neglects, refuses to or does not connect the *Property* to the *Water System*, the *District* may have the work done at the expense of the owner, and the *District* may recover the cost in the same manner as *District* taxes.
- .3 Each *Property* is limited to a maximum of one *Service Connection* except when:
  - (a) a separate *Service Connection* is required for fire protection purposes;
  - (b) there is more than one permanent building on the parcel; or,
  - (c) there is a duplex on the parcel.
- .4 Despite Section 4.1.1 of this Bylaw, the *District* may decline to install a *Service Connection* if:
  - (a) any part of the *Water System* has inadequate capacity to meet the proposed additional service requirements; or,
  - (b) the proposed *Service Connection* exceeds twenty metres (20.0 m) in length.

### 4.2. Application to Connect

- .1 An application to connect or reconnect to the *District's Water System* must be made by the owner of the *Property* using the Service Connection Permit form (Schedule E), and approved by the *District*, before connecting to the *District's Water System*.
- .2 Each Service Connection Permit must be accompanied by a Service Connection Fee, as outlined in the *Fees and Charges Bylaw*.

### 4.3. Installation of Service Connection

- .1 All persons who connect to the *District's Water System* must connect by way of a *Curb Stop* and the *Service Connection* must be installed in accordance with all relevant *District* bylaws and regulations.
- .2 Only the *District*, or approved *District* contractors, shall install *Service Connections*, unless otherwise permitted in writing by the *Operations Manager*.
- .3 *Service Connection(s)* will be located as per owner requests, wherever possible. In the event that the owner's preferred location is not practical, the *Operations Manager* will designate an appropriate location for each *Service Connection* to the parcel or building(s), as the case may be.
- .4 The minimum inside diameter of a *Service Connection* shall be twenty millimeters (20.0 mm). A three quarter ( $\frac{3}{4}$ ) inch diameter is considered 20 mm for the purposes of this Bylaw.

- .5 All *Service Connections* must be buried and have at least two and seven tenths of a metre (2.7 m) cover to finished ground elevation.
- .6 No person shall excavate any roadway within the *District* for the purposes of installing or repairing water, or any other utilities, without first submitting a Street Opening Permit (Schedule F) and receiving approval from the *District*. Applications for Street Opening Permits must include the following:
  - (a) a satisfactory Certificate of Insurance naming the *District* as an additional insured;
  - (b) a satisfactory Street Opening Bond in the amount of ten thousand dollars (\$10,000.00) executed to the benefit of the *District*; and,
  - (c) a sketch of the location and nature of the work to be done.

#### 4.4. Turning On the Water Supply

- .1 A *Service Connection* must not be turned on at the *Curb Stop* until the owner's *Private Water Service* has been inspected by the *District* and all applicable fees have been paid to the *District*.
- .2 Only authorized *District* employees may turn a *Curb Stop* on or off.

#### 4.5. Shut-Off and Disconnection

- .1 The *District* may disconnect a *Property* from the *Water System* or shut off the *Curb Stop* if the owner or occupier of the *Property*:
  - (a) fails to pay, when due, any fees imposed under this Bylaw;
  - (b) violates or contravenes any of the provisions of this Bylaw;
  - (c) fails to maintain the *Private Water Service* protected from freezing, protected from risk of *Cross Connection*, in good condition without leaks; or,
  - (d) provided that the *District* gives the owner of the premise 10 days' notice in writing.
- .2 When an owner of a premise permanently ceases use of a *Service Connection*, the owner must immediately notify the *District* and pay the abandonment fee set out in the *Fees and Charges Bylaw*.
- .3 Only authorized *District* employees shall turn a *Curb Stop* off.

## PART 5: SYSTEM EXTENSIONS

### 5.1. Requirement to Extend

- .1 Any person seeking the installation of an *System Extension* by the *District* must:
  - (a) enter into a servicing agreement with the *District*; and,
  - (b) submit to the *District* any technical drawings necessary, in the opinion of the *Operations Manager*, to complete the extension.
- .2 Any person wishing to construct a *System Extension* at the person's own expense must:
  - (a) enter into a servicing agreement with the *District*;
  - (b) coordinate and submit to the *District* a construction permit issued by the Northern Health Authority,
  - (c) supply the engineering designs and cost estimates (both documents under seal of a professional engineer registered in the Province of British Columbia) to the *District* along with any other information required by the *Operations Manager*, and,
  - (d) permit the *District*, or the *District's* contractors, to inspect the extension prior to backfill, perform or witness all standard testing procedures and if required by the *Operations Manager*, modify the extension to meet *District* standards or requirements for similar extensions.
- .3 No provision of this Bylaw limits or restricts in any way *District Council* from exercising full jurisdiction and control over the operation of the *Water System*, and the fact that any extension may have been installed and constructed without cost to the *District* will not in any way exempt the person receiving service from any regulations, rates, orders or bylaws of the *District*. The payment of part or all of the installation and construction costs by any applicant for an extension shall not be construed as a guarantee by the *District* with respect to continuity or adequacy of service.



## PART 6: WATER PROTECTION & WATER CONSERVATION

### 6.1. Cross-Connections

- .1 No person shall:
  - (a) connect;
  - (b) cause to be connected; or,
  - (c) allow to remain connected

any pipe, fixture, fitting, container, appliance or *Cross Connection*, in a manner which, under any circumstances, could cause or allow any part of *District's Water System* to become contaminated.

- .2 Where a person's premise is serviced by a well, the person must cease using the well and decommission the well prior to or at the time of connecting to the *Water System*.

### 6.2. Fire Hydrant Use

- .1 No person shall make use of any fire hydrant except for fire protection and suppression purposes.
- .2 Despite Section 6.2.1 of this Bylaw, the *District* may permit fire hydrant use for purposes such as water main testing and utility line flushing upon written request. Operation of hydrants must include proper *Backflow* prevention and as directed by the *Operations Manager*.

### 6.3. Water Use Restrictions

- .1 If at any time *Council* deems it to be in the public interest, it may direct that the use of water by any or all connected owners and occupiers be reduced or discontinued until it shall be considered advisable to restore the same.
- .2 No person shall violate any water use restrictions, prohibitions or limitations set in notice in accordance with Section 6.3.1 of this Bylaw.

### 6.4. Unnecessary Water Use

No person shall allow water from the system to be wasted by runoff into the storm or sanitary sewer system of the *District*, or by runoff on land other than for irrigation purposes.

## PART 7: WATER METERS

### 7.1. Water Meter Requirements

- .1 All *Private Water Services* are required to install a water meter and remote readout in a manner and location acceptable to the *District*. The meter shall be of a size, brand and type, and include a remote readout, all acceptable to the *District*.

### 7.2. Installation of Water Meters

- .1 For all new development *Property*, owners are responsible for all costs associated with the supply and installation of water meters.
- .2 All meters will remain the property of the *District*.
- .3 As a condition of service, the *Operations Manager* shall:
  - (a) determine the location of the water meter and read out installation and configuration of the meter installation;
  - (b) determine the type, size and number of water meters to be installed on the *Property*; and,
  - (c) require a water meter to be relocated:
    - i. if there have been alterations to the original building since the meter was initially installed; and,
    - ii. to a location near the point of entry of the water *Service Connection*.
- .4 If any existing or future *Property* owner refuses to have a water meter installed, after being requested in writing by the *District* to allow such installation, the *Property* owner will be fined in accordance with Schedule C of this Bylaw and water service to the *Property* may be shut off under direction of the *Operations Manager*.

### 7.3. Reading, Maintenance and Testing

- .1 *District* employees shall have access to any *Property* and building metered under this Bylaw during normal business hours for the purpose of reading or maintaining the water meter with reasonable notice given to the owner.
- .2 An estimation of the water meter reading may be made by the *Operations Manager* based on previous consumption patterns, if:
  - (a) the *District* is unable to obtain a water meter reading;
  - (b) a water meter fails to properly register a flow reading; or,
  - (c) the owner or occupier experiences unexplained abnormally high water meter readings and contacts the *District* within seventy-two hours (72) of receiving the invoice.
- .3 If a water meter or bypass valve seal is broken, the *Property* owner or occupier is to notify the *District* within forty-eight (48) hours.

- .4 As a condition of service, the *Operations Manager* may:
- (a) remove and test a water meter every ten (10) years as part of a regular maintenance program; or,
  - (b) remove and test a water meter at any time the *Operations Manager* deems it appropriate.
- .5 Any person liable to pay charges based on a metered rate may have their water meter tested by the *District* upon application and payment of the fee set out in the Fees and Charges Bylaw. If the test indicates a meter inaccuracy in excess of three percent (3%) of actual flow, the *District* will waive the testing fee, and the *Property* owner or occupier's account will be adjusted up to the last six (6) months.
- .6 If water meter access is denied or curtailed by the *Property* owner, then the *District* will invoice the *Property* owner for the highest quarterly amount of water used in the previous twelve month period, and will impose a fine as outlined in Schedule C of this Bylaw. Should previous water use data not be available, the *District* will, at its discretion, estimate the amount for quarterly water use.
- .7 If a water meter is removed or stolen, the *District* will invoice the *Property* owner the cost of replacing and installing the water meter, and impose a fine as outlined in Schedule C of this Bylaw. The *District* shall invoice the *Property* owner or occupier for the highest quarterly amount of water used in the previous twelve month period. Should previous water use data not be available, the *District* will, at its discretion, estimate the amount for quarterly water use.
- .8 If a *District* owned water meter is by-passed or tampered with, then the *District* will invoice the *Property* owner or occupier for the highest quarterly amount of water used in the previous twelve month period, and impose a penalty of fine as outlined in Schedule C of this Bylaw. Should previous water use data not be available, the *District* will, at its discretion, estimate the amount for quarterly water use.

## PART 8: OFFENCES & PENALTIES

- .1 Any person who contravenes any provision of this Bylaw is liable to the *District* for and must indemnify the *District* from all costs, expenses, damages and injuries resulting from the contravention. This does not in any way limit any other provision or any other remedy the *District* may have under this Bylaw or otherwise at law.
- .2 Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is liable to a minimum fine of One Thousand Dollars (\$1,000) and a maximum fine of Ten Thousand Dollars (\$10,000).
- .3 The minimum and maximum fines for breach of this Bylaw pursuant to the *Offence Act* and section 263 of the *Community Charter* are those listed in Schedule B.
- .4 Where there is an offence that continues for more than one day, separate fines may be issued for each day or part thereof in respect of which the offence occurs or continues.
- .5 Nothing in this Bylaw limits the *District* from utilizing any other remedy that is otherwise available to the *District* at law.
- .6 The *District* designates this Bylaw as a bylaw that may be enforced by means of a ticket in the form prescribed for that purpose by the *Community Charter* and the *Community Charter* Bylaw Enforcement Ticket Regulation.
- .7 The persons appointed to the job positions or titles listed in Schedule D of this Bylaw are designated as Bylaw Enforcement Officers for the purposes of issuing tickets under this Bylaw.
- .8 The words or expressions set forth in Column 1 of Schedule C of this Bylaw designate the offence committed under the Bylaw section number appearing in Column 2 opposite the respective words or expressions for the purposes of issuing tickets under the *Community Charter*.

The amounts appearing in Column 3 of Schedule E of this Bylaw are the fines set pursuant to the *Community Charter* of the corresponding offences designated in Column 1 for the purposes of issuing tickets under the *Community Charter*.

## ***SCHEDULE B***

### **PENALTIES**

This is Schedule B of the District of Hudson's Hope Water Regulation Bylaw No. \_\_\_\_, 2014.

DESCRIPTION OF OFFENCE	PENALTY
Construction of <i>Private Water Service</i> and/or <i>Service Connection</i> in contravention of Bylaw	<b>\$ 5,000</b>
Enter/work on the <i>Water System</i> in contravention of Bylaw	<b>\$ 5,000</b>
Connecting private water source to the <i>Water System</i> in contravention of Bylaw	<b>\$ 5,000</b>
Fail to provide required water service to separate parcels in contravention of Bylaw	<b>\$ 5,000</b>
Willfully damaging the <i>Water System</i> in contravention of Bylaw	<b>\$ 10,000</b>
Willfully tampering with <i>Water System</i> in contravention of Bylaw	<b>\$ 10,000</b>

## ***SCHEDULE C***

### **MUNICIPAL TICKET INFORMATION OFFENCES**

This is Schedule C of the District of Hudson's Hope Water Regulation Bylaw No. \_\_\_\_, 2014.

COLUMN 1 DESCRIPTION OF OFFENCE	COLUMN 2 SECTION	COLUMN 3 FINE
<i>District</i> is hindered or prevented from carrying out duties under Bylaw	2.1.1	\$ 150
Neglect to fix, maintain, repair or replace a <i>Private Water Service</i>	3.2.1	\$ 100
Permit water meter to freeze	3.2.2	\$ 100
Sell or distribute <i>District</i> water without written <i>District</i> approval	3.3.2	\$ 150
Turn on/off <i>Curb Stop</i> in contravention of Bylaw	4.4.2 & 4.5.3	\$ 500
Violate water use restrictions	6.3.2	\$ 150
Wasting <i>District</i> water	6.4.1	\$ 100
Refusal to install a water meter	7.2.4	\$500
Water meter permanently covered or is not reasonably accessible in contravention of Bylaw	7.3.6	\$ 500
Water meter removed or stolen in contravention of Bylaw	7.3.7	\$ 500
Water meter bypassed, and/or tampered with in contravention of Bylaw	7.3.8	\$ 500



## ***SCHEDULE D***

### **DESIGNATED BYLAW ENFORCEMENT OFFICERS**

This is Schedule D of the District of Hudson's Hope Water Regulation Bylaw No. \_\_\_\_, 2014.

Chief Administrative Officer

Director of Public Works

Director of Protective & Inspection Services & Fire Chief

*District* Authorized Personnel

Bylaw Enforcement Officers

# ***SCHEDULE E***

## **SERVICE CONNECTION PERMIT**

This is Schedule E of the District of Hudson's Hope Water Regulation Bylaw No. \_\_\_\_, 2014.

## Service Connection/Abandonment Application

Request 72 hours in advance for inspections Monday to Friday 8 am – 5pm

Today's Date: \_\_\_\_\_

Work to Begin Date: \_\_\_\_\_

### OWNER INFORMATION

OWNER(S)		ADDRESS		
First and Last Name		Street Address	City	Postal Code
Home Phone	Cellular	Fax	Email	

### Property Information

CIVIC ADDRESS OF SUBJECT PROPERTY	LEGAL DESCRIPTION OF SUBJECT PROPERTY		
Street Address	Lot:	Block:	Plan:
	Roll Number:		

### Services Requested

PROPERTY TYPE	MARK "X"	SERVICE TYPE	SIZE	ABANDONMENT REQUIRED	ENG AUTH	PW AUTH
Residential		Water		Yes		
Commercial		Sewer		No		
Industrial		Storm				
Institutional		Hydrant				

\*Standard Residential Connection: 19 mm Water & 100 mm Sewer in common trench

### Contractor Information

CONTRACTOR NAME		CONTRACTOR ADDRESS		
Full Company Name		Street Address	City	Postal Code
Phone	Cellular	Contact Name	Title	
Business License #	Province	Contact Email	Company Website	

## DECLARATION

*I/We \_\_\_\_\_, the registered owner(s) of the above mentioned property, do hereby apply for \_\_\_\_\_ service connection from the street main to my/our property and authorize the District of Hudson's Hope to inspect the service(s) provided by the Contractor mentioned above and to abide by all conditions of the Water and Sewer Regulations Bylaws.*

*I/We hereby declare that the above statements and the information contained in this application are to the best of my/our belief true and correct in all aspects. I/We hereby agree to indemnify and keep harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said District and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable Sewer Regulation Bylaw and other statutes and bylaws in force in the District of Hudson's Hope.*

Signature of Owner(s): \_\_\_\_\_

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

# ***SCHEDULE F***

## **STREET OPENING PERMIT**

This is Schedule F of the District of Hudson's Hope Water Regulation Bylaw No. \_\_\_\_, 2014.





HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE



## Sewer Service Regulations

Bylaw No. \_\_\_, 2014

**DRAFT**

**WHEREAS** pursuant to the *Community Charter*, the District may operate a Sewer System as a municipal service;

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

- .1 This bylaw shall be cited as the "District of Hudson's Hope Sewer Use Regulation Bylaw No. \_\_\_\_\_, 2014"
- .2 The following schedules attached hereto form part of this Bylaw:
  - a. Schedule A (Sewer Service Regulations)
  - b. Schedule B (Service Connection/Abandonment Application)
  - c. Schedule C (Prohibited Wastes)
  - d. Schedule D (Restricted Wastes)
  - e. Schedule E (Penalties)
  - f. Schedule F (Municipal Ticket Information Offenses)
  - g. Schedule G (Designated Bylaw Enforcement Officers)
- .3 If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be served and the decision that it is invalid shall not affect the validity of the remainder of this Bylaw.
- .4 Sewer Service Regulation Bylaw No. 763, 2008, and all amendments thereto are hereby repealed and replaced with this Bylaw.

Read a first time this \_\_\_\_\_ day of \_\_, 2014

Read a second time this \_\_\_\_\_ day of \_\_, 2014

Read a third time this \_\_\_\_\_ day of \_\_, 2014

Adopted this \_\_\_\_\_ day of \_\_, 2014

**X**

\_\_\_\_\_  
Mayor

**X**

\_\_\_\_\_  
CAO



# TABLE OF CONTENTS

## Schedule A

<b>PART 1: DEFINITIONS .....</b>	<b>2</b>
<b>PART 2: GENERAL REGULATIONS.....</b>	<b>8</b>
2.1. Inspection & Enforcement .....	8
2.2. Sewer System.....	8
2.3. Conditions of Sewer Collection .....	8
<b>PART 3: SERVICE CONNECTIONS .....</b>	<b>9</b>
3.3. Specific Prohibitions.....	10
3.4. Low Pressure Systems.....	11
3.5. Building Sanitary Sewer .....	11
3.6. Procedure After Service Connection.....	12
3.7. Industrial, Commercial and Institutional Inordinate Discharges .....	13
3.8. Failure of Service.....	13
3.9. Discontinuation and Re-instatement of Service .....	14
<b>PART 4: Prohibited and restricted waste .....</b>	<b>15</b>
4.1. Prohibited Waste and Special Waste.....	15
4.2. Restricted Waste and Storm Water .....	15
4.3. Inspection and Monitoring .....	16
4.4. Accidental Discharge / Spill Reporting.....	17
<b>PART 5: SEWER EXTENSIONS.....</b>	<b>18</b>
5.1. General Conditions .....	18
5.2. District Funded Extensions .....	18
5.3. Application for Sewer Extensions .....	18
5.4. Recovery of District's Costs.....	19
<b>PART 6: OFFENCES AND PENALTIES .....</b>	<b>20</b>

**Schedule B** – Service Connection/Abandonment Application

**Schedule C** – Prohibited Wastes

**Schedule D** – Restricted Wastes

**Schedule E** – Penalties

**Schedule F** – Municipal Ticket Information Offences

**Schedule G** – Designated Bylaw Enforcement Officers

# **SCHEDULE A**

## **SEWER SERVICE REGULATIONS**

## PART 1: DEFINITIONS

In this bylaw, the following definitions apply:

**"ACTUAL COST"** means all costs incurred to complete the works, including but not limited to engineering services, supply of materials, construction, supervision, inspection, administration, processing, right-of-way negotiations, acquisitions and registration, and liaison with, and/or fulfilling requirements of other utilities or agencies.

**"AGENT"** means a professional engineer or contractor appointed by the Approving Officer to install and construct a sewer extension on behalf of the District.

**"APPLICANT"** means an owner or authorized agent for the owner who requests the District to:

- .1 install new or alter existing sewer services;
- .2 approve the use of an existing sewer connection for a new development; or
- .3 extend a public sewer or sewers and sewer services;

and from whom the District may expect to receive revenue on a continuing basis for this service at the current annual charges as established by this bylaw.

**"APPROVING OFFICER"** means any the Approving Officer or the CAO for the District, or his or her duly appointed representatives and assistants.

**"BENEFITING LAND"** means any parcel of real property fronting or abutting an extension of the sanitary sewerage system.

**"BIOCHEMICAL OXYGEN DEMAND"** or **"BOD"** means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures in 5 days at 20 degrees Centigrade, expressed in milligrams per litre, as determined by the appropriate procedure in standard methods.

**"BUILDING BYLAW"** means the "District of Hudson's Hope Building Bylaw No. \_\_\_\_, \_\_\_\_", as may be amended or replaced from time to time.

**"BUILDING CODE"** means the "British Columbia Building Code (2012)", as may be amended or replaced from time to time.

**"BUILDING INSPECTOR"** means the Building Inspector for the District, or his or her duly appointed representatives and assistants.

**"BUILDING SANITARY SEWER"** means a pipe, including manhole and inspection chamber laid on a property connecting a service connection with a house, building, or structure on the property.

**"CHIEF ADMINISTRATIVE OFFICER"** or **"CAO"** means the Chief Administrative Officer for the District and shall include his or her duly appointed representatives and assistants.

**"COLLECTOR"** means the Director of Finance for the District or his or her duly appointed representative and assistants.

**"COMMERCIAL PREMISES"** means all land and premises, on or within which any interchange of commodities, or any dealing or trading in any article of commerce or other thing is carried on as a business, and shall include all premises in which any service, professional or otherwise is provided,

given, or made available and for which any fee, charge, rent or commission is payable, and without limiting the foregoing shall include auto courts, hotels, lodging houses, boarding houses, offices, theatres, bowling alleys, billiard rooms, places of entertainment or amusement, tent camping ground and dependent mobile homes.

**"COMMERCIAL UNIT"** means any business which is operated separately from any other business on or within commercial premises.

**"CONNECTION CHARGE"** means the amount due and owing to the District for the installation and construction of a service connection as set out in the Fees and Charges Bylaw, including any latecomer charges.

**"CONTAMINANT"** means any substance, whether gaseous, liquid or solid, whether dissolved or suspended, that:

- .1 injures or is capable of injuring the health or safety of a person;
- .2 injures or is capable of injuring property or any life form;
- .3 interferes or is capable of interfering with the proper operation of a sewer or sewage facilities;
- .4 causes or is capable of causing material physical discomfort to a person; or
- .5 damages or is capable of damaging the environment.

**"COOKING EQUIPMENT"** means equipment, devices or appliances that can be utilized to prepare a meal within a dwelling unit and includes a sink, counter-top, gas or electric range or stove, counter-top cooking unit, hot plate, wall oven, microwave oven, convection oven, toaster oven, electric frying pan, electric wok, pressure cooker, crock pot, cabinet for storage of food or any other such culinary facility or any combination of such culinary facilities and includes the arrangement of service lines which provide the energy source being used or intended to be used to service such facilities.

**"COUNCIL"** means the Council of the District of Hudson's Hope.

**"DESIGN AND CONSTRUCTION STANDARDS"** means the documents referred to and incorporated into the Hudson's Hope Subdivision and Development Servicing Bylaw No. \_\_\_\_\_, \_\_\_\_\_ and amendments thereto, related to design and construction standards.

**"DISTRICT"** means the District of Hudson's Hope.

**"DIRECTOR OF FINANCE"** means the Director of Finance for the District or his or her duly appointed representatives and assistants.

**"DOMESTIC WASTE"** means waste produced on real property or in a premises which is solely used for residential purposes.

**"DWELLING UNIT"** means one or more habitable rooms which constitute one self-contained unit used or intended to be used for living and sleeping purposes for which is provided:

- a) cooking equipment or the facilities for the installation of cooking equipment; and
- b) one or more bathrooms with a water closet, wash basin and shower or bath.

**"ENVIRONMENTAL MANAGEMENT ACT"** means the *Environmental Management Act* R.S.B.C. 2003, c. 53 as amended from time to time and any successor legislation.

**"EXTENSION" or "SEWER EXTENSION"** means any installation or construction of pipes, conduits, sewer mains, appurtenances, sewage lagoons and other equipment and facilities for collecting and transporting waste on any highway or District road right-of-way from the most suitable existing sanitary sewerage system, having sufficient surplus capacity to provide service to the real properties to be served. An extension does not include the upgrading or replacement of any existing part of the sanitary sewerage system, nor does it include installation or construction of service connections.

**"FEES AND CHARGES BYLAW"** means the "District of Hudson's Hope Fees and Charges Bylaw No. \_\_\_\_\_", as may be amended or replaced from time to time.

**"FLANKAGE"** means the greater measurement of the boundary of a parcel abutting a District road right-of-way where the parcel abuts more than one District road right-of-way.

**"FOOD ESTABLISHMENT"** means any place where, or any vehicle in which, in the ordinary course of business, food is grown, raised, cultivated, kept, harvested, produced, manufactured, slaughtered, processed, prepared, packaged, distributed, transported, or sold, or is stored or handled for any of those purposes.

**"FOOD SAFETY ACT"** means the *Food Safety Act*, R.S.B.C. 2002, C.28, as amended from time to time and any successor legislation.

**"FRONTAGE"** means the boundary of a parcel abutting a District road right-of-way. Where the parcel abuts more than one District road right-of-way other than alone, the frontage shall be that boundary having the least measurement.

**"FRONT-ENDER"** is a person who pays the actual costs of an extension and who may enter into a latecomer agreement with the district, and shall include the assignee of the latecomer agreement.

**"GRAB SAMPLE"** means a sample of water taken by a qualified technician.

**"GROUNDWATER"** means water contained in interconnected pores located either below the water table in an unconfined or water table aquifer, or in a confined aquifer.

**"HIGH VOLUME DISCHARGE"** means the flow of sewage is operating against resistance and the flow depth is above the crown of the sewer pipe.

**"HYDRAULIC HEAD"** means the pressure in a closed water or sewer pipe system where the pressure is over and above the atmospheric pressure.

**"INDUSTRIAL WASTE"** means the liquid wastes from industrial manufacturing processes, trade, or business as distinct from sanitary waste.

**"INSPECTION CHAMBER"** means a below-ground structure built in the line of a sewer or sanitary drain for inspecting or testing the sewer or drain and for clearing obstructions from the surface.

**"LATECOMER"** means the owner of a parcel of real property within the benefiting lands and who has not initially participated in the costs of the extension.

**"LATECOMER AGREEMENT"** means a written agreement in the form prescribed by the CAO under which the District agrees to impose a charge on subsequent owners whose parcel is a benefiting land and for which there is a front-ender.



**"LATECOMER CHARGE"** means that portion of the actual cost of an extension that the District charges each parcel of land within the benefitting lands.

**"LOW PRESSURE SYSTEM"** means a sanitary sewerage system consisting of on-site, privately owned, operated and maintained sewage pumps with discharge pipes connected to a District owned and operated low pressure sewage forcemain or gravity sewer. The entire length of the service connection is private, even that portion within the public right-of-way.

**"MULTIPLE UNIT RESIDENTIAL BUILDING"** means a building which contains two or more dwelling units, excluding secondary suites.

**"NON-DOMESTIC WASTE"** means all waste except domestic waste, sanitary waste, trucked waste, storm water and cooling waste.

**"OIL AND GREASE"** means an organic substance recoverable by procedures set out in standard methods and includes but is not limited to grease, hydrocarbons, esters, fats, oils, waxes and high-molecular-weight carboxylic acids.

**"OWNER"** means an owner of a parcel of real property including:

- a) the registered owner of an estate in fee simple;
- b) the tenant for life under a registered life estate;
- c) the registered holder of the last registered agreement for sale; or
- d) the holder or occupier of land held in the manner referred to in the definition of "Owner" in the Schedule to the *Community Charter*, S.B.C. 2003, c.26 and amendments thereto.

**"PARCEL"** means any lot, block, or other area in which land is held or into which it is subdivided, but does not include a highway.

**"PERSON"** includes natural persons of either sex, associations, corporations, bodies politic, co-partnerships whether acting by themselves or by a servant, agent, or employee and the heirs, executors, administrators and assigns or other legal representatives of such person to whom the context can apply according to law.

**"pH"** means the logarithm to the base 10 of the reciprocal of the concentration of hydrogen ions, in moles per litre of solution, as determined by the appropriate procedure described in standard methods.

**"PROHIBITED WASTE"** means those substances set out in Schedule C to this bylaw.

**"PROFESSIONAL ENGINEER"** means an engineer registered or licensed and in good standing, with the Association of Professional Engineers and Geoscientists of British Columbia.

**"PROPERTY"** or **"REAL PROPERTY"** means land together with all items enumerated as improvements in the definition of "Real Property" in the *Community Charter*, R.S.B.C. c. 26 and amendments thereto.

**"RESTRICTED WASTE"** means waste set out in Schedule D to this bylaw.

**"SANI-STATION"** means an approved facility to which sewage is transported for temporary storage.

**"SANITARY SEWERAGE SYSTEM"** means all sanitary sewer works and all appurtenances thereto, including sewer mains, sewage lagoons, sewer outfalls, service connections, sewage lift stations, force

mains, siphons and treatment facilities owned, controlled, maintained and operated by the District for collection and transporting waste, but shall not include storm drains.

**"SANITARY WASTE"** means waste from sanitary conveniences on residential and on-residential property.

**"SECONDARY SUITE"** means an additional dwelling unit within the structure of a single family dwelling unit.

**"SEPTIC TANK WASTE"** means any waste extracted from a cesspool, septic tank, sewage holding tank, seepage pit, interceptor or other containment for human excretion and wastes.

**"SERVICE CONNECTION"** means a service pipe from the sewer to the property line of a parcel and includes an inspection chamber.

**"SERVICING AGREEMENT"** has the meaning as set out in the District's Subdivision and Development Servicing Bylaw No. \_\_\_\_, \_\_, and all amendments thereto.

**"SEWAGE"** means water carried wastes from residences, business buildings, institutional and industrial establish establishments, and shall include:

- a) industrial waste;
- b) sanitary waste exclusive of industrial wastes; and
- c) the discharge of a stale swimming pool.

**"SEWAGE FACILITY"** means works owned, operated and maintained by the District or otherwise under the control or jurisdiction of the District that gather, treat, transport, store, utilize or *discharge* waste.

**"SEWAGE PUMP UNIT"** means a hydraulic device capable of moving or lifting sewage from one location to another.

**"SEWER"** means a pipe, or conduit and other equipment and facilities, owned, operated and maintained or otherwise under the control or jurisdiction of the District, for collecting and transporting waste either to a sewage facility or otherwise.

**"SPECIAL WASTE"** means special waste as defined in the *Environmental Management Act*.

**"STANDARD METHODS"** means the latest edition of "Standard Methods for the Examination of Water and Wastewater" jointly prepared and published from time to time by the American Water Works Association, American Public Health Association and the Water Environment Federation or any successor published standards.

**"STORM DRAINS"** or **"DRAINS"** means all pipes, conduits, drains and other equipment intended or necessary to carry storm water.

**"STORM WATER"** means water resulting from natural precipitation from the atmosphere and which is intended to be transported in a storm drain and includes but is not limited to, water from roof drains and building foundation drains.

**"TRUCKED WASTE"** means any waste that is collected and transported off site by means other than discharge to a sewer, including but not limited to septic tank waste, oil and grease form interceptors, and other sludge of organic origin.



**"UNCONTAMINATED WATER"** means water in its natural state, or water supplied by the District that, after use for any purpose, is not substantially changed from its natural state as to chemical or biochemical qualities or temperature and includes, but is not limited to, water from roof drains and building foundation drains and clean water from wells and cisterns.

**"USER CHARGE"** means the amount of money charged to owners whose real property or premises are served directly or indirectly by the sanitary sewerage system, and calculated on various factors all of which are set out in the Fees and Charges Bylaw.

**"WASTE"** means any substance whether gaseous, liquid or solid, that is or is intended to be discharged or discarded, directly or indirectly, to its respective sewer, drain, treatment plant or collection station.

**"ZONING BYLAW"** means the District of Hudson's Hope Zoning Bylaw No. 823, 2013, as may be amended or replaced from time to time.

## PART 2: GENERAL REGULATIONS

This section applies to all zones established under this Bylaw except as otherwise specified in this Bylaw.

### 2.1. Inspection & Enforcement

- a) A person must allow and permit, during normal business hours, the *Operations Manager*, and any other *District* bylaw enforcement officer, to enter into or on a premise owned or occupied by the person in order to inspect and determine whether the regulations and requirements of this Bylaw are being met.

### 2.2. Sewer System

- (a) No person shall connect to, add to, tamper with, operate, remove or alter the *Sewer System* or any part thereof except in accordance with this Bylaw.
- (b) No person shall without lawful excuse break, damage, destroy, uncover, deface or mar the *Sewer System* or any part thereof.
- (c) All persons must immediately notify the *District* of any suspected defects, breaks or breakdowns in the *Sewer System*, and any suspected defects, breaks or breakdowns in water services that may threaten the integrity of the *Sewer System*.
- (d) All *Consumers* must pay the applicable rate(s) set out in the *Fees and Charges Bylaw*.

### 2.3. Conditions of Sewer Collection

- .1 It is a condition of the supply of water that:
  - a) the *District* shall not be liable for damage by reason of the failure of collection of sewer to any *Consumer*, and,
  - b) the *District* shall not be liable for any injury or damage to any person or *Property* arising or occurring from the use of the *Sewer System*.

## PART 3: SERVICE CONNECTIONS

### 3.1. Requirement to Connect

- (a) Every *Property* abutting a sewer main must connect to the *District's Sewer System*.
- (b) Every owner of real property fronting or abutting a sewer shall be required to connect to the *Sewer System* within one year of services being available to the front of the lot for tie in purposes set out in the notification
- (c) In addition to any other penalty that may be imposed by this Bylaw, or penalties levied by other government agencies, where the owner of a *Property* fails, neglects, refuses to or does not connect the *Property* to the *Sewer System*, the *District* may have the work done at the expense of the owner, and the *District* may recover the cost in the same manner as *District* taxes.
- (d) Each *Property* is limited to a maximum of one *Service Connection* except when:
  - .1 there is more than one permanent building on the parcel; or,
  - .2 there is a duplex on the parcel.
- (e) Despite Section 4.1.1 of this Bylaw, the *District* may decline to install a *Service Connection* if:
  - (a) any part of the *Sewer System* has inadequate capacity to meet the proposed additional service requirements; or,
  - (b) the proposed *Service Connection* exceeds twenty metres (20.0 m) in length.

### 3.2. Application to Connect

- .1 An application to connect or reconnect to the *District's Water System* must be made by the owner of the *Property* using the Service Connection Permit form (Schedule E), and approved by the *District*, before connecting to the *District's Water System*.
- .2 Each Service Connection Permit must be accompanied by a Service Connection Fee, as
- .3 The Approving Officer may direct that the installation and construction of a service connection be commenced within ninety (90) days of approval of the application, provided that a gravity connection is practicable.
- .4 When an application for a service connection accompanies a building permit with the construction value greater than \$100,000 or where a parcel is being redeveloped, the following shall apply to the service connection and the building sanitary sewer:
  - if the service connection and building sanitary sewer is less than thirty (30) years old, the owner must provide a video inspection for the District to review. The owner shall repair the connection if the connection has excessive damage;
  - if the service connection and building sanitary sewer is thirty (30) years old or older a replacement or new service is required;

- all no-corrode, asbestos cement or clay service pipes of any age or condition shall be replaced;
  - any shared service connections and building sanitary sewer shall be replaced; and
- .5 If practical, the service connection will be located, as per the District's design and construction standards, where requested by the applicant. In the event that the preferred location is not practical due to the existence of installed or proposed surface improvements or is in conflict with installed underground utilities or impractical owing to topographic or vegetative features, the Approving Officer may allow an alternate location of the service connection to each parcel of land or premises.

### 3.3. Specific Prohibitions

- .1 No person may uncover, connect or attempt to connect, or be allowed to be connected or remain connected to a service connection or to a sewer, parcel or premises otherwise than in accordance with this bylaw.
- .2 Every owner of a parcel that is connected to a service connection or to a sewer:
1. without making appropriate application to and obtaining an approval from the *Approving Officer*;
  2. without paying the applicable charges; or
  3. who commences the use of the service prior to having been granted an occupancy permit for the use of the premises on the parcel,
- is in contravention of this bylaw.
- .3 No person shall obstruct, at any time, or in any manner, the access to any manhole, inspection chamber, or other fixture connected with the sanitary sewerage system, by placing thereon or in the vicinity thereof, any fencing or other impediments, landscaping, lumber, timber, wood, brick, stone, gravel, sand or other materials or things and the Approving Officer or any other employee or agent of the District may order the removal of the obstruction and the expense of the removal will be charged to and paid by the person so offending in addition to any other penalty imposed by this bylaw.
- .4 No owner or occupier of real property serviced by the sanitary sewerage system may accept or admit or discharge any waste or other material or substances, unless the waste or other materials or substances was generated within the property to which the service is provided.
- .5 The Approving Officer may appoint an applicant as an agent of the District to carry out the installation and construction of a service connection subject to the applicant agreeing to install and construct the service connection in accordance with the specifications respecting size, depth, grades as well as other specifications and conditions that the Approving Officer stipulates.

- .6 Except as provided under Sections 3.2.1 and 3.4.5, no work of any kind connected with the sanitary sewerage system, either for the laying of new, or repairing of old pipes is permitted to be done upon or under the roads of the District by any person other than an employee or agent of the District.

### **3.4. Low Pressure Systems**

- .1 At no time shall the owner or occupier of a parcel change the pumping characteristics of the pumping system within a parcel, unless otherwise approved by the Approving Officer.
- .2 The owner is fully responsible for the operation, maintenance, repair and replacement of the pumping system including pump unit(s), controls, entire force main and all auxiliary components, and annual pump outs of solids tanks, from the building to the connection to a low pressure sewer mainline. The owner must obtain a District road and right-of-way permit before conducting any works within public right-of-ways.
- .3 If a pumping system does not provide adequate pressure the owner shall replace the pumps, forcemain and controls including installing a balancing tank to meet changing operating conditions of the low pressure system in the area. The replacement work shall be designed by a profession engineer and the owner shall submit the record of replacement to the District. All work is to be completed at the owner's cost.

### **3.5. Building Sanitary Sewer**

- a. Every owner shall construct building sanitary sewers in strict compliance with the BC Building Code and the Building Bylaw and shall operate and maintain the building sanitary sewer, including clearing any blockages in the building sanitary sewer which are directly attributed to the discharge from the parcel.
- b. All materials, fixtures or devices used or entering into the construction of plumbing and drainage systems or parts thereof must conform to the minimum applicable standard set forth in the BC Building Code and the Building Bylaw unless otherwise provided for in this bylaw.
- c. If, after receiving 7 days written notice from the District that the owner is not in compliance with section 3.5.1, and had an opportunity to be heard before Council, then District staff may enter the parcel to undertake necessary repairs and/or replacements. All associated costs shall be paid by the owner, and are recoverable in the same manner as taxes pursuant to the *Community Charter*.
- d. All plumbing within the bounds of a parcel must be in strict compliance with the provisions of the Building Code and the Building Bylaw. The Building Inspector may require that plumbing within the bounds of a parcel be subjected to appropriate tests for hydrostatic and/or structural integrity. The cost of these tests shall be borne by the District if it is proven that the plumbing complies with the BC Building Code and the Building Bylaw. Should the test prove otherwise, the costs of the tests and the remedies shall be borne by the owner of the parcel. The Approving Officer may withhold permission to connect to the District's sanitary sewerage system until any required remedial work is satisfactorily completed.

- e. Grease and oil and sand interceptors shall be provided on the building sanitary sewer for:
1. All food establishments, other than vehicles, as defined in the *Food Safety Act*, R.S.B.C. 2002, c.28 as amended; regardless of what zone they are located in, as identified by the District's Zoning Bylaw;
  2. All permitted uses as identified in the District's Zoning Bylaw Section 20 (M1 – Light Industrial) and Section 21 (M2 – Heavy Industrial);
  3. The following permitted uses as identified in the District's Zoning Bylaw Section 14 (C1 – Neighbourhood Commercial), Section 15 (C2 – Downtown Core Commercial District), Section 15a (C2gs – Downtown Core Commercial (Gaming Facility)), Section 16 (C3 – Service Commercial), Section 17 (C4 – General Commercial), and Section 18 (C5 – Gateway Service Commercial):
    - i. Gas bar;
    - ii. Automobile, truck and recreation vehicle sales and repairs where trucks and recreational vehicles do not exceed 4,700 kg (10,364 lbs.) gross vehicle weight;
    - iii. Public transportation depot;
    - iv. Service Station;
    - v. Automobile, recreation vehicle, boat, trailer, tire, truck sales, rental, repair and cleaning;
    - vi. Car and truck wash establishment;
    - vii. Heavy equipment repair;
    - viii. Instruments, small equipment sales and service;
    - ix. Oilfield supplies and service; and,
    - x. Tire sales.
- f. All interceptors shall be of a type and capacity approved by the Approving Officer and shall be located as to be readily and easily accessible for cleaning and inspection. Here installed, all interceptors shall be maintained by the owner at the owner's expense in operable and functional state at all times. The Approving Officer may prescribe the manner and the frequency of maintenance and may require that the owner periodically provide acceptable proof of maintenance to the Approving Officer.

### **3.6. Procedure After Service Connection**

1. Every owner of a parcel who connects to the sanitary sewerage system from previously having a septic disposal system, shall:
  - .1 discontinue use of the septic tank, lagoon or mound; and
  - .2 decommission the septic tank, lagoon or mound; or,
  - .3 remove and dispose of the septic tank.



### **3.7. Industrial, Commercial and Institutional Inordinate Discharges**

1. The design flow rates of the sanitary sewerage system for industrial, commercial or institutional waste are:
  - (a) gravity sewers – 30,000 litres/gross hectare/day with the peak flow rate not exceeding 1.3 litres/gross hectare/second; and,
  - (b) low pressure systems – flow rate to be designed in accordance with the specific design of the downstream system and in consultation with the Approving Officer.
2. Where waste is discharged into the sanitary sewerage system at a rate which is in excess of the design flow rate as identified in Section 4.9.1 above, the Approving Officer may prescribe a rate of discharge that is acceptable within the system or may direct that the waste be conveyed to a sewer inlet at another location adequate to receive the flow. When a request is received to discharge an excess amount of waste, it will be considered a special circumstance and will be scheduled during low volume times such as between midnight and 6:00 a.m.
3. Where no appropriate sewer is available or where the discharge is considered to be injurious to or exceed the design flow rate of the sanitary sewerage system, the waste shall be disposed of in a manner or into an outlet as may be prescribed by the Approving Officer, subject to regulations, standards of quality, quantity, rate of discharge and other stipulations and conditions as may be prescribed or are in effect by legislation or this bylaw.
4. Every owner, at the owner's cost, is responsible for providing, installing, operating and maintaining equipment to limit the discharge within the prescribed rate or convey waste to another outlet as directed by the Approving Officer.
5. Except where expressly authorized to do so by an applicable pre-treatment standard or requirement in accordance with the Ministry of Environment's specification, no industrial user shall ever increase the use of process water, or in any other way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with a pre-treatment standard or requirement, or in any other pollutant-specific limitation developed by the District. The Approving Officer may impose mass limitations on industrial users who are using dilution to meet applicable pre-treatment standards or requirements or in other cases where the imposition of mass limitations is appropriate.

### **3.8. Failure of Service**

1. Where any sewer or service connection, becomes stopped or otherwise fails to function, the operator or occupier of the premises served shall notify the Approving Officer. The Public Works and Utilities Department shall, as soon as is reasonably practicable, arrange to have the sewer or service connection unstopped or otherwise restored to serviceable condition.

- .2 Where there is no inspection chamber installed on the service connection at the property line, or the inspection chamber has been buried, covered, or obstructed and cannot be located by the District, the District will take reasonable efforts to locate the connection through means of surveying, sounding, probing, and shallow hand digging. If other methods are required, the cost of these methods shall be the responsibility of the owner. The cost to remove and replace material, structures, and improvements covering or obstructing the inspection chamber and the reinstatement of the area to its previous state shall be the responsibility of the owner.
- .3 Where a sewer or service connection is unstopped or otherwise restored to serviceable condition as a result of a blockage:
  - (a) If the blockage is found in the building sanitary sewer on the owner's property side of the connection, then the owner shall be responsible for all costs to remove the blockage, repair the service and reinstate the area to its previous state.
  - (b) If the blockage is found to be located in the sewer or the service connection within the road right-of-way due to a structural fault, the District will, at its costs, remove the blockage, repair the service connection, reinstate the area to its previous state, and pay reasonable direct costs necessary to initially expose the service connection.
  - (c) If it is determined that a blockage within the road right-of-way is as a result of an introduced foreign object or substance in the sewer or the service connection, the District will remove the blockage, repair the service as connection and reinstate the area to its previous state, with the owner or occupier of the premises responsible for all costs incurred by the District.
- .4 All costs for District works which are deemed to be the responsibility of the owner shall be paid upon demand and if unpaid on the thirty-first (31) day of December of the year in which the work is done shall be deemed to be taxes in arrears on the real property concerned and will be dealt with in the same manner as ordinary District taxes upon land in accordance with the applicable provisions of the *Local Government Act* and *Community Charter*.

### **3.9. Discontinuation and Re-instatement of Service**

- .1 In the event that a building or structure is removed from its site, or is destroyed or is damaged to the extent that it can no longer be put to any legally permitted use, the owner shall, at the owner's expense, effectively cap the downstream side of the building sanitary sewer, a minimum of 2 m or the depth of the inspection chamber, from the property line, for the interim period during which the service connection is not in use.
- .2 If the intention is to not ever use the service connection, the owner shall, at the owner's expense, effectively have the service connection capped and sealed.



## **PART 4: PROHIBITED AND RESRICTED WASTE**

### **4.1. Prohibited Waste and Special Waste**

- .1 No person will permit sludge, material or deposit contained in a septic tank to enter the sanitary sewerage system, other than at a District designated facility.
- .2 No person may discharge or allow or cause to be discharged into the sanitary sewerage system any:
  - .1 Prohibited waste (Schedule C), other than truck waste that is permitted to be disposed at a District designated facility;
  - .2 Special waste;
  - .3 Water or any other substance for the purpose of diluting any non-domestic waste discharged into a sewer to meet acceptable tolerance standards within this bylaw; or
  - .4 Anything in a concentration or quantity which may be or may become a health or safety hazard to personnel operating or maintaining the sewers or the sanitary sewerage system or which may cause damage or interfere with the proper operation of a sewer or the sanitary sewerage system or which may injure or is capable of injuring any property, or health of any person or any life form.
- .3 No person may discharge or continue to allow to be discharged any storm water directly into a building sanitary sewer or the sanitary sewerage system.

### **4.2. Restricted Waste and Storm Water**

- .1 Unless the owner has received prior authorization in writing from the Operations Manager, no owner shall discharge or allow or cause to be discharged into a sanitary sewerage system any:
  - (a) restricted waste (Schedule D);
  - (b) wash water from industrial applications;
  - (c) processed water from groundwater remediation; and,
  - (d) storm water.
- .2 Sanitary waste from recreational vehicles must be discharged into approved sanitation stations.
- .3 Nothing in this bylaw absolves a person discharging waste from complying with any regional, provincial or federal enactment.
- .4 No person shall discharge or allow or cause to be discharged into a sewer or sewage facility a restricted waste unless the person has written permission from the Operations Manager and the restricted waste is discharged strictly in accordance with the terms and conditions of the letter.

### 4.3. Inspection and Monitoring

- .1 Every owner of real property and every occupier of premises to which a service connection has been installed must allow, suffer and permit the District and all associated inspection equipment, to enter into or upon the real property and premises for the purpose of inspecting the premises including building sanitary sewer, drains, fixtures and any other apparatus used with the service connection or plumbing system, as well as to observe, measure, sample and test the quantity and nature of sewage being discharged into the sanitary sewerage system, and to ascertain whether the terms of this bylaw are being complied with.
- .2 The Building Inspector shall have the right of entry into any building or premises for the purposes of determining the number and factual existence of dwelling units in the building or premises.
- .3 The *Approving Officer* may require a property located within an industrial or service commercial zone whose owner or tenant is deemed to be discharging non-domestic waste into the sanitary sewerage system, either directly or indirectly, must at the owner or tenant's own expense install and maintain a control manhole at the property line suitable for the inspection, measuring and sampling of the non-domestic waste or if the *Approving Officer* determines that one or more existing manholes are suitable for the purpose of inspecting, measuring and sampling, the *Approving Officer* may designate one or more of such manholes as control manholes.
- .4 The owner of real property where a control manhole has been installed must ensure that the manhole is accessible and is maintained in good condition at all times.
- .5 The *Approving Officer* may require that a person who is discharging any material or substance into the sanitary sewerage system undertake at that person's expense measuring, sampling and analysis of the material or substance discharged.
- .6 All measuring, sampling and analysis required by the *Approving Officer* must be in accordance with methods and procedure specified in standard methods, unless otherwise authorized by the *Approving Officer*.
- .7 Samples which have been collected as a result of a requirement of the *Approving Officer* pursuant to Section 4.14.7 herein, must be analyzed by a qualified, independent agency, unless other prior arrangements have been authorized in writing by the *Approving Officer*.
- .8 If there is no control manhole on the parcel, the point of discharge into the sanitary sewerage system for the purposes of enforcing this bylaw will be designated by the *Approving Officer* as that location where access to the discharge for the purpose of measuring, observing or sampling is possible.
- .9 No person other than an authorized person from the District shall remove or tamper with the sanitary sewer system.

#### 4.4. Accidental Discharge / Spill Reporting

- .1 Owners shall notify the *District* and appropriate government agencies immediately of any sludge loading, accidental discharges or any other discharges or highway spills of wastes in violation of this bylaw to enable countermeasure to be taken by the District to minimize damage to the sanitary sewerage system, wastewater treatment system and/or the receiving waters. The owners shall identify the type of chemical, volume of spill, location, time and date of occurrence and the countermeasure taken to control the spill.
- .2 This notification shall be followed, within five (5) calendar days of the date of occurrence, by a detailed written statement from the owner describing the causes of the discharge and the measure being taken to prevent its future occurrence..
- .3 Notification will not relieve owner liability for any consequential expense, loss or damage to the wastewater treatment system or for any fines and/or penalties imposed by the Ministry of Environment which result from the violating discharge.

## PART 5: SEWER EXTENSIONS

### 5.1. General Conditions

- .1 All extensions to the sanitary sewerage system shall be undertaken, installed, constructed, operated, maintained upgrades and replaced in accordance with the terms and conditions of this bylaw.
- .2 The cost of all extensions shall be paid for in accordance with the provisions and subject to the limitations of this bylaw.
- .3 All installing, constructing, operating, maintaining, upgrading and replacing of extensions of the sanitary sewerage system and service connections must be in accordance with an in conformity to the District's design and construction standards, as set out in the District's Subdivision and Development Servicing Bylaw.
- .4 The District shall not permit an extension to the sanitary sewerage system:
  - c) if any part of the downstream sanitary sewerage system has inadequate capacity, based on the District's flow volume calculations, to meet the proposed additional service requirements; or
  - d) if the proposed extension would cause the District to expend an inordinate amount of time, effort or money, as determined by the Operations Manager or his/her designate, to operate and maintain the extension, in comparison to the revenue that it would generate.

### 5.2. District Funded Extensions

- .1 Sewer extensions for which the District pays either wholly or partially, shall only proceed provided costs are:
  - (a) Recoverable in whole or in part from each of the existing as well as future parcels of land that will be served by the extension;
  - (b) Within the limit of the funds so allocated for these purposes within the current annual budget and any other capital funds provided by the District; and
  - (c) Not excessive as determined by Council.

### 5.3. Application for Sewer Extensions

1. Any person seeking the installation of an *System Extension* by the *District* must:
  - (a) enter into a servicing agreement with the *District*; and
  - (b) submit to the *District* any technical drawings necessary, in the opinion of the *Operations Manager*, to complete the extension.
2. Any person wishing to construct a *System Extension* at the person's own expense must:
  - (a) enter into a servicing agreement with the *District*;

- (b) supply the engineering designs and cost estimates (both documents under seal of a professional engineer registered in the Province of British Columbia) to the *District* along with any other information required by the *Operations Manager*, and,
  - (c) permit the *District*, or the *District's* contractors, to inspect the extension prior to backfill, perform or witness all standard testing procedures and if required by the *Operations Manager*, modify the extension to meet *District* standards or requirements for similar extensions.
- 3 All applications for sewer extensions shall be made in writing to the Approving Officer. The Approving Officer shall review the application, determine the practicality and feasibility of such an extension, estimate the cost of the proposed extension, and notify the applicant that the application has been approved or denied.
  - 4 The cost payable by an applicant shall be the actual cost to extend the sewer on a legally designated road allowance, from the most convenient existing sewer to a point opposite the farthest boundary of the last parcel of land to be served or to such point as the Approving Officer determines is appropriate. In addition, the costs of service connection(s) and the costs of right-of-way acquisitions shall be added to and form part of the costs in providing the extension.
  - 5 Only after an applicant has deposited with the District an amount of money equal to the estimate cost of the proposed extension as calculated by the Approving Officer, may the District proceed to install and construct the extension.
  - 6 The Approving Officer may appoint an applicant as an agent of the District to carry out the design, installation and construction of an extension subject to the applicant agreeing:
    - (a) to have the extension designed, installed and constructed in accordance with design and construction standards, as well as specifications respecting size, depth, grades and any other specifications that the Approving Officer determines; and
    - (b) to satisfy the conditions listed in Schedule B to this bylaw.

#### **5.4. Recovery of District's Costs**

1. Where the District has incurred capital costs for an extension, owners of parcels which are benefiting lands shall pay the service tax or latecomer charge prescribed under the relevant bylaw or agreement.
2. No provision of this bylaw limits or restricts in any way Council from exercising full jurisdiction and control over the operation of the sanitary sewerage system, and the fact that any extension may have been installed and constructed without cost to the District will not in any way exempt the person receiving service from any regulations, rates, order or bylaw of the District. The payment of part or all of the installation and construction costs by any applicant for a service connection shall not be construed as a guarantee by the District with respect to continuity or adequacy of service.

## PART 6: OFFENCES AND PENALTIES

1. Any person who contravenes any provision of this Bylaw is liable to the *District* for and must indemnify the *District* from all costs, expenses, damages and injuries resulting from the contravention. This does not in any way limit any other provision or any other remedy the *District* may have under this Bylaw or otherwise at law.
2. Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is liable to a minimum fine of One Thousand Dollars (\$1,000) and a maximum fine of Ten Thousand Dollars (\$10,000).
3. The minimum and maximum fines for breach of this Bylaw pursuant to the *Offence Act* and section 263 of the *Community Charter* are those listed in Schedule B.
4. Where there is an offence that continues for more than one day, separate fines may be issued for each day or part thereof in respect of which the offence occurs or continues.
5. The District may enforce compliance with the stipulations within this bylaw or non-payment of fines by preventing access to sewer services being supplied to the user or discontinuing the service thereof provided that the District has provided 7 days' written notice and has also provided the owner of the parcel affected with an opportunity to make representations to Council
6. Nothing in this Bylaw limits the *District* from utilizing any other remedy that is otherwise available to the *District* at law.
7. The *District* designates this Bylaw as a bylaw that may be enforced by means of a ticket in the form prescribed for that purpose by the *Community Charter* and the *Community Charter* Bylaw Enforcement Ticket Regulation.
8. The persons appointed to the job positions or titles listed in **Schedule D** of this Bylaw are designated as Bylaw Enforcement Officers for the purposes of issuing tickets under this Bylaw.
9. The words or expressions set forth in Column 1 of **Schedule C** of this Bylaw designate the offence committed under the Bylaw section number appearing in Column 2 opposite the respective words or expressions for the purposes of issuing tickets under the *Community Charter*.

The amounts appearing in Column 3 of Schedule E of this Bylaw are the fines set pursuant to the *Community Charter* of the corresponding offences designated in Column 1 for the purposes of issuing tickets under the *Community Charter*.



# **SCHEDULE B**

## **SERVICE CONNECTION / ABANDONMENT APPLICATION**

This is Schedule B of the District of Hudson's Hope Sewer Use Regulation and Charges  
Bylaw No. \_\_\_\_, 2014.

## Service Connection/Abandonment Application

Request 72 hours in advance for inspections Monday to Friday 8 am – 5pm

Today's Date: \_\_\_\_\_

Work to Begin Date: \_\_\_\_\_

### OWNER INFORMATION

OWNER(S)		ADDRESS		
First and Last Name		Street Address	City	Postal Code
Home Phone	Cellular	Fax	Email	

### Property Information

CIVIC ADDRESS OF SUBJECT PROPERTY	LEGAL DESCRIPTION OF SUBJECT PROPERTY		
Street Address	Lot:	Block:	Plan:
	Roll Number:		

### Services Requested

PROPERTY TYPE	MARK "X"	SERVICE TYPE	SIZE	ABANDONMENT REQUIRED	ENG AUTH	PW AUTH
Residential		Water		Yes		
Commercial		Sewer		No		
Industrial		Storm				
Institutional		Hydrant				

\*Standard Residential Connection: 19 mm Water & 100 mm Sewer in common trench

### Contractor Information

CONTRACTOR NAME		CONTRACTOR ADDRESS		
Full Company Name		Street Address	City	Postal Code
Phone	Cellular	Contact Name	Title	
Business License #	Province	Contact Email	Company Website	



## DECLARATION

I/We \_\_\_\_\_, the registered owner(s) of the above mentioned property, do hereby apply for \_\_\_\_\_ service connection from the street main to my/our property and authorize the District of Hudson's Hope to inspect the service(s) provided by the Contractor mentioned above and to abide by all conditions of the Water and Sewer Regulations Bylaws.

I/We hereby declare that the above statements and the information contained in this application are to the best of my/our belief true and correct in all aspects. I/We hereby agree to indemnify and keep harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said District and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable Sewer Regulation Bylaw and other statutes and bylaws in force in the District of Hudson's Hope.

Signature of Owner(s): \_\_\_\_\_

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

# ***SCHEDULE C***

## **PROHIBITED WASTES**

This is Schedule C of the District of Hudson's Hope Sewer Use Regulation and Charges  
Bylaw No. \_\_\_\_, 2014.

The following are prohibited wastes:

**.1 Flammable or Explosive Waste**

Any waste, which is capable of causing or contributing to an explosion or supporting combustion in any sewer or sewage facility including, but not limited to gasoline, benzene, naphtha, propane, diesel or other fuel oil, crankcase oil and sludge resulting from the manufacture of acetylene.

**.2 Waste Causing Obstruction or Interference**

Any waste which is capable of obstructing the flow of or interfering with the operation or performance of any sewer or sewage facility including, but not limited to earth, concrete and cement based products, sand, gardening or agricultural wastes, ash, chemicals, metal, glass, tar, asphalt, plastic, wood, waste portions of animals, fish or fowl, solidified fat, paper and brewery waste.

**.3 Odorous Waste**

Any waste, other than sanitary waste which is capable of creating an odour, or other air contaminant, causing air pollution outside any sewer or sewage facility or creating within any sewer or sewage facility an odour or other contaminant which would prevent safe entry by authorized personnel.

**.4 High Temperature Creating Waste**

- (a) Any waste which may create heat in amounts which will interfere with the operation and maintenance of the sewer and sewage facility or with the treatment of waste in a sewage facility;
- (b) Any waste which will raise the temperature of waste entering any sewage facility to 40 degrees Centigrade or more; and
- (c) Any non-domestic waste with a temperature of 65 degrees Centigrade or more.

**.5 Corrosive Waste**

Any waste with corrosive properties which may cause damage to any sewer or sewage facility.

**.6 Pathogenic Waste**

Any waste containing infectious material which may create a contaminant in the sanitary sewer or sewage facility.

**.7 Trucked Waste**

Any waste that is collected and transported off site by means other than discharge to a sewer, including but not limited to oil and grease from interceptors, and other sludge of organic origin.

# **SCHEDULE D**

## **RESTRICTED WASTES**

This is Schedule D of the District of Hudson's Hope Sewer Use Regulation and Charges  
Bylaw No. \_\_\_\_, 2014.

The following are restricted wastes:

**.1 Food Waste**

Any non-domestic waste from cooking and handling of food that, at the point of discharge into a sewer, contains particles larger than 0.5 centimetres in any dimension.

**.2 Radioactive Waste**

Any waste that, at the point of discharge into a sewer, exceeds radioactivity limitations established by the Atomic Energy Board of Canada from time to time.

**.3 pH Waste**

Any non-domestic waste which, at the point of discharge into a sewer, has a pH lower than 5.5 or higher than 11.0 as determined by a grab sample.

**.4 Specified Waste**

Any waste which, at the point of discharge into a sewer, contains any substance at a concentration in excess of the levels set out in Tables A, B or C below. All concentrations are expressed as total concentrations which include all forms of the contaminant, combined or uncombined, whether dissolved or undissolved. The concentration criteria apply to both grab samples and composite samples. Definitions and methods of analysis for these substances are outlined in standard methods.

Any non-domestic waste containing any of the substances listed below in Tables A, B, C at dissolved concentrations in excess of the Special Waste Regulation Leachate Quality Criteria (as amended from time to time), regardless of the sampling method used, shall qualify as a special waste.

TABLE A – CONVENTIONAL CONTAMINANTS

CONTAMINANT	MAXIMUM CONCENTRATION (MG/L)
Biochemical Oxygen Demand (BOD)	500
Chemical Oxygen Demand	20,000
Phosphorus	200
Dissolved Solids	5,000
Total Kjeldahl Nitrogen	500
Total Oil and Grease <sup>1</sup> (O&G – Total)	150
Total Suspended Solids (TSS)	600

Note: <sup>1</sup> Total Oil and Grease includes Oil and Grease (Hydrocarbons)

TABLE B – ORGANIC CONTAMINANTS

CONTAMINANT	MAXIMUM CONCENTRATION (MG/L)
Oil and Grease (Hydrocarbon) (O&G – Hydrocarbon)	15
Phenols	1
Chlorophenols <sup>1</sup>	0.05
Polycyclic Aromatic Hydrocarbons <sup>2</sup> (PAHs)	0.05
Benzene	0.1
Total BETX <sup>3</sup>	1

Notes:

- <sup>1</sup> Chlorophenols include:  
Tetrachlorophenol (2,3,4,5-, 2,3,4,6-, 2,3,5,6-)  
Pentachlorophenol

- <sup>2</sup> Polycyclic Aromatic Hydrocarbons (PAHs) include:  
acenaphthylene  
anthracene  
benzo(a)anthracene  
benzo(b)fluoranthene  
benzo(k)fluoranthene  
benzo(g,h,i)perylene  
benzo(a)pyrene  
chrysene  
dibenzo(a,h)anthracene  
fluoranthene  
fluorine  
naphthalene  
phenanthrene  
pyrene  
indeno(1,2,3-c,d)pyrene

- <sup>3</sup> BETX includes:  
benzene  
ethylbenzene  
toluene  
xylene

TABLE C – INORGANIC CONTAMINANTS

CONTAMINANT	MAXIMUM CONCENTRATION (MG/L)
Aluminum (Al)	50
Arsenic (As)	1.0
Boron (B)	50
Cadmium (Cd)	0.2
Chlorine (free) (Cl <sub>2</sub> )	5.0
Chromium (total) (Cr)	4.0
Cobalt (Co)	5.0
Copper (Cu)	2.0
Cyanide (CN <sup>-</sup> )	2.0
Iron (Fe)	10.0
Lead (Pb)	1.0
Manganese (Mn)	5.0
Mercury (Hg)	0.05
Molybdenum (Mo)	1.0
Nickel (Ni)	2.0
Selenium	1.0
Silver (Ag)	1.0
Sulphide (S <sup>2-</sup> )	3.0
Zinc (Zn)	3.0

# ***SCHEDULE E***

## **PENALTIES**

This is Schedule E of the District of Hudson's Hope Sewer Use Regulation and Charges  
Bylaw No. \_\_\_\_, 2014.



MINIMUM PENALTY FOR THIS SECTION IS RECOMMENDED TO BE \$1,500

OFFENSE	BYLAW SECTION	RECOMMENDED MAXIMUM PENALTY
Construction of sewer service without and/or in contravention of servicing agreement	3.3.2/5.3	\$10,000
Enter and/or work on public sewer without written authorization	5.1.1	\$5,000
Connecting private sewers without a permit	5.1.1	\$5,000
Extension of private system from one lot to another	4.3.1	\$5,000
Fail to provide required sewer service to separately titled lots	4.4.1	\$ 5,000
Roof leaders or storm drains connected to sanitary sewer	4.2	\$ 2,500
Flow monitoring point not installed as required	4.14.3	\$ 1,500
Wilfully damage with Sewerage System or Sewage Facility	5.2	\$10,000
Wilfully tamper with device in the Sewerage System or Sewage Facility	5.2	\$10,000
Release of wastes other than permitted matter, such as prohibited, restricted or special waste, to a Sanitary Sewer. An additional charge will be applied for the testing of the wastewater in truck.	4.12.1	\$10,000
Non reporting of accidental discharge/spill	4.4	\$5,000
Reasonable effort to repair/remedy/confine release not taken	4.15.2	\$2,500
High inflow and infiltration from the Building Sanitary Sewer	4.9.3	\$2,500
Failure to replace or repair deficient Building Sanitary Sewer	4.10.1	\$2,500
Discharge of restricted waste without approval	4.2.1	\$10,000
Septic tank, lagoon or mound not discontinued and decommissioned	3.6.1	\$2,500

# ***SCHEDULE F***

## **MUNICIPAL TICKET INFORMATION OFFENCES**

This is Schedule F of the District of Hudson's Hope Sewer Use Regulation and Charges  
Bylaw No. \_\_\_\_, 2014.

COLUMN 1 OFFENCE	COLUMN 2 SECTION	COLUMN 3 FINE
Flow monitoring point not constructed and/or maintained	4.8.1	\$1,000
No access to flow monitoring point	4.4.3	\$1,000
Grease/oil interceptor not installed	4.6.5	\$500
Grease/oil interceptor insufficient capacity or design	4.6.5	\$500
Grease/oil interceptor inaccessible	4.6.5	\$500
Grease/oil interceptor not maintained	4.6.5	\$500
District work crew hindered from performing work	4.4.3	\$150
False information supplied	5.1	\$1,000
Excessive wastewater released on floor	5.3	\$1,000
Non-compliance to Transfer Station Procedures	5.3	First Offence \$500 Second Offence \$1,000

# ***SCHEDULE G***

## **DESIGNATED BYLAW ENFORCEMENT OFFICERS**

This is Schedule G of the District of Hudson's Hope Sewer Use Regulation and Charges  
Bylaw No. \_\_\_\_, 2014.

Chief Administrative Officer

Director of Public Works

Manager of Protective & Inspection Services & Fire Chief

Building Inspectors

Bylaw Enforcement Officers

**THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO:** Mayor Johansson and Council  
**DATE:** 05 May 2014  
**FROM:** Laurel Grimm, Deputy Clerk  
**SUBJECT:** Staff Training Policy

---

**RECOMMENDATION:**

That: "Council adopt the revised Staff Training Policy effective date May 12, 2014."

**ADMINISTRATOR COMMENTS:**

Recommendation approved by CAO.



Tom Matus, CAO

**INFORMATION**

Our current Staff Training Policy requires all courses, conferences, webinars, workshops, etc. be approved by Council resolution. Accepted past practice has been that the Administrator may approve staff courses that he deems necessary for day-today functionality of the Municipality, however; this needs to be reflected in our Policy.

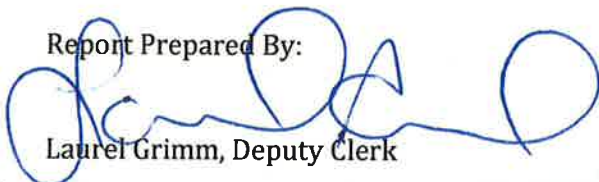
I have removed the following (in red) to reflect the changes in the Collective Agreement: "no overtime will be paid for attendance ~~or while travelling to and from the location~~ of these workshops, seminars and conferences.

The Collective Agreement reads:

19.6 (d) "... employees who travel to courses or conferences outside of regular working hours shall be compensated at straight-time rates."

Any other courses or training that are being requested by the *employee* will still need to be approved by Council.

Report Prepared By:



Laurel Grimm, Deputy Clerk

## STAFF TRAINING POLICY

Council Resolution No.

Effective Date: August 10, 1998

Section: Administration

### Procedures or Guiding Principles:

- A. The CAO may authorize an employee to upgrade his/her knowledge or working skills by attending a seminar, workshop or conference that is directly related to municipal operations. The Council encourages a balanced distribution of opportunities to attend such programs amongst the staff, when levels of skill and education permit. In most cases, there is no requirement to attend such courses. Although an employee's regular earnings will be maintained while he/she is away; no overtime will be paid for attendance of these workshops, seminars and conferences. Related expenses will be reimbursed as set out in the Expense Policy. When deemed appropriate by the municipality, training for casual or seasonal staff will be offered on a voluntary basis. All expenses related to the course will be paid or reimbursed; however, no wages will be paid for his or her time to attend.
- B. When an employee attends a course, which has been paid for, by the municipality, any manuals or course materials may be deemed municipal property.
- C. Municipal employees are encouraged to improve their skills and qualifications. If a desired accredited university or college course is related to the vocation of the employee and is deemed to be of interest and value to the municipality, financial assistance may be made available as follows:
- (a) Applications for assistance must be made in writing to the Council before enrolment. The application should cover details about the program, including costs, length of course, etc.
  - (b) If approved, the employee must submit receipts for reimbursement. Half the course fees and related expenses will be paid at the commencement. The remainder will be paid upon proof of successful completion.
  - (c) A leave of absence with pay may be granted to employees who are required to write examinations for approved courses, which take place during regular working hours.



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Johansson and Council  
**SUBJECT:** BCG MoTI Meeting  
**DATE:** April 30, 2014  
**FROM:** Tom Matus, CAO

---

### ADMINISTRATORS COMMENTS:

In Attendance:

DoHH: Mayor Gwen Johansson  
Councillor Dave Heiberg  
CAO Tom Matus

MoTI: Scott Maxwell - District Manager  
Brian Crosby - District Operations Manager

Items of discussion were as follows:

- 1 Signal Hill
  - a. Cracks at top of hill, pavement splitting:
    - i. Already identified by MoTI and they will repair in June;
    - ii. Asked about the feasibility of providing a "pull-out" at top of hill.
- 2 Canyon Drive
  - a. No shoulders;
  - b. No runaway lanes;
  - c. No brake check;
  - d. Upslope - sinking;
  - e. Construct switchbacks?

MoTI budget restrains major cost repairs but can do minimal cost repairs at this time - adhere to budget process. Site C project will provide opportunity to address major cost issues.

- 3 Farrell Creek
  - a. Install Turn-off lane;
  - b. Dirt accumulation at T-section:
    - i. May contract Fire Department to hose-off road
    - ii. Initiate traffic count to determine traffic and possible remedy.
- 4 Post Office


- a. Truck traffic increasing;
- b. New corner: purchase property to widen corner east bound from Beattie Drive onto Highway 29; property at southeast corner is presently for sale.

5 Road Lines

- a. Retendered: requirement to paint lines earlier in the year;
- b. Paint quality an issue;
- c. Trail basis for new paint.

6 Gravel Reserve

- a. Discussed feasibility of District acquiring Gravel Reserve east of Jamieson Woods: possible if adequate and convenient alternate gravel site is identified.

---

Tom Matus, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Gwen Johansson and Council  
**SUBJECT:** Annual Financial Plan Bylaw No. 835, 2014  
**DATE:** 07 May 2014  
**FROM:** Rhonda Eastman, Deputy Treasurer

---

### RECOMMENDATION:

**That:** "Council adopt the Annual Financial Plan Bylaw No. 835, 2014

### ADMINISTRATORS COMMENTS:



Tom Matus, Administrator

### STAFF REPORT:

Council reviewed the proposed Annual Financial Plan and gave first three readings on May 5, 2014.

Report prepared by:



Rhonda Eastman, Deputy Treasurer



## BYLAW NO. 835, 2014

---

### A Bylaw to Adopt a Financial Plan for 2014.

---

**WHEREAS** section 165 of the *Community Charter* requires the adoption of an annual financial plan by bylaw and the financial plan is to include the current year plus the following 4 years;

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

1. This Bylaw shall be cited as the "Annual Financial Plan Bylaw No. 835, 2014."
2. Schedule "A", attached to and made part of this Bylaw, is adopted as the financial plan of the District of Hudson's Hope for the years 2014 to 2018.

Read for a First Time on the 5<sup>th</sup> day of May, 2014  
Read for a Second Time on the 5<sup>th</sup> day of May, 2014  
Read for a Third Time on the 5<sup>th</sup> day of May, 2014  
Adopted on the 12<sup>th</sup> day of May, 2014

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Certified a true copy of Bylaw No. 835  
this \_\_\_\_ day of \_\_\_\_\_ 2014

\_\_\_\_\_  
Clerk

***District of Hudson's Hope***  
***Schedule A to Bylaw No. 835, 2014***

A financial plan or budget is a long range plan expressed in monetary terms. It is a forecast of income and expenditures for a specified period and combines a number of departmental plans, such as parks, recreation, capital and water and sewer utilities into a unified plan. The financial plan provides legal limits for spending and reflects expected results or objectives.

In accordance with Section 165(3.1) of the *Community Charter*, the District of Hudson's Hope is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter Act*.
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

***Funding Sources***

The first pie chart shows the proportion of total revenue proposed to be raised from each funding source in 2014. Transfers from Other Governments form the greatest portion of revenue but this can fluctuate from year to year depending upon the grants available. Property taxation forms the second largest portion of planned revenue and offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, and recreation services. Grants in Lieu of Taxes account for the third largest portion of planned revenue and is only 1% less than property taxation. This is largely attributable to the Grant in Lieu of Taxes received from BC Hydro as there are two hydro-electric dams within the municipal boundaries.

***Funding Sources – Objective***

To increase the portion of revenue that is received from sources other than taxation, where possible.

***Funding Sources – Policies***

- The District will review all fee schedules to ensure they are adequately meeting both the capital and delivery costs of the service, where feasible.
- Where possible, the District will endeavor to supplement revenues from other sources, rather than taxation, to lessen the burden on its limited property tax base.

***Property Taxation***

The funding options are somewhat limited for municipal services compared to those available for capital expenditures and utility purposes, because a municipal

***District of Hudson's Hope***  
***Schedule A to Bylaw No. 835, 2014***

budget must be balanced, and shortfall between revenue and expenditures to fund operations must be provided for from property taxation.

The distribution of property tax revenue among the property classes is outlined below. The utilities property class provides the largest proportion of property tax revenue.

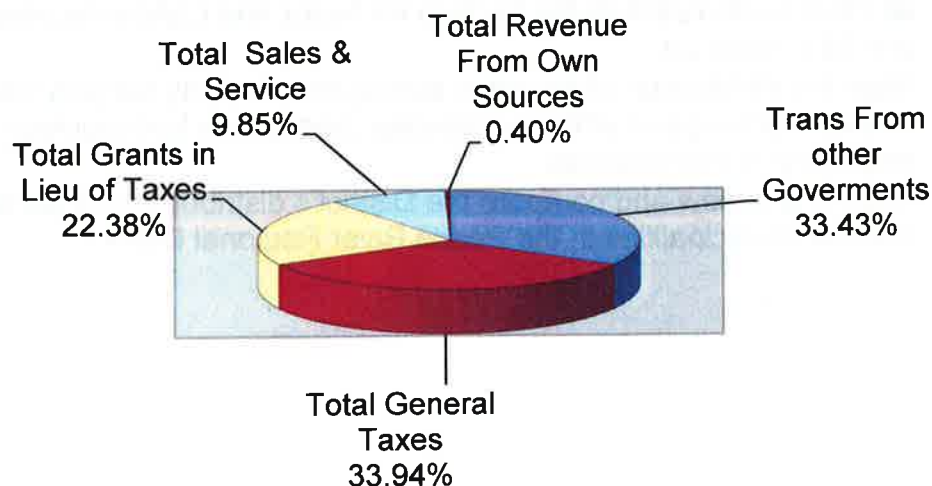
***Property Taxation – Objective***

To maintain the proportionate relationship of property tax distribution between the property classes.

***Property Taxation – Policies***

- Continue to monitor the increase in oil and gas activities within the District of Hudson's Hope and the impact on town services as a result to determine whether an increase in the tax rate for Major and Light Industries (Classes 4 and 5) is required.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the District's distributions of tax burden relative to other municipalities in the Peace River Regional District.

## Sources of Revenue 2014



***Funding Sources – Objective***

To increase the proportion of revenue that is received from sources other than taxation, where possible.

***Funding Sources – Policies***

- The District will review all fee schedules to ensure they are adequately meeting both the capital and delivery costs of the service, where feasible.
- Where possible, the District will endeavor to supplement revenues from other sources, rather than taxation, to lessen the burden on its limited property tax base.

***Property Taxation***

The funding options are somewhat limited for municipal services compared to those available for capital expenditures and utility purposes, because a municipal budget must be balanced, and shortfall between revenue and expenditures to fund operations must be provided for from property taxation.

The distribution of property tax revenue among the property classes is outlined below. The utilities property class provides the largest proportion of property tax revenue.

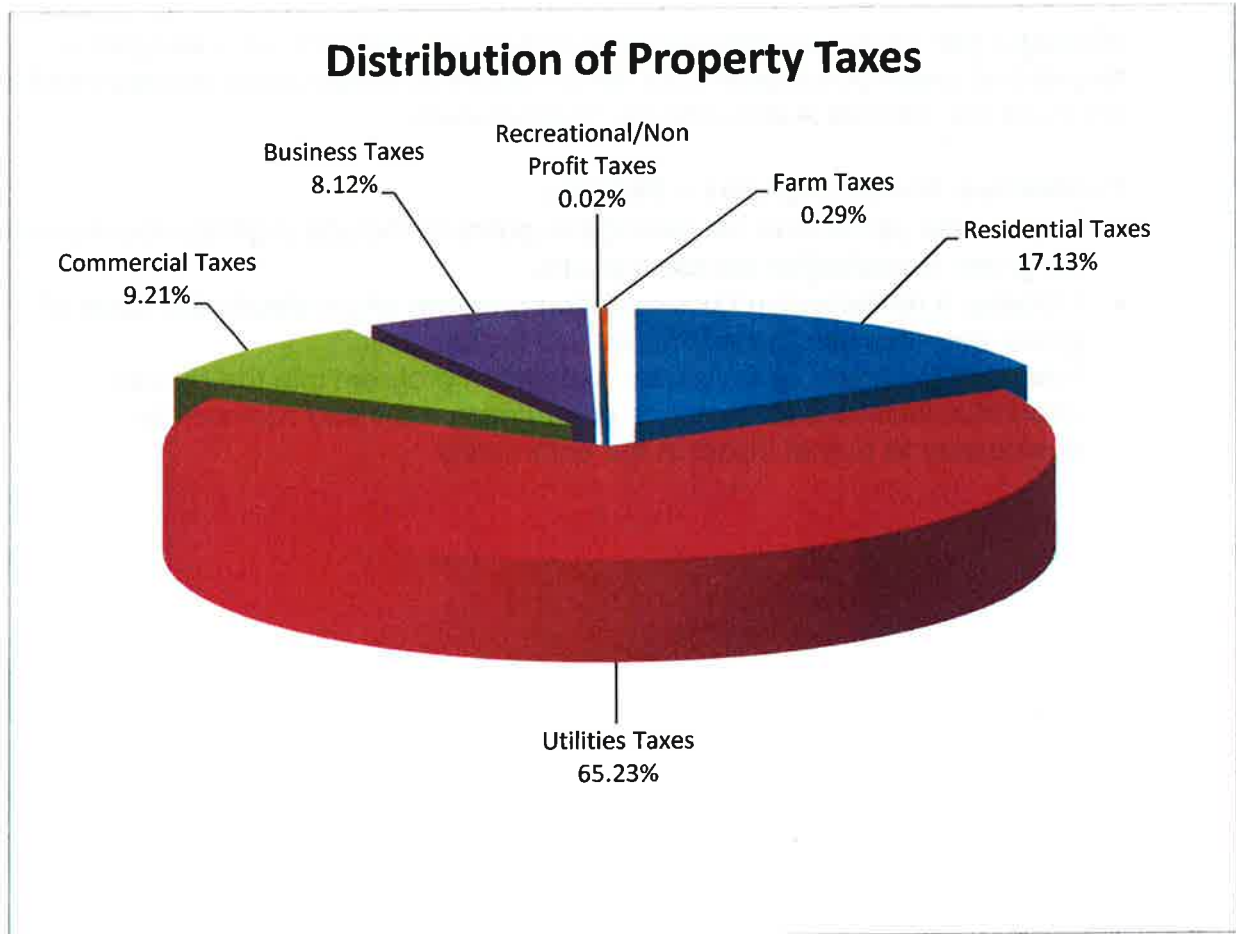
***Property Taxation – Objective***

To maintain the proportionate relationship of property tax distribution between the property classes.

***Property Taxation – Policies***

- Continue to monitor the increase in oil and gas activities within the District of Hudson's Hope and the impact on town services as a result to determine whether an increase in the tax rate for Major and Light Industries (Classes 4 and 5) is required.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the District's distributions of tax burden relative to other municipalities in the Peace River Regional District.





***Permissive Tax Exemptions***

The District has an existing permissive tax exemption policy that guides the administration and approval of tax exemptions. The eligibility criteria for permission tax exemptions are those contained in Section 224 of the *Community Charter* and include the following:

- For land or improvements that are owned or held by a charitable, philanthropic or other not for profit corporation, and the council considers are used for a purpose that is directly related to the purposes of the corporation.
- land or improvements that are owned or held by a municipality, regional district or other local authority, and the council considers are used for a purpose of the local authority.
- land or improvements owned or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied.

***Permissive Tax Exemptions – Objective***

The District will continue to provide permissive tax exemptions to non-profit societies. Over the next three years, the District will investigate the feasibility of

***District of Hudson's Hope***  
***Schedule A to Bylaw No. 835, 2014***

offering a permissive tax exemption to include revitalization tax exemptions targeted at green development for the purposes of encouraging development that will meet our *Climate Action Charter* commitments.

***Permissive Tax Exemptions – Policies***

- Expand the permissive tax exemption policy to include eligibility requirements for green revitalization tax exemptions.
- Develop a revitalization tax exemption program which details the kinds of green activities that the exemption will target.  
Integrate the green revitalization exemption program into the District economic initiatives as a means of attracting retail and commercial businesses to further invest in the community.

**Bylaw 835 - Schedule A**

	2014	2015	2016	2017	2018
<b>General Operations</b>					
<b>General Revenue</b>					
water	158,890 -	162,068 -	165,309 -	168,615 -	171,987
sewer	70,567 -	71,978 -	73,418 -	74,886 -	76,384
Property Taxes	2,048,490 -	2,048,490 -	2,048,490 -	2,048,490 -	2,048,490
grants in lieu	1,350,974 -	1,350,974 -	1,350,974 -	1,350,974 -	1,350,974
grants other	972,193 -	972,193 -	972,193 -	972,193 -	972,193
ggs: sales of services	113,200 -	113,200 -	113,200 -	113,200 -	113,200
collection Other Gov'ts	3,242,973 -	3,275,403 -	3,308,157 -	3,341,239 -	3,374,651
Revenue From Other Sources (icbc/fire)	146,000 -	146,000 -	146,000 -	146,000 -	146,000
Bylaw/Lands	23,400 -	23,400 -	23,400 -	23,400 -	23,400
Environmental & Public Health	143,309 -	144,742 -	146,190 -	147,651 -	149,128
Recreation	108,450 -	109,535 -	110,630 -	111,736 -	112,854
Contracts	880,646 -	570,446 -	-	-	-
Grants from Other Governments(ndi)	20,000	-	-	-	-
General Operations Revenue	-\$ 9,279,092	-\$ 8,988,428	-\$ 8,457,960	-\$ 8,498,384	-\$ 8,539,261

**General Expenditure**

water	190,867	194,685	198,578	202,550	206,601
sewer	106,956	109,095	111,277	113,503	115,773
Legislative	125,157	127,660	130,213	132,817	135,474
Grants	23,358	23,825	24,301	24,787	25,283
GGs	636,816	649,552	669,039	689,110	709,783
Collection Other Gov'ts	3,242,973	3,307,833	3,373,989	3,441,469	3,510,299
ICBC	76,691	76,691	76,691	76,691	76,691
Protective Services	314,974	321,273	327,699	334,252	340,938
Bylaw/Lands	294,556	300,447	306,456	312,585	318,837
Public Works	820,465	836,874	853,611	870,684	888,097
Environmental & Public Health	252,843	257,900	263,058	268,319	273,685
Recreation	787,961	803,720	819,795	836,191	852,915
EDO	73,546	30,301	-	-	-
Contracts	571,816	8,000	8,240	8,487	8,742
from General Operating Reserve Fund	1,760,114	1,940,573	1,295,012	1,186,939	1,076,144
Total General Operations Expense	\$ 9,279,092	\$ 8,988,429	\$ 8,457,960	\$ 8,498,385	\$ 8,539,261
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**CAPITAL OPERATIONS**

**Capital Operations Revenue**  
**Transfer from Reserves & Grant**  
**Funding Revenue**

Deferred Gas Tax Fund	301,707 -	92,850 -	92,850 -	92,850 -	92,850
Water Capital Reserve	387,000	0	0	0	0
Sewer Capital Reserve	583,885 -	102,600 -	102,600 -	102,600 -	102,600
General Capital Reserve Fund	1,822,022	0	0	0	0
BCF Grant Funding	1,000,000	0	0	0	0
Borrowing	1,843,196	0	0	0	0
General Operating Fund	95,377 -	102,600 -	102,600 -	102,600 -	102,600
Total Capital Revenue	-\$ 6,033,187	-\$ 298,050	-\$ 298,050	-\$ 298,050	-\$ 298,050

**Capital Operations Expenditure**

Deferred Gas Tax Fund (lagoon)	301,707	92,850	92,850	92,850	92,850
Water Capital Reserve	387,000	0	0	0	0
Sewer Capital Reserve	3,427,081	102,600	102,600	102,600	102,600
General Capital Reserve Fund	1,917,399	0	0	0	0
Debt Payment (Sewer Capital)	0	102,600	102,600	102,600	102,600
General Operating Fund	0	0	0	0	0
Total Capital Operations Expense	\$ 6,033,187	\$ 298,050	\$ 298,050	\$ 298,050	\$ 298,050
	\$ (0)	\$ -	\$ -	\$ -	\$ -

2014 DOHH BUDGET SUMMARY

**WATER SEWER BUDGET**

**WATER TREATMENT REVENUE**

**Revenue**

04-40-4000-4501	Water Stand Charges	61,232		
04-40-4000-4502	Commercial Charges	11,449		
04-40-4000-4503	Residential Charges	86,184		
	<b>TOTAL WATER TREATMENT REVENUE</b>		<b>158,865</b>	
	<b>WATER PIPING &amp; DISTRIBUTION</b>			
04-40-4001-4504	Connections	25		
	<b>TOTAL WATER PIPING &amp; DISTRIBUTION REVENUE</b>		<b>25</b>	
	<b>TOTAL WATER REVENUE</b>			<b>158,890</b>

**WATER TREATMENT**

**Expense**

04-40-4001-5002	Wages & Overhead	42,028		
04-40-4001-5009	CPP	1,797		
04-40-4001-5010	EI	737		
04-40-4001-5011	WCB	520		
04-40-4001-5020	MPP	8,059		
04-40-4001-5012	MSPBC	907		
04-40-4001-5014	Employer Costs UBCM group/basic LIFE	494		
04-40-4001-5013	Employer Costs Pacific Blue Cross DENTAL	1,640		
04-40-4001-5035	Lieu of Benefit	95		
04-40-4001-5018	Training & Development	7,000		
04-40-4001-5100	Communications - Phone, Fax, Internet, etc.	3,000		
04-40-4001-5102	Electricity - BC Hydro	29,163		
04-40-4001-5110	Insurance	8,004		
04-40-4001-5112	Licenses & Permits	3,000		
04-40-4001-5113	Equipment Rentals & Leases - Temple & IT Partners	3,425		
04-40-4001-5126	Chemicals	5,000		
04-40-4001-5800	O&M Treatment	10,000		
	Bad Debt	13,000		
	<b>TOTAL WATER TREATMENT EXPENSES</b>		<b>137,867</b>	
	<b>WATER PIPING &amp; DISTRIBUTION</b>			
04-40-4002-5801	O&M Piping & Distribution	10,000		
04-40-4002-5803	Connection Costs	5,000		
04-40-4002-5804	Pumping	35,000		
04-40-4002-5805	Beryl Prairie Well	3,000		
	<b>TOTAL WATER PIPING &amp; DISTRIBUTION EXPENSES</b>		<b>53,000</b>	
	<b>TOTAL WATER EXPENSE</b>			<b>190,867</b>
	<b>to/(from) Water Fund</b>			<b>(31,978)</b>

**SEWER TREATMENT REVENUE**

05-50-5000-4502	Commercial Charges	5,595		
05-50-5000-4503	Residential Charges	58,995		
05-50-5000-4505	Lagoon Dumps	1,000		
	<b>TOTAL SEWER TREATMENT REVENUE</b>		<b>65,590</b>	
	<b>SEWER PIPING &amp; DISTRIBUTION REVENUE</b>			
05-50-5001-4504	Connections			
05-50-5001-4510	MFA: Adams Street Bylaw #630	4,977		
	<b>TOTAL SEWER PIPING &amp; DISTRIBUTION REVENUE</b>		<b>4,977</b>	
	<b>TOTAL SEWER REVENUE</b>			<b>70,567</b>

**SEWER TREATMENT EXPENSE**

05-50-5000-5002	Wages & Overhead	42,028		
05-50-5000-5009	CPP	1,798		
05-50-5000-5010	EI	738		
05-50-5000-5011	WCB	521		
05-50-5000-5020	MPP	11,865		
05-50-5000-5012	MSPBC	908		
05-50-5000-5014	UBCM Life & ADD	496		
05-50-5000-5013	PBC Dental & EHC	1,642		
05-50-5000-5035	Lieu of Benefit	96		
05-50-5000-5018	Training & Development	4,000		
05-50-5000-5100	Communications - Phone, Fax, Internet, etc.	500		
05-50-5000-5101	Natural Gas - Fortis	1,290		
05-50-5000-5102	Electricity - BC Hydro	4,958		
05-50-5000-5110	Insurance	1,500		
05-50-5000-5112	Licenses & Permits	1,000		
05-50-5000-5113	Equipment Rentals & Leases - Temple & IT Partners	3,425		
05-50-5000-5802	O&M Lagoon	13,000		
	MFA Debt Repymnt: Adam St	4,977		

2014 DOHH BUDGET SUMMARY

TOTAL SEWER TREATMENT EXPENSES				94,741	
Sewer Collection Expense				715	
05-50-5001-5114	Fuel, Oils, Lubricants	Liters	Rate		
	Gas for units #	214	1.45		
	Diesel for units #	261	1.55		
05-50-5001-5801	O&M Piping & Distribution		5,000		
05-50-5001-5803	Connection Costs		1,000		
05-50-5001-5804	Pumping		5,500		
TOTAL SEWER COLLECTION				12,215	
TOTAL SEWER EXPENSES					106,956
TO/(FROM) SEWER FUND					(36,389)

GENERAL GOVERNMENT SERVICES BUDGET

REVENUES					
TAXES					
01-10-1000-4002	Penalties	-	7,500		
01-10-1000-4003	Interest on Arrears	-	450		
01-10-1000-4004	Interest on Delinquent	-	2,550		
01-10-1000-4101	Residential Taxes	-	345,457		
01-10-1000-4102	Utilities Taxes	-	1,315,632		
01-10-1000-4103	Commercial Taxes	-	185,690		
01-10-1000-4104	Business Taxes	-	163,770		
01-10-1000-4105	Recreational/Non Profit Taxes	-	469		
01-10-1000-4106	Farm Taxes	-	5,839		
01-10-1000-4107	Twelve Mile Ext Parcel Taxes	-	3,468		
01-10-1000-4110	1% Revenue Grant	-	17,665		
TOTAL TAXES				2,048,490	
GRANTS IN LIEU OF TAXES					
01-10-1001-4201	Federal Government Grant	-	5,922		
01-10-1001-4202	Provincial Government Grant	-	1,808		
01-10-1001-4203	BC Hydro Grant in Lieu	-	118,202		
01-10-1001-4204	BC Hydro Dams/Reservoir	-	1,225,042		
TOTAL GRANTS IN LIEU OF TAXES				1,350,974	
GRANTS					
01-10-1003-4206	Fair Share	-	581,578		
01-10-1003-4207	Strategic Comm Grant	-	202,365		
01-10-1003-4210	Provincial Grants - (NDI/Comm Rec)	-	93,750		
01-10-1003-4210	Provincial Grants - (NDI/Comm Rec)	-	94,500		
TOTAL GRANTS				972,193	
GENERAL GOVERNMENT SERVICES					
01-10-1005-4002	Bank Interest	-	41,500		
01-10-1005-4111	Fortis 3% Franchise Fee	-	17,500		
	Donations Revenue	-	25,000		
	Miscellaneous Revenue	-	25,000		
TOTAL GENERAL GOVERNMENT SERVICES				109,000	
OTHER GOVERNMENT SERVICES					
01-10-1006-4313	Hunting & Fishing Licences	-	175		
01-10-1006-4319	Tower Rental	-	4,025		
TOTAL OTHER GOVERNMENT SERVICES				4,200	
COLLECTION FOR OTHER GOVERNMENT					
01-10-1009-4115	School Tax	-	2,693,911		
01-10-1009-4116	Peace River Region District	-	177,819		
01-10-1009-4117	Peace River Region Hospital	-	220,772		
01-10-1009-4118	BC Assessment Authority	-	40,034		
01-10-1009-4119	Municipal Finance Authority	-	75		
01-10-1009-4120	Police Tax	-	110,363		
TOTAL COLLECTION FOR OTHER GOVERNMENT				3,242,973	
TOTAL GOVERNMENT REVENUE					7,727,830
EXPENSES					
LEGISLATIVE EXPENSES					
01-10-1002-5001	Indemnities		48,000		
	Mayor	12,000			
	Councillors 6 @ \$6,000	36,000			
01-10-1002-5017	Council Travel Expenses		35,000		
01-10-1002-5019	Local Meetings		1,000		
01-10-1002-5024	Custodian to Legislative share		4,359		
01-10-1002-5106	Publications (Hosting & Promotion)		10,000		
01-10-1002-5109	Council Memberships		3,000		
01-10-1002-5111	Council Supplies		1,000		

# 2014 DOHH BUDGET SUMMARY

01-10-1002-5101	Natural Gas: from Admin	487	
01-10-1002-5102	Electricity: from Admin	642	
01-10-1002-5039	Elections	3,925	
01-10-1002-5158	Scholarship/Grad Expense	3,200	
01-10-1002-5024	Custodian Wages: from Admin	2,179	
01-10-1002-5025	Custodian Expenses: from Admin	400	
01-10-1002-5103	Postage: from Admin	640	
01-10-1002-5100	Communications - Phone, Fax, Internet, etc.: from Admin	4,400	
01-10-1002-5111	Office Supplies: from Admin	3,500	
01-10-1002-5113	Equipment Rentals & Leases - Temple & IT Partners	3,425	
TOTAL LEGISLATIVE EXPENSES			125,157

## GRANTS

01-10-1003-5038	Grants in Aid - Financial Assistance Grants	23,358	
			23,358

## GENERAL GOVERNMENT SERVICES EXPENSES

01-10-1005-5002	Wages & Overhead	308,321	
01-10-1005-5024	Custodian Wages	7,628	
01-10-1005-5003	Wages Casual	12,628	
01-10-1005-5009	CPP	11,829	
01-10-1005-5010	EI	4,472	
01-10-1005-5011	WCB	2,935	
01-10-1005-5020	MPP	46,035	
01-10-1005-5012	MSPBC	5,700	
01-10-1005-5014	UBCM Life & ADD	2,069	
01-10-1005-5013	PBC Dental & EHC	18,795	
01-10-1005-5035	Lieu of Benefit	510	
01-10-1005-5025	Custodian Expenses	1,400	
01-10-1005-5106	Publications (Hosting & Promotion)	3,000	
01-10-1005-5109	Memberships & Dues	4,500	
01-10-1005-5018	Training & Development	20,000	
01-10-1005-5103	Postage	2,240	
01-10-1005-5104	Courier & Freight	1,620	
01-10-1005-5100	Communications - Phone, Fax, Internet, etc.	15,400	
01-10-1005-5101	Natural Gas	1,707	
01-10-1005-5102	Electricity	2,448	
01-10-1005-5111	Office Supplies	12,250	
01-10-1005-5110	Insurance	6,038	
01-10-1005-5113	Equipment Rentals & Leases	10,104	
01-10-1005-5114	Fuel, Oil & Lubricants	726	
01-10-1005-5115	Vehicle O&M	250	
01-10-1005-5130	Bank Charges & Interest	5,744	
01-10-1005-5125	Professional Fees	3,000	
01-10-1005-5131	Site C	65,000	
01-10-1005-5108	Audit	45,000	
01-10-1005-5105	Advertising (admin)	5,000	
01-10-1005-5017	Staff Business Travel	7,000	
	Debt Charges		
01-10-1005-5784	MFA Pymnt: 12 Mile Road	3,468	
TOTAL GGS EXPENSE			636,816

## COLLECTION FOR OTHER GOVERNMENT

01-10-1009-4115	School Tax	2,693,911	
01-10-1009-4116	Peace River Region District	177,819	
01-10-1009-4117	Peace River Region Hospital	220,772	
01-10-1009-4118	BC Assessment Authority	40,034	
01-10-1009-4119	Municipal Finance Authority	75	

2014 DOHH BUDGET SUMMARY

01-10-1009-4120	Police Tax	110,363		
TOTAL COLLECTION FOR OTHER GOVERNMENT			3,242,973	
TOTAL GOVERNMENT SERVICES				4,028,304
GENERAL GOVERNMENT SERVICES SURPLUS/(DEFICIT)				3,699,526
OTHER GOVERNMENT SERVICES EXPENSES				
ICBC				
REVENUE				
01-10-1006-4320	ICBC Revenue	145,000		
			145,000	
EXPENSE				
01-10-1006-5021	ICBC Wages	52,189		
01-10-1006-5009	CPP	2,426		
01-10-1006-5010	EI	914		
01-10-1006-5011	WCB	519		
01-10-1006-5020	MPP	8,108		
01-10-1006-5012	MSPBC	1,662		
01-10-1006-5014	UBCM Life & ADD	392		
01-10-1006-5013	PBC Dental & EHC	3,797		
01-10-1006-5024	Custodian Wages	200		
01-10-1006-5018	Training & Development	1,000		
01-10-1006-5103	Postage	320		
01-10-1006-5104	Courier & Freight	180		
01-10-1006-5100	Communications	2,200		
01-10-1006-5101	Natural Gas	244		
01-10-1006-5102	Electricity	350		
01-10-1006-5111	Office Supplies	1,750		
01-10-1006-5110	Insurance	-		
01-10-1006-5600	Photocopier Lease	270		
01-10-1006-5113	Equipment Rentals & Leases - Temple & IT Partners	171		
TOTAL OGS EXPENSE			76,691	
ICBC SURPLUS/(DEFICIT)				68,309
PROTECTIVE SERVICES BUDGET				
REVENUE				
01-12-1008-4318	Fire Response out of area	1,000		
TOTAL FIRE REVENUE			1,000	
FIRE DEPT EXPENSES				
01-12-1200-5002	Wages & Overhead	31,011		
01-12-1200-5002	Wages & Overhead (Duty Officer)	6,000		
01-12-1200-5009	CPP	970		
01-12-1200-5010	EI	365		
01-12-1200-5011	WCB	326		
01-12-1200-5020	MPP	7,835		
01-12-1200-5012	MSPBC	499		
01-12-1200-5013	UBCM Life & ADD	358		
01-12-1200-5013	PBC Dental & EHC	2,278		
01-12-1200-5024	Custodian: from GGS	6,538		
01-12-1200-5018	Training & Development	6,500		
01-12-1200-5022	Volunteer Stipend	30,000		
01-12-1200-5023	Volunteer Training Course & Material	20,000		
01-12-1200-5025	Custodian Expenses	1,200		
01-12-1200-5100	Communications - Phone, Fax, Internet, etc.	5,280		
01-12-1200-5101	Natural Gas	2,486		
01-12-1200-5102	Electricity	3,438		
01-12-1200-5109	Membership & Dues	500		
01-12-1200-5208	Fire Prevention	2,700		
01-12-1200-5209	Public Relations	2,000		
01-12-1200-5103	Postage	768		
01-12-1200-5104	Courier & Freight	432		
01-12-1200-5110	Insurance - Volunteers	26,853		
01-12-1200-5111	Office Supplies	4,200		
01-12-1200-5112	Licenses & Permits	1,700		
01-12-1200-5113	Equipment Rentals & Leases	16,300		
01-12-1200-5114	Fuel, Oil, Lubricants	7,846		
01-12-1200-5200	O&M Fire Hall	15,500		
01-12-1200-5201	O&M Fire Equipment	3,000		
01-12-1200-5115	Vehicle O&M	30,000		
01-12-1200-5210	Inspections	17,600		
01-12-1200-5204	SCBA&C	5,100		
01-12-1200-5205	Hazmat	-		
01-12-1200-5120	Materials & Supplies	20,000		
01-12-1200-5124	Contract Services	2,900		
01-12-1200-5207	Out of Area Response Expenses	2,500		
01-12-1200-5113	Equipment Rentals & Leases - Temple & IT Partners	2,740		



2014 DOHH BUDGET SUMMARY

Total Fire Dept Expense

287,723

**MUNICIPAL EMERGENCY PREPAREDNESS**

01-12-1201-5002	Wages & Overhead	15,505
01-12-1201-5100	Communications - Phone, Fax, Internet, etc.	2,640
01-12-1201-5101	Natural Gas	292
01-12-1201-5102	Electricity	742
01-12-1201-5103	Postage	384
01-12-1201-5104	Courier & Freight	216
01-12-1201-5105	Advertising	-
01-12-1201-5018	Staff Training & Development	2,000
01-12-1201-5124	Contract Services	-
01-12-1201-5111	Office Supplies	2,100
01-12-1201-5113	SCBA&C	1,370
01-12-1201-5120	Materials and Supplies	2,000
	EOC facility supplies & materials	

Total Municipal Emergency Preparedness Expense

27,250

Total Protective services Expense

314,974

PROTECTIVE SERVICES SURPLUS/(DEFICIT)

- 313,974

**BYLAW / LANDS BUDGET**

**REVENUE**

**BYLAW ENFORCEMENT**

01-13-1300-4310	Business Licences	-	3,600
01-13-1300-4311	Bylaw Fines	-	-
01-13-1300-4314	Faxing, Photocopying, Laminating, Mas, etc.	-	1,000
	TOTAL BYLAW ENFORCEMENT REVENUE	-	4,600

**ANIMAL CONTROL**

01-13-1301-4312	Dog Licenses & Fines	-	1,800
	TOTAL BYLAW ENFORCEMENT REVENUE	-	1,800

**BUILDING INSPECTION**

01-13-1302-4315	Building Permits	-	15,000
	TOTAL BUILDING INSPECTION REVENUE	-	15,000

**LANDS**

01-18-1800-4316	Land Use Application Fees	-	2,000
	TOTAL LANDS DEVELOPMENT REVENUE	-	2,000
	TOTAL BYLAW & LANDS REVENUE	-	23,400

**EXPENSES**

**BYLAW ENFORCEMENT EXPENSES**

01-13-1300-5002	Wages & Overhead	23,258
01-13-1300-5009	CPP	1,455
01-13-1300-5010	EI	548
01-13-1300-5011	WCB	488
01-13-1300-5020	MPP	5,224
01-13-1300-5012	MSPBC	332
01-13-1300-5014	UBCM Life & ADD	239
01-13-1300-5013	PBC Dental & EHC	1,519
01-13-1300-5100	Communications - Phone, Fax, Internet, etc.	3,960
01-13-1300-5101	Natural Gas	439
01-13-1300-5102	Electricity	1,114
01-13-1300-5103	Postage (from Protective Services)	576
01-13-1300-5104	Courier & Freight (from Protective Services)	324
01-13-1300-5105	Advertising	500
01-13-1300-5106	Publications (Hosting/Promotions)	500
01-13-1300-5107	Legal Fees	3,000
01-13-1300-5111	Office Supplies	3,150
01-13-1300-5113	Equipment Rentals & Leases - Temple & IT Partners	2,055
01-13-1300-5121	Small Tools	200
	TOTAL BYLAW ENFORCEMENT EXPENSES	48,881

**ANIMAL CONTROL EXPENSES**

01-13-1301-5002	Wages & Overhead	3,876
01-13-1301-5026	Contract Wages	28,500
01-13-1301-5027	Contract Expenses	3,400

# 2014 DOHH BUDGET SUMMARY

01-13-1301-5100	Communications - Phone, Fax, Internet, etc.	660	
01-13-1301-5101	Natural Gas	73	
01-13-1301-5102	Electricity	186	
01-13-1301-5103	Postage (from Protective Services)	96	
01-13-1301-5104	Courier & Freight (from Protective Services)	54	
01-13-1301-5110	Office Supplies	525	
01-13-1301-5113	Equipment Rentals & Leases - Temple & IT Partners	343	
01-13-1301-5116	Uniforms	500	
01-13-1301-5119	Building Repairs & Maintenance	2,000	
01-13-1301-5120	Materials & Supplies	4,000	
<b>TOTAL ANIMAL CONTROL EXPENSES</b>			<b>44,213</b>

## BUILDING INSPECTION EXPENSES

01-13-1302-5002	Wages & Overhead	3,876	
01-13-1302-5100	Communications - Phone, Fax, Internet, etc.	660	
01-13-1302-5101	Natural Gas	73	
01-13-1302-5102	Electricity	186	
01-13-1302-5103	Postage (from Protective Services)	96	
01-13-1302-5104	Courier & Freight (from Protective Services)	54	
01-13-1302-5106	Publications (Hosting/Promotions)	150	
01-13-1302-5107	Legal Fees	1,000	
01-13-1302-5110	Office Supplies	525	
01-13-1302-5113	Equipment Rentals & Leases - Temple & IT Partners	343	
01-13-1302-5125	Professional Fees	1,500	
01-13-1302-5124	Contracted Services	12,000	
<b>TOTAL BUILDING INSPECTION EXPENSES</b>			<b>20,463</b>

## LANDS

01-18-1800-5307	Bylaw Development	80,000	
01-18-1800-	Consultants/Legal Fees	75,000	
01-18-1800-5303	Survey/Mapping/GPS	25,000	
01-18-1800-5304	GIS Training: (PRRD)	1,000	
<b>TOTAL LANDS DEVELOPMENT EXPENSES</b>			<b>181,000</b>
<b>TOTAL BYLAW &amp; LAND DEVELOPMENT EXPENSES</b>			<b>294,556</b>
<b>BYLAW &amp; LANDS SURPLUS/(DEFICIT)</b>			<b>271,166</b>

## PUBLIC WORKS BUDGET

### REVENUE

### TOTAL PUBLIC WORKS REVENUE

### PUBLIC WORKS EXPENSES

#### ADMINISTRATION

01-14-1007-5002	Wages & Overhead	81,590	
01-14-1007-5009	CPP Expense	2,426	
01-14-1007-5010	EI Expense	914	
01-14-1007-5011	WCB	818	
01-14-1007-5012	Medical Service Plan	1,506	
01-14-1007-5020	MPP	14,599	
01-14-1007-5013	Pacific Blue Cross	3,797	
01-14-1007-5014	UBCM Life & ADD	639	
01-14-1007-5017	Travel	2,000	
01-14-1007-5018	Training & Development	2,000	
01-14-1007-5024	Custodian Wages office	4,359	
01-14-1007-5025	Custodian Expenses office	800	
01-14-1007-5100	Communications - Phone, Fax, Internet, etc	8,800	
01-14-1007-5101	Natural Gas	974	
01-14-1007-5102	Electricity	1,283	
01-14-1007-5103	Postage	1,280	
01-14-1007-5104	Courier & Freight	720	
01-14-1007-5109	Membership & Dues	150	
01-14-1007-5110	Insurance	25,408	
01-14-1007-5111	Office Supplies	7,000	
01-14-1007-5113	Equipment Agreement - Temple & IT Partners	6,850	
<b>TOTAL PW ADMINISTRATION EXPENSES</b>			<b>167,912</b>

#### PUBLIC WORKS SHOP EXPENSES

01-14-1400-5002	Wages & Overhead	196,163	
01-14-1400-5003	Wages Casual	20,048	
01-14-1400-5009	CPP Expense	7,851	
01-14-1400-5010	EI Expense	2,964	
01-14-1400-5011	WCB	1,986	
01-14-1400-5020	MPP	31,538	
01-14-1400-5012	MSPBC	4,265	
01-14-1400-5014	UBCM Life AD&D	1,574	

# 2014 DOHH BUDGET SUMMARY

01-14-1400-5013	PBC Dental & EHC	9,444	
01-14-1400-5035	Lieu of Benefits	383	
01-14-1400-5017	Travel	3,000	
01-14-1400-5018	Training & Development	3,000	
01-14-1400-5025	Custodian Expenses	450	
01-14-1400-5100	Communications - Phone, Fax, Internet, etc	3,200	
01-14-1400-5101	Natural Gas	5,170	
01-14-1400-5102	Electricity	8,727	
01-14-1400-5109	Membership & Dues	1,000	
01-14-1400-5111	Office Supplies	2,000	
01-14-1400-5114	Fuel, Oils, Lubricants	49,394	
01-14-1400-5122	Repair & Replacement parts	30,000	
01-14-1400-5112	Licenses & Permits	1,100	
01-14-1400-5117	Protective Clothing/First Aid	5,000	
01-14-1400-5300	O&M Public Works Shop	4,000	
<b>TOTAL PW SHOP EXPENSES</b>			<b>392,256</b>

## ROADS

01-14-1401-5002	Wages & Overhead	65,388	
01-14-1401-5003	Wages Casual	6,683	
01-14-1401-5009	CPP	2,617	
01-14-1401-5010	EI	988	
01-14-1401-5011	WCB	662	
01-14-1401-5020	MPP	10,513	
01-14-1401-5012	MSPBC	1,422	
01-14-1401-5014	UBCM Life AD&D	525	
01-14-1401-5013	PBC Dental & EHC	3,148	
01-14-1401-5035	Lieu of Benefits	128	
01-14-1401-5102	Electricity	35,793	
01-14-1401-5124	Contracted Services	29,000	
01-14-1401-5126	Chemicals - Salt, Calcium, etc.	25,000	
01-14-1401-5301	O&M Roads	10,000	
01-14-1401-5113	Highway 97 Sign Rental	2,000	
01-14-1401-5306	Street Lighting	7,500	
<b>TOTAL PW ROADS EXPENSES</b>			<b>201,365</b>

## AIRSTRIPE MAINTENANCE

01-14-1402-5102	Electricity	2,129	
01-14-1402-5110	Insurance	3,035	
01-14-1402-5302	O&M Airstrip	4,000	
<b>TOTAL AIRSTRIPE MAINTENANCE</b>			<b>9,164</b>

## GROUNDSKEEPER

01-14-1706-5002	Wages & Overhead	37,258	
01-14-1706-5009	CPP	1,407	
01-14-1706-5010	EI	530	
01-14-1706-5011	WCB	349	
01-14-1706-5020	MPP	5,949	
01-14-1706-5012	MSPBC	-	
01-14-1706-5014	UBCM LIFE & ADD	264	
01-14-1706-5013	PBC Dental & EHC	1,510	
01-14-1706-5035	Lieu of Benefits	-	
01-14-1706-5120	Materials & Supplies: bridges	2,500	
<b>TOTAL GROUNDSKEEPER EXPENSE</b>			<b>49,767</b>

## TOTAL PUBLIC WORKS EXPENSES

820,465

## SURPLUS/(DEFICIT)

820,465

## ENVIRONMENTAL & PUBLIC HEALTH BUDGET

### REVENUE

<b>ENVIRONMENTAL SERVICES REVENUE</b>			
01-15-1500-4301	Residential Garbage Fees	48,822	
01-15-1500-4302	Business Garbage Fees	20,147	
<b>TOTAL ENVIROMENTAL REVENUE</b>			<b>68,969</b>
<b>PUBLIC HEALTH</b>			
01-15-1600-4304	Cemetery Fees	2,340	
01-15-1600-4305	Medical Services Group Doctor	72,000	
<b>TOTAL PUBLIC HEALTH REVENUE</b>			<b>74,340</b>
<b>TOTAL ENVIRO &amp; PUBLIC HEALTH REVENUE</b>			<b>143,309</b>

### EXPENSE

<b>ENVIRONMENTAL SERVICES EXPENSES</b>			
01-15-1500-5002	Wages & Overhead	54,933	
01-15-1500-5002	CPP	2,342	
01-15-1500-5008	EI	886	
01-15-1500-5009	WCB	520	
01-15-1500-5010	MPP	5,129	

# 2014 DOHH BUDGET SUMMARY

01-15-1500-5011	MSPBC	753		
01-15-1500-5012	UBCM Life & ADD	228		
01-15-1500-5013	PBC Dental & EHC	16,115		
01-15-1500-5035	Lieu of Benefits	1,020		
01-15-1500-5102	Electricity	89		
01-15-1500-5110	Insurance - Vehicle	1,821		
01-15-1500-5115	Vehicle O&M	6,120		
01-15-1500-5114	Fuel, Oil, Lubricants	13,887		
01-15-1500-5401	Landfill fees (Chetwynd)	27,000		
01-15-1500-5402	Landfill clean up	13,500		
01-15-1500-5403	Energy Plans & Projects	2,000		
<b>TOTAL ENVIRONMENTAL SERVICES EXPENSES</b>			<b>146,343</b>	
<b>PUBLIC HEALTH EXPENSES</b>				
01-15-1600-5500	Cemetery Expenses	6,500		
01-15-1600-5501	Doctor	100,000		
<b>TOTAL PUBLIC HEALTH EXPENSES</b>			<b>106,500</b>	
<b>TOTAL ENVIRONMENTAL &amp; HEALTH EXPENSES</b>				<b>252,843</b>
<b>surplus/(deficit)</b>				<b>109,534</b>
<b>RECREATION BUDGET</b>				
<b>REVENUE</b>				
<b>ARENA REVENUE</b>				
01-17-1700-4401	Drop in Fees	-	300	
01-17-1700-4402	Pass Fees	-	300	
01-17-1700-4404	Rental Fees	-	24,000	
01-17-1700-4405	Miscellaneous - Skate Sharpening	-	500	
01-17-1700-4411	Retail Sales - Vending Machines	-	400	
<b>TOTAL ARENA REVENUE</b>			<b>25,500</b>	
<b>SWIMMING POOL</b>				
01-17-1701-4401	Drop in Fees	-	2,000	
01-17-1701-4402	Pass Fees	-	9,000	
01-17-1701-4403	Lessons	-	2,000	
01-17-1701-4404	Rental Fees	-	-	
01-17-1701-4405	Miscellaneous	-	-	
<b>TOTAL SWIMMING POOL REVENUE</b>			<b>13,000</b>	
<b>VISITOR INFORMATION CENTER</b>				
01-17-1702-4205	Tourism BC Grant	-	6,250	
01-17-1702-4411	Retail Sales	-	100	
<b>TOTAL VISITOR INFORMATION CENTER REVENUE</b>			<b>6,350</b>	
<b>CAMPGROUNDS</b>				
01-17-1707-4402	Pass Fees	-	1,850	
01-17-1707-4405	Miscellaneous - Extra Firewood, Showers, etc.	-	3,500	
01-17-1707-4406	Alvin Holland Day Pass	-	3,500	
01-17-1707-4407	Cameron Lake Day Pass	-	16,500	
01-17-1707-4409	Dinosaur Lake Day Pass	-	11,250	
01-17-1707-4410	King Gething Day Pass	-	5,400	
<b>TOTAL CAMPGROUNDS REVENUE</b>			<b>42,000</b>	
<b>SPECIAL EVENTS REVENUE</b>				
01-17-1708-4214	Federal Grants - Other (Canada Day)	-	1,100	
01-17-1708-	BCRPA Family Grant	-	2,000	
01-17-1708-4330	Winter Carnival Donations	-	18,000	
01-17-1708-4331	Donations	-	500	
<b>TOTAL SPECIAL EVENTS REVENUE</b>			<b>21,600</b>	
<b>TOTAL RECREATION REVENUE</b>				<b>108,450</b>
<b>EXPENSES</b>				
<b>ARENA EXPENSES</b>				
01-17-1700-5002	Wages & Overhead		51,390	
01-17-1700-5003	Wages Casual		2,623	
01-17-1700-5009	CPP		1,940	
01-17-1700-5010	EI		780	
01-17-1700-5011	WCB		509	
01-17-1700-5020	MPP		8,205	
01-17-1700-5012	MSPBC		-	
01-17-1700-5014	UBCM Life & ADD		365	
01-17-1700-5013	PBC Dental & EHC		2,083	
01-17-1700-5035	Lieu of Benefits		63	
01-17-1700-5100	Communications - Phone, Fax, Internet, etc.		3,402	
01-17-1700-5101	Natural Gas		11,248	
01-17-1700-5102	Electricity		28,584	
01-17-1700-5104	Courier & Freight		500	
01-17-1700-5105	Advertising		250	
01-17-1700-5125	Professional Services		10,000	
01-17-1700-5110	Insurance		7,687	
01-17-1700-5111	Office Supplies		1,100	

# 2014 DOHH BUDGET SUMMARY

01-17-1700-5114	Fuel, Oils, Lubricants	1,206	
01-17-1700-5900	O&M Arena	56,800	
<b>TOTAL ARENA EXPENSES</b>			<b>188,735</b>
<b>SWIMMING POOL EXPENSES</b>			
01-17-1701-5004	Wages Seasonal	67,789	
01-17-1701-5009	CPP	3,242	
01-17-1701-5010	EI	1,230	
01-17-1701-5011	WCB	677	
01-17-1701-5020	MPP	1,539	
01-17-1701-5012	MSPBC	-	
01-17-1701-5014	UBCM Life & ADD	68	
01-17-1701-5013	PBC Dental & EHC	390	
01-17-1701-5035	Lieu of Benefits	1,275	
01-17-1701-5018	Training & Development	3,000	
01-17-1701-5100	Communications - Phone, Fax, Internet, etc.	980	
01-17-1701-5101	Natural Gas	15,330	
01-17-1701-5102	Electricity	11,461	
01-17-1701-5104	Courier & Freight	250	
01-17-1701-5125	Professional Services	1,200	
01-17-1701-5110	Insurance	4,236	
01-17-1701-5111	Office Supplies	500	
01-17-1701-5901	O&M Pool	12,894	
<b>TOTAL SWIMMING POOL EXPENSES</b>			<b>126,062</b>
<b>VISITOR INFORMATION CENTER EXPENSES</b>			
01-17-1702-5004	Wages Seasonal	22,922	
01-17-1702-5009	CPP	1,135	
01-17-1702-5010	EI	431	
01-17-1702-5011	WCB	231	
01-17-1702-5012	MSPBC	-	
01-17-1702-5013	PBC Dental & EHC	-	
01-17-1702-5035	Lieu of Benefits	850	
01-17-1702-5018	Training & Development	1,000	
01-17-1702-5100	Communications - Phone, Fax, Internet, etc.	2,177	
01-17-1702-5102	Electricity	2,095	
01-17-1702-5103	Postage	500	
01-17-1702-5106	Publications (Hosting/Promotions)	20,000	
01-17-1702-5109	Memberships & Dues	1,000	
01-17-1702-5110	Insurance	516	
01-17-1702-5111	Office Supplies	1,000	
01-17-1702-5116	Uniforms	200	
01-17-1702-5120	Materials & Supplies	250	
01-17-1702-5122	Replacement Parts & Equipment	700	
01-17-1702-5124	Contract Services	4,000	
01-17-1702-5903	O&M Visitor Information Center	1,000	
<b>TOTAL VISITOR INFORMATION CENTER EXPENSE</b>			<b>60,008</b>
<b>CURLING CLUB EXPENSES</b>			
01-17-1703-5110	Insurance	3,567	
<b>TOTAL CURLING CLUB EXPENSES</b>			<b>3,567</b>
<b>COMMUNITY HALL EXPENSES</b>			
01-17-1704-5038	Grant in Aid	8,000	
01-17-1704-5110	Insurance	1,410	
<b>TOTAL COMMUNITY HALL EXPENSES</b>			<b>9,410</b>
<b>LIBRARY EXPENSES</b>			
01-17-1705-5038	Grant in Aid	109,985	
	Building Exp	5,000	
01-17-1705-5110	Insurance	1,919	
<b>TOTAL LIBRARY EXPENSES</b>			<b>116,904</b>
<b>PARKS EXPENSES</b>			
01-17-1706-5004	Wages Seasonal	45,419	
01-17-1706-5009	CPP	2,248	
01-17-1706-5010	EI	854	
01-17-1706-5011	WCB	404	
01-17-1706-5020	MPP	-	
01-17-1706-5012	MSPBC	-	
01-17-1706-5012	UBCM Life & ADD	-	
01-17-1706-5013	PBC Dental & EHC	-	
01-17-1706-5035	Lieu of Benefits	850	
01-17-1706-5110	Insurance	212	
01-17-1706-5113	Equipment Rentals & Leases	500	
01-17-1706-5114	Fuel, Oils, Lubricants	3,276	
01-17-1706-5120	Materials & Supplies	25,000	

# 2014 DOHH BUDGET SUMMARY

01-17-1706-5121	Small Tools	1,500		
01-17-1706-5122	Replacement Parts & Equipment	20,000		
01-17-1706-5124	Contract Services	2,500		
<b>TOTAL PARKS EXPENSES</b>			<u>102,764</u>	
<b>CAMPGROUNDS EXPENSES</b>				
01-17-1707-5004	Wages Seasonal	35,585		
01-17-1707-5002	CPP	1,761		
01-17-1707-5010	EI	669		
01-17-1707-5008	WCB	359		
01-17-1707-5020	MPP	-		
01-17-1707-5012	MSPBC	-		
01-17-1707-5014	UBCM Life & ADD	61		
01-17-1707-5013	PBC Dental & EHC	-		
01-17-1707-5035	Lieu of Benefits	425		
01-17-1707-5101	Natural Gas	468		
01-17-1707-5102	Electricity	552		
01-17-1707-5110	Insurance	312		
01-17-1707-5113	Equipment Rentals & Maintenance	2,000		
01-17-1707-5120	Materials & Supplies	10,210		
<b>TOTAL CAMPGROUNDS EXPENSES</b>			<u>52,402</u>	
<b>SPECIAL EVENTS EXPENSES</b>				
01-17-1708-5030	Special Events Wages	35,000		
01-17-1708-5031	Special Events Expenses	21,210		
	That Dam Run	-		
01-17-1708-5032	Winter Carnival Expenses	20,000		
01-17-1708-5100	Communications - Phone, Fax, Internet, etc.	900		
<b>TOTAL SPECIAL EVENTS EXPENSES</b>			<u>77,110</u>	
<b>MUSEUM EXPENSES</b>				
01-17-1709-5038	Grant in Aid (Historical Society)	51,000		
<b>TOTAL MUSEUM EXPENSES</b>			<u>51,000</u>	
<b>TOTAL RECREATION EXPENSES</b>				<u>787,961</u>
<b>RECREATION SURPLUS/(DEFICIT)</b>				<u>(679,511)</u>
<b>ECONOMIC DEVELOPMENT BUDGET</b>				
<b>REVENUE</b>				
01-19-1900-4210	NDI Grant	-	20,000	
<b>TOTAL EDO REV</b>			<u>20,000</u>	
<b>EXPENSES</b>				
01-19-1900-5002	Wages & Overhead	45,000		
01-19-1900-5009	CPP	2,228		
01-19-1900-5010	EI	846		
01-19-1900-5011	WCB	473		
01-19-1900-5020	MPP	-		
01-19-1900-5012	MSPBC	-		
01-19-1900-5014	UBCM Life & ADD	-		
01-19-1900-5013	PBC Dental & EHC	-		
01-19-1900-5018	Training & Development	3,000		
01-19-1900	MISC EXPENSE	2,000		
01-19-1900	Business Façade Improvement Program NDI Grant	20,000		
<b>TOTAL EDO EXP</b>			<u>73,546</u>	
<b>EDO SURPLUS/(DEFICIT)</b>				<u>53,546</u>
<b>CONTRACTS</b>				
<b>Contracts</b>				
<b>REVENUE</b>				
01-70-1900-4210	NDIT Grant	-	78,000	
01-70-1003-4209	UBCM Grant	-	792,446	
01-80-1706-4203	BCH/Tree Canada - Community Tree Planting Program	-	5,600	
01-80-1706-4205	(Parks & Playgrounds - capital) Desitination BC	-	4,600	
<b>TOTAL CONTRACT REVENUE</b>			<u>880,646</u>	
<b>EXPENSE</b>				
01-70-1900-5026	Contracts	556,127		
01-80-1706-5705	Parks & Playgrounds - capital	13,079		
01-70-1850-5026	Fit for Life Contract	2,610		
01-70-1850-5110	General Insurance			
<b>CONTRACTS SURPLUS/(DEFICIT)</b>			<u>571,816</u>	<u>308,830</u>

**CAPITAL BUDGET****WATER CAPITAL WORKS, M&E RESERVE FUND****REVENUE**

from Water Utility Fund: (Balance @ Dec 31/13: \$319,044)

303,667

BCF: may fund 1/3 of project Emergency Insertion Valves Project

83,333

\$83,333

TOTAL WTR Capital/Reserve REVENUE

387,000

**EXPENSE**

Water meter installation: approx 80 meters to be installed

82,000

Valve replacement:

250,000

Water Main Replacement (piped distribution)

20,000

Beryl Prairie Well upgrade:

35,000

TOTAL Water Capital EXPENSE

387,000

TO/(FROM) WATER CAPITAL FUND/RESERVES

**SEWER CAPITAL WORKS, M&E RESERVE FUND****REVENUE**

From Sewer Fund Bal @ Dec 31/14

73,689

Sewer Capital Works M&amp;E Bal @ Dec 31/13

510,196

Lagoon BCF: (province?)

1,000,000

to borrow approx \$2M

1,843,196

TOTAL SWR FUND/RESERVE REVENUE

3,427,081

**EXPENSE**

Steamer: pipes and drainage / pressure wash (trailer)

40,000

Combination Jetrodger: flushing sewers

350,000

Sewer Main Extension

215,938

Lagoon Upgrade

2,821,143

TOTAL SWR FUND/RESERVE EXPENSE

3,427,081

TO/(FROM) SWR FUND/RESERVE

**GENERAL CAPITAL WORKS, M&E RESERVES FUNDS****REVENUE**

from Capital Works M&amp;E Reserve (Bal @ Dec 31/13: \$1,822,022)

1,637,399

combined fund/reserve bal @ dec31/13

1,637,399

Land:

Adill Road Closure swap

280,000

TOTAL Capital Project REVENUE

1,917,399

**EXPENSE**

General Government Services

42,121

Protective Services

372,914

Land

595,000

Public Works

688,548

Recreation

218,817

TOTAL General Fund EXPENSE

1,917,399

TO/(FROM) GENERAL CAPITAL FUNDS/RESERVES

**GTF****GAS TAX FUND****REVENUE**

01-10-1003-4208

Community Works Fund Agreement (Gas Tax)

90,795

GTF Interest

2,055

from Deferred Revenue

208,857

TOTAL GAS TAX Deferred REVENUE

301,707

**EXPENSE**

GAS TAX EXPENSE

301,707

to/from Deverred Revenue Account for Lagoon Upgrade

TOTAL GAS TAX EXPENSE

301,707

TO/(FROM) GTF Deferred Revenue

**Total Fund & Reserve Revenues****6,033,187****Total Fund & Reserve Expenses****6,033,187****Total Fund & Reserve Balance at Dec 31/14:****0**

Page 11 of 13



<b>WATER UTILITY FUND</b>	
Water Operating Revenues	158,890
Water Operating Expenses	(190,867)
(to)/from Water Utility Fund Balance @ Dec31/13 = \$319,044	31,978
	=====
Water Operating to/(from) Reserve	-
<b>SANITARY SEWER FUND</b>	
Sewer Operating Revenues	70,567
Sewer Operating Expenses	(106,956)
(to)/from Sanitary Sewer Fund Balance @ Dec31/13 = \$110,078	36,389
	=====
Sewer Operating to/(from) Reserve	-
<b>GENERAL FUND</b>	
General Operating Revenues	9,049,635
General Operating Expenses	(7,221,155)
(to)/from General Operating Fund (Balance @ Dec31/13 = \$2,592,400)	(1,828,480)
	=====
General Operating Surplus/(Deficit)	0
Total Water/Sewer/General Operating Revenue	9,279,092
Total Water/Sewer/General Operating Expense	(7,518,978)
	1,760,114
<b>CAPITAL WORKS RESERVE FUNDS</b>	
<b>WATER CAPITAL WORKS RESERVE FUNDS, M&amp;E</b>	
WATER CAPITAL FUND Revenues	387,000
WATER CAPITAL FUND Expenses	(387,000)
	=====
Water Capital Fund Surplus/(Deficit)	-
<b>SEWER CAPITAL WORKS RESERVE FUNDS, M&amp;E</b>	
SEWER CAPITAL FUND Revenues	3,427,081
SEWER CAPITAL FUND Expenses	(3,427,081)
	=====
Sewer Capital Fund Surplus/(Deficit)	0
<b>CAPITAL WORKS RESERVE FUNDS, M&amp;E</b>	
Capital Fund Revenues	1,917,399
Capital Fund Expenses	(1,917,399)
	=====
General Capital Fund Surplus/(Deficit)	(0)
<b>DISTRICT OF HUDSON'S HOPE TOTAL REVENUE</b>	<b>15,010,572</b>
<b>DISTRICT OF HUDSON'S HOPE TOTAL EXPENSE</b>	<b>(13,250,458)</b>
	=====
<b>to/(from) All Funds/Reserves</b>	<b>1,760,114</b>
<b>GTF Deferred Revenue</b>	
<b>GTF Revenue</b>	<b>301,707</b>
<b>(to)/from GTF Revenue</b>	<b>(301,707)</b>
	=====
<b>DISTRICT OF HUDSON'S HOPE TOTAL REVENUE</b>	<b>15,312,279</b>

<b>DISTRICT OF HUDSON'S HOPE TOTAL EXPENSE</b>	<b>(13,552,165)</b>
<b>to/(from) All Funds/Reserves</b>	<b>1,760,114</b>

\_\_\_\_\_  
Mayor Gwen Johansson

\_\_\_\_\_  
Tom Matus, CAO

# 2014 WATER SEWER BUDGET WORKSHEET

## WATER OPERATIONS

### WATER TREATMENT REVENUE

04-40-4000-4501	Water Stand Charges			-	61,232
	Downtown Residential Water Stand			3,045	
	Downtown Commercial Water Stand			55,906	
	Beryl Prairie Farm/Residential Water Stand			2,281	
04-40-4000-4502	Commercial Charges		Annual Rate	-	11,449
	Business	17 x	480	8,160	
	Business + 1 Residence	2 x	708	1,416	
	Business + 2 Residence	2 x	936	1,873	
04-40-4000-4503	Residential Charges		Annual Rate		
	Residential	378 x	228	-	86,184
<b>TOTAL WATER TREATMENT REVENUE</b>					<b>158,865</b>

### WATER PIPING & DISTRIBUTION

04-40-4001-4504	Connections			-	25
<b>TOTAL WATER PIPING &amp; DISTRIBUTION REVENUE</b>					<b>25</b>
<b>TOTAL WATER REVENUE</b>					<b>158,890</b>

### WATER TREATMENT EXPENSES

04-40-4001-5002	Wages & Overhead				42,028
04-40-4001-5009	CPP				1,797
04-40-4001-5010	EI				737
04-40-4001-5011	WCB				520
04-40-4001-5020	MPP				8,059
04-40-4001-5012	MSPBC				907
04-40-4001-5014	Employer Costs UBCM	group/basic LIFE			494
04-40-4001-5013	Employer Costs Pacific Blue Cross	DENTAL			1,640
04-40-4001-5035	Lieu of Benefit				95
04-40-4001-5018	Training & Development				7,000
04-40-4001-5100	Communications - Phone, Fax, Internet, etc.				3,000
04-40-4001-5102	Electricity - BC Hydro				29,163
	Water Treatment		13,965		
	Water Reservoir		5,109		
	River Pumphouse		8,940		
	Beryl Prairie Well		1,149		
04-40-4001-5110	Insurance				8,004
	Property		8,004		
04-40-4001-5112	Licenses & Permits				3,000
04-40-4001-5113	Equipment Rentals & Leases - Temple & IT Partners				3,425
04-40-4001-5126	Chemicals				5,000
04-40-4001-5800	O&M Treatment				10,000
	Bad Debts				13,000
<b>TOTAL WATER TREATMENT EXPENSES</b>					<b>137,867</b>

### WATER PIPING & DISTRIBUTION

04-40-4002-5801	O&M Piping & Distribution				10,000
04-40-4002-5803	Connection Costs				5,000
04-40-4002-5804	Electricity: High Lift & Booster Station Pumping				35,000
04-40-4002-5805	Beryl Prairie Well				3,000
<b>TOTAL WATER PIPING &amp; DISTRIBUTION EXPENSES</b>					<b>53,000</b>
<b>TOTAL WATER EXPENSES</b>					<b>190,867</b>
<b>WATER Surplus/(Deficit)</b>					<b>(31,978)</b>

## SEWER OPERATIONS

### Sewer Treatment Revenue

05-50-5000-4502	Commercial Charges		Annual Rate	-	5,595
	Business	17 x	228	3,876	
	Business + 1 Residence	1 x	435	435	
	Business + 2 Residence	2 x	642	1,284	
05-50-5000-4503	Residential Charges		Annual Rate		
	Residential	285 x	207	-	58,995
05-50-5000-4505	Lagoon Dumps: commercial ceased		\$25/dump	-	1,000
<b>TOTAL SEWER TREATMENT REVENUE</b>					<b>65,590</b>

### Sewer Collection Revenue

05-50-5001-4504	Connections				-
05-50-5001-4510	MFA: Adams Street Bylaw #630		Frontage	Levy	4,977

# 2014 WATER SEWER BUDGET WORKSHEET

4 properties	1.381/foot max at 277 ft	277	=	1,530
1 property	1.381/ foot	274	=	378
12 properties	1.381/ foot	162	=	2,685
1 property	1.381/ foot	158	=	218
1 property	1.381/ foot	120	=	166

**TOTAL SEWER PIPING & DISTRIBUTION REVENUE**  
**TOTAL SEWER REVENUE**

**4,977**  
**70,567**

## Sewer Treatment Expense

05-50-5000-5002	Wages & Overhead	42,028
05-50-5000-5009	CPP	1,798
05-50-5000-5010	EI	738
05-50-5000-5011	WCB	521
05-50-5000-5020	MPP	11,865
05-50-5000-5012	MSPBC	908
05-50-5000-5014	UBCM Life & ADD	496
05-50-5000-5013	PBC Dental & EHC	1,642
05-50-5000-5035	Lieu of Benefit	96
05-50-5000-5018	Training & Development	4,000
05-50-5000-5100	Communications - Phone, Fax, Internet, etc.	500
05-50-5000-5101	Natural Gas - Fortis	1,290
05-50-5000-5102	Electricity - BC Hydro	4,958
05-50-5000-5110	Insurance	1,500
	Vehicle	
	Equipment	
	Property	
05-50-5000-5112	Licenses & Permits	1,000
05-50-5000-5113	Equipment Rentals & Leases - Temple & IT Partners	3,425
05-50-5000-5802	O&M Lagoon	13,000
	Debt Repymnt: Adam St	4,977

**TOTAL SEWER TREATMENT EXPENSES**

**94,741**

## Sewer Collection Expense

05-50-5001-5114	Fuel, Oils, Lubricants	Liters	Rate	715
	Gas for units #	214	1.45	
	Diesel for units #	261	1.55	
05-50-5001-5801	O&M Piping and Distribution			5,000
05-50-5001-5803	Connection Costs			1,000
05-50-5001-5804	Pumping			5,500

**TOTAL SEWER PIPING & DISTRIBUTION EXPESNES**  
**TOTAL SEWER EXPENSES**

**12,215**

**106,956**

**=====**  
**(36,389)**

**SEWER SURPLUS/(DEFICIT)**

# 2014 GENERAL GOVERNMENT SERVICES BUDGET WORKSHEET

## REVENUES

### TAXES

01-10-1000-4002	Penalties	-			7,500
01-10-1000-4003	Interest on Arrears	-			450
01-10-1000-4004	Interest on Delinquent	-			2,550
01-10-1000-4101	Residential Taxes	-			345,457
01-10-1000-4102	Utilities Taxes	-			1,315,632
01-10-1000-4103	Commercial Taxes	-			185,690
01-10-1000-4104	Business Taxes	-			163,770
01-10-1000-4105	Recreational/Non Profit Taxes	-			469
01-10-1000-4106	Farm Taxes	-			5,839
01-10-1000-4107	Twelve Mile Ext Parcel Taxes	-			3,468
	Rate				
	5 properties in district:	-	423	-	2,114
	Flat Rate @	-			
	2 properties in prrd:	-	423	-	845
	Flat Rate @	-			
	Properties in district prepaid from BCH for Rhymer: Flat Rate @	-	509	-	509
01-10-1000-4110	1% Revenue Grant (% of revenue collected by @)	-			17,665
	Eastlink	-	563		
	Fortis	-	5,791		
	BC Hydro	-	8,470		
	Telus	-	2,841		
	<b>TOTAL TAXES</b>				<b>2,048,490</b>

### GRANTS IN LIEU OF TAXES

01-10-1001-4201	Federal Government Grant - RCMP & CPC	-			5,922
01-10-1001-4202	Provincial Government Grant - Liquor Store	-			1,808
01-10-1001-4203	BC Hydro Grant in Lieu	-			118,202
01-10-1001-4204	BC Hydro Dams/Reservoir	-			1,225,042
	<b>TOTAL GRANTS IN LIEU OF TAXES</b>				<b>1,350,974</b>

### GRANTS

01-10-1003-4206	Fair Share	-			581,578
01-10-1003-4207	Small Communities Grant	-			202,365
01-10-1003-4210	Provincial Grants - (NDIT/Cmty to Cmty Rec)	-			93,750
01-10-1003-4325	Site C Technical Support	-			94,500
	MOU extended to Sept 2014: \$32,500/qtr	-			
	<b>TOTAL GRANTS</b>				<b>972,193</b>

### GENERAL GOVERNMENT SERVICES

01-10-1005-4002	Bank Interest	-			41,500
	General Operating	-	6,500		
	Fund, Reserve & Deferred Revenue accounts	-	35,000		
01-10-1005-4111	Fortis 3% Franchise Fee	-			17,500
01-10-1005-4331	Donation Revenue	-			25,000
01-10-1005-4405	Miscellaneous Revenue	-			25,000
	<b>TOTAL GENERAL GOVERNMENT SERVICES</b>				<b>109,000</b>

### OTHER GOVERNMENT SERVICES

01-10-1006-4313	Hunting & Fishing Licences	-			175
01-10-1006-4319	Tower Rental	-			4,025
	<b>TOTAL OTHER GOVERNMENT SERVICES</b>				<b>4,200</b>

### COLLECTION FOR OTHER GOVERNMENT

01-10-1009-4115	School Tax	-			2,693,911
01-10-1009-4116	Peace River Region District General	-			177,819
01-10-1009-4117	Peace River Region Hospital	-			220,772
01-10-1009-4118	BC Assessment Authority	-			40,034
01-10-1009-4119	Municipal Finance Authority	-			75
01-10-1009-4120	Police Tax	-			110,363
	<b>TOTAL COLLECTION FOR OTHER GOVERNMENT</b>				<b>3,242,973</b>

### TOTAL GOVERNMENT REVENUE

- 7,727,830

## EXPENSES

### LEGISLATIVE EXPENSES

01-10-1002-5001	Indemnities				48,000
	Mayor		12,000		
	Councillors 6 @ \$6,000		36,000		
01-10-1002-5017	Council Travel Expenses				35,000
01-10-1002-5019	Local Meetings				1,000
01-10-1002-5024	Custodian to Legislative share				4,359
01-10-1002-5106	Publications (Hosting & Promotion)				10,000
01-10-1002-5109	Council Memberships				3,000
	FCM, UBCM, NCLGA				
01-10-1002-5111	Council Supplies				1,000
01-10-1002-5101	Natural Gas: from Admin				487
01-10-1002-5102	Electricity: from Admin				642
01-10-1002-5039	Elections				3,925
	Personnel		1925		

# **2014 GENERAL GOVERNMENT SERVICES BUDGET WORKSHEET**

	M&S	2,000	
01-10-1002-5128	Scholarship/Grad Expense		3,200
01-10-1002-5024	Custodian Wages: from Admin		2,179
01-10-1002-5025	Custodian Expenses: from Admin		400
01-10-1002-5103	Postage: from Admin		640
01-10-1002-5100	Communications - Phone, Fax, Internet, etc.: from Admin		4,400
01-10-1002-5111	Office Supplies: from Admin		3,500
01-10-1002-5113	Equipment Rentals & Leases - Temple & IT Partners		3,425
	<b>TOTAL LEGISLATIVE EXPENSES</b>		<b>125,157</b>

## **GRANTS**

01-10-1003-5038	Grants In Aid - Financial Assistance Grants		23,358
	Playschool	800	
	Hudson's Hope Grad 2015	1,000	
	Bullhead Mountain Curling Club	675	
	Hudson's Hope Fall Fair		
	Hudson's Hope Minor Hockey Association	800	
	Hudson's Hope Lions Club	3,900	
	Friends of Hudson's Hope Society	4,106	
	Hudson's Hope Ski Association	8,100	
	Double H Saddle Club	1,977	
	Hudson's Hope Women's Club	2,000	
	<b>TOTAL GRANTS EXPENSES</b>		<b>23,358</b>

## **COLLECTION FOR OTHER GOVERNMENT**

01-10-1009-4115	School Tax		2,693,911
01-10-1009-4116	Peace River Region District General		177,819
01-10-1009-4117	Peace River Region Hospital		220,772
01-10-1009-4118	BC Assessment Authority		40,034
01-10-1009-4119	Municipal Finance Authority		75
01-10-1009-4120	Police Tax		110,363
	<b>TOTAL DISBURSEMENT FOR OTHER GOVERNMENT</b>		<b>3,242,973</b>

## **ADMINISTRATIVE SERVICES**

01-10-1005-5002	Wages & Overhead		308,321
	CAO/ DT/DC/1 ftOA/1 ptOA (incl o/t; less 25% to w/s for dt & ptoa)		
01-10-1005-5024	Custodian Wages		7,628
	Total Custodian Wages	21,793	
	Legislative share	10%	2,179
	Custodian to ICBC	5%	1,090
	Custodian to Protective Services share	30%	6,538
	Custodian to Public Works share	20%	4,359
01-10-1005-5003	Wages Casual		12,628
01-10-1005-5009	CPP		11,829
01-10-1005-5010	EI		4,472
01-10-1005-5011	WCB		2,935
01-10-1005-5020	MPP		46,035
01-10-1005-5012	MSPBC		5,700
01-10-1005-5014	UBCM Life & ADD		2,069
01-10-1005-5013	PBC Dental & EHC		18,795
01-10-1005-5035	Lieu of Benefit		510
01-10-1005-5025	Custodian Expenses		1,400
	Custodian Expenses	4,000	
	Legislative share	10%	400
	ICBC share	5%	200
	Protective Services share	30%	1,200
	Public Works share	20%	800
01-10-1005-5106	Publications (Hosting & Promotion)		3,000
01-10-1005-5109	Memberships & Dues		4,500
	UBCM, FCM, MIA, GFOA, CAMA, LGA, LGMA		
01-10-1005-5018	Training & Development		20,000
	CAO LGMA Conferences		
	LGMA-AGM, NCLGMA, CAO Forum, MIA		
	Elections Officers		
	Deputy Clerk:		
	Deputy Treasurer: GFOA Boot Camp Victoria	4,000	
01-10-1005-5103	Postage		2,240
	Postage	6,400	
	Legislative share	10%	640
	ICBC share	5%	320
	Protective Services share	30%	1,920
	Public Works share	20%	1,280
01-10-1005-5104	Courier & Freight		1,620
	Courier & Freight	3,600	
	ICBC share	5%	180
	Protective Services share	30%	1,080
	Public Works share	20%	720
01-10-1005-5100	Communications - Phone, Fax, Internet, etc.		15,400

# 2014 GENERAL GOVERNMENT SERVICES BUDGET WORKSHEET

	Communications		44,000	
	Legislative share	10%	4,400	
	ICBC share	5%	2,200	
	Protective Services share	30%	13,200	
	Public Works share	20%	8,800	
01-10-1005-5101	Natural Gas			1,707
	\$10.35/GJ; 420 GJ		4,874	
	to Prot 30%	30%	1,462	
	to TPW 20%	20%	974	
	to Legis 10%	10%	487	
	to ICBC 5%	5%	244	
01-10-1005-5102	Electricity			2,448
	\$0.12/kwh: (incl 9% inc)	0.12	6,995	
	to Prot 30%	30%	2,098	
	to TPW 20%	20%	1,399	
	to Legis 10%	10%	699	
	to ICBC 5%	5%	350	
01-10-1005-5111	Office Supplies			12,250
	Office Supplies		35,000	
	Legislative share	10%	3,500	
	ICBC share	5%	1,750	
	Protective Services share	30%	10,500	
	Public Works share	20%	7,000	
01-10-1005-5110	Insurance			6,038
	Property Insurance		4,421	
	Vehicle Insurance		1,617	
01-10-1005-5113	Equipment Services Agrmnts - Temple	23,000		10,104
	IT & Computer support - ITP	11,250		
	total		34,250	
	to Water Charges Office	10%	3,425	
	to Sewage Charges Office	10%	3,425	
	to Legislative share	10%	3,425	
	to Protective Services share	20%	6,850	
	to ICBC	5%	171	
	to Public Works share	20%	6,850	
01-10-1005-5114	Fuel, Oil & Lubricants	rate	Liters	726
	Gas for units #	1.45	501	
01-10-1005-5115	Vehicle O&M			250
01-10-1005-5130	Bank Charges & Interest			5,744
01-10-1005-5125	Professional Fees			3,000
	Legal		3,000	
01-10-1005-5131	Site C			65,000
	Legal		30,000	
	Travel		5,000	
	Consultants		30,000	
01-10-1005-5108	Audit			45,000
01-10-1005-5105	Advertising (admin)			5,000
01-10-1005-5017	Staff Business Travel			7,000
	Debt Charges			
01-10-1005-5764	MFA Pymnt: 12 Mile Road Principle			3,468
				636,816
	<b>TOTAL GGS EXPENSE</b>			
	<b>TOTAL GOVERNMENT SERVICES</b>			4,028,304
				=====
	<b>GENERAL GOVERNMENT SERVICES SURPLUS/(DEFICIT)</b>			<b>3,699,526</b>

	<b>ICBC</b>			
	<b>ICBC Revenue</b>			
01-10-1006-4320	ICBC Commissions		145,000	145,000
	<b>ICBC EXPENSE</b>			
01-10-1006-5021	ICBC Wages		52,189	
01-10-1006-5009	CPP		2,426	
01-10-1006-5010	EI		914	
01-10-1006-5011	WCB		519	
01-10-1006-5020	MPP		8,108	
01-10-1006-5012	MSPBC		1,662	
01-10-1006-5014	UBCM Life & ADD		392	
01-10-1006-5013	PBC Dental & EHC		3,797	
01-10-1006-5024	Custodian Wages		200	
01-10-1006-5018	Training & Development		1,000	
01-10-1006-5103	Postage		320	
01-10-1006-5104	Courier & Freight		180	
01-10-1006-5100	Communications		2,200	
01-10-1006-5101	Natural Gas		244	
01-10-1006-5102	Electricity		350	
01-10-1006-5111	Office Supplies		1,750	
01-10-1006-5110	Insurance			
01-10-1006-5600	Photocopier Lease		270	



**2014 GENERAL GOVERNMENT SERVICES BUDGET WORKSHEET**

01-10-1006-5113      Equipment Rentals & Leases - Temple & IT Partners

171

**TOTAL ICBC EXPENSE**

76,691

**ICBC Surplus/(Deficit)**

=====

**68,309**

# 2013 PROTECTIVE SERVICES BUDGET WORKSHEET

REVENUE			
01-12-1008-4318	Fire Response out of area		1,000
		<b>TOTAL FIRE REVENUE</b>	<b>1,000</b>
FIRE DEPT EXPENSES			
01-12-1200-5002	Wages & Overhead	77,527	31,011
	to Municipal Emergency Preparedness	20%	15,505
	to Bylaw Enforcement	30%	23,258
	to Animal Control	5%	3,876
	to Building Inspection	5%	3,876
01-12-1200-5202	Duty Officer Wages		6,000
01-12-1200-5009	CPP	2,426	970
	to Bylaws-Lands	60%	1,455
01-12-1200-5010	EI	914	365
	to Bylaws-Lands	60%	548
01-12-1200-5011	WCB	814	326
	to Bylaws-Lands	60%	488
	MPP	13,059	7,835
	to Bylaws-Lands	60%	5,224
01-12-1200-5012	MSPBC	831	499
	to Bylaws-Lands	60%	332
01-12-1200-5013	UBCM Life & ADD	596	358
	to Bylaws-Lands	60%	239
01-12-1200-5013	PBC Dental & EHC	3,797	2,278
	to Bylaws-Lands	60%	1,519
01-12-1200-5024	Custodian: from GGS		6,538
01-12-1200-5018	Training & Development		6,500
	Fire Chief Conferences & formal training		
01-12-1200-5022	Volunteer Stipend		30,000
	25 volunteers:		
	\$15 / training night		
	\$25 / call-out		
01-12-1200-5023	Volunteer Training Course & Material		20,000
01-12-1200-5025	Custodian Expenses		1,200
01-12-1200-5100	Communications - Phone, Fax, Internet, etc.		5,280
	Protective Services	13,200	
	to Municipal Emergency Preparedness	20%	2,640
	to Bylaw Enforcement	30%	3,960
	to Animal Control	5%	660
	to Building Inspection	5%	660
01-12-1200-5101	Natural Gas		2,486
	4453 Beryl Prairie: 141 GJ @ \$12.84/GJ x 5% inc	13.482	1,901
	Protective Services		1,462
	to Municipal Emergency Preparedness	20%	292
	to Bylaw Enforcement	30%	439
	to Animal Control	5%	73
	to Building Inspection	5%	73
01-12-1200-5102	Electricity		3,438
	4453 Beryl Prairie: \$0.14/kwh (incl 9% inc)	0.14	1,953
	Protective Services		3,712
	to Municipal Emergency Preparedness	20%	742
	to Bylaw Enforcement	30%	1,114
	to Animal Control	5%	186
	to Building Inspection	5%	186
01-12-1200-5009	Memberships & Dues		500
	Canadian Association of Fire Chiefs	250	
	BC Fire Chiefs Association	250	
01-12-1200-5208	Fire Prevention		2,700
	Fire Prevention Week	1,500	
	School Tours and Promotional Material	1,000	
	Smoke Detector Program	200	
01-12-1200-5209	Public Relations		2,000
	Fireworks	1,000	
	Community Open Houses	1,000	
01-12-1200-5103	Postage	1,920	768
	to Municipal Emergency Preparedness	20%	384
	to Bylaw Enforcement	30%	576
	to Animal Control	5%	96
	to Building Inspection	5%	96
01-12-1200-5104	Courier & Freight	1,080	432
	to Municipal Emergency Preparedness	20%	216
	to Bylaw Enforcement	30%	324
	to Animal Control	5%	54
	to Building Inspection	5%	54
01-12-1200-5110	Insurance		26,853
	Volunteer Insurance	4,073	
	Property Insurance	2,673	
	Vehicle Insurance	8,015	
	Equip Insurance	12,092	

# 2013 PROTECTIVE SERVICES BUDGET WORKSHEET

01-12-1200-5111	Office Supplies			4,200
	Protective Services		10,500	
	to Municipal Emergency Preparedness	20%	2,100	
	to Bylaw Enforcement	30%	3,150	
	to Animal Control	5%	525	
	to Building Inspection	5%	525	
01-12-1200-5112	Licenses & Permits			1,700
	Radio Licenses		1,700	
01-12-1200-5113	Equipment Rentals & Leases			16,300
	Repeater Tower Rental		1,500	
	1st Response Vehicle F550 - \$14,800: to Capital? \$10269.76		14,800	
	Lease ending June 28, 2015 payout in 2015 would be			
	this amount would vary depending on interest rates next year.			
	*can not payout until 2015			
01-12-1200-5114	Fuel, Oils, Lubricants	Liters	Rate	7,846
	Gas for units	3960.92	1.45	
	Diesel for units	1,356.8	1.55	
	Total	5,317.8	3.00	
	to Municipal Emergency Preparedness	20%	0.60	
	to Bylaw Enforcement	30%	0.90	
	to Animal Control	5%	0.15	
	to Building Inspection	5%	0.15	
01-12-1200-5200	O&M Fire Hall			15,500
01-12-1200-5201	O&M Fire Equipment			3,000
01-12-1200-5115	Vehicle O&M			30,000
	3 Firetrucks			
	1 Rescue Truck			
	possible pump replacement for \$7K			
01-12-1200-5210	Inspections			17,600
	Commercial Vehicle Inspections	8	2,200	
01-12-1200-5204	SCBA&C			5,100
	Compressor Annual Maintenance		1,200	
	SCBA Cylinder replacement		2,700	
	Hydrostatic Testing of Cylinders		400	
	Air Sampling		800	
01-12-1200-5205	Hazmat			-
01-12-1200-5120	Materials & Supplies			20,000
	tools, clothing, fire hose, etc.			
01-12-1200-5124	Contract Services			2,900
	Extinguisher Servicing Contract		1,500	
	Fire Pro Service Contract		1,000	
	Response Software Contracts		400	
01-12-1200-5207	Out of Area Response Expenses			2,500
01-12-1200-5113	Equipment Rentals & Leases - Temple & IT Partners			2,740
	Protective Services from GGS		6,850	
	to Municipal Emergency Preparedness	20%	1,370	
	to Bylaw Enforcement	30%	2,055	
	to Animal Control	5%	343	
	to Building Inspection	5%	343	
	Total Fire Dept Expense			287,723
	<b>MUNICIPAL EMERGENCY PREPAREDNESS</b>			
01-12-1201-5002	Wages & Overhead			15,505
01-12-1201-5100	Communications - Phone, Fax, Internet, etc.			2,640
01-12-1201-5101	Natural Gas			292
01-12-1201-5102	Electricity			742
01-12-1201-5103	Postage			384
01-12-1201-5104	Courier & Freight			216
01-12-1201-5105	Advertising			-
01-12-1201-5018	Staff Training & Development			2,000
01-12-1201-5124	Contract Services			-
01-12-1201-5111	Office Supplies			2,100
01-12-1201-5113	Equipment Rentals & Leases - Temple & IT Partners			1,370
01-12-1201-5120	Materials and Supplies			2,000
	EOC facility supplies & materials			
	Total Municipal Emergency Preparedness Expense			27,250
	PROTECTIVE SERVICES SURPLUS/(DEFICIT)			(313,974)

## 2013 BYLAW ENFORCEMENT BUDGET WORKSHEET

### REVENUE

#### BYLAW ENFORCEMENT

01-13-1300-4310	Business Licences	-	3,600	
01-13-1300-4311	Bylaw Fines	-	-	
01-13-1300-4314	Faxing, Photocopying, Laminating, Mas, etc.	-	1,000	
<b>TOTAL BYLAW ENFORCEMENT REVENUE</b>			-	<u>4,600</u>

#### ANIMAL CONTROL

01-13-1301-4312	Dog Licenses & Fines	-	1,800	
<b>TOTAL ANIMAL CONTROL REVENUE</b>			-	<u>1,800</u>

#### BUILDING INSPECTION

01-13-1302-4315	Building Permits	-	15,000	
<b>TOTAL BUILDING INSPECTION REVENUE</b>			-	<u>15,000</u>

#### LANDS

01-18-1800-4316	Land Use Application Fees	-	2,000	
<b>TOTAL LANDS DEVELOPMENT REVENUE</b>			-	<u>2,000</u>
<b>TOTAL BYLAW &amp; LANDS REVENUE</b>			-	<u>23,400</u>

### EXPENSES

#### BYLAW & LANDS DEVELOPMENT

##### BYLAW ENFORCEMENT EXPENSES

01-13-1300-5002	Wages & Overhead	23,258	
01-13-1300-5009	CPP	1,455	
01-13-1300-5010	EI	548	
01-13-1300-5011	WCB	488	
01-13-1300-5020	MPP	5,224	
01-13-1300-5012	MSPBC	332	
01-13-1300-5014	UBCM Life & ADD	239	
01-13-1300-5013	PBC Dental & EHC	1,519	
01-13-1300-5100	Communications - Phone, Fax, Internet, etc.	3,960	
01-13-1300-5101	Natural Gas	439	
01-13-1300-5102	Electricity	1,114	
01-13-1300-5103	Postage (from Protective Services)	576	
01-13-1300-5104	Courier & Freight (from Protective Services)	324	
01-13-1300-5105	Advertising	500	
01-13-1300-5106	Publications (Hosting/Promotions)	500	
01-13-1300-5107	Legal Fees	3,000	
01-13-1300-5111	Office Supplies	3,150	
01-13-1300-5113	Equipment Rentals & Leases - Temple & IT Partners	2,055	
01-13-1300-5121	Small Tools	200	
<b>TOTAL BYLAW ENFORCEMENT EXPENSES</b>			<u>48,881</u>

#### ANIMAL CONTROL EXPENSES

01-13-1301-5002	Wages & Overhead	3,876	
01-13-1301-5026	Contract Wages	28,500	
01-13-1301-5027	Contract Expenses	3,400	
01-13-1301-5100	Communications - Phone, Fax, Internet, etc.	660	
01-13-1301-5101	Natural Gas	73	
01-13-1301-5102	Electricity	186	
01-13-1301-5103	Postage (from Protective Services)	96	
01-13-1301-5104	Courier & Freight (from Protective Services)	54	

## 2013 BYLAW ENFORCEMENT BUDGET WORKSHEET

01-13-1301-5110	Office Supplies	525	
01-13-1301-5113	Equipment Rentals & Leases - Temple & IT Partners	343	
01-13-1301-5116	Uniforms	500	
01-13-1301-5119	Building Repairs & Maintenance	2,000	
	Repair & Maintenance of Pound Facility		
01-13-1301-5120	Materials & Supplies	4,000	
	Animal Food, bedding & cleaning supplies		
<b>TOTAL ANIMAL CONTROL EXPENSES</b>			44,213

### BUILDING INSPECTION EXPENSES

01-13-1302-5002	Wages & Overhead	3,876	
01-13-1302-5100	Communications - Phone, Fax, Internet, etc.	660	
01-13-1302-5101	Natural Gas	73	
01-13-1302-5102	Electricity	186	
01-13-1302-5103	Postage (from Protective Services)	96	
01-13-1302-5104	Courier & Freight (from Protective Services)	54	
01-13-1302-5106	Publications (Hosting/Promotions)	150	
01-13-1302-5107	Legal Fees	1,000	
01-13-1302-5110	Office Supplies	525	
01-13-1302-5113	Equipment Rentals & Leases - Temple & IT Partners	343	
01-13-1302-5125	Professional Fees	1,500	
	Third Party Engineering Plan Reviews		
01-13-1302-5124	Contracted Services	12,000	
<b>TOTAL BUILDING INSPECTION EXPENSES</b>			20,463

### LANDS

01-18-1800-5307	Bylaw Development	32,000	80,000	
	Subdivision Development Services Bylaw	15,000		
	Sustainable Development Financing	11,610		
	Noise Bylaw	4,000		
	Asset Management System Development	5,100		
	Unsightly Premises Bylaw			
	Development Procedures Manual			
	Sewer Services Regulation			
	Water Services Regulation			
	Development Application Fees			
	Contract Services		75,000	
	SDSA, PLA, Airport Development Plan			
01-18-1800-5303	Survey/Mapping/GPS		25,000	
01-18-1800-5304	GIS Training: (PRRD)		1,000	
<b>TOTAL LANDS DEVELOPMENT EXPENSES</b>			181,000	
<b>TOTAL BYLAW &amp; LAND DEVELOPMENT EXPENSES</b>				294,556
				=====
<b>BYLAWS &amp; LANDS SURPLUS(DEFICIT)</b>				(271,156)

**2014 PUBLIC WORKS BUDGET WORKSHEET**

**REVENUE**

**TOTAL PUBLIC WORKS REVENUE**

**PUBLIC WORKS EXPENSES**

**ADMINISTRATION**

01-14-1007-5002	Wages & Overhead		81,590	
01-14-1007-5009	CPP		2,426	
01-14-1007-5010	EI		914	
01-14-1007-5011	WCB		818	
01-14-1007-5012	MSPBC		1,506	
01-14-1007-5020	MPP		14,599	
01-14-1007-5013	PBC Dental & EHC		3,797	
01-14-1007-5014	UBCM Life & ADD		639	
01-14-1007-5017	Travel		2,000	
01-14-1007-5018	Training & Development		2,000	
01-14-1007-5024	Custodian to Public Works share		4,359	
01-14-1007-5025	Custodian Expenses		800	
01-14-1007-5100	Communications - Phone, Fax, Internet, etc		8,800	
01-14-1007-5101	Natural Gas		974	
01-14-1007-5102	Electricity		1,283	
01-14-1007-5103	Postage		1,280	
01-14-1007-5104	Courier & Freight		720	
01-14-1007-5109	Membership & Dues		150	
	Environmental Occupational Cert Prg?			
01-14-1007-5110	Insurance		25,408	
	Property Insurance	3,144		
	Equipment Insurance	12,092		
	Vehicle Insurance	10,172		
01-14-1007-5111	Office Supplies		7,000	
01-14-1007-5113	Equipment Agreement -Temple & IT		6,850	
	<b>TOTAL PW ADMINISTRATION EXPENSES</b>			<b>167,912</b>

**DPW EQP & BLDG MAINT EXPENSES**

01-14-1400-5002	Wages & Overhead	75%	196,163	
01-14-1400-5003	Wages Casual		20,048	
01-14-1400-5009	CPP		7,851	
01-14-1400-5010	EI		2,964	
01-14-1400-5011	WCB		1,986	
01-14-1400-5020	MPP		31,538	
01-14-1400-5012	MSPBC		4,265	
01-14-1400-5014	UBCM Life AD&D		1,574	
01-14-1400-5013	PBC Dental & EHC		9,444	
01-14-1400-5035	Lieu of Benefits		383	
01-14-1400-5017	Travel		3,000	
01-14-1400-5018	Training & Development		3,000	
01-14-1400-5025	Custodian Expenses		450	
01-14-1400-5100	Communications - Phone, Fax, Internet, etc		3,200	
01-14-1400-5101	Natural Gas		5,170	
01-14-1400-5102	Electricity		8,727	
01-14-1400-5109	Membership & Dues		1,000	
01-14-1400-5111	Office Supplies		2,000	
01-14-1400-5114	Fuel, Oils, Lubricants		49,394	
	Gas for units	Liters Rate		
	Diesel for units	16956.97 1.45		
	Propane	15888.84 1.55		
		210.80 0.85		
01-14-1400-5122	Repair & Replacement parts		30,000	
01-14-1400-5112	Licenses & Permits		1,100	
01-14-1400-5117	Protective Clothing/First Aid		5,000	
	Safety Boots @ \$400/2 yrs			
	Overalls @ \$			
01-14-1400-5300	O&M Public Works Shop		4,000	
	<b>TOTAL PW SHOP EXPENSES</b>			<b>392,256</b>

**ROADS**

01-14-1401-5002	Wages & Overhead	25%	65,388	
01-14-1401-5003	Wages Casual		6,683	
01-14-1401-5009	CPP		2,617	
01-14-1401-5010	EI		988	

# 2014 PUBLIC WORKS BUDGET WORKSHEET

01-14-1401-5011	WCB			662
01-14-1401-5020	MPP			10,513
01-14-1401-5012	MSPBC			1,422
01-14-1401-5014	UBCM Life AD&D			525
01-14-1401-5013	PBC Dental & EHC			3,148
01-14-1401-5035	Lieu of Benefits			128
01-14-1401-5102	Electricity			35,793
	Ornamental Street Lights		1,175	
	Overhead Street Lights		34,618	
01-14-1401-5124	Contracted Services			29,000
	Patching	20000		
	Pick-up truck Sweeper	4000		
	Various Equipment Rentals	5000		
	Paving - plan to accommodate economies of scale in 2016			
01-14-1401-5126	Chemicals - Salt, Calcium, etc.			25,000
	calcium dust control: 75,000 litres delivered and spread salt	25000		
01-14-1401-5301	O&M Roads			10,000
	tar; repair crcks in asphalt.	10000		
	concrete: curb & gutter			
	Highway 97 Sign Rental			2,000
01-14-1401-5306	Street Lighting			7,500
	9 light upgrade to LED, installed			
TOTAL ROADS EXPENSES				201,365
AIRSTRIp MAINTENANCE				
01-14-1402-5102	Electricity	kWh		2,129
	rate per kWh @ 0.1448	14706	2,129.43	
01-14-1402-5110	Insurance			3,035
01-14-1402-5302	O&M Airstrip			4,000
TOTAL AIRSTRIp MAINTENANCE EXPENSE				9,164
GROUNDSKEEPER				
01-14-1706-5002	Wages & Overhead			37,258
01-14-1706-5009	CPP			1,407
01-14-1706-5010	EI			530
01-14-1706-5011	WCB			349
01-14-1706-5020	MPP			5,949
01-14-1706-5012	MSPBC			-
01-14-1706-5014	UBCM LIFE & ADD			264
01-14-1706-5013	PBC Dental & EHC			1,510
01-14-1706-5035	Lieu of Benefits			-
01-14-1706-5120	Materials & Supplies: bridges			2,500
TOTAL GROUNDSKEEPER EXPENSE				49,767
TOTAL PUBLIC WORKS EXPENSES				820,465
				=====



# 2014 ENVIRONMENTAL HEALTH BUDGET WORKSHEET

## REVENUE

### ENVIRONMENTAL SERVICES REVENUE

01-15-1500-4301	Residential Garbage Fees	# of Res	Annual Rate	-	48,822
	Residential	399	-	118	47,082
	Dump Usage	58	-	30	1,740
01-15-1500-4302	Business Garbage Fees	# of Bus	Annual Rate	-	20,147
	Business daily	4	-	716	2,864
	Business 1 weekly	16	-	148	2,368
	Business 2 x weekly	2	-	486	972
	Business 3 x weekly	3	-	365	1,095
	Business + 1 Residential	1	-	266	266
	Business + 2 Residential	2	-	384	768
	GMS Control Bldg	1	-	7,386	7,386
	Peace Canyon	1	-	4,428	4,428
	43 @				
Total Enviro Rev					- 68,969

### PUBLIC HEALTH

01-15-1600-4304	Cemetery Fees	-			2,340
01-15-1600-4307	Medical Services Group Doctor	-			72,000
	CKD	-	24,000		
	Cordero	-	24,000		
	BC Hydro	-	24,000		
	Talisman/Progress prepaid 2 yrs - \$48K				
Total Hlth Rev					- 74,340
					- 143,309

## EXPENSE

### ENVIRONMENTAL SERVICES EXPENSES

01-15-1500-5002	Wages & Overhead				54,933
	Garbage collection		32,119		
	Recycle cardboard collection		22,814		
01-15-1500-5002	CPP				2,342
01-15-1500-5008	EI				886
01-15-1500-5009	WCB				520
01-15-1500-5010	MPP				5,129
01-15-1500-5011	MSPBC				753
01-15-1500-5012	UBCM Life & ADD				228
01-15-1500-5013	PBC Dental & EHC				16,115
01-15-1500-5035	Lieu of Benefits				1,020
01-15-1500-5102	Electricity				89
01-15-1500-5110	Insurance - Vehicle				1,821
01-15-1500-5115	Vehicle O&M - Lease				6,120
01-15-1500-5114	Fuel, Oil, Lubricants	Liters			13,887
	Unit #1 Garbage Truck gas used	9,577.5	1.45		
01-15-1500-5400	O&M Environmental				
01-15-1500-5401	Landfill fees (Chetwynd)				27,000
01-15-1500-5402	Landfill clean up				13,500
01-15-1500-5403	Energy Plans & Projects				2,000
TOTAL ENVIRONMENTAL SERVICES EXPENSES					146,343

### PUBLIC HEALTH EXPENSES

01-15-1600-5500	Cemetery Expenses				6,500
01-15-1600-5501	Medical Services Group Doctor				100,000
TOTAL PUBLIC HEALTH EXPENSES					106,500

### TOTAL ENVIRONMENTAL & HEALTH EXPENSES surplus/(deficit)

252,843  
=====

(109,534)

# 2014 RECREATION BUDGET WORKSHEET

## RECREATION

### REVENUE

#### ARENA REVENUE

01-17-1700-4401	Drop in Fees	-	300	
01-17-1700-4402	Pass Fees	-	300	
01-17-1700-4404	Rental Fees	-	24,000	
01-17-1700-4405	Miscellaneous - Skate Sharpening	-	500	
01-17-1700-4411	Retail Sales - Vending Machines	-	400	
<b>TOTAL ARENA REVENUE</b>			-	25,500

#### SWIMMING POOL

01-17-1701-4401	Drop in Fees	-	2,000	
01-17-1701-4402	Pass Fees	-	9,000	
01-17-1701-4403	Lessons	-	2,000	
01-17-1701-4404	Rental Fees	-		
01-17-1701-4405	Miscellaneous	-		
<b>TOTAL SWIMMING POOL REVENUE</b>			-	13,000

#### VISITOR INFORMATION CENTER

01-17-1702-4205	Tourism BC Grant	-	6,250	
01-17-1702-4411	Retail Sales	-	100	
<b>TOTAL VISITOR INFORMATION CENTER REVENUE</b>			-	6,350

#### CAMPGROUNDS

01-17-1707-4402	Pass Fees	-	1,850	
01-17-1707-4405	Miscellaneous - Extra Firewood, Showers, etc.	-	3,500	
01-17-1707-4406	Alwin Holland Day Pass	-	3,500	
01-17-1707-4407	Cameron Lake Day Pass	-	16,500	
01-17-1707-4409	Dinosaur Lake Day Pass	-	11,250	
01-17-1707-4410	King Gething Day Pass	-	5,400	
<b>TOTAL CAMPGROUNDS REVENUE</b>			-	42,000

#### SPECIAL EVENTS REVENUE

01-17-1708-4214	Federal Grants - Other (Canada Day)	-	1,100	
01-17-1708-	BCRPA Family Grant	-	2,000	
01-17-1708-4330	Winter Carnival Donations	-	18,000	
01-17-1708-4331	Donations	-	500	
<b>TOTAL SPECIAL EVENTS REVENUE</b>			-	21,600

#### TOTAL RECREATION REVENUE

108,450

### EXPENSES

#### ARENA EXPENSES

01-17-1700-5002	Wages & Overhead				51,390
01-17-1700-5003	Wages Casual				2,623
01-17-1700-5009	CPP				1,940
01-17-1700-5010	EI				780
01-17-1700-5011	WCB				509
01-17-1700-5020	MPP				8,205
01-17-1700-5012	MSPBC				-
01-17-1700-5014	UBCM Life & ADD				365
01-17-1700-5013	PBC Dental & EHC				2,083
01-17-1700-5035	Lieu of Benefits				63
01-17-1700-5100	Communications - Phone, Fax, Internet, etc.				3,402
01-17-1700-5101	Natural Gas				11,248
01-17-1700-5102	Electricity				28,584
01-17-1700-5104	Courier & Freight				500
01-17-1700-5105	Advertising				250
01-17-1700-5125	Professional Services				10,000
01-17-1700-5110	Insurance				7,687
01-17-1700-5111	Office Supplies				1,100
01-17-1700-5114	Fuel, Oils, Lubricants				1,206
	Propane for units	Liters	Rate		
		1,418.3	0.85		
01-17-1700-5900	O&M Arena				56,800
<b>TOTAL ARENA EXPENSES</b>					188,735

#### SWIMMING POOL EXPENSES

01-17-1701-5004	Wages Seasonal				67,789
01-17-1701-5009	CPP				3,242
01-17-1701-5010	EI				1,230
01-17-1701-5011	WCB				677
01-17-1701-5020	MPP				1,539
01-17-1701-5012	MSPBC				-
01-17-1701-5014	UBCM Life & ADD				68
01-17-1701-5013	PBC Dental & EHC				390

## 2014 RECREATION BUDGET WORKSHEET

01-17-1701-5035	Lieu of Benefits			1,275
01-17-1701-5018	Training & Development from Junior to Senior Lifeguards			3,000
01-17-1701-5100	Communications - Phone, Fax, Internet, etc.			980
01-17-1701-5101	Natural Gas			15,330
01-17-1701-5102	Electricity			11,461
01-17-1701-5104	Courier & Freight			250
01-17-1701-5125	Professional Services			1,200
01-17-1701-5110	Insurance			4,236
01-17-1701-5111	Office Supplies			500
01-17-1701-5901	O&M Pool			12,894
	Replace circulation Pump & impellor	5894		
	hypochloride	7000		
<b>TOTAL SWIMMING POOL EXPENSES</b>				<u>126,062</u>

### VISITOR INFORMATION CENTER EXPENSES

01-17-1702-5004	Wages Seasonal			22,922
01-17-1702-5009	CPP			1,135
01-17-1702-5010	EI			431
01-17-1702-5011	WCB			231
01-17-1702-5012	MSPBC			-
01-17-1702-5013	PBC Dental & EHC			-
01-17-1702-5035	Lieu of Benefits			850
01-17-1702-5018	Training & Development			1,000
01-17-1702-5100	Communications - Phone, Fax, Internet, etc.			2,177
01-17-1702-5102	Electricity			2,095
01-17-1702-5103	Postage			500
01-17-1702-5106	Publications (Hosting/Promotions)			20,000
01-17-1702-5109	Memberships & Dues			1,000
01-17-1702-5110	Insurance			516
01-17-1702-5111	Office Supplies			1,000
01-17-1702-5116	Uniforms			200
01-17-1702-5120	Materials & Supplies			250
01-17-1702-5122	Replacement Parts & Equipment			700
01-17-1702-5124	Contract Services			4,000
01-17-1702-5903	O&M Visitor Information Center			1,000
<b>TOTAL VISITOR INFORMATION CENTER EXPENSE</b>				<u>60,008</u>

### CURLING CLUB EXPENSES

01-17-1703-5110	Insurance			3,567
<b>TOTAL CURLING CLUB EXPENSES</b>				<u>3,567</u>

### COMMUNITY HALL EXPENSES

01-17-1704-5038	Grant in Aid			8,000
01-17-1704-5110	Insurance			1,410
<b>TOTAL COMMUNITY HALL EXPENSES</b>				<u>9,410</u>

### LIBRARY EXPENSES

01-17-1705-5038	Grant in Aid			109,985
	Building Exp			5,000
01-17-1705-5110	Insurance			1,919
<b>TOTAL LIBRARY EXPENSES</b>				<u>116,904</u>

### PARKS EXPENSES

01-14-1706-5004	Seasonal Wages			45,419
01-17-1706-5009	CPP			2,248
01-17-1706-5010	EI			854
01-17-1706-5011	WCB			404
01-17-1706-5020	MPP			-
01-17-1706-5012	MSPBC			-
01-17-1706-5012	UBCM Life & ADD			-
01-17-1706-5013	PBC Dental & EHC			-
01-17-1706-5035	Lieu of Benefits			850
01-17-1706-5110	Insurance			212
	Property Insurance		77	
	Equipment Insurance		135	
01-17-1706-5113	Equipment Rentals & Leases			500
01-17-1706-5114	Fuel, Oils, Lubricants	Liters	Rates	3,276
	Gas for units # @1.379	307.52	1.45	
	Diesel for units # @1.479	1,825.9	1.55	
01-17-1706-5120	Materials & Supplies			25,000

# 2012/13 ECONOMIC DEVELOPMENT BUDGET WORKSHEET

## REVENUE

01-19-1900-4210	NDI Grant	-	20,000	
	Internship Program (2015): \$35K			
	Business Façade Improvement Program NDI Grant	-	20,000	
	<b>TOTAL EDO REV</b>			<b>20,000</b>

## EXPENSES

01-19-1900-5002	Wages & Overhead	45,000		
01-19-1900-5009	CPP	2,228		
01-19-1900-5010	EI	846		
01-19-1900-5011	WCB	473		
01-19-1900-5020	MPP	-		
01-19-1900-5012	MSPBC	-		
01-19-1900-5014	UBCM Life & ADD	-		
01-19-1900-5013	PBC Dental & EHC	-		
01-19-1900-5018	Training & Development	3,000		
01-19-1900-	MISC EXPENSE	2,000		
	Business Façade Improvement Program NDI Grant	20,000		
	<b>TOTAL EDO EXP</b>			<b>73,546</b>
	<b>-surplus/(deficit)</b>			<b>(53,546)</b>

# 2014 CONTRACTS BUDGET WORKSHEET

## CONTRACTS

REVENUE			
01-70-1900-4210	NDIT Grant		- 78,000
	Kiosk - Marketing Initiative	- 20,000	
	Economic Development Capacity Building	- 50,000	
	Grant Writing Support Funding	- 8,000	
01-70-1003-4209	UBCM Grant		- 792,446
	Fuel Fire Treatment Project Lynx Creek may receive in 2015	- 368,918	
	Timber Sales	- 38,579	
	Fuel Fire Treatment Project Jamieson Woods	- 384,949	
01-80-1706-4203	BCH/Tree Canada - Community Tree Planting Program		- 5,600
01-80-1706-4205	(Parks & Playgrounds - capital) Desitination BC		- 4,600
	Website	- 2,350	
	Regional Tourism Workshop	- 1,000	
	Increase Image Bank	- 1,250	
TOTAL CONTRACT REVENUE			- 880,646
EXPENSE			
01-70-1900-5026	Contracts		556,127
	NDIT		
	NEPDC Grant Writing Services rendered	8,000	
	Interpretive Signage (Kiosk & EDCB funds)	129,700	
	UBCM Grant - Fuel Fire Treatment Project Lynx Creek	409,900	
	UBCM Grant - Fuel Fire Treatment Project Jamieson Woods	8,527	
01-80-1706-5705	Parks & Playgrounds - capital		13,079
	Regional Tourism Workshop	2,000	
	Increase Image Bank	2,500	
	Community Tree Planting Program	8,579	
01-70-1850-5026	Fit for Life Contract		2,610
01-70-1850-5110	General Insurance		
TOTAL CONTRACT EXPENSES			571,816
SURPLUS/(DEFICIT)			308,830

## 2014 CAPITAL FUND BUDGET WORKSHEET

### GTF GAS TAX FUND

REVENUE			
01-10-1003-4208	Community Works Fund Agreement (Gas Tax): Bal @ Dec 31/13 = \$208,857	-	90,795
	GTF Interest	-	2,055
	from Deferred Revenue for Lagoon Upgrade	-	208,857
	<b>TOTAL GAS TAX Deferred REVENUE</b>	-	<b>301,707</b>
EXPENSE			
	GAS TAX EXPENSE		
	from Deferred Revenue Account for Lagoon Upgrade	301,707	
	<b>TOTAL GAS TAX EXPENSE</b>		<b>301,707</b> =====
	<b>TO/(FROM) GTF Deferred Revenue</b>		

### GENERAL CAPITAL WORKS, M&E RESERVES FUNDS

REVENUE			
	from Capital Works M&E Reserve (Bal @ Dec 31/13: \$1,822,022)	-	1,637,399
	Land:		
	Ardill Road Closure swap	-	280,000
	<b>Total Capital Funds &amp; Reserves Revenue</b>	-	<b>1,917,399</b>

EXPENSE			
01-80-1800-	Land:		595,000
	Road Closure Swap	280,000	
	Offsite Access road (Ardill)	135,000	
	Offsite Sanitary Sewer main (Ardill)	145,000	
	Light Industrial (land purchase, survey, appraiser)	285,000	
	GIS	30,000	
	DPW:		688,548
	Land fill oil containment	30,000	
	Machinery & Equipment	658,548	
	2 Pick-ups @ \$35K	70,000	
	Power Lift Tail-gate (Pick-up )	4,500	
	Street Sweeper	250,000	
	Back-up generator	100,000	
	Office generator	5,000	
	Garbage Truck	199,048	
	Shop design 10K sq ft?	30,000	
	GGs:		42,121
	Office Sidewalk (cement work)	25,000	
	8 Desktop Computers & install; 1 laptop	12,000	
	Copier Lease	5,121	
	REC:		218,817
	2 Arena Dehumidifiers	75,000	
	Tennis Backboard	10,000	
	<b>Baseball Diamond Holdback</b>	28,000	
	Street Banners	5,817	
	ATV Campground: construction	100,000	
	PS:		372,914
	Water Tanker - Beryl Prairie FH	300,000	
	Air Compressor	2,600	
	Rescue Truck Engine Upgrade	7,500	
	3 Handheld Radios	4,314	
	Hose Testing Machine	3,300	
	Combination lock	800	
	Fire Truck Lease Buyout	44,000	
	note: lease pymnt @ \$17,478 was bdgtd in O&M		
	Bunker Gear		
	Replacing 4 sets of gear per year @ \$2,600	10,400	
	<b>TOTAL General Fund EXPENSE</b>		<b>1,917,399</b> =====
	<b>TO/(FROM) CAPITAL FUNDS/RESERVES Balance</b>		<b>0</b>

### WATER CAPITAL WORKS, M&E RESERVE FUND

#### REVENUE

## 2014 CAPITAL FUND BUDGET WORKSHEET

from Water Capital Works, M&E Reserve Fund: (Balance @ Dec 31/13: \$915,793) - 303,667  
 BCF: may fund 1/3 of project Emergency Insertion Valves Project - 83,333  
 '83,333

### TOTAL WTR Capital/Reserve REVENUE

387,000

### EXPENSE

Water meter installation: approx 80 meters to be installed 82,000  
 50 meters in stock; need to purchase at least 30 more  
 @ \$350 x 30 = 10,500  
 \$82K remaining in prior budget  
 Valve replacement: 250,000  
 15 inserts installed  
 Water Main Replacement (pipd distribution) 20,000  
 pre-design  
 Beryl Prairie Well upgrade: 35,000  
 electronic & control updates  
 piping in well  
 electronics engineer

### TOTAL WTR Capital/Reserve Expense

387,000 =====

### TO/(FROM) WATER CAPITAL FUND/RESERVES

### SEWER CAPITAL WORKS, M&E RESERVE FUND

### REVENUE

From Sanitary Sewer Fund: 73,689  
 Sanitary Sewer Fund Bal @ Dec 31/13 = 110,078  
 reduce \$ for 2014 Sanitary Sewer Fund deficit = 36,389  
 Sewer Capital Works M&E Bal @ Dec 31/13 = - 510,196  
 Lagoon BCF can fund 1/3 of project: \$1,000,000 - 1,000,000  
 to borrow approx = - 1,843,196

3,427,081

### TOTAL SWR FUND/RESERVE REVENUE

### EXPENSE

Steamer: pipes and drainage / pressure wash (trailer) 40,000  
 Combination Jetrodger: flushing sewers 350,000  
 Sewer Main Extension 215,938  
 Engineering 10% of construction 14,613  
 Drilling and install of pipe @ Thompson 99,925  
 Ground work preperation 46,200  
 Change Order - May/14: construction/engineering 55,200  
 Lagoon Upgrade 2,821,143  
 Engineering: BCF Application 30,000  
 Construction & 2,566,143  
 Engineering 225,000  
 to borrow approx \$2M

### TOTAL SWR FUND/RESERVE EXPENSE

3,427,081 =====

### TO/(FROM) SWR FUND/RESERVE

0

**Total Fund & Reserve Revenues**

6,033,187

**Total Fund & Reserve Expenses**

- 6,033,187

=====

**Total Fund & Reserve Balance at Dec 31/14:**

0

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Gwen Johannson and Council

**SUBJECT:** Tax Rate Bylaw No. 836, 2014

**DATE:** 07 May 2014

**FROM:** Rhonda Eastman

---

### **RECOMMENDATION:**

**That:** "Council adopt the Tax Rate Bylaw No. 836, 2014. "

### **ADMINISTRATORS COMMENTS:**



Tom Matus, Administrator

### **STAFF REPORT:**

Council gave first three readings to the Tax Rate Bylaw No. 836, 2014 at the May 5, 2014 Special Council Meeting. The Tax Rate Bylaw must be adopted after the Annual Financial Plan and before May 15, 2014.

Report prepared by:



Rhonda Eastman, Deputy Treasurer





## BYLAW NO. 836, 2014

---

A bylaw to levy rates for municipal, regional district and regional hospital district purposes for 2014

---

**WHEREAS** section 197 of the *Community Charter* directs the Council to adopt a bylaw, before May 15 in each year, to impose property value taxes, subject to the Charter, on all taxable land and improvements according to their assessed values;

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

1. This Bylaw shall be cited as the "2014 Tax Rates Bylaw No, 836, 2014".
2. The following property value taxes are imposed and levied for 2014:
  - (a) for purposes of the District of Hudson's Hope on the assessed value of land and improvements taxable for general municipal purposes, the tax rates appearing in column "A" of the Schedule attached to and made part of this Bylaw;
  - (b) for purposes of the Peace River Regional District on the assessed value of land and improvements taxable for regional district purposes, the tax rates appearing in column "B" of the Schedule attached to and made part of this Bylaw;
  - (c) for the 911 emergency telephone service of the Peace River Regional District on the assessed value of improvements taxable for regional district purposes, the tax rates appearing in column "C" of the Schedule attached to and made part of this Bylaw; and
  - (d) for purposes of the Peace River Regional Hospital District on the assessed value of land and improvements taxable for regional hospital district purposes, the tax rates appearing in column "D" of the Schedule attached to and made part of this Bylaw.

Read for a First Time on the 5th day of May, 2014  
Read for a Second Time on the 5<sup>th</sup> day of May, 2014  
Read for a Third Time on the 5<sup>th</sup> day of May, 2014  
Adopted on the 12<sup>th</sup> day of May, 2014

---

MAYOR

---

CLERK

Certified a true copy of Bylaw No. 836  
this \_\_\_\_ day of \_\_\_\_\_ 2014.

---

Clerk

**District of Hudson's Hope  
Schedule to 2014 Tax Rates Bylaw No. 836, 2014**

<b>Tax Rates (dollars of tax per \$1,000 of taxable value)</b>				
	<b>"A"</b> District of Hudson's Hope	<b>"B"</b> Peace River Regional District	<b>"C"</b> Peace River Regional District (9-1-1)	<b>"D"</b> Peace River Regional Hospital District
<b>Property Class</b>				
1. Residential	3.5000	0.4372	0.0466	0.5949
2. Utilities	24.0000	1.5303	0.1631	2.0821
4. Major Industry	16.0000	1.4866	0.1585	2.0226
5. Light Industry	16.0000	1.4866	0.1585	2.0226
6. Business/Other	9.7000	1.0712	0.1142	1.4575
8. Recreational/ Non Profit	3.0000	0.4372	0.0466	0.5949
9. Farm	3.0000	0.4372	0.0466	0.5949

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Johansson and Council  
**DATE:** 07 May 2014  
**FROM:** Laurel Grimm, Deputy Clerk  
**SUBJECT:** Road Closure and Highway Designation Removal Amendment Bylaw No. 837, 2014

---

### RECOMMENDATION:

**That:** "Council give 1<sup>st</sup> and 2<sup>nd</sup> readings to the Road Closure and Highway Designation Removal Amendment Bylaw No. 837, 2014."

**And further that:** "A public Hearing is scheduled for June 9, 2014 for the Road Closure and Highway Designation Removal Amendment Bylaw No. 837, 2014."

### ADMINISTRATOR COMMENTS:

First and second readings of the Road Closure Bylaw which included a "sketch" of the road closure area included as Schedule "A" were passed prior to the new CAO's arrival. After the bylaw had 3<sup>rd</sup> reading and Approval, (2 weeks after the new CAO's arrival), it had come to the incumbent CAO's attention that a true certified survey plan is required for the bylaw and not just for registering at the LTO/LTSA; hence we are amending Schedule "A" to include and replace the sketch, (that was initially presented at the 1<sup>st</sup> and 2<sup>nd</sup> Readings), with a true certified copy of the survey plan of the closed road area, completed by McElhanney Geomatics on January 17, 2014.

This road closure is to facilitate the subdivision application made by L&T Ventures whereby they will provide a Right of Way through their subdivision to replace the road closure. Further, this road closure bylaw will not be registered with the LTO until/or be registered at the same time of the registering of the L&T Ventures "replacement road" is completed to Subdivision Bylaw standards.



Tom Matus, CAO

### INFORMATION:

Council adopted the Road Closure and Highway Designation Removal Bylaw No. 830, 2013 on October 15, 2013. At the time that the bylaw was adopted we did not have surveyed map of the proposed road closure. McElhanney Geomatics have since submitted a surveyed map and the lawyers are requested that this be implemented into the bylaw prior to it being submitted to the Land Titles Office.

This Amendment will be to remove the original map and replace it with the current one.

**BACKGROUND:**

This bylaw was to close that portion of Ardill Avenue abutting Lot A Plan 24634 and to dedicate approximately 0.234 hectares of land as road through District owned Lot 1 Plan 27536 and Lot A Plan PGP36042. Council resolution No. 184/13 was in favor of the recommendation.

There are no operators of utilities whose works will be affected by the closure.

The closure does not completely deprive an owner of access to his/her property.

The Ministry of Transportation supports the proposed municipal road closure of that portion of Ardill Avenue within the District of Hudson's Hope as submitted. The proposed closure is located along the north boundary of Lot A Plan 24634. The new road accessing Lot A Plan 24634 will be dedicated through the adjacent District owned lots located to the east (Lot 1, Plan 27563 and Lot A Plan PGP36042). The proposed closure will facilitate a proposed new subdivision with road dedication.

Once the lane closure and removal of highway dedication bylaw are adopted, and the removal of highway dedication bylaw is filed in the appropriate Land Title Office, the property ceases to be a highway, its dedication as a highway is cancelled and title to the property will be registered in the name of the municipality, in accordance with section 120 of the Land Title Act.

The next step will be to hold a public hearing to allow the public to make written or verbal representation on this amendment.

Report Prepared By:

Laurel Grimm, Deputy Clerk



**Bylaw No. 837, 2014**

---

**A Bylaw to Amend the Road Closure and Highway Designation  
Removal Bylaw No. 830, 2013**

---

**WHEREAS** the Council of the District of Hudson's Hope in open meeting assembled enacts as follows:

1. This Bylaw shall be cited as the "Road Closure and Highway Designation Removal Amendment Bylaw No. 837, 2014".
2. "Road Closure Bylaw No. 830, 2013" is hereby amended by deleting Schedule "A" attached thereto and substituting a new Schedule "A" attached hereto and forming part of this bylaw.

Read for the First Time on the 12<sup>th</sup> of May, 2014  
Read for a Second Time on the 12<sup>th</sup> day of May, 2014  
Advertised in the Alaska Highway News on the    day of  
Public Meeting held on the    day of  
Read for a Third Time on the    day of  
Adopted on the    day of

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Certified a true copy of Bylaw No. 837  
This \_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk

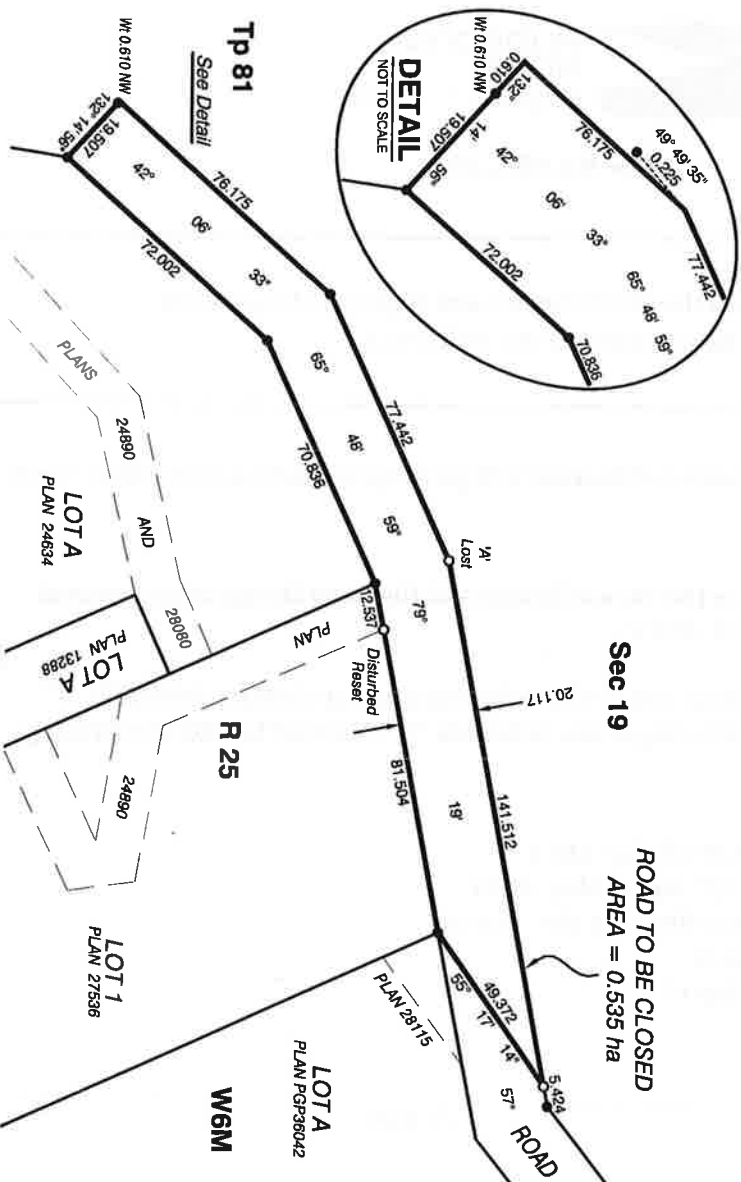
All Grid Bearings are derived from ITRK GNSS Observations and are referred to the Central Meridian of UTM Zone 10 (123rd Meridian of West Longitude).

To convert Grid Bearings to Local Bearings referred to the astronomic Meridian through PI IP A', add  $0^{\circ} 54' 11''$ .

This plan shows horizontal ground-level distances, unless otherwise specified. To compute true distances, multiply ground-level distances by the average combined factor of 0.9999573. The average combined factor has been determined based on an ellipsoidal elevation of 514 metres. The UTM coordinates and estimated horizontal positional accuracy achieved are derived from single point positioning techniques using the Precise Point Positioning (PPP) service of Natural Resources Canada. Estimated horizontal positional accuracy is 0.2 metres.

**Note:** This plan shows one witness post which is not set on the true corner.

**PARCEL A  
(R33952)  
BLOCK 7  
PLAN 1679**



PLAN EPP38065

**REFERENCE PLAN TO ACCOMPANY  
BYLAW NO 830, 2013**

DISTRICT OF HUDSON'S HOPE  
TO CLOSE A PORTION OF ROAD  
DEDICATED ON PLAN 24634

SECTION 19, TOWNSHIP 81, RANGE 25, W6M

PEACE RIVER DISTRICT

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT  
AND SECTION 40 OF THE COMMUNITY CHARTER

BCGS 94A.001



THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm IN WIDTH BY 280mm IN HEIGHT (B SIZE), WHEN PLOTTED AT A SCALE OF 1:1250

**THIS PLAN LIES WITHIN THE PEACE RIVER REGIONAL DISTRICT**

## LEGEND

● DENOTES STANDARD IRON POST FOUND  
○ DENOTES STANDARD IRON POST PLACED  
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF

MCELHANNNEY GEOMATICS

Professional Land Surveying Ltd.

8808 - 72nd Street  
East St Johns Baptist Church

Fort St. John, British Columbia  
Phone: (250) 787-0056, Fax: (250) 787-0310

JOB : 3111-21482  
DRAWING : J21482RF1  
DATE : JANUARY 17, 2012

DATE: JANUARY 17, 2014

Pl



HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

INFORMATION  
ONLY

### Road Closure and Highway Designation Removal Bylaw No. 830, 2013

A Bylaw to close a Road and Remove the Highway Dedication  
Between Lot A Plan 24634, Lot 1 Plan 27536, Lot A Plan PGP36042 and Parcel A Block  
7 Plan 1679

Dedicated as Road within the Peace River Regional District Plan 24634

**WHEREAS** the Council of the District of Hudson's Hope in open meeting assembled enacts as follows:

1. That portion of road between Lot A Plan 24634, Lot 1 Plan 27536, Lot A Plan PGP36042 and Parcel A Block 7 Plan 1679 is hereby closed and stopped up to traffic of all kinds,
2. That the District removes the highway dedication for the road between Lot A Plan 24634, Lot 1 Plan 27536, Lot A Plan PGP36042 and Parcel A Block 7 Plan 1679 dedicated as road on Peace River District Plan 24634
3. A plan of the said road between Lot A Plan 24634, Lot 1 Plan 27536, Lot A Plan PGP36042 and Parcel A Block 7 Plan 1679 is attached as schedule A.
4. This Bylaw has been advertised in the Alaska Highway News prior to the adoption thereof
5. This Bylaw shall be cited as the Road Closure and Highway Designation Removal Bylaw No. 830, 2013.

Read for a First Time on the 9<sup>th</sup> day of September, 2013  
Read for a Second Time on the 9<sup>th</sup> day of September, 2013  
Advertised in the Alaska Highway News on the 9<sup>th</sup> day of October, 2013  
Public Meeting held on the 15<sup>th</sup> day of October 2013  
Read for a Third Time on the 15<sup>th</sup> day of October, 2013  
Adopted on the 15<sup>th</sup> day of October, 2013

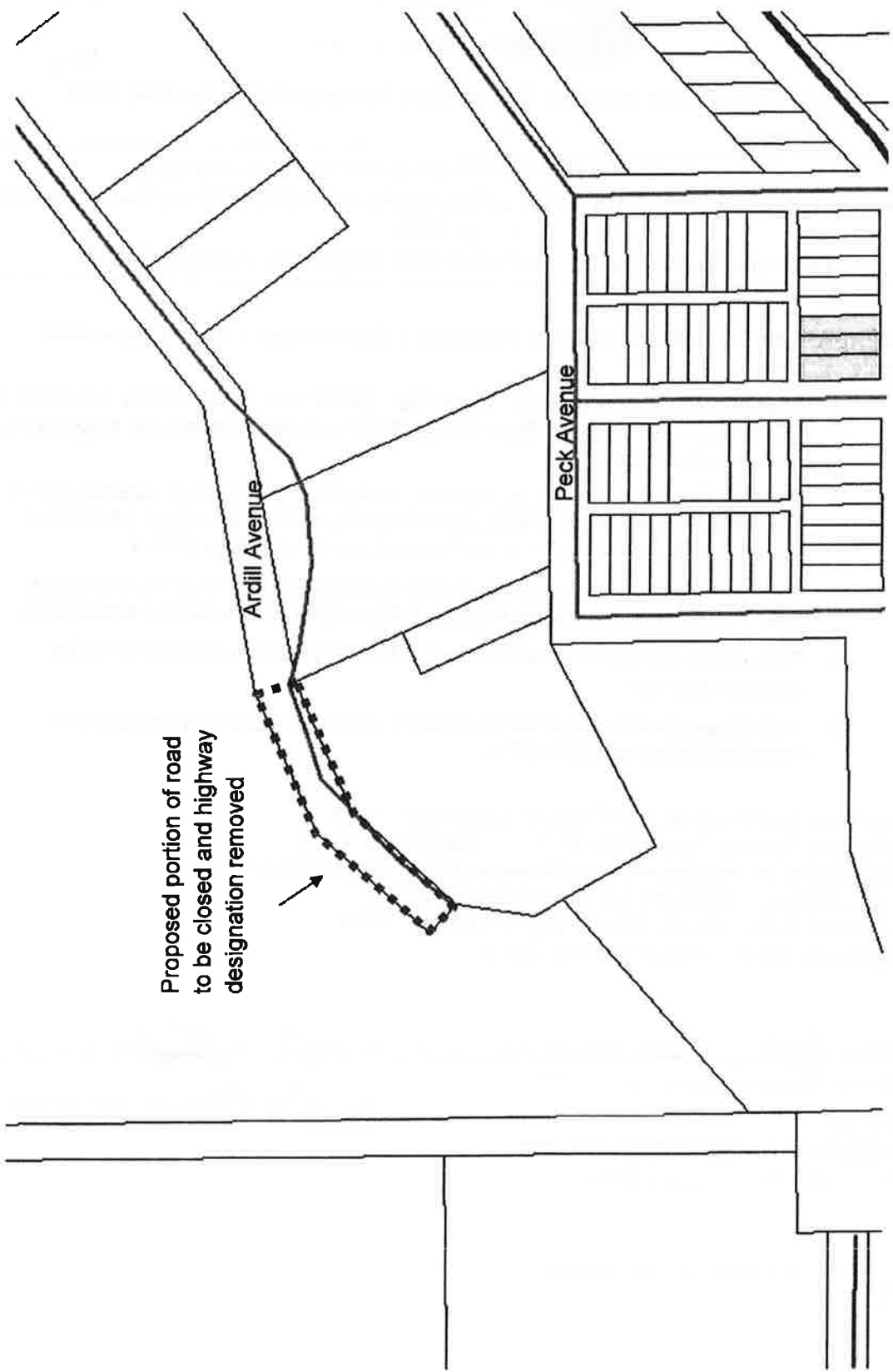
MAYOR

Certified a true copy of Bylaw No. 830  
this \_\_\_\_ day of \_\_\_\_\_ 2013

  
CLERK

Clerk

Proposed Road Closure and Highway Designation Removal Bylaw No. 830, 2013  
District of Hudson's Hope





APR 30 2014

April 25-2014

Dear Mayor Johansson:

I would like to offer my recommendations, suggestions, to you concerning some improvements in our community that I feel would be beneficial. I care a lot about how things look around here + I hope you will take my words to heart.

- I would like to see the few poplar trees along Laquette Ave. removed - they're ugly - even in summer. They need replaced with evergreens, or maples, or something.

- I think it would be nice to have an appropriate cover over the carvings, mostly to protect them. It would be very nice if we had a few more carvings around town, like at the museum, Beattie Park + Info Centre. Carvings by Ken Sheen, a past resident of V.H., he does such nice work.

- Is there a by-law concerning "junkyard"? I would like to see the old trucks gone from Beattie + Dudley Drive. On that note I'm trying very hard to get our own businesses lots cleaned up.

- I would very much like to see the so-called ditch on Harmon St, by the P/O, totally filled in + the bush there removed. The "ditch" has no value + just gets filled up with gravel + is a headache I'm sure to try + mow. Would also make P/O parking a lot easier. The same goes for the bit of ditches by the walking path on Ross St. Also, would it be possible to re-structure the west end of the ditch in front of the P/O + make crossing the highway to the P/O a lot more efficient?

I don't know if you ever drive around town + see these things that could use improving, thus have an idea of what I'm suggesting be done.

I have spoken to Y&B about levelling the gravel on the curb on the south side of <sup>Canyon</sup> Drive; they have done what I suggested, last fall, but it needs it again + more, to keep so much gravel from washing out onto the road. Then the town or Y&B, whomever,

has to go clean it up, a job which wouldn't be necessary if it was levelled off at the proper time. A few days ago was a very good example of this gravel issue, you must have seen it for yourself. Something you may also have to request of Y & B.

The general look of our community is very pleasant & attractive. The girls do a wonderful job with the flowers. These things I mention can only improve that, would you not agree?

Do you think a suggestion box somewhere would be something your office would consider?

- The community could definitely use an all-season public washroom, somewhere - perhaps the info centre. The museum washrooms are only available in summer & during working hours. But now there's always the landscaped washroom key!

Thanks so much "Gwen" for at least considering my ideas. It would be nice if council considered my ideas. Also would be nice to have a reply & know how you respond to this, one way or the other.

Thank you  
Respectfully

Rose-Ann Huileong

P.S.

I'm embarrassed & ashamed by the mess around the recycling bins. Is there anything that can be done about that? Someone has to be responsible for the site, the district, the grocery store? Whom?

Could also use some more gravel at the site, always gets plowed away during snow removal.

P.S.S. I'm always picking up around there as it is. People are terribly messy & inconsiderate.