



DISTRICT OF HUDSON'S HOPE

Special Meeting

AGENDA

Council Chambers

Wednesday April 25, 2018 at 5:00 PM

1. **Call to Order:**
2. **Delegations:**
 - D1 KPMG- presentation of 2017 financial statements
4. **Adoption of Agenda by Consensus:**
5. **Declaration of Conflict of Interest:**
6. **Adoption of Minutes:**
7. **Business Arising From the Minutes:**
8. **Staff Reports:**
9. **Committee Meeting Reports:**
10. **Bylaws:**

B1	District of Hudson's Hope Community Hall Reserve Fund Bylaw No. 894, 2018	Page 1
B2	Annual Financial Plan Bylaw No. 896, 2018	Page 4
B3	Tax Rate Bylaw No. 897, 2018	Page 10
11. **Correspondence**
12. **Reports by Mayor & Council on Meetings and Liaison Responsibilities**
13. **Old Business:**
14. **New Business:**
15. **Public Inquiries:**
16. **Adjournment:**

REQUEST FOR DECISION

RFD#:	Date: April 24, 2018
Meeting#:	Originator: Tammy McKeown, Corporate Officer
RFD TITLE: Community Hall Reserve Fund Bylaw	

BACKGROUND:

First, Second and Third Readings were approved at the April 23, 2018 Council Meeting During the 2017 Budget discussions and during the 2017 Community Grant reviews, it was determined that a reserve fund would be put in place in regard to the replacement of the Community Hall. The District had \$30,000 earmarked for the necessary repairs to the Community Hall. The Community Hall association discovered that there were more extensive issues with the building than what they had originally believed. Council discussed the feasibility of repairing the building versus constructing a new building. It was decided that a new building would be the better economic option and that a reserve fund would be created to start saving for the cost of construction. Council stated that \$30,000 a year would be deposited into the reserve fund until such time that the construction was completed.

DISCUSSION:

Per Part 6 Division 4 of the Community Charter:

Establishment of reserve funds

- 188** (1) A council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund.

Use of money in reserve funds

- 189** (1) Subject to this section, money in a reserve fund, and interest earned on it, must be used only for the purpose for which the fund was established.
- (2) If the amount to the credit of a reserve fund is greater than required for the purpose for which the fund was established, the council may, by bylaw, transfer all or part of the amount to another reserve fund.

ADMINISTRATOR COMMENTS:

Report Approved by:



Tom Matus

BUDGET: \$30,000 per year to be allocated to the District of Hudson's Hope Community Hall reserve fund until construction is completed.

RECOMMENDATION / RESOLUTION:

That:

"Council adopt the "District of Hudson's Hope Community Hall Reserve Fund Bylaw No, 894, 2018.

Tammy McKeown, Corporate Officer



BYLAW NO. 894, 2018

A Bylaw to establish a Community Hall reserve fund

WHEREAS the Council of the District of Hudson's Hope desires to establish a reserve fund for the Hudson's Hope Community Hall in order to replace the structure in the future; and

WHEREAS the Council of the District of Hudson's Hope may by bylaw, pursuant to Section 188(1) of the Community Charter establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund.

THEREFORE BE IT RESOLVED that the Council of the District of Hudson's Hope, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the "DISTRICT OF HUDSON'S HOPE COMMUNITY HALL RESERVE FUND BYLAW NO. 894, 2018".

2. Source of Funds

The amount of \$30,000 per year to be allocated from tax revenues to this reserve fund until such time that the structure has been replaced.

3. Use of Funds

3.1. All money in this reserve fund, and interest earned on it, will be used only for the purpose for which the fund was established.

Read a First Time on this 23rd day of April, 2018.
Read a Second Time on this 23rd day of April, 2018.
Read a Third Time on this 23rd day of April, 2018.
Adoption of Bylaw on this day of , 2018.

Gwen Johansson, Mayor

Certified a true copy of Bylaw No. 894, 2018

this ____ day of _____, _____.

Tammy McKeown, Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johannson and Council
SUBJECT: 2018 District of Hudson's Hope Financial Plan Bylaw
DATE: April 24th, 2018
FROM: Tom Matus, CAO

RECOMMENDATION / RESOLUTION:

That:

"Council adopt the District of Hudson's Hope District of Hudson's Hope Financial Plan Bylaw No, 896, 2018."

The General Operating surplus/deficit is calculated at **\$365,497.00** surplus, up from the \$364,052.00 that was last presented to Council. All the changes from the last budget meeting, including some additional changes comprising of deletions and additions proffered by staff have resulted in a total decrease to the General Operating budget of \$1,445.00. The Capital Budget remains unchanged.

To note the Policing and School mill rates have not yet been received from the Peace River Regional District. This will result in an amendment to the 2018 Financial Plan Bylaw in the future.


Tom Matus, CAO



BYLAW NO. 896, 2018

A Bylaw to Adopt a Financial Plan for 2018

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 public meeting assembled, enacts as follows:

1. This Bylaw shall be cited as the "Annual Financial Plan Bylaw No. 896, 2018".
2. Schedule "A" which is attached to and forms part of this Bylaw, is adopted as the Financial Plan of the District of Hudson's Hope for the years 2018 to 2022.

Read a First Time on this 23rd day of April, 2018.
Read a Second Time on this 23rd day of April, 2018.
Read a Third Time on this 23rd day of April, 2018.
Adoption of Bylaw on this day of, 2018.

Gwen Johansson, Mayor

Tammy McKeown, Corporate Officer

Certified a true copy of Bylaw No 896, 2018 this
day of .

Corporate Officer

BYLAW #896, 2018 - Schedule A

General Operations	2018	2019	2020	2021	2022
General Revenue					
Water O&M	352,107	362,670	373,550	384,757	396,299
Water Utility Fund	0	60,000	30,000	25,000	20,000
General O&M	-	-	-	-	-
Sewer O&M	171,656	175,089	178,591	182,163	185,806
Sewer Utility Fund	0	30,000	25,000	20,000	15,000
Property Taxes	2,045,573	2,045,573	2,045,573	2,045,573	2,045,573
grants in lieu	1,558,733	1,558,733	1,558,733	1,558,733	1,558,733
grants other	160,451	362,816	362,816	362,816	362,816
General Government Services	154,302	154,302	154,302	154,302	154,302
collection Other Gov'ts	3,168,086	3,199,767	3,231,765	3,264,082	3,296,723
ICBC	149,250	149,250	149,250	149,250	149,250
protective services	5,000	5,000	5,000	5,000	5,000
Bylaw/Lands	82,900	82,900	82,900	82,900	82,900
Public Works	14,804	14,804	14,804	14,804	14,804
Environmental & Public Health	255,357	257,911	260,490	263,095	265,726
Recreation	171,557	173,273	175,006	176,756	178,523
EDO	85,600	50,000	50,000	50,000	50,000
to/(-)from General Fund	-	-	-	-	-
General Operations Revenue	-\$ 8,375,376	-\$ 8,682,088	-\$ 8,697,779	-\$ 8,739,230	-\$ 8,781,455
General Expenditure					
water	352,107	359,149	366,332	373,659	381,132
sewer	171,656	175,089	178,591	182,163	185,806
Legislative	172,318	175,765	179,280	182,866	186,523
Grants in Aid to Cmty	19,244	19,628	20,021	20,421	20,830
GGs	727,481	742,031	764,292	787,221	810,837
Collection Other Gov'ts	3,168,086	3,199,767	3,231,765	3,264,082	3,296,723
ICBC	88,349	88,349	88,349	88,349	88,349
Protective Services	351,350	358,377	365,545	372,856	380,313
Bylaw/Lands	291,857	297,694	303,648	309,721	315,915
Public Works	1,184,705	1,208,400	1,232,568	1,257,219	1,282,363
Environmental & Public Health	187,519	191,270	195,095	198,997	202,977
Recreation	1,207,788	1,231,944	1,256,583	1,281,715	1,307,349
EDO	52,100	50,000	50,000	50,000	50,000
TRANS TO CEMETERY FUND	205	205	205	205	205
TRANS TO GENRL OPTG M&E FUND	-	-	-	-	-
TRANS TO DPW M&E RESERVE	-	-	-	-	-
TRANS TO PROTEC SERV M&E RESERVE	-	-	-	-	-
TRANS TO SEWER RESERVE	-	-	-	-	-
Trans Community Hall Fund	30,000	30,000	30,000	30,000	30,000
Trans to Tax Sale	5,113	-	-	-	-
to/(-)from General Fund	365,497	554,419	435,506	339,757	242,133
Total General Operations Expense	\$ 8,375,377	\$ 8,682,087	\$ 8,697,779	\$ 8,739,230	\$ 8,781,456
Surplus / (-)deficit: must be 0	-\$ 0	\$ 0	-\$ 0	\$ 0	-\$ 0
CAPITAL OPERATIONS					
Transfer from Funds, Reserves; Capital Revenue					
Water Capital Reserve	315,000	25,000	25,000	25,000	25,000
Sewer Capital Reserve	512,925	50,000	-	-	-
General Capital Reserve	128,575	500,000	400,000	300,000	200,000
Building Canada Fund	-	-	-	-	-
Small communities grant	-	-	-	-	-
Gas Tax Fund	90,376	-	-	-	-
UBCM	216,571	-	-	-	-
Invest in Canada Grant Funding	400,000	-	-	-	-
PRA/CMA	127,057	-	-	-	-
PRA (Fair Share)	591,534	-	-	-	-
Borrowing	-	-	-	-	-
to/(-)from General Operating Fund	17,838	20,000	200,000	200,000	275,000
Total Capital Revenue	2,399,876	595,000	625,000	525,000	500,000
Capital Operations Expenditure					
Water Capital Reserve	315,000	25,000	25,000	25,000	100,000
Sewer Capital Reserve	1,021,139	-	-	-	-
General Capital Reserve	1,063,737	420,000	400,000	400,000	400,000
Debt Payment (Sewer Capital)	-	-	-	-	-
to/(-)from General Fund	-	-	-	-	-
to/(-)from Sewer Reserve Fund	-	-	-	-	-
Total Capital Operations Expense	2,399,876	595,000	625,000	525,000	500,000
Surplus / (-)deficit: must be 0	\$ 0	0	0	0	0

**District of Hudson's Hope
2018-2022 Financial Plan
Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 896**

In accordance with Section 165(3.1) of the *Community Charter*, the Town 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*,
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2018.

For the 2018 fiscal year Property taxes form the largest portion of revenue. As a revenue source, property taxation 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, police services, bylaw enforcement and street lighting.

Government Grants forms the second largest portion of revenues due to capital infrastructure grant revenue.

The third largest portion of planned revenue is from Government Grants in Lieu of taxes, which comes from BC Hydro due to the dams; and approximately \$11,000 from federal and provincial governments.

The fourth largest portion of planned revenue comes from Grants Others: the BCG Peace River Agreement which replaces the Fair Share, and the BCG Small communities Grant.

The fifth largest revenue services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

Collection From Other Govt's: this is an in/out amount that is of no consequence to the operational revenues of the District of Hudson's Hope.

Objective

- Over the next 5 years, the District of Hudson's Hope will increase the proportion of revenue that is received from all user fees and charges by at least 19% over the current levels. Specifically, an increase of revenues from Water Services and Sewer Services.

Policies

- The District of Hudson's Hope will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Where possible, the District of Hudson's Hope will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
O&M:		
Government grants	31.26	1,425,538
Property taxes	18.70	2,010,356
Grants in lieu of Taxes	14.50	1,558,733

Grants Others	1.49	160,451
User Fees and charges	12.70	1,365,255
Other sources	0.73	78,948
Parcel Tax	0.08	8,147
Funds & Reserves	9.1	974,338
Collection From Other Gov'ts	29.5	3,168,086
Total	100%	10,749,852

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The Utilities property class provides the largest proportion of property tax revenue. This is appropriate as this class forms the largest portion of the assessment base.

Objectives

- Over the next 5 years, increase the Residential tax by at least 5%. This increase will reflect the fact that this Class, Residents, are the largest users of the District's services.
- Maintain the property tax rate for Business and Other (Class 6), Light Industry (Class 5) and Major Industrial (Class 4) at the current rate.

Policies

- Supplement, where possible, revenues from user fees and charges to help to offset future increase the entire property tax base as a result of the increase to Residential (Class 1).
- Continue to maintain and encourage economic development initiatives designed to attract more Light Industrial business to invest in the community. New investment from this areas will help provide more revenue for the District.
- 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 BC municipalities.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Utilities (Class 2)	66.14	1,333,106
Residential (Class 1)	16.88	340,206
Business and other (Class 6)	7.33	147,749
Light Industry (Class 5)	8.28	166,921
Major industrial (Class 4)	0.98	19,848
Farmland (9)	0.35	7,066
Recreation/non-profit (8)	0.03	602
Total	100%	2,015,499

Permissive Tax Exemptions

The District of Hudson's Hope has an existing permissive tax exemption bylaw (#754 and following amending bylaws) which guides the administration and approval of permissive tax exemptions. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:

- The tax exemption must demonstrate benefit to the community and residents of District of Hudson's Hope by enhancing the quality of life (economically, socially, and culturally) within the community.
- The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the District of Hudson's Hope.

- The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial and private gain.
- Permissive tax exemptions will be considered in conjunction with: (a) other assistance being provided by the District; (b) the potential demands for the District services or infrastructure arising from the property; and (c) the amount of revenue that the District will lose if the exemption is granted.

Objective

- Over the next 5 years the District of Hudson's Hope will continue with its current bylaw to provide permissive tax exemptions to non-profit societies.

Policies

- To continue with encouraging the development of non-profit societies that provide services (as per its Property Tax Exemption Bylaw) to the communities by its offering of its Insurance Expansion Coverage Policy
- In congruence with its Strategic Plan, Integrated Community Sustainability Plan, Official Community Plan bylaw and Zoning bylaw, develop the community in promoting business and quality of life for its residents.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johannson and Council
SUBJECT: Tax Rate Bylaw No. 897, 2018
DATE: 24 April 2018
FROM: Rhonda Eastman, Deputy Treasurer

RECOMMENDATION:

That: "Council adopt the Tax Rate Bylaw No. 897, 2018."

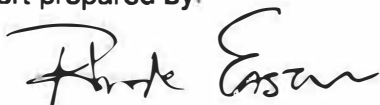
ADMINISTRATORS COMMENTS:

Please note that the Policing and School mill rates have not yet been received from the Peace River Regional District. Hence, we will need to amend this bylaw once we do receive the rates.

Tom Matus, Administrator

STAFF REPORT:

Report prepared by:



Rhonda Eastman, Deputy Treasurer



**DISTRICT OF HUDSON'S HOPE
Tax Rate Bylaw No. 897, 2018**

A bylaw to levy rates for municipal, regional district and regional hospital district purposes for 2018

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 public meeting assembled, enacts as follows:

1. This Bylaw shall be cited as the "2018 Tax Rates Bylaw No. 897, 2018".
2. The following property value taxes are imposed and levied for 2018 :
 - (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 a First Time on this 23rd day of April, 2018.

Read a Second Time on this 23rd day of April, 2018.

Read a Third Time on this 23rd day of April, 2018.

Adoption of Bylaw on this day of __, 2018.

Gwen Johansson,
MAYOR

Tammy McKeown
Corporate Officer

Certified a true copy of Bylaw No. 897, 2018

this __ day of ____.

Clerk

District of Hudson's Hope

Schedule to 2018 Tax Rates Bylaw No. 897, 2018

	Tax Rates (dollars of tax per \$1,000 of taxable value)			
	"A" District of Hudson's Hope	"B" Peace River Regional District	"C" Peace River Regional District (9-1-1)	"D" Peace River Regional Hospital District
Property Class				
1. Residential	3.5	0.1223	0.3210	0.6008
2. Utilities	24.0	0.4316	1.1233	2.1028
4. Major Industry	16.0	0.4193	1.0913	2.0427
5. Light Industry	16.0	0.4193	1.0913	2.0427
6. Business/Other	9.7	0.3021	0.7863	1.4720
8. Recreational/ Non Profit	3.0	0.1233	0.3210	0.6008
9. Farm	3.0	0.1233	0.3210	0.6008