



## **DISTRICT OF HUDSON'S HOPE AGENDA**

Council Chambers

Monday July 9, 2018 at 6:00 PM

**1. Call to Order:**

**2. Delegations:**

**3. Notice of New Business:**

Mayor's List

Councillors Additions

CAO's Additions

**4. Adoption of Agenda by Consensus:**

**5. Declaration of Conflict of Interest:**

**6. Adoption of Minutes:**

M1 June25, 2018 Regular Council Meeting Minutes

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**7. Business Arising From the Minutes:**

**8. Staff Reports:**

SR1 Developing Effective OHS Training Programs

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SR2 Upgrade Williston Subdivision Road

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SR3 Interim CAO

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SR4 Powell Road

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SR5 2018 Annual Report

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**9. Committee Meeting Reports:**

**10. Bylaws:**

B1 Council Remuneration and Reimbursement of Expenses Bylaw No.895,  
2018

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**11. Correspondence**

C1 Letter from Hudson's Hope Table Tennis  
Group

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C2	Letter from Hudson's Hope Public Library	Page 65
C3	BC Hydro Peace to Kelly Lake Capacitors Project	Page 71
C4	Letter of request for light on Drew Rd	Page 73
C5	Immigrant & Multicultural Services	Page 74

**12. Reports by Mayor & Council on Meetings and Liaison Responsibilities**

**13. Old Business:**

OB1	District Golf Tournament	Page 78
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**14. New Business:**

**15. Public Inquiries:**

**16. Adjournment:**



**REGULAR COUNCIL MEETING**  
**June 25<sup>th</sup> 2018**  
**6:00 P.M.**  
**Council Chambers**

Present **Council:** Mayor Gwen Johansson  
Councillor Kelly Miller  
Councillor Caroline Beam  
Councillor Dave Heiberg  
Councillor Mattias Gibbs

**Absent:** Councillor Travous Quibell  
Councillor Heather Middleton

**Staff:** Director of Public Works, John Simcock  
Safety/Bylaw Enforcement Officer, Wallace Roach  
Special Events Coordinator, Kaitlyn Atkinson  
Corporate Officer, Tammy McKeown  
Office Administration, Tammy Krushelnicki

**Other:** 0 in gallery

1. **CALL TO ORDER:**  
The meeting called to order at 6:00 p.m. with Mayor Gwen Johansson presiding.

2. **DELEGATIONS:**  
D1 **Jay Morrison representing Enbridge- Spruce Ridge Program Update** - Delegation postponed until a later date.

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions:**  
**Councillors Additions:** CR1- Youth Councillor Report  
**Staff Additions:** SR8, SR9

4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:**

5. **DECLARATION OF CONFLICT OF INTEREST:**

6. **ADOPTION OF MINUTES:**

M1 **June 11<sup>th</sup>, 2018 Regular Council Meeting**  
**RESOLUTION NO. 106/18**  
**M/S Councillors Heiberg/Miller**  
**That**  
**"The minutes of the June 11<sup>th</sup> 2018 Regular Council Meeting be adopted as presented"**  
**CARRIED**

- M2 **June 11<sup>th</sup>, 2018 Committee of the Whole Meeting**  
**RESOLUTION NO. 107/18**  
**M/S Councillors Heiberg/Gibbs**  
**That**  
**"The minutes of the June 11<sup>th</sup> 2018 Committee of the Whole Meeting be adopted as presented"**  
**CARRIED**

7. **BUSINESS ARISING OUT OF THE MINUTES:**

- BA1 **June 11<sup>th</sup> Regular Council Meeting Minutes**  
**CR2 Call out for committee members**
  - Corporate Officer will post advertisement for United Way and Lions Club volunteers.

8. **STAFF REPORTS:**

- SR1 **Travel Expense Policy**  
Discussion in regard to per-diem amounts  
**RESOLUTION NO. 108/18**  
**M/S Councillors Heiberg/Miller**  
**That**  
**"Approve the District of Hudson's Hope Travel Expense Policy"**  
**CARRIED**  
Mayor Johansson opposed
- SR2 **Joint Occupational Health and Safety Committee Self Evaluation I**
  - This is one of the requirements in regard for CORE
  - The joint committee is working well together; staff members are eager to learn.
  - A call-out for additional alternates has been made to ensure that there are members available for meetings.
- SR3 **Premise Pollution Liability Insurance Policy**
  - Discussion in regard to what could be the cost if an environmental spill occurred
  - There is room in the budget to do the required correction to the lift station which would increase prevention
  - Cost will be less if the contract could be awarded to a construction company with their own engineer.
  - Approximate cost of the repairs would be \$300,000 in regard to the excavation and the shoring.
  - Public Works is holding back from purchasing assets in order to allocate funds for approximately two-thirds of the project
  - Council directed the Director of Public Works to bring back approximate timeline for completion and budget allocation.
  - Discussion in regard to the necessary requirements to apply for Invest Canada Fund; preliminary design may be required in order to apply for the next intake.
  - Concerns were voiced in regard to soil stability.

- Council directed the Director of Public Works to send out a Request for Proposal.

**SR4 Recreation Society of Hudson's Hope assets**

Discussion in regard to how to disperse of assets

Council would like the assets to be offered to District of Hudson's Hope non-profit organizations and District of Hudson's Hope clubs first; remaining assets could then be offered to other organizations within Hudson's Hope; any assets not taken by District of Hudson's Hope organizations and clubs will then be offered to organizations from surrounding municipalities.

**RESOLUTION NO. 109/18**

**M/S Councillors Miller/Gibbs**

**That**

***"Staff offer the Recreation Society of Hudson's Hope assets to District of Hudson's Hope non-profit organizations and clubs on a first come basis"***

**CARRIED**

**SR5 Purchase of Lagoon Boat**

Electronic vote held on June 14<sup>th</sup>; all responses were in favour of the purchase. Brought to Council meeting to ensure openness and transparency.

**RESOLUTION NO. 110/18**

**M/S Councillors Helberg/Beam,**

**That**

***"Council approve the purchase of the flat bottom boat, to be used for maintenance and health and safety of the lagoons, for the sum of \$2,300"***

**CARRIED**

**SR6 Public Works Operational Update**

- Item 10: Powell Road- Lowest quote for the repairs is \$57,000. This will be allocated from other items that were previously budgeted to be purchased or completed.
- Highest priority item for public works is the Lift station, followed by Powell Road and then Carter Road
- Director of Public Works to bring back updated budget

**SR7 Recreation and Special Events Report**

- Discussion in regard to Beryl Prairie playground; soil samples have been taken, expect results by the end of the week.
- Summer student grant application was re-reviewed and has now been accepted.
- Concern voiced by Council that no advertising for Canada Day has been done to date. Advertising to be sent out. Discussion in regard to weather issues, possible consideration in regard to moving the celebration to the Arena.

**SR8 Team Building Golf Tournament**

- Discussion in regard to how team building is important.
- Need to ensure that it is inclusive of all staff
- Should be brought forward at budget time

- Needs focal point such as strategic planning; consideration of costs.
- Item tabled
- Diarize

SR9 **Bocce Courts and Horseshoe Pits**

- Funding to come from Recreation and Special Events Coordinator's budget with some input from Public Works.
- Discussion in regard to location.
- Suggestion by Council for Recreation and Special Events Coordinator to create a Recreation Vision/Plan; suggestion to include community in decision making by holding a brainstorming session to determine the needs and wants of the community.
- Recreation Committee to spearhead.

9. **COMMITTEE MEETING REPORTS:**

CM1 **North Peace Regional Airport Update**

- June 20<sup>th</sup> minutes are expected to be received in time to be included in the next Regular Council Meeting Agenda.
- Annual General Meeting was held; Jim McKnight remains in place.
- Discussion in regard to term of lease
  - Operational requirements
  - Asking about policies in place, capital investments etc.

10. **BYLAWS:**

B1 **Council Remuneration and Reimbursement of Expenses Bylaw No.895, 2018**

**RESOLUTION NO. 111/18**

**M/S Councillors Gibbs/Beam**

**That**

**"Council approve the First, Second and Third Reading of the District of Hudson's Hope's 'Council Remuneration and Reimbursement of Expenses Bylaw No. 895, 2018"**

**CARRIED**

*Mayor Johansson opposed*

B2 **Zoning Amendment Bylaw No. 898**

- Amend section 4.6.6 by removing from part c:
  - the landscaping plants must be live and growing, grass must be mowed and the landscaped area must be free of weeds and litter;
 as this is covered by the District of Hudson's Hope Unsightly Premises Bylaw

**RESOLUTION NO. 112/18**

**M/S Councillors Helberg/Miller**

**That**

**"Council approve First and Second Reading of the "District of Hudson's Hope Zoning Amendment Bylaw No. 898, 2018 as amended".**

**And That:**

*"Council authorize staff to schedule a public hearing for the proposed Zoning Bylaw Amendment."*

"

**CARRIED**

11. **CORRESPONDENCE:**

C1 **Hudson's Hope Health Care and Housing Society Letter of support**

Electronic vote held on June 19<sup>th</sup> to ensure that the letter of support was sent prior to the deadline set by the New Horizons Seniors Program. All responses were in favor and the resolution was made at that time.

**RESOLUTION NO. 101/18**

*M/S Councillors Helberg /Miller*

*That*

*"Council provide a letter of support for Hudson's Hope Health Care and Housing Society's application to the New Horizons Seniors Program for \$3,300 in funding to purchase appropriate patio furniture and a barbeque for the Society's patio improvement project."*

**CARRIED**

C2 **Pro Hardware**

- Discussion in regard to Policy that District once had in place in regard to local businesses
- Director of Public Works stated that cost was not the only issue that they have had with purchasing from the local hardware store, availability of stock and amount of time it takes to receive quotes are two other issues. Director of Public Works stated that there are some issues with customer services as well.
- District is still purchasing from the business just at the rate that was done previously. Public Works is utilizing purchasing power afford by using larger purchasing groups such as the Provincial Procurement site. Both the District office and the Fire Hall also have started to use these groups in an effort to be more economical.
- Representative from Pro Hardware met with the Corporate Officer and requested that they be included when looking for quotes and that they are provided with the item SKU in order to ensure that we are comparing apples to apples.
- Council directed staff to include Pro Hardware within the quote process for bulk orders.
- Meeting to be set up with the owner of Pro Hardware

C3 **National Airlines Council of Canada**  
FOR INFORMATION

C4 **The Corporation of the Township of Spallumcheen**  
FOR INFORMATION

C5 **BC Bus North**  
Visitor Center has been sharing information. Staff directed to share via Public Service Announcement, District website and District Facebook page

C6 **UBCM Meetings**

Discussion in regard to which Ministries Council would like to meet with

- Forests, Lands, Natural Resource Operations & Rural Development
- Ministry of Transportation
- Ministry responsible for BC Ambulance services
- Ministry of Municipalities and Housing

12. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**

CR1 **Councillor Beam presented the following report from Youth Councillor Jade Rowe:**

- Initiated talks between the school and District regarding a skateboard park. Spoke to council and met with recreation society to start a conversation about the possibility of a skateboard park in Hudson's Hope. Brought news to Mr. Donahue's skateboard and Entrepreneur class to present their ideas and interest to council. Presentation was later well accepted.
- Brought forward student concerns regarding school cleanliness.
- Formed a student council with secretary, treasurer, and chair.
- Put together package regarding some student council duties, event ideas, and rules.
- Initiated outdoor school clean up with graduation class, hoping to have it a part of earth day school clean up next year.
- School spirit Christmas costume dress up days.  
Week before Christmas break we did four different school dress up days (snowman, ugly sweater, Christmas pajamas, and reindeer).
- Pajama day

I would like to thank Council greatly for the opportunity they have given me to learn about our town and political system. Although meetings were very confusing at first, I now understand much more about my job and our town.

13. **OLD BUSINESS:**

OB1 **Cannabis Legislation:**

- Draft Zoning Bylaw was forwarded to previous CAO for review, Bylaw Officer did not receive it back. Bylaw Officer will prepare an updated Draft copy for review by the incoming Interim CAO.

OB2 **Fentanyl House**

- Report in regard to changes to be made were sent to previous CAO, response was that CAO was not in agreement with suggestions made by the Bylaw Officer. Awaiting direction from Legal. Account payable to be sent to Deputy Treasurer.
- House has been deemed inhabitable in regards to the remediation of the fentanyl but is uninhabitable structurally.



OB3 **Light on Drew Road**

- Corporate Officer to contact TransCanada to inquire if they will be willing to cover the cost of the installation of the light due to the safety concerns created from their operations on Drew Road.

14. **NEW BUSINESS:**

15. **PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

8:04pm motion to move in camera.

**RESOLUTION NO. 113/18**

M/S Councillors Heiberg/Miller

**THAT:**

**"Council close the meeting Pursuant to the Community Charter under Section 90 1 (a) and (c)".**

**Carried**

*Meeting adjourned at 9:00pm*

**DIARY**

**Conventions/Conferences/Holidays**

*Beryl Prairie Septic Field*

*School Gymnasium agreement*

*District team building*

*Certified Correct:*

**Diarized**

*07/25/16*

*02/26/18*

*06/25/18*

\_\_\_\_\_  
Chair/Mayor Gwen Johansson

\_\_\_\_\_  
Corporate Officer, Tammy McKeown

## **THE DISTRICT OF HUDSON'S HOPE**

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

**SUBJECT:** Developing Effective OHS Training Programs

**DATE:** 28 June 2018

**FROM:** Wallace Roach, Safety and Bylaw Enforcement Officer

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On June 20-21, 2018 I was in Winnipeg on the course listed above. This course was designed to teach students (HSE Professionals) how to develop instructional programs that are in line with ISO Standards. As from the previous courses taken they are all designed to allow the HSE Professional the knowledge and skills to implement an Occupational Health and Safety Management System within any size or type of an organization.

This course focused on teaching strategies, learning outcomes and a six step process in the development and implementation of training programs that are realized from performing needs analysis on the organization, job tasks, and the individuals requiring the training. There is also the Legislative needs analysis that is undertaken to ensure compliance with all applicable Legislative requirements.

I am now in the process of completing my final exam for this course and the training program that I am developing utilizing the strategies learned from this course is a training program on a wheel loader. I have chosen this as the District is in the process of procuring a new wheel loader and I thought that it was a pertinent subject to evaluate the course and also to enhance the capabilities of our personnel.

Wallace Roach  
Safety and Bylaw Enforcement Officer

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: 2018-06-15</b>
<b>Meeting#: CM</b>	<b>Originator: John Simcock</b>
<b>RFD TITLE: Upgrade Williston Subdivision Road</b>	

**BACKGROUND:**

On May 18, 2018 an investigation was conducted at the Williston Lake subdivision due to complaints about the roads in the subdivision. It was concluded that the grade in the ditches weren't correct, which has caused further wash out, culvert ends need repair and lowered in places, screened rock needs to line ditches to prevent further erosion, road needs gravel and graded. We contacted land titles to determine if the district owned the roads in the subdivision, they confirmed it does belong to the District.

**DISCUSSION:**

Attached are 2 bids for the Williston Lake Subdivision. They are required to contour the road and ditch line, clean out ditches, fill in wash outs, line and pack ditches with rock, bring ditch bottom to grade, etc., I recommend we use W-6.

**BUDGET:**

I believe we should be looking at litigation against the developer. If Council is in agreement then the costs associated to this upgrade will be for Legal representation

**RECOMMENDATION / RESOLUTION:**

That Council:


"Approve the bid submitted by W-6 Contracting

in the amount of \$17,750".

  
 \_\_\_\_\_  
 John Simcock / Director of Public Works

**W6 Contracting****QUOTE**

10701 Kruger Street  
Hudson's Hope BC V0c 1V0  
250-783-9455

**WILLISTON LAKE SUBDIVISION ROAD UPGRADE**


TO:  
District Of Hudson's Hope

**COMMENTS OR SPECIAL INSTRUCTIONS:**

Re contour Williston Lake Subdivision road and ditch line. Dig out spoils where needed from ditches and 12 mile road culvert ends, haul to upper ditches to bring ditch bottom to grade. Dump and spread the remaining spoils in field on sub division road. Haul in and place 4" – 8" armour rock from road corner to 12 mile rd., culvert ends, and back slope of west ditch. Lower culvert to land owners driveway and replace if needed (culvert not included in price). Pre and post shape sub division road with grader.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
Grader	10 hours	175	1,750
Excavator	30 hours	190	5,700
Box truck	12 hours	130	1,560
Labor	20 hours	60	1,200
Truck/Pup	12 hours	170	2,040
Armour Rock	100 cubic meters	25/m3	2,500
foreman	3 days	1000	3000
SUBTOTAL			\$17,750
PRICE DOES NOT INCLUDE APPLICABLE TAXES			



If there are any questions or concerns please call Ty Olsen at 250-320-9835 or email w6branch@gmail.com

**THANK YOU FOR YOUR BUSINESS!**



**P & L Ventures L.T.D.**

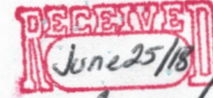
**Box 681**

**Hudson's Hope B.C.**

**Home# 250-783-5442**

**Cel# 250-719-8542**

**12 Mile Sub**



*Cindy Edger*

Clean out ditches. Fill in wash outs in the ditches. Line and pack ditches with screened rock to prevent further erosion. Replace and lower culvert on driveway approach. Clean debris out of culverts at the bottom of the hill. Gravel and grade road upon completion.

Low bed	4hrs x \$195.00= \$780.00
Ex270 Excavator	36hrs x \$165.00= \$5,940.00
D5H Cat	16hrs x \$150.00 = \$2,400.00
Dump Truck	40hrs x \$125.00= \$5,000.00
Screened rock	240m3 x \$8.50= \$2,040.00
Truck and pup	8Hrsx \$165.00 = \$1,320.00
160H grader	6hrs x \$170.00 = \$1,020.00
Water truck	10hrs x \$150.00 = \$1,500.00

**Total \$20,000.00**

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: 2018-07-04</b>
<b>Meeting#: CM</b>	<b>Originator: Tammy McKeown</b>
<b>RFD TITLE: Interim CAO</b>	

**BACKGROUND:**

Council has approached Chris Cvik to act as the District of Hudson's Hope Interim CAO until such time that a permanent CAO can be hired. A contract has been presented and accepted by both the District of Hudson's Hope and the Interim CAO

**DISCUSSION:**

Section 147 of the Community Charter provides a Municipality with the authority to appoint a Chief Administrative Officer. A resolution from Council is required to complete the appointment of the Interim Chief Administrative Officer.

**BUDGET:**
**RECOMMENDATION / RESOLUTION:**

That Council:

"Appoint Chris Cvik to the contract position of Interim Chief Administrative Officer and Approving Officer effective July 9, 2018 and that the purpose and responsibilities of the contract position shall be in accordance with the Contract of Employment between Chris Cvik and the District of Hudson's Hope."

---

Tammy McKeown, Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

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

**SUBJECT:** Powell Road

**DATE:** July 4, 2018

**FROM:** John Simcock

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**I requested the Corporate Officer to contact Legal in regard to Powell Road. The following information was forwarded from the Corporate Officer:**

Legal has stated that the easiest would be to offer compensation and expropriate.

In the event that we do not want to expropriate we are under no obligation to move the road. We are only looking to delay the realignment until our next year's budget. The owner may have some recourse in regard to the delay but the extension we are asking for would be less than the time required to proceed with the possible recourse.

Legal did mention that we may be protected under the Transportation Act and can provide additional information in that regard if we require it. I have searched the Act and this is the section he was referring to:

**"highway"** means a public street, road, trail, lane, bridge, trestle, ferry landing, ferry approach, and other public way or any other land or improvement that becomes or has become a highway by any of the following:

- a. Deposit if a subdivision, reference or explanatory plan in a land title office under section 107 of the Land Title Act;
- b. A public expenditure to which section 42 applies;
- c. A common law dedication made by the government or any other person;
- d. Declaration, by notice in the Gazette, made before December 24, 1987;
- e. In the case of a road, colouring, outlining or designating the road on a record in such a way that section 13 or 57 of the Land Act applies to that road;
- f. An order under section 56(2) of this Act;
- g. Any other prescribed means;

### **Travelled roads becoming highways**

**42** (1) Subject to subsection (2), if public money is spent on a travelled road that is not a highway, the travelled road is deemed and declared to be a highway.

(2) Subsection (1) does not apply to any road or class of roads, or to any expenditure of class of expenditures, that is prescribed by the regulations.

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: 2018-07-04</b>
<b>Meeting#: CM</b>	<b>Originator: Tammy McKeown</b>
<b>RFD TITLE: Annual Report</b>	

**BACKGROUND:**

The 2018 Annual Report has been completed. Each year the District must compile a report outlining the objectives that have been met, the expectations for the following year and providing a copy of the Financial Statements.

**DISCUSSION:**

An electronic vote request was forwarded to Council on June 26, 2018 to approve the Annual Report as presented.

Councillor Heiberg moved the recommendation, Councillor Gibbs seconded. The responses received were all in favour.

Bringing to Council to ensure that the wishes of Council are properly documented and to ensure openness and transparency.

A copy of the Annual Report is attached.

**BUDGET:**
**RECOMMENDATION / RESOLUTION:**

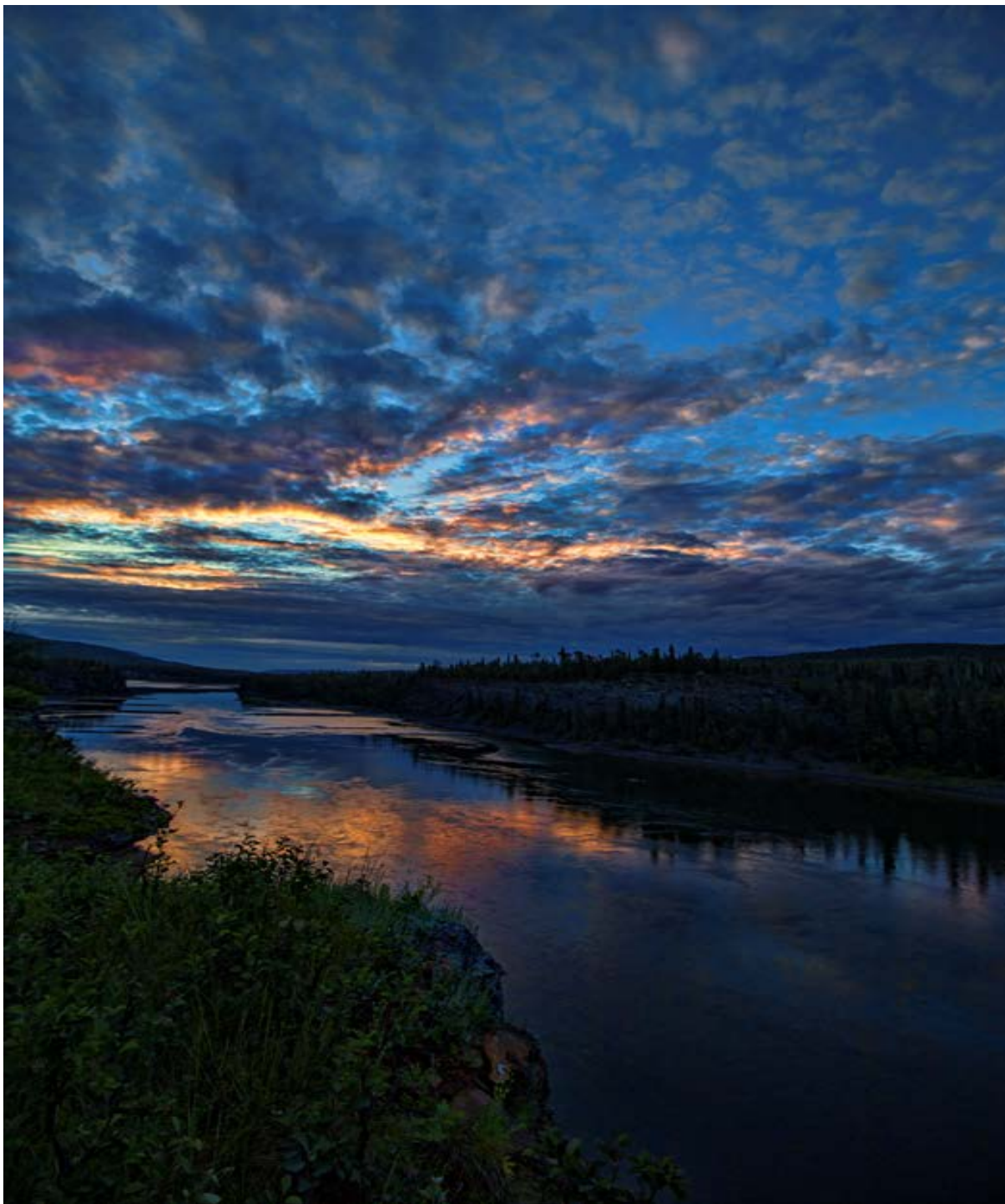
That Council:

“ Approve the 2018 Annual Report as presented”

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Tammy McKeown, Corporate Officer





# **DISTRICT OF HUDSON'S HOPE**

## **Annual Municipal Report**

# **2018**

**Fiscal Year Ending December 31, 2017**





# 2018 Annual Municipal Report

Fiscal Year Ending December 31, 2017

Phone: 250-783-9901

Fax: 250-783-5741

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

[www.hudsonshope.ca](http://www.hudsonshope.ca)

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## District of Hudson's Hope Council



**Mayor Gwen Johansson**

Mayor Johansson was elected as Mayor in December of 2012 following a By Election. She has served on Council since 1990.

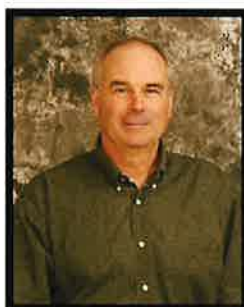
**Contact Information:**

Email [mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)  
Work: 250.783.9901  
Cell: 250.783.0820



**Councillor  
Travous Quibell**

[travous@hudsonshope.ca](mailto:travous@hudsonshope.ca)  
Cell: 250.783.0812



**Councillor  
Dave Heiberg**

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Cell: 250.783.0816



**Councillor  
Kelly Miller**

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Cell: 250.783.0819



**Councillor  
Mattias Gibbs**

[mattias@hudsonshope.ca](mailto:mattias@hudsonshope.ca)  
Cell: 778.204.6878



**Councillor  
Caroline Beam**

[caroline@hudsonshope.ca](mailto:caroline@hudsonshope.ca)  
Cel: 250.783.0681



**Councillor  
Heather Middleton**

[heather@hudsonshope.ca](mailto:heather@hudsonshope.ca)  
Cell: 250.783.0692

## Mayor's Annual Report for 2018

### Message from the Mayor

On behalf of Hudson's Hope Council, I am pleased to present the 2017 Annual Report which provides a summary of the year's activities and accomplishments as well as an overview of the District's financial position.

2017 saw the completion of one big project and the continuation of others. The 14,400 square foot Public Works Shop was officially opened June 7, concluding years of saving, designing, and construction. It provides not only ample space for mechanical repairs, woodworking, and administration offices, but also indoor parking for equipment, especially valuable during winter weather.

Construction commenced on a 500 kilowatt solar generation project designed to reduce the District's electricity costs by about \$74,000 per year which, when allowing for expected rate increases, will amount to about \$30 million in savings over the next 30 years. It is one of the largest municipal solar generating projects in the province. Local high school students were hired for the solar installation teams, enabling students to get first-hand experience in an exciting, emerging industry. The project stimulated interest in the community, and a number of local residents were inspired to install their own solar generating systems.

A new 28 lot residential subdivision being developed in cooperation with BC Hydro is nearing completion, with lots expected to go on sale in early 2018. We continue development of a light industrial park to meet future service industry demand.

The District is collaborating with a number of provincial agencies doing field research in the area. Geo-Science BC and the University of BC have embarked on a multi-year research project into the migration of methane through soils, and is developing plans for groundwater monitoring in areas likely to be subjected to natural gas extraction. The Universities of Victoria and Northern BC are researching local landslides and the movement of solids in flowing water, tracing soil from a local landslide as it moves through tributaries into the Peace River.

The District's ICBC outlet was recognized for its distracted driving prevention promotion. Two senior employees were presented with awards for 36 and 27 years of service to the District. We congratulate a number of our youth who have excelled at various academic and sporting endeavours.

In summary, I am pleased to report that 2017 was a good year for the District of Hudson's Hope as we continue to pursue our goal of maintaining and improving the quality of life in our small community.

Sincerely,

Mayor Gwen Johansson

## Municipal Objectives and Progress Measures

### Council Strategic Plan and Progress Report 2017 (-2018)

DEPARTMENT	OBJECTIVE	STRATEGIES	MEASURES	PROGRESS
<b>Government and Administration</b>	Staff Resources Plan	Combine Safety Officer & Bylaw Enforcement Officer position.	Advertise for 1 full-time.	Hired in July 2017
		(possibly reclassify Forman position back to Director of Public Works), or hire additional Assistant Foreman position.	To determine by end of June.	New Director of Public Works to be hired in early 2018
	By law Enforcement	Implement enforcement through Bylaw Adjudication System	Priority Regulatory Bylaws enforced through adjudication	Ongoing
	Purchase SUV, Trade in Prius	Advertise tender offers in spring	Award tender in summer	Not completed due to budgetary issues
	Ensure Water & Sewer utility rates cover the cost of delivery.	To assess rates and develop a financial revenues plan to recover costs, over time.	Implement this plan in 2017 over five to ten years until surplus is realized.	10% increase to water implemented for 2018.
<b>Planning and Development</b>	Coal Industry	Continue to work closely with the four proposed mines to ensure their impacts on the community are positive and that in-community housing is realized	Mines to operate in a standard acceptable to the community and the workforce and their families to be residents of the community	No coal mining going on as of yet. Received in June 2017 FrontCounterBC referral, for coal licence applications review. The four applications under review are: Canadian Kailuan Dehua Mines Co. Ltd, Canada Beneland Energy Inc., P. Burns Resources Ltd., and Richfield Minerals Inc.
	Use District owned lands to create new housing opportunities	To engage public and developers for their comments.	To target and identify corporations that this strategy can benefit them.	On-going.
	Secondary Industry	Look for opportunities to attract secondary industries to diversify the economy from extraction activities only	Contracted Integrated Economic Solutions to assist in this project. Have four interested developers to acquire properties in the District of Hudson's Hope.	On-going.
	Prepare a communications strategy that includes public engagement methods, social media, community	Obtain assistance from consultants	To have strategy finalized by end of 2016	Not started.

	satisfaction surveys and media relations			
	Site C Mitigation Agreement	Hired legal counsel to negotiate a better offer from BCH. Negotiating Community Measures Agreement with BC Hydro for matters related to Site C. Continuing success.	Discussions started with BCH in June 2014.	BCH Partnering Relationship Agreement to be signed in 2017; includes the development of a subdivision at the Atkinson Property and signed agreement to sell 10 of these lots.
<b>Tourism</b>	Partnerships and Promotional Material	Continue expanding facility signage Develop a regional marketing plan Prepare trade show booths targeting tourism and economic opportunities Implement the agreement with the West Moberly First Nation and start discussions with the Saulteau FN.	Marketing Plan adopted Panels for trade booth competed. Regular meetings established with WMFN and Saulteau FN Discussions with NDI and applying for grants to assist local business	Some trade show participation with BCH in Hudson's Hope and in FSJ.
	ATV Campgrounds	Plan to develop two ATV campgrounds around the Dinosaur Campground area.	Received Licence of Occupation and Offer of Tenure from FLNRO for one ATV campground area. To approve and sign.	On-going: in the process of acquiring a 2 <sup>nd</sup> ATV campground area: to be completed in 2018.
	Pool Upgrades	Purchase patron items to enhance experience at pool.	Purchase before 2018 season start.	Install before 2018 season close.
		Replace natural grass with turf	Tender and award during pool season	Completed.
	Cameron Lake Playground	Upgrade playground at Cameron Lake	To complete by summer of 2017	Project completed in 2017
	Advance construction of ATV park.	Access grant funding.	ATV Park Deferred.	Complete by 2018/19.
	Sidewalks and Trails		Resubmit applications in 2017/18.	2016: unsuccessful submissions of grant applications to BC Bike, Rural Dividend Fund and 150 Canada Fund.
	Curling Rink Light Replacement	Tender for bids summer of 2018	Award tender summer 2018	Complete replacement by early fall 2018.
	Facilities Signage	Access NDI Trails program	Removal of Dudley signs. Install remaining signage.	Signage 90% complete to complete in 2018
	Skateboard Park	Tender for skateboard park design	Award design tender. Construct in 2019.	Complete design by end of 2018.



<b>Economic Development</b>	Develop a marketing strategy to help stimulate population growth in the community, including downtown improvements	Create strategy to communicate and market Atkinson residential property, airstrip and Light Industrial Area to bring in large business to make use of these areas	To identify and target corporations that this strategy can benefit and to have discussion on this matter by end of 2018.	10% complete - Have commissioned consultant, Integrated Economic Solutions to begin developing this marketing and communications strategy, on-going.
	Meet with resource companies to encourage locating resource-based housing for their staff within the District of Hudson's Hope boundaries where services exist (action led by Mayor and CAO)	Create strategy to communicate and market Atkinson residential property and other privately-owned properties for subdivision development.	To identify and target developers and industry to develop aforementioned areas.	Have discussed this opportunity with a few developers – discussions ongoing.
	Participate in discussion promoting additional air carriers at Fort St John Airport (action led by Council)	Continue to maintain a Councillor / Representative on the North Peace Airport Society representing Council and its concerns	Increasing new carriers and or more flights at FSJ airport	On-going. North Peace Airport Society lead on this venture. Director of Protective Services appointed as Representative.
	To sign Purchase and Sale Agreement with BCH, sell 10 lots to BCH at Atkinson Subdivision.	Subdivision development to begin May 2017, complete in September of 2017.	Once subdivision is completed to invoke Purchase and Sale Agreement with BCH	Sale to be completed by Summer 2018
<b>Taxation</b>	Fairness and Equity	Continue negotiations with province on GIL Tax ratio issues	To realize increased GIL revenues.	On-going.
	Meet with the Province to discuss continuation of provincial grants in lieu of District of Hudson's Hope taxes for general purposes and inclusion of grants in lieu of school taxes (led by Mayor and CAO)	Build a business case to present to Province that underlines the need for sustainable tax revenue outside of increasing of property tax – due to low population.	To realize increased GIL revenues.	On-going.
	Work with BCH and BC Assessment in regards to newly exempted GIL properties for Site C.	To increase one time payment BCH is offering	To resolve by end of 2017	On-going. To resolve in 2018.
<b>Operational Priorities</b>	Resurface airstrip Landscape Plan		Surface airstrip not started.	On-going.
	Assess need for 3-way vacuum truck	If required assess design during the year.	To advertise tender offers in 2019.	On-going.
	Downtown Enhancements	Access NDIT facade program	Application to be completed in 2018.	On-going.
	Recycling Program Enhancements	Better organize Transfer Site. tender new contract.	Complete by 2017.	Completed 2017.



	Waste water facility upgrade	Secured funding from BCF	Tendered and awarded contract	Near completion
	Beattie Sewer lift station upgrade	To secure funding through the Strategic Priorities Fund	Should we receive funding will tender and award contract.	Scheduled completion by 2018
	Solar panels:	2015: identified grant funding for this project.	2015: grant submitted to Strategic Priorities Fund for Arena, Community Hall, curling rink, Shop among other buildings.	Project completion Spring of 2018
	Construct new Public Works Shop	Sole sourced late 2016.	Enter into contract.	Construction completed 2017.
	Water Main Replacement Program 2013 to 2023	To apply for BCF grant for 2014/15 intake to replace water and sewer mains; consultations with public through draft borrowing bylaw – deferred to later date.		This project is deferred to 2040. We believe the piping assets have a remaining lifespan of 40 more years.
	Develop a road management plan as part of the asset management plan	To apply for Federal Gas Tax – Strategic Priorities Funding for Capacity Building to complete an Asset Management Plan including training. Intend to train an individual regardless of receiving funding as per staffing plan.	Have the road management plan competed by 2016. To research EK35 product in 2016 for inclusion in 2017 budget.	Application to SPF unsuccessful. To continue road management planning in 2018.
	Ensure that there is a replacement plan for all new infrastructure and consider operating costs in developing that plan	To apply for Federal Gas Tax – Strategic Priorities Funding for Capacity Building to complete an Asset Management Plan including training. Intend to train an individual regardless of receiving funding as per staffing plan.	Have all historical data of each asset entered in a Works Management software program by 2016 with preventive maintenance schedule complete for each asset	Application to SPF submitted on time. 2016 application denied. Personnel hired in 2016. 2016 Asset management program populating of SmartTools computer program on-going.
	10 water valve Replacement	To tender and award by July 2017	Construction complete by September 2017	3 fire hydrants and 16 water valves replaced
	Beryl Prairie Well Upgrade	Receive quotes by August 2017	Complete work by fall of 2018	On-going.
	Evaluate cost recovery methods for existing and new infrastructure	To apply for Federal Gas Tax – Strategic Priorities Funding for Capacity Building to complete an Asset Management Plan including training. Intend to train an individual regardless of receiving funding as per staffing plan.	Have all historical data of each asset entered in a Works Management software program by 2016 with preventive maintenance schedule complete for each asset	Application to SPF unsuccessful. Personnel hired in 2015. Asset management program on-going.
	Undertake an aquifer study for the community and actively monitor and maintain the aquifer for the health of residents. Continue to provide high-quality water through the	To maintain close communications with Ministries of FLNRO and Environment on updated current info on water quality in aquifers, streams and rivers.	Ministries to provide bi-annual reports.	On-going. Major is leading this venture GW Solutions held presentations in the District of Hudson's Hope.

	operation of the water treatment plant. The District of Hudson's Hope will be ready to respond on an as-needed basis to questions from residents on wells about the water quality in the aquifer.			
<b>Protective Services</b>	Wild Fire Protection	Conduct strategic fuel fire treatment project in Beryl Prairie	To complete in 2017.	Will be completed by summer of 2018. Delay as a result of high fire season and weather issues
		Train fire department to BC wildfire SPP-WFF 1 standard	Percentage of department trained to WFF-1 standard	85%. Ongoing.
		Procure additional wildfire fire fighting equipment including approved forestry coveralls and additional structural protection sprinkler kits.	Procure equipment and initiate training.	75% complete. Ongoing.
	Structural Fire Training	Implement lesson plans, qualify in-house instructors, improve training record keeping, deliver approved curriculum.	Percentage of required modules completed	76%. Ongoing.
	Improve fire department infrastructure	Replace unserviceable and inefficient building services equipment. Address building maintenance issues.	Replace hot water heater downtown, replace space heaters downtown and BP fire halls. Replace current septic field at BP hall. Refinish bay floors downtown hall.	80%. To be completed 2018.
		Tender work for 2 <sup>nd</sup> floor addition in downtown Fire Hall	Close tender bidding by end of spring and install before end of fall.	Postponed due to budgeting requirements. On-going.
	Purchase Fire Department Rescue Truck	Award tender by summer 2018	Purchase by December 31, 2018	On-going.
	Emergency Operations Centre and EOC Training	Apply for funding; continue to identify training opportunities, and train staff for EOC roles	Training level of EOC staff.	EOC training on-going
	Warning Sirens – repair/replacement	Research alternatives to current system.		Agreement signed with PRRD in regard to Everbridge mass notification system .

## 2018-Anticipated Objectives and Measures

DEPARTMENT	OBJECTIVE	STRATEGIES	MEASURES	PROGRESS
<b>Government and Administration</b>	Chief Administrative Officer Position	Hire Interim CAO; Hire a CAO for the indeterminate position	Advertise for 1 full-time.	On-going
	By law Enforcement	Implement enforcement through Bylaw Adjudication System	Priority Regulatory Bylaws enforced through adjudication	Ongoing
	Purchase SUV, Trade in Prius	Advertise tender offers in spring	Award tender in summer	Ongoing, delayed due to budgeting concerns
	Ensure Water & Sewer utility rates cover the cost of delivery.	To assess rates and develop a financial revenues plan to recover costs, over time.	Implement this plan in 2017 over five to ten years until surplus is realized.	On-going.
<b>Planning and Development</b>	Coal Industry	Continue to work closely with the four proposed mines to ensure their impacts on the community are positive and that in-community housing is realized	Mines to operate in a standard acceptable to the community and the workforce and their families to be residents of the community	On-going
	Use District owned lands to create new housing opportunities	To engage public and developers for their comments.	To target and identify corporations that this strategy can benefit them.	On-going.
	Secondary Industry	Look for opportunities to attract secondary industries to diversify the economy from extraction activities only	Contracted Integrated Economic Solutions to assist in this project. Have four interested developers to acquire properties in the District of Hudson's Hope.	On-going.
	Prepare a communications strategy that includes public engagement methods, social media, community satisfaction surveys and media relations	Obtain assistance from consultants	To have strategy finalized by end of 2016	Not started.
<b>Tourism</b>	Partnerships and Promotional Material	Continue expanding facility signage Develop a regional marketing plan Prepare trade show booths targeting tourism and economic opportunities Implement the agreement with the West Moberly First Nation and start discussions with the Saulteau FN.	Marketing Plan adopted Panels for trade booth competed. Regular meetings established with WMFN and Saulteau FN Discussions with NDIT and applying for grants to assist local business	On going

	ATV Campgrounds	Plan to develop two ATV campgrounds around the Dinosaur Campground area.	Received Licence of Occupation and Offer of Tenure from FLNRO for one ATV campground area. To approve and sign.	On-going: in the process of acquiring a 2 <sup>nd</sup> ATV campground area: to be completed in 2018.
	Advance construction of ATV park.	Access grant funding.	ATV Park Deferred.	Complete by 2018/19.
	Sidewalks and Trails		Resubmit applications in 2017/18.	2016: unsuccessful submissions of grant applications to BC Bike, Rural Dividend Fund and 150 Canada Fund.
	Curling Rink Light Replacement	Tender for bids summer of 2018	Award tender summer 2018	Complete replacement by early fall 2018.
	Facilities Signage	Access NDIT Trails program	Additional facility signs to be ordered for the New Public Works Shop, water treatment facility sign, lagoons	Signage 90% complete to complete in 2018
	Skateboard Park	Tender for skateboard park design	Award design tender. Construct in 2019.	On going
	Improve Existing Recreation Facilities	Minor Pool upgrades: water slide, pool cover, wall awnings, break room, dish tub sink, patio heater, boiler	Installation of upgrades to be completed by fall of 2018	New boiler installed in 2017. Water slide received in 2017 to be installed spring of 2018. On-going
<b>Economic Development</b>	Develop a marketing strategy to help stimulate population growth in the community, including downtown improvements	Create strategy to communicate and market Atkinson residential property, airstrip and Light Industrial Area to bring in large business to make use of these areas	To identify and target corporations that this strategy can benefit and to have discussion on this matter by end of 2018.	On-going, meetings set with interested parties for the light industrial park
	Meet with resource companies to encourage locating resource-based housing for their staff within the District of Hudson's Hope boundaries where services exist (action led by Mayor and CAO)	Create strategy to communicate and market Atkinson residential property and other privately-owned properties for subdivision development.	To identify and target developers and industry to develop aforementioned areas.	On going
	Participate in discussion promoting additional air carriers at Fort St John Airport (action led by Council)	Continue to maintain a Councillor / Representative on the North Peace Airport Society representing Council and its concerns	Increasing new carriers and or more flights at FSJ airport	On-going. North Peace Airport Society lead on this venture. Director of Protective Services appointed as Representative.

<b>Taxation</b>	Fairness and Equity	Continue negotiations with province on GIL Tax ratio issues	To realize increased GIL revenues.	On-going.
	Meet with the Province to discuss continuation of provincial grants in lieu of District of Hudson's Hope taxes for general purposes and inclusion of grants in lieu of school taxes (led by Mayor and CAO)	Build a business case to present to Province that underlines the need for sustainable tax revenue outside of increasing of property tax – due to low population.	To realize increased GIL revenues.	On-going.
	Work with BCH and BC Assessment in regards to newly exempted GIL properties for Site C.	To increase one time payment BCH is offering	To resolve by end of 2017	On-going. To resolve in 2018.
<b>Operational Priorities</b>	Vehicle/Heavy Operating Replacement Project	Purchase, Gravel Truck; 1- ton recycling flat bed Truck, 2 ¾ ton pick-up trucks, Fire Department rescue truck, prius trade in	Purchase of assets to be completed by end of 2018	On-going.
	Assess need for 3-way vacuum truck	If required assess design during the year.	To advertise tender offers in 2019.	On-going.
	Downtown Enhancements	Access NDIT facade program	Complete by 2018.	On-going.
	Beattie Sewer lift station upgrade	To secure funding through the Strategic Priorities Fund	Scope of work to be developed and RFP to be sent out by August of 2018	Scheduled completion by 2018
	Water Main Replacement Program 2013 to 2023	To apply for BCF grant for 2014/15 intake to replace water and sewer mains; consultations with public through draft borrowing bylaw – deferred to later date.		This project is deferred to 2040. We believe the piping assets have a remaining lifespan of 40 more years.
	Develop a road management plan as part of the asset management plan	To apply for Federal Gas Tax – Strategic Priorities Funding for Capacity Building to complete an Asset Management Plan including training. Intend to train an individual regardless of receiving funding as per staffing plan.	Have the road management plan competed by 2016. To research EK35 product in 2016 for inclusion in 2017 budget.	Application to SPF unsuccessful. To continue road management planning in 2018.
	Ensure that there is a replacement plan for all new infrastructure and consider operating costs in developing that plan	To apply for Federal Gas Tax – Strategic Priorities Funding for Capacity Building to complete an Asset Management Plan including training. Intend to train an individual regardless of receiving funding as per staffing plan.	Have all historical data of each asset entered in a Works Management software program by 2016 with preventive maintenance schedule complete for each asset	On-going
	Beryl Prairie Well Upgrade	Receive quotes by August 2017	Complete work by fall of 2018	On-going.

	Evaluate cost recovery methods for existing and new infrastructure	To apply for Federal Gas Tax – Strategic Priorities Funding for Capacity Building to complete an Asset Management Plan including training. Intend to train an individual regardless of receiving funding as per staffing plan.	Have all historical data of each asset entered in a Works Management software program by 2016 with preventive maintenance schedule complete for each asset	Asset management program on-going.
<b>Protective Services</b>	Wild Fire Protection	Conduct strategic fuel fire treatment project in Beryl Prairie	To complete in 2017.	Will be completed by summer of 2018. Delay as a result of high fire season and weather issues
		Train fire department to BC wildfire SPP-WFF 1 standard	Percentage of department trained to WFF-1 standard	85%. Ongoing.
		Procure additional wildfire fire fighting equipment including approved forestry coveralls and additional structural protection sprinkler kits.	Procure equipment and initiate training.	75% complete. Ongoing.
	Structural Fire Training	Implement lesson plans, qualify in-house instructors, improve training record keeping, deliver approved curriculum.	Percentage of required modules completed	76%. Ongoing.
	Improve fire department infrastructure	Replace unserviceable and inefficient building services equipment. Address building maintenance issues.	Replace hot water heater downtown, replace space heaters downtown and BP fire halls. Replace current septic field at BP hall. Refinish bay floors downtown hall.	80%. To be completed 2018.
		Tender work for 2 <sup>nd</sup> floor addition in downtown Fire Hall	Close tender bidding by end of spring and install before end of fall.	Postponed due to budgeting requirements. Ongoing.
	Purchase Fire Department Rescue Truck	Award tender by summer 2018	Purchase by December 31, 2018	Postponed due to budgeting requirements. Ongoing.
	Emergency Operations Centre and EOC Training	Apply for funding; continue to identify training opportunities, and train staff for EOC roles	Training level of EOC staff.	EOC training ongoing
	Warning Sirens – repair/replacement	Research alternatives to current system.		Agreement signed with PRRD in regard to Everbridge mass notification system . Implementation training ongoing

## Statement of Tax Exemptions

### PERMISSIVE TAX EXEMPTIONS

#### Reference Bylaw No. 834, 2014

The following buildings and land received exemption from taxation for the 2018 taxation year as per sections 220 & 224 of the *Community Charter*.

Roll#	Organization	Class	Assessment	Tax Rate	Total Tax Exempted
01035.000	Double H Saddle Club	6	45,000 (bldg)	17.2698	777.14
		8	77,200 (land)	6.8288	527.18
04303.000 04304.000	Peace Valley Community Church	8	59,600 (bldg)	6.8288	406.99
		8	43,800 (land)	6.8288	299.10
		8	30,700 (land)	6.8288	209.64
04955.000	Double H Saddle Club	6	48,900 (bldg)	17.2698	844.49
		8	69,500 (land)	6.8288	474.60
40420.010 40420.020	Hudson's Hope Historical Society	6	15,300 (bldg)	17.2698	264.23
		8	163,000 (land)	6.8288	1,113.09
		6	30,400 (bldg)	17.2698	525.00
		8	17,800 (land)	6.8288	121.55
01655.000	Helen Rand Ruxton	6	18,500 (land)	17.2698	319.49
00569.100	Hudson's Hope Evangelical Free Church	6	40,500 (land)	17.2698	699.42
		8	40,400 (land)	6.8288	275.88
		8	258,000 (bldg)	6.8288	1,761.83
40420.040	The Anglican Synod of the Diocese of Calendonia	8	170,800 (bldg)	6.8288	1,166.36
		8	104,100 (land)	6.8288	710.88
17101.510	Hudson's Hope Health Care Housing	6	1,953,000 (bldg)	17.2698	33,727.92
		6	74,400 (land)	17.2698	1,284.87
00594.000	Bullhead Mountain Curling Club	6	1,135,000 (bldg)	17.2698	19,601.22
		6	95,100 (land)	17.2698	1,642.36
00586.000	Hudson's Hope Community Hall	6	436,000 (bldg)	17.2698	7,529.63
		6	47,300 (land)	17.2698	816.86
41090.010 41091.010	Hudson's Hope Rod & Gun Club	6	48,100 (bldg)	17.2698	830.68
		8	50,900 (land)	6.8288	347.58
		8	108,000 (land)	6.8288	737.51
41027.100	Hudson's Hope Ski Association	6	174,000 (land)	17.2698	3,004.95

## 2016 Statement of Disqualifications

There were no Councillors disqualified during 2016.



Consolidated Financial Statements of



*DISTRICT OF HUDSON'S HOPE*

Year ended December 31, 2017



## DISTRICT OF HUDSON'S HOPE

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**HUDSON'S  
HOPE**

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## MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying consolidated financial statements of the District of Hudson's Hope (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's consolidated financial statements.

Mr. Tom Matus  
Chief Administrative Officer

Mrs. Rhonda Eastman  
Deputy Treasurer



## INDEPENDENT AUDITORS' REPORT

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the District's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.



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We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District of Hudson's Hope as at December 31, 2017, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Prince George, Canada

April 25, 2018



## DISTRICT OF HUDSON'S HOPE

## Consolidated Statement of Financial Position

December 31, 2017, with comparative information for 2016

	2017	2016
<b>Financial assets:</b>		
Cash and cash equivalents	\$ 3,964,852	\$ 6,399,438
Accounts receivable (note 2)	1,111,607	249,610
Deposit - Municipal Finance Authority	486	477
	<u>\$ 5,076,945</u>	<u>\$ 6,649,525</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 3)	\$ 628,784	\$ 247,130
Reserve - Municipal Finance Authority	486	477
Deferred revenue (note 4)	528,160	-
Long-term debt, net of sinking funds (note 5)	14,151	16,663
	<u>1,171,581</u>	<u>264,270</u>
Net financial assets	3,905,364	6,385,255
<b>Non-financial assets:</b>		
Tangible capital assets (note 6)	23,514,500	16,241,457
Prepaid expenses	-	38,880
	<u>23,514,500</u>	<u>16,280,337</u>
<b>Accumulated Surplus (note 7)</b>	<u>\$ 27,419,864</u>	<u>\$ 22,665,592</u>

Commitments and contingencies (note 8)

The accompanying notes are an integral part of these consolidated financial statements.

  
 Chief Administrative Officer  
  
 Deputy Treasurer



**HUDSON'S  
HOPE**

*PLAYGROUND OF THE PEACE*

## *DISTRICT OF HUDSON'S HOPE*

### Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2017, with comparative information for 2016

	2017 Budget	2017	2016
<b>Revenue:</b>			
Net taxation revenue (note 10)	\$ 2,122,677	\$ 2,077,487	\$ 2,119,042
Grants in lieu of taxes	1,498,141	1,553,215	1,507,397
Sales of services and user charges (note 11)	891,152	663,334	659,168
Other revenue from own sources	149,250	139,348	150,671
Government transfers: (note 12)			
Provincial	6,417,606	4,960,249	1,278,090
Federal	90,376	133,719	93,419
<b>Total revenue</b>	<b>11,169,202</b>	<b>9,527,352</b>	<b>5,807,787</b>
<b>Expenses:</b>			
General government services and administration (note 13)	947,377	1,846,988	1,547,306
Protective services	352,742	244,916	233,194
Public works services	1,047,813	988,639	777,547
Environmental and public health services	158,464	109,536	306,190
Environmental development services	59,200	31,312	15,538
Recreation and cultural services	972,002	982,860	885,170
Planning, development and bylaw services	164,492	145,924	93,702
Water utility and sanitary sewer systems	393,819	422,905	481,533
<b>Total expenses</b>	<b>4,095,909</b>	<b>4,773,080</b>	<b>4,340,180</b>
<b>Annual surplus</b>	<b>7,073,293</b>	<b>4,754,272</b>	<b>1,467,607</b>
<b>Accumulated surplus, beginning of year</b>	<b>22,665,592</b>	<b>22,665,592</b>	<b>21,197,985</b>
<b>Accumulated surplus, end of year</b>	<b>\$ 29,738,885</b>	<b>\$ 27,419,864</b>	<b>\$ 22,665,592</b>

The accompanying notes are an integral part of these consolidated financial statements.



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

## DISTRICT OF HUDSON'S HOPE

### Consolidated Statement of Changes In Net Financial Assets

Year ended December 31, 2017, with comparative information for 2016

	2017 Budget	2017	2016
Annual surplus	\$ 7,073,293	\$ 4,754,272	\$ 1,467,607
Acquisition of tangible capital assets	(8,223,914)	(8,134,935)	(3,225,960)
Amortization of tangible capital assets	-	795,723	690,960
Loss (gain) on sale of tangible capital assets	-	23,661	(19,448)
Proceeds on sale of tangible capital assets	-	42,508	27,277
	(1,150,621)	(2,518,771)	(1,059,564)
Use (acquisition) of prepaid expenses	-	38,880	(38,880)
Change in net financial assets	(1,150,621)	(2,479,891)	(1,098,444)
Net financial assets, beginning of year	6,385,225	6,385,255	7,483,699
Net financial assets (debt), end of year	\$ 5,234,604	\$ 3,905,364	\$ 6,385,255

The accompanying notes are an integral part of these consolidated financial statements.





## DISTRICT OF HUDSON'S HOPE

## Consolidated Statement of Cash Flows

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 4,754,272	\$ 1,467,607
Items not involving cash:		
Amortization of tangible capital assets	795,723	690,960
Loss (gain) loss on sale of tangible capital assets	23,661	(19,448)
Changes in non-cash operating working capital:		
Accounts receivable	(861,997)	2,902
Accounts payable and accrued liabilities	381,654	(37,189)
Unearned revenue	528,160	(1,841)
Prepaid expenses	38,880	(38,880)
	5,660,353	2,064,111
Capital activities:		
Proceeds on sale of tangible capital assets	42,508	27,277
Acquisition of tangible capital assets	(8,134,935)	(3,225,960)
	(8,092,427)	(3,198,683)
Financing activities:		
Repayment of long term debt	(2,512)	(8,245)
Decrease in cash and cash equivalents	(2,434,586)	(1,142,817)
Cash and cash equivalents, beginning of year	6,399,438	7,542,255
Cash and cash equivalents, end of year	\$ 3,964,852	\$ 6,399,438

The accompanying notes are an integral part of these consolidated financial statements.



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements

Year ended December 31, 2017

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#### **Nature of operations:**

The District of Hudson's Hope (the "District") was incorporated in 1965 as a District Municipality under the Community Charter, formerly the Municipal Act, a statute of the Province of British Columbia. Its principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water, sanitary sewer and fiscal services.

#### **1. Significant accounting policies:**

The consolidated financial statements of the District are prepared in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Village are as follows:

##### **(a) Basis of consolidation:**

##### **(i) Consolidated entities:**

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the District and which are owned or controlled by the District.

##### **(ii) Accounting for Region and School Board Transactions:**

The taxation, other revenues, expenses, assets and liabilities with respect to the operation of the Region and the School Board are not reflected in these consolidated financial statements.

##### **(iii) Trust funds:**

Trust funds and their related operations administered by the District are not included in these consolidated financial statements.



## *DISTRICT OF HUDSON'S HOPE*

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

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#### **1. Significant accounting policies (continued):**

##### **(b) Basis of accounting:**

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

##### **(c) Revenue recognition:**

The District recognizes revenue in accordance with the provisions of the Community Charter. The District is required to act as the agent for the collection of certain taxes and fees imposed by other authorities. Collections for other authorities are excluded from the District's taxation revenues.

Revenue unearned in the current period is reported on the consolidated statement of financial position as unearned revenue.

##### **(d) Investment income:**

Investment income is reported as revenue in the period earned. When required by the funding agency or related Act, investment income earned on unearned revenue is added to the investment and forms part of the unearned revenue balance.

##### **(e) Cash and cash equivalents:**

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

#### 1. Significant accounting policies (continued):

##### (f) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

##### (i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Building and site improvements	10 - 50
Machinery and equipment	5 - 25
Engineering structures	15 - 40
Water and sewer infrastructure	15 - 40

Annual amortization is charged in the year that an asset becomes available for productive use and in the year of disposal.

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are tested annually for any impairment in value, continued usefulness of the assets and related carrying values. Any impairment in carrying value would be recorded in the period that the impairment occurs.

##### (ii) Contributions to tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

##### (iii) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

#### 1. Significant accounting policies (continued):

##### (g) Use of estimates:

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Items subject to such estimates and assumptions include the carrying amount of tangible capital assets. Actual results could differ from these estimates.

##### (h) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (a) an environmental standard exists,
- (b) contamination exceeds the environmental standard,
- (c) the organization is directly responsible or accepts responsibility for the liability,
- (d) future economic benefits will be given up, and
- (e) a reasonable estimate of the liability can be made.

#### 2. Accounts receivable:

	2017	2016
Grants	\$ 763,832	\$ -
Sales tax	158,243	82,259
Other	136,571	73,218
Taxes	52,961	97,203
	1,111,607	252,680
Less: provision for doubtful accounts	-	3,070
	\$ 1,111,607	\$ 249,610



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

#### 3. Accounts payable and accrued liabilities:

	2017	2016
Accounts payable - trade	\$ 479,759	\$ 103,862
Wages and related costs payable	129,253	124,351
Government remittances	18,023	17,939
Other	1,749	978
	<u>\$ 628,784</u>	<u>\$ 247,130</u>

#### 4. Deferred revenue:

	2017	2016
Partnering relationship agreement	\$ 528,160	\$ -



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

#### 5. Long-term debt, net of sinking funds:

The District issues debt instruments through the Municipal Finance Authority of British Columbia ("MFA"), pursuant to security issuing bylaws under authority of Section 178 of the Community Charter, to finance certain capital expenditures.

Purpose	Interest rate	Year of maturity	Debenture debt	Sinking Fund Assets	Net debt 2017	Net debt 2016
General fund:						
711 Local improvements	4.60%	2022	17,691	3,540	14,151	16,663
			\$ 17,691	\$ 3,540	\$ 14,151	\$ 16,663

Debt is reported net of sinking fund balances on the consolidated statement of financial position.

(a) Aggregate repayments of principal over the next five years are estimated as follows:

	Total
2018	\$ 1,765
2019	1,765
2020	1,765
2021	1,765
2022	1,765
	8,825
Estimated sinking fund income	5,326
	\$ 14,151



## DISTRICT OF HUDSON'S HOPE

## Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

**5. Long-term debt, net of sinking funds (continued):**

- (b) The District has the following un-issued loan authorization at December 31, 2017.

Bylaw Number	Date	Purpose	2017
711	January 15, 2008	12 mile road extension	\$ 45,742

- (c) Sinking fund instalments are invested by the MFA and earn income which, together with principal payments, are expected to be sufficient to retire the sinking fund debt at maturity. For sinking fund agreements, the MFA has established either a normal sinking fund or a capital repayment equalization fund.
- (d) The District has established a \$400,000 operating line of credit, which bears interest at prime and is secured by term deposits and accounts receivable. As at December 31, 2017 borrowing against the operating line of credit was Nil (2016 - Nil).





**HUDSON'S  
HOPE**

PLAYGROUND OF THE PEACE

## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

### 6. Tangible capital assets:

	2017						
	Land	Buildings and site improvements	Machinery and equipment	Engineering structures	Water infrastructure	Sewer infrastructure	Total
<b>Cost:</b>							
Balance, beginning of year	\$ 1,424,213	\$ 9,039,526	\$ 5,452,968	\$ 4,295,972	\$ 5,392,995	\$ 1,453,778	\$ 27,059,452
Additions	2,072,712	721,503	1,521,805	1,479,546	182,195	2,157,174	8,134,935
Disposals	-	-	(73,524)	-	-	-	(73,524)
Balance, end of year	3,496,925	9,761,029	6,901,249	5,775,518	5,575,190	3,610,952	35,120,863
<b>Accumulated amortization:</b>							
Balance, beginning of year	-	2,752,323	2,340,065	3,266,510	2,016,633	442,464	10,817,995
Amortization expense	-	226,961	324,401	94,072	129,348	20,941	795,723
Disposal	-	-	(7,355)	-	-	-	(7,355)
Balance, end of year	-	2,979,284	2,657,111	3,360,582	2,145,981	463,405	11,606,363
<b>Net book value, end of year</b>	<b>\$ 3,496,925</b>	<b>\$ 6,781,745</b>	<b>\$ 4,244,138</b>	<b>\$ 2,414,936</b>	<b>\$ 3,429,209</b>	<b>\$ 3,147,547</b>	<b>\$ 23,514,500</b>

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

**6. Tangible capital assets (continued):**

	2016						
	Land	Building and site improvements	Machinery and equipment	Engineering structures	Water infrastructure	Sewer infrastructure	Total
<b>Cost:</b>							
Balance, beginning of year	\$ 1,230,503	\$ 7,335,406	\$ 4,713,183	\$ 4,295,972	\$ 5,295,049	\$ 1,025,075	\$ 23,895,188
Additions	193,710	1,704,120	801,481	-	97,946	428,703	3,225,960
Disposals	-	-	(61,696)	-	-	-	(61,696)
Balance, end of year	1,424,213	9,039,526	5,452,968	4,295,972	5,392,995	1,453,778	27,059,452
<b>Accumulated amortization:</b>							
Balance, beginning of year	-	2,591,438	2,101,610	3,185,945	1,890,174	411,735	10,180,902
Amortization expense	-	160,885	292,322	80,565	126,459	30,729	690,960
Disposal	-	-	(53,867)	-	-	-	(53,867)
Balance, end of year	-	2,752,323	2,340,065	3,266,510	2,016,633	442,464	10,817,995
<b>Net book value, end of year</b>	<b>\$ 1,424,213</b>	<b>\$ 6,287,203</b>	<b>\$ 3,112,903</b>	<b>\$ 1,029,462</b>	<b>\$ 3,376,362</b>	<b>\$ 1,011,314</b>	<b>\$ 16,241,457</b>



## DISTRICT OF HUDSON'S HOPE

## Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

**7. Accumulated surplus:**

	2017	2016
<b>Surplus:</b>		
Invested in tangible capital assets	\$ 23,514,500	\$ 16,241,457
General fund	556,833	1,681,146
Water utility fund	149,498	200,240
Sanitary sewer fund	782,700	203,669
	25,003,531	18,326,512
<b>Reserves set aside by Council:</b>		
Water utility fund:		
Unexpended funds:		
MFA debt reserve	140,386	118,178
MFA sinking fund surplus	72,543	71,450
	212,929	189,628
<b>Reserve funds set aside for specific purposes by Council:</b>		
Capital works, machinery and equipment	1,435,377	2,617,497
Water capital works, machinery and equipment	523,248	688,433
Sewer capital works, machinery and equipment	34,440	636,353
Tax sale properties	210,339	207,169
	2,203,404	4,149,452
	<b>\$ 27,419,864</b>	<b>\$ 22,665,592</b>



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

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#### 8. Commitments and contingencies:

- (a) The District is responsible, as a member of the Peace River Regional District, for its portion of any operating deficits or capital debt related to functions in which it participates. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.
- (b) The District issues debt instruments through the MFA. As a condition of these borrowings, the MFA requires that 1% of gross proceeds are deposited by the District into a debt reserve fund. The District is also required to execute demand notes in connection with each debenture whereby the District may be required to loan certain amounts to the MFA. These demand notes are contingent in nature and are not reflected in the accounts. The demand notes issued at December 31, 2017 aggregated \$1,385 (2016 - \$1,385).
- (c) The District and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly-trusted pension plan. The Board of Trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2017, the Plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

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#### 8. Commitments and contingencies (continued):

(c) (continued)

The District paid \$120,697 (2016 - \$109,929) for employer contributions to the Plan in fiscal 2017.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

(d) The District is obligated to collect and transmit property taxes levied on Hudson's Hope taxpayers in respect of the following bodies:

Ministry of Education, Province of British Columbia  
 Peace River Regional District  
 British Columbia Assessment Authority  
 Municipal Finance Authority  
 Peace River Regional Hospital District  
 Royal Canadian Mounted Police

(e) The District is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claim in excess of premiums received, it is possible that the District, along with other participants, would be required to contribute toward the deficit. Management does not consider external payment under this contingency to be likely and therefore no amounts have been accrued.

#### 9. Trust fund:

The District maintains a cemetery perpetual care fund in accordance with the Cemeteries and Funeral Services Act. As at December 31, 2017, the trust fund balance for both the liability and its corresponding term deposit is \$16,386 (2016 - \$15,373).



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

#### 10. Net taxation revenue:

The District is required to collect taxes on behalf of and transfer these amounts to the government agencies noted below:

	2017	2016
<b>Taxes collected:</b>		
General purposes	\$ 2,079,281	\$ 2,112,060
Collections for other governments	3,216,208	3,271,178
	<u>5,295,489</u>	<u>5,383,238</u>
<b>Less transfers to other governments:</b>		
Province of British Columbia - school taxes	2,677,461	2,695,296
Peace River Regional District	169,355	186,049
Peace River Regional Hospital District	228,025	228,938
Royal Canadian Mounted Police	106,002	114,537
B.C. Assessment Authority	37,082	39,298
Municipal Finance Authority	77	78
	<u>3,218,002</u>	<u>3,264,196</u>
	<u>\$ 2,077,487</u>	<u>\$ 2,119,042</u>

#### 11. Sales of services and user charges:

The District recognizes sales of services and user charges as revenues in the period in which the services are provided. The sales of services and user charges reported on the Consolidated Statement of Operations and Accumulated Surplus are as follows:

	2017	2016
Water utility	\$ 146,850	\$ 155,934
Sewer system	80,493	83,598
General government services	213,609	202,383
Planning, development and bylaw services	10,023	11,097
Environmental and public health services	74,947	76,188
Recreation and cultural services	137,412	129,968
	<u>\$ 663,334</u>	<u>\$ 659,168</u>



## DISTRICT OF HUDSON'S HOPE

## Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

**12. Government transfers:**

The District recognizes the transfer of government funding as expenses or revenues in the period that the events giving rise to the transfer occurred. The government transfers reported on the Consolidated Statement of Operations and Accumulated Surplus are:

	2017	2016
<b>Revenue:</b>		
Provincial grants:		
Stimulus	\$ 637,248	\$ 691,434
Sewer grant	1,392,892	192,440
Unconditional	290,895	288,101
Carip grant	10,141	-
BC Hydro (tree program)	4,000	-
NDIT/Comm	59,200	35,896
NDIT zamboni	-	30,000
Tourism BC grant	10,936	11,063
UBCM grant	983,693	29,156
Atkinson subdivision grant	1,567,244	-
Mobile kiosk	4,000	-
	<u>4,960,249</u>	<u>1,278,090</u>
Federal grants:		
Gas tax	133,719	93,419
	<u>133,719</u>	<u>93,419</u>
	<u>\$ 5,093,968</u>	<u>\$ 1,371,509</u>



## DISTRICT OF HUDSON'S HOPE

## Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

**13. General government services and administration:**

The District recognizes government services and administration as expenses in the period in which the services are provided. The general government services and administration reported on the Consolidated Statement of Operations and Accumulated Surplus are as follows:

	2017	2016
Legislative	\$ 90,162	\$ 90,564
Grants in aid	41,510	30,500
General government services	1,657,877	1,374,063
ICBC	57,439	52,179
	<b>\$ 1,846,988</b>	<b>\$ 1,547,306</b>

**14. Comparative figures:**

Certain comparative figures have been reclassified to conform with the presentation adopted in the current year. These changes do not affect prior year surplus.





## DISTRICT OF HUDSON'S HOPE

## Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

**15. Budget data:**

The budget data presented in these consolidated financial statements is based upon the 2017 operating and capital budgets approved by Council on February 27, 2017. Amortization was not contemplated on development of the budget and, as such, has not been included. The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 8,799,917
Capital operations budget	8,223,914
Less:	
Collections for other governments	(3,153,148)
Transfers from other funds	(2,701,481)
	11,169,202
Expenses:	
Operating budget	8,799,917
Capital operations budget	8,223,914
Less:	
Payments to other governments	(3,153,148)
Transfers from other funds	(1,550,860)
Capital expenditures	(8,223,914)
	4,095,909
	\$ 7,073,293

**16. Significant taxpayers:**

The District derives a significant portion of its taxation revenue from the utility sector. Any changes in this sector could have an impact on the ongoing operations of the District.



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

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#### 17. Segmented information:

Segmented information has been identified based upon lines of services provided by the District. District services are provided by the departments and their activities are reported by functional area in the body of the consolidated financial statements. Certain lines of services that have been separately disclosed in the segmented information, are as follows:

(i) General Government and Administration:

The general government operations and administration provides the functions of corporate administration and legislative services and any other functions categorized as non-departmental in the District.

(ii) Protective Services:

Protective services is comprised of the fire department and other community protection costs incurred by the District.

(iii) Public Works Services:

The public works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, the maintenance of parks and open space, and street lighting in the District.

(iv) Environmental and Public Health Services:

Environmental and public health services is responsible for environmental programs such as waste management, which encompasses garbage collection and recycling. This segment is also responsible for rental of the doctor's office in the District.

(v) Environmental Development Services:

Environmental development services is responsible for community and economic development, in regard to community development projects.

(vi) Planning, Development and Bylaw Services:

Planning, development and bylaw services is responsible for community planning (OCP), zoning, bylaw enforcement, animal control and building inspection in the District.



## DISTRICT OF HUDSON'S HOPE

### Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

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#### 17. Segmented information: (continued):

##### (vii) Recreational and Cultural Services:

Recreational and cultural services provides various recreational and cultural opportunities to the residents and visitors of the District, including the library, pool, arena, community hall, tourism information centre and museum.

##### (viii) Water Utility and Sanitary Sewer Systems:

The water utility installs and maintains water mains, pump stations and the water treatment plant. The treatment and distribution of water in the District is included in this segment. The sewer utility installs and maintains sewer mains, lift stations and the sewage treatment facility. The collection and treatment of sewage in the District is included in this segment.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment that generated the revenue. Government transfers have been allocated to the segment upon the purpose for which the transfer was made. Development charges earned and developer contributions received were allocated to the segment for which the charge was collected.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.



# DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

## 17. Segmented information: (continued):

	2017								
	General Government and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreational and Cultural Services	Water Utility and Sanitary Sewer System	Total
<b>Revenue:</b>									
Taxation	\$ 2,077,487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,077,487
Government transfers	5,093,968	-	-	-	-	-	-	-	5,093,968
Grants in lieu	1,553,215	-	-	-	-	-	-	-	1,553,215
User charges	213,609	-	-	74,947	-	10,023	137,412	227,343	663,334
Other	139,348	-	-	-	-	-	-	-	139,348
Total revenues	9,077,627	-	-	74,947	-	10,023	137,412	227,343	9,527,352
<b>Expenses:</b>									
Salaries, wages and employee benefits	739,423	77,174	492,052	66,177	27,591	79,357	399,244	131,101	2,012,119
Operating	279,368	134,988	411,705	11,841	3,721	62,282	582,282	122,330	1,608,517
Legislature	86,840	-	-	-	-	-	-	-	86,840
Amortization	626,249	-	-	-	-	-	-	169,474	795,723
Interest	16,881	-	-	-	-	-	-	-	16,881
Insurance	25,832	4,803	84,882	-	-	1,828	1,249	-	118,594
Professional services	72,395	27,951	-	-	-	2,457	85	-	102,888
Garbage disposal	-	-	-	31,518	-	-	-	-	31,518
Total expenses	1,846,988	244,916	988,639	109,536	31,312	145,924	982,860	422,905	4,773,080
Annual surplus (deficit)	\$ 7,230,639	\$ (244,916)	\$ (988,639)	\$ 184,483	\$ (31,312)	\$ (135,901)	\$ (845,448)	\$ (195,562)	\$ 4,754,272



# DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

## 17. Segmented information: (continued):

	2016									
	General Government and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreational and Cultural Services	Water Utility and Sanitary Sewer System	Total	
<b>Revenue:</b>										
Taxation	\$ 2,119,042	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,119,042
Government transfer	1,371,509	-	-	-	-	-	-	-	-	1,371,509
Grants in lieu	1,507,397	-	-	-	-	-	-	-	-	1,507,397
User charges	202,383	-	-	76,188	-	11,097	129,968	239,532	-	659,168
Other	150,671	-	-	-	-	-	-	-	-	150,671
Total revenue	5,351,002	-	-	76,188	-	11,097	129,968	239,532	-	5,807,787
<b>Expenses:</b>										
Salaries, wages and employee benefits	609,875	71,933	484,152	60,617	14,361	41,341	386,405	126,033	-	1,794,717
Operating	197,225	135,440	251,865	213,530	1,177	44,875	498,729	200,691	-	1,543,532
Legislature	90,564	-	-	-	-	-	-	-	-	90,564
Amortization	533,773	-	-	-	-	-	-	157,188	-	690,961
Interest (recovery)	16,079	-	-	-	-	-	-	(2,379)	-	13,700
Insurance	53,812	4,879	41,530	-	-	1,726	36	-	-	101,983
Professional services	45,978	20,942	-	-	-	5,760	-	-	-	72,680
Garbage disposal	-	-	-	32,043	-	-	-	-	-	32,043
Total expenses	1,547,306	233,194	777,547	306,190	15,538	93,702	885,170	481,533	-	4,340,180
Annual surplus (deficit)	\$ 3,803,696	\$ (233,194)	\$ (777,547)	\$ (230,002)	\$ (15,538)	\$ (82,605)	\$ (755,202)	\$ (242,001)	\$ -	1,467,607

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: 2018-07-04</b>
<b>Meeting#: CM</b>	<b>Originator: T. McKeown</b>
<b>RFD TITLE: Remuneration Bylaw no.895 Adoption</b>	

**BACKGROUND:**

**First, Second and Third Readings of Remuneration Bylaw No. 895 were approved at the June 25, 2018 Regular Council Meeting.**

At the June 11, 2018 Regular Council Meeting, the remuneration committee presented their recommendations in regard to the remuneration of Council and travel expenses of both Council and staff. Council directed staff to bring back the new Remuneration Bylaw, based on the recommendations of the committee, for consideration,

**DISCUSSION:**

The Remuneration Bylaw 895, 2018 applies the CPI percentage from 2014 to 2018 to the annual salaries of the Mayor and Council. This increases the base salaries for these positions to \$17,098.32 and \$8,549.16. Daily rates have been increased to \$150 for meetings under 6 hours and \$200 for meetings that are over 12 hours.

The bylaw also implements an annual increase to the salaries of the Mayor and Council based on the annual CPI rate posted on December 31 of the prior year.

Based on the recommendation of the committee, staff has created a Travel Expense Policy which the remuneration bylaw refers to in regard to reimbursement and/or allowance of allowable expenditures and expenses.

**BUDGET:**

Increase to line 01-10-1002-5001 Indemnities in the amount of \$2,197 for the remainder of 2018.

**RECOMMENDATION / RESOLUTION:**

That Council:

“Adopt the District of Hudson’s Hope’s ‘Council Remuneration and Reimbursement of Expenses Bylaw No. 895, 2018’”.

Tammy McKeown, Corporate Officer



## **BYLAW NO. 895, 2018**

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A bylaw to provide for remuneration of the Council and for the reimbursement of expenses.

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

1. This Bylaw may be cited as "Council Remuneration and Reimbursement of Expenses Bylaw No. 895, 2018".

Remuneration:

2.
  - a) The Mayor shall be paid \$17,098.32 annually as remuneration for carrying out his or her duties of office.
  - b) Each Councillor shall be paid \$8,549.16 annually as remuneration for carrying out his or her duties of office.
  - c) When a member of Council is away from Hudson's Hope and engaged in municipal business, or attending a meeting, course or convention related to municipal matters, in addition to the remuneration paid under subsections 2(a) and (b), he or she shall be paid \$150 per day for any function lasting up to 6 hours or \$200 per day for any function lasting over 6 hours. The time spent travelling to and from the function is included in calculating the duration of the function.
  - d) Should a member of the Council participate in a municipal benefit plan the cost of the annual premiums for such plans will be deducted from the remuneration paid under subsections 2(a) or (b).
  - e) One-third of all remuneration paid to a member of the Council under subsections 2(a) to (c), shall be considered to be an allowance for expenses incidental to the discharge of his or her elected duties.
  - f) Notwithstanding the specific amounts established in section 2(a) and (b) of this Bylaw, the remuneration payable to the Mayor and to each Councillor shall be adjusted on an annual basis by a percentage equal to the year-by-year British Columbia Consumer Price Index for all items, as reported by Statistics Canada for December 31 of each year.

- g) The Treasurer shall maintain a record of the Statistics Canada British Columbia Consumer Price Index for all items on which the annual adjustment to the remuneration of Council members is based

Expenses:

3.

Council members shall be reimbursed and/or paid an allowance or per diem for expenditures made and expenses incurred by them when they are traveling outside the municipality or attending a function within the municipality, as authorized by Council, for types of expenses and expenditures as per the Travel Expense Policy and to the level of payment listed in the policy where the Council member is:

- (a) Representing the District;
- (b) Engaged in District business; or
- (c) Attending a meeting, course or convention.

4. The following Bylaw is repealed:

- (a) Council Remuneration and Reimbursement of Expenses Amendment  
Bylaw No. 840, 2014

Read for a First Time on the \_\_\_\_day of \_\_\_\_, 2018.

Read for a Second Time on the \_\_\_\_day of \_\_\_\_, 2018.

Read for a Third Time on the \_\_\_\_day of \_\_\_\_, 2018.

Adopted on the \_\_\_\_day of \_\_\_\_, 2018.

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

\_\_\_\_\_  
Tammy McKeown, Corporate Officer

Certified a true copy of Bylaw No 895,  
2018, this \_\_\_\_ day of \_\_\_\_ .

\_\_\_\_\_  
Corporate Officer





# *Hudson's Hope Table Tennis Group*



June 23, 2018

Re: 2018 DOHH Community Grants

Dear Mayor and Council

This letter is to thank you for your generous donation of \$400 to support the purchase of table tennis equipment for use in the community of Hudson's Hope.

New paddles have been purchased and have started being regularly used during Tuesday night drop in table tennis at the Hudson's Hope School.

This purchase has allowed members of the community to continue to participate in this exciting and fast paced sport free of charge.

Sincerely,

Tyler Schwartz,  
President,  
Hudson's Hope Table Tennis Group

Cc: Aaron Lepine



# Hudson's Hope Table Tennis Group



COME IN. GO ANYWHERE!



9905 Dudley Drive P.O. Box 269  
Hudson's Hope, BC V0C 1V0  
Telephone: (250) 783-9414  
Fax: (250) 783-5272  
E-mail: director.hhpl@pris.ca

April 24, 2018

Dear Valued Library Supporter,

The Hudson's Hope Public Library would like to express the utmost gratitude for your recent donation to our *Taste the World* dinner and fundraising event.



Through generous donations such as yours, we are well on our way to reaching our 2018 fundraising goal of \$13,500.00.

Our focus for this event was to earn funds that support both operational and capital initiatives.

Operational support provides funding for our ongoing children's programming, which includes;

- StoryTime for parents and tots
- Lego Club for all ages
- Library Club for Kindergarten through Grade 4
- Tween Club for ages 9-13
- Teen Club for ages 13 and up

Capital initiatives for 2018 fundraising will help to replace aging furniture pieces in our library as well as upgrade our Reading Room so that the furniture works well for individuals using computers or groups using the modular furniture pieces as a board table.

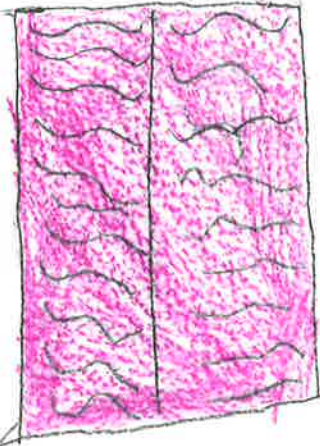


Thank you for your recent kind donation to our 2018 fundraising initiative.

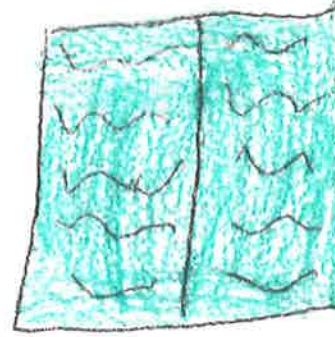
Sincerely,

Amber Norton  
Library Director

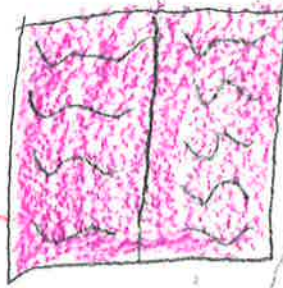




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Stella



Thank you for  
helping our library!

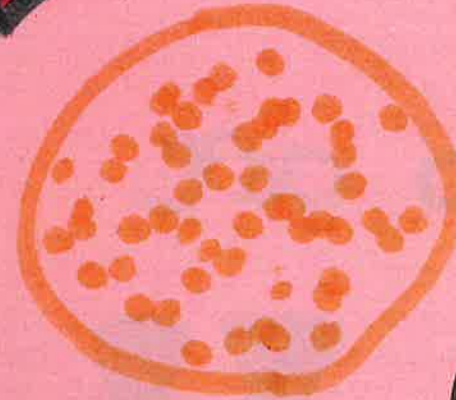
From:

Wassmi =) Katie

Douglas  
Megan ♥

Sincerely,  
Teen Club!

Thank you!





Roses are red,  
Violets are blue,  
Library club is  
cool,

And so are

YOU!!!



We give thanks  
to you!

Thank  
you  
!!



I go to teen  
club, and the best  
part about the  
library would have to  
be the safe and  
educational environment





**From:** Locicero, Sabrina  
**To:** [Gwen Johansson](#); [Tammy McKeown](#)  
**Cc:** [Tom Matus](#); [Alexander, Mark](#); [Gammer, Bob](#)  
**Subject:** BC Hydro: Peace To Kelly Lake Capacitors Project Feedback Form  
**Date:** Wednesday, June 27, 2018 3:17:26 PM  
**Attachments:** [image001.png](#)

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Dear Mayor Johansson and Council,

Below is a copy of an ad that will run in print and radio starting this week inviting stakeholders to provide us with their feedback on the Peace to Kelly Lake Capacitors project.

The ad provides a link to our project website at [www.bchydro.com/pkcp](http://www.bchydro.com/pkcp) where you can find the [discussion guide](#) and [online feedback form](#).

Please feel free to share this information and let me know if you have any questions.

Our project team is available to meet with council to provide you with a project overview. Let me know if that's something council is interested in and we will make arrangements.

Regards,  
Sabrina

## Peace to Kelly Lake Capacitors Project.

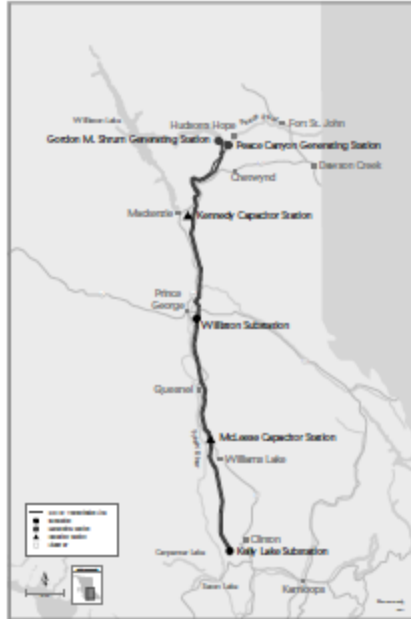
**We want to hear from you!**

BC Hydro is in the early planning stages of the Peace to Kelly Lake Capacitors Project (PKCP).

We're currently exploring three project alternatives. Visit [bchydro.com/pkcp](http://bchydro.com/pkcp) to complete the online feedback form and provide us with your input on this stage of the project by July 20, 2018.

The Project will ensure the capacity of the existing transmission lines can accommodate all expected generation in the Peace Region and safely deliver electricity to homes and businesses throughout the province.

If you'd like to be added to our stakeholder list to receive project updates and notifications please email [projects@bchydro.com](mailto:projects@bchydro.com) or call 1 866 647 3334.



**BC Hydro**  
Power smart

5513

**Sabrina Locicero** | Stakeholder Engagement Advisor

**BC Hydro**  
333 Dunsmuir, 15th floor  
Vancouver, BC V6B 5R3

**P** 604 623 3517  
**M** 604 603 1481  
**E** [sabrina.locicero@bchydro.com](mailto:sabrina.locicero@bchydro.com)

[bchydro.com](http://bchydro.com)

**Smart about power in all we do.**

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To whom it may concern:

June 24-2018

I am writing this letter for support of placing a street light on Drew Road. Some of the reasons are as follows:

It is a totally dark area with no street lights on this road at all.

The school bus goes up to 20922 Drew road to pick up a special needs child. The bus is full of Beryl Prairie students morning and afternoon when this happens on the route. The bus driver and students will travelling in darkness to the bus stop which I think is unsafe.

The road is busy with pipeline traffic, and when going by the three residents home it would be convenient to see people.

We are requesting a light on pole # 2527788 on Drew Road.

Valerie Price

Rob Price

Stacy Reiche

Terrence Beebe

J. Johnson

John & Karen

Sam & Anna

Chad & Jeanne

Andrew & Vicki

Mark & Doree

John M.

Trish & Bob

John & Karen

John & Karen

John & Karen

John & Karen

John & Karen

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John & Karen

Thank you for your time and consideration in this matter.



## **IMMIGRANT & MULTICULTURAL SERVICES SOCIETY OF PRINCE GEORGE**

### **A Day of Cultures**

*Join us for a day filled with diverse foods, unique performances, and music; a day filled with laughter and new experiences.*

*Each culture has underlying Values, Beliefs, Customs, and Traditions. To better understand a culture is to experience what they have to offer. And what could be a better way than through music, food, art, and storytelling?*

*Northern BC offers a great community and platform to showcase your culture and traditions. It is time for all of us to get together and enjoy an everlasting experience. This event aims to bring together people of various cultures to showcase a spirit of Unity in Diversity, all under one roof! Participation from diversified communities - Africa, Asia, Australia, Europe, North America and South America is sought.*

**Goal:** *To encourage everyone, especially our younger generation, to understand and respect the diversity of people through their early experiences and broader relationships.*

**Dress Code:** *Everyone is encouraged to wear traditional country dress.*

**Participation:** *Applicants may participate in one or both at the following categories:*

- 1. Traditional cultural music, storytelling, fashion show & performance*
- 2. Traditional cultural Bazaar: food, clothing, fashion, jewelry, services, etc.*

**We are looking forward to an affirmative response from participants & sponsors from individuals, or your community, or organization by June 30<sup>th</sup> 2018.**

*Please do not hesitate to contact me at 250562 2900 with any questions.*

*Please visit our website [www.imss.ca](http://www.imss.ca) for more information.*

*July 28th, 2018 from 11.30 am to 4.30 pm Columbus Community Centre 7201 Domano Blvd in Prince George, BC. I am looking forward to seeing you.*

*Sincerely,*

**Ravi Saxena – MBA**

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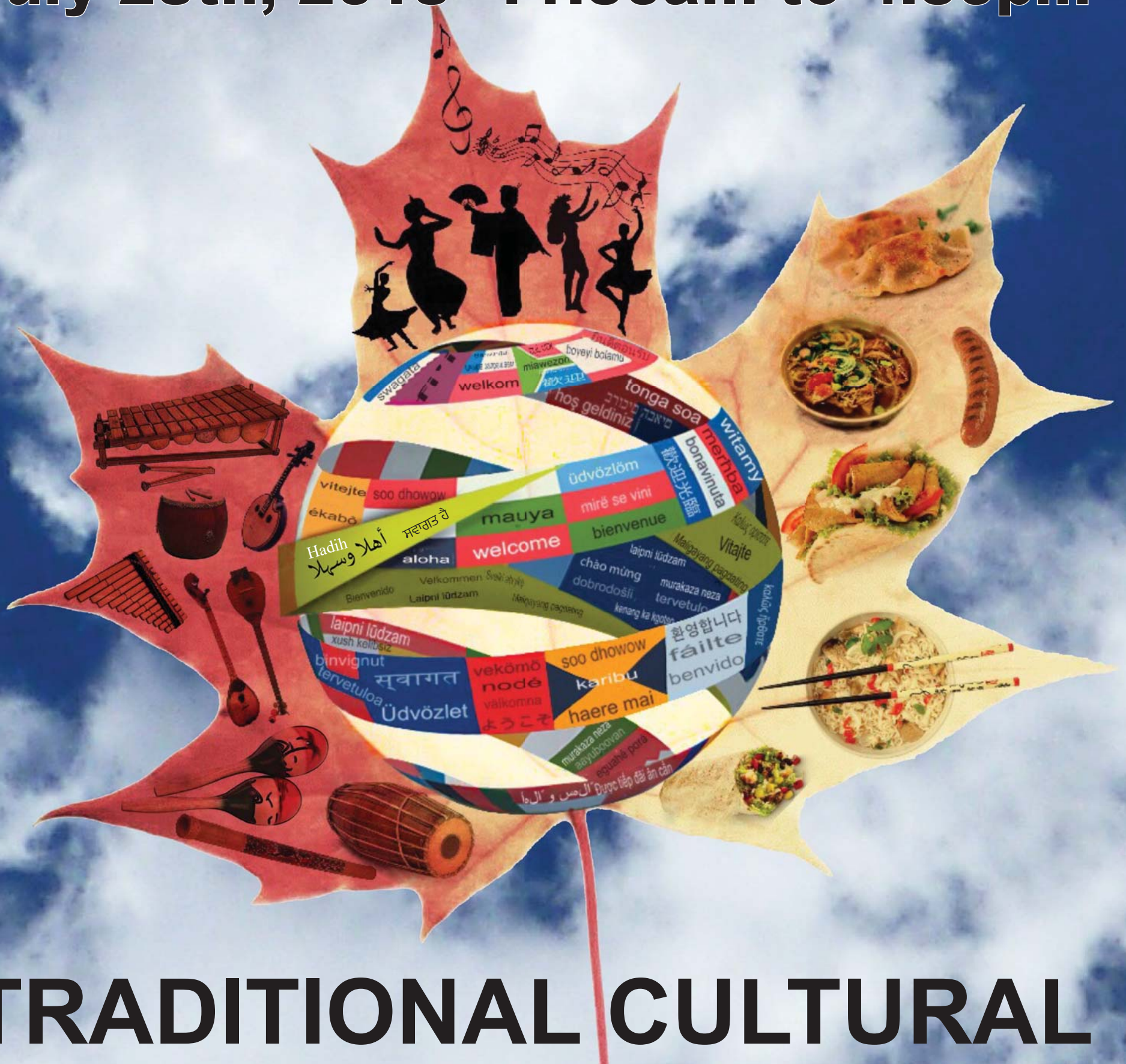
1270 – 2<sup>nd</sup> Avenue, Prince George B.C. V2L 3B3

Phone: (250) 562 – 2900 • Toll Free 1-877-562-2977 • E-mail: [imss.pg@imss.ca](mailto:imss.pg@imss.ca) • Website: [www.imss.ca](http://www.imss.ca)



# A DAY OF CULTURES

July 28th, 2018 11:30am to 4:30pm



## TRADITIONAL CULTURAL FOOD, MUSIC & PERFORMANCES

The Columbus Community Centre 7201 Domano Blvd, Prince George, BC  
Admissions: Adults \$7, Students/Seniors \$5, Children under 12 FREE



Supported by  
PRINCE GEORGE



**Immigrant & Multicultural Services Society**  
For More Information [www.imss.ca](http://www.imss.ca) 250-562-2900





## A Day of Cultures - Registration Form

### ***Immigrant & Multicultural Services Society - Prince George, BC***

Name: .....

Address: .....

City: ..... Postal Code.....

Business Name: .....

E-mail: .....Phone/ Cell No.....

Website (if applicable): .....

**1. Cultural Participation – FREE** - Traditional cultural music & performances (Total number of participants)

Description of Participation:

.....

.....

.....

.....

**2. STALL BOOKING** - Please make Payment to: ***Immigrant & Multicultural Services Society***

➤ **Inside Columbus Community Centre:** - Size of Space requested & stall Set up time **8.00 -9.30 am**

10' (w) x 10' (D) - (\$20/=)

20' (W) x 10' (D) - (\$35/=)

- We will supply one rectangular table 8' and two Chairs.

➤ **2. Outside / Food stall:** - Size of Space requested

10' (w) x 10' (D) - (\$40/=)

20' (W) x 10' (D) - (\$75/=)

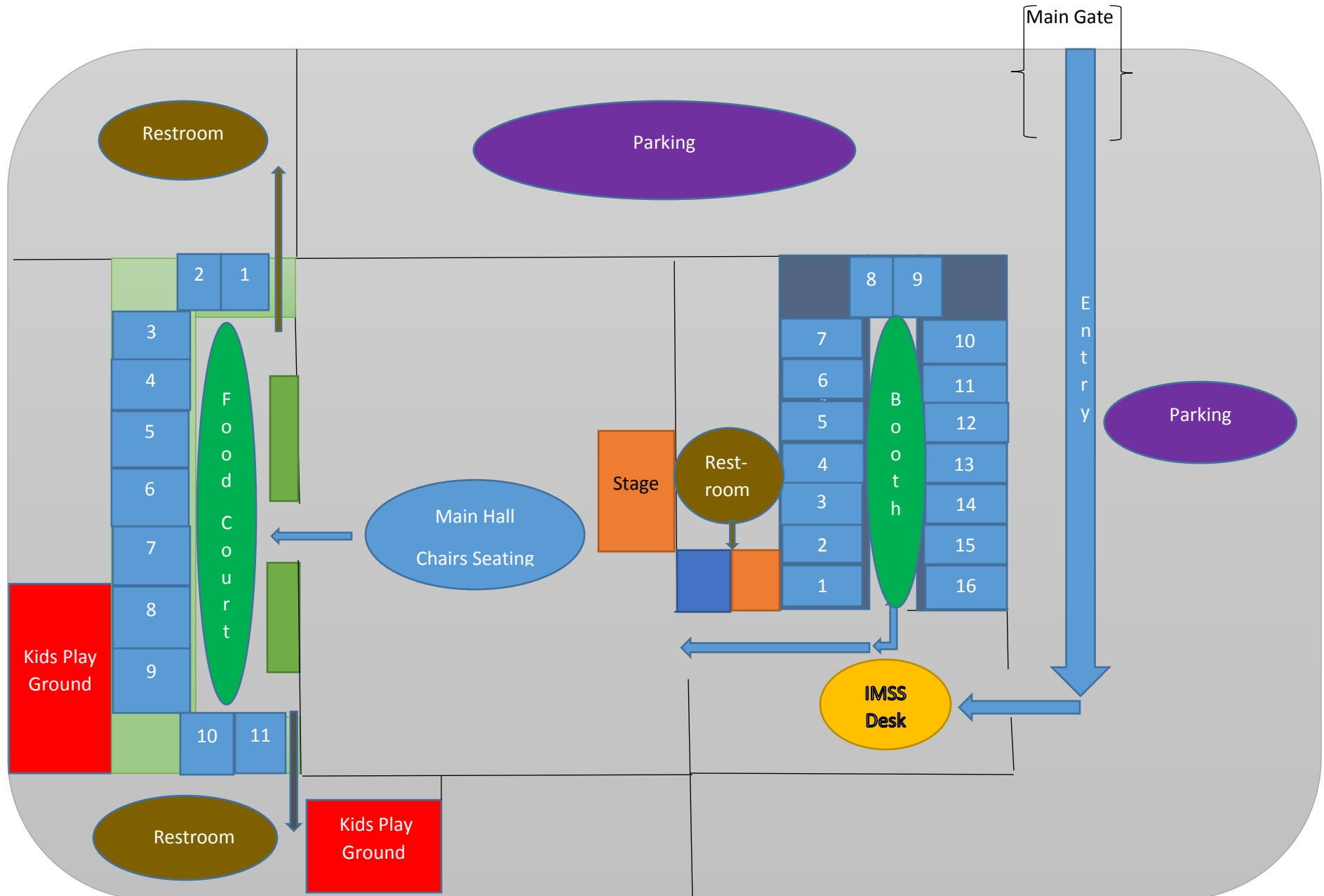
- Self-arrangement for Table, chairs, tent, Insurance and food certificate from Northern Health

### Participation Agreement

A payment must be made payable to “Immigrants & Multicultural Services Society” and must accompany registration form. I agree to hold harmless Immigrants & Multicultural Services Society, 1270 2<sup>nd</sup> Avenue, Prince George BC V2L 3B3, organizers, sponsors and officials from any losses, claims or liability that may arise as a result of my entry in “A Day of Cultures” event. The last date of submitting your participation and stall booking is **June 30th, 2018**. This is a rain or shine event.

Signature .....Date.....

# A Day of Cultures - Floor Plan - Columbus Community Centre - July 28<sup>th</sup> 2018 11.30 am to 4.30pm



June 28, 2018

Dear Council,

The District staff would like to host an annual best ball golf tournament. This is one of many team building events that we are planning.

This year I have tentatively booked Moberly Lake Golf Course and am making arrangements for the lions van and a driver.

Golfing would be \$30.00 per person, and I have 20 confirmed going. (\$600.00)

Golfing 20 X 20=\$400.00

GST \$20.00

Carts 11 X 24=\$264

GST \$13.12

PST \$18.48

Meal 17.95 X 23=\$412.85

Lions Van \$150.00

148 km @ .51/KM=\$75.48

½ to ¾ fuel fill up = \$66.36

Driver \$150.00

Total \$1570.29 - \$30.00 per person (\$600.00) = \$970.00

We are asking for \$974.00 as part of an internal sublimation to coincide with the \$30 entry fee in support of or municipality of Hudson's hope golf tournament, which is part of our team building program.