



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

### **AGENDA**

Council Chambers

Monday March 11<sup>th</sup>, 2019 at 6:00 PM

**1. Call to Order:**

**2. Delegations:**

D1 Corporal Brendan Harkness- RCMP update

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**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 February 25, 2019 Regular Council Meeting Minutes

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

**8. Public Hearing:**

**9. Staff Reports**

SR1 2019 Operations Budget Discussion

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SR2 Discontinuation of Credit Cards for Municipal Payments

Page 39

SR3 Library Associate Member Program

Page 41

SR4 Winter Carnival Event Report

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SR5 Special Events Easter Update 2019

Page 56

SR6 Annual Inspection of Water System

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SR7 Spring and Fall Clean-up costs

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SR8 Financial Assistance Grants-2019

Page 62

SR9 Recreation Committee Recommendations

Page 162

**10. Committee Meeting Reports:**

CM1 Recreation Committee Meeting Page 166

**11. Bylaws:**

B1 Officer Bylaw No. 903, 2019 Page 169

B2 Fees and Charges Bylaw No.904, 2019 Page 174

**12. Correspondence**

C1 Double H Saddle Club -request for letter of support Page 192

C2 Notification letter from TransCanada Page 193

C3 Letter from Dan Harrison Page 196

C4 Advisory Letter from Conservation Page 198

C5 Site C Construction Bulletin Page 199

C6 Fort St. John Land and Resource Management Update Project Page 202

C7 Chetwynd Communications Society- request for Letter of Support Page 211

C8 Centennial Tree Planting Campaign Page 213

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

**14. Old Business:**

**15. New Business:**

**16. Public Inquiries:**

**17. In-Camera Session**

ICS Notice of Closed Session Page 215

**18. Adjournment**



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

HUDSON'S HOPE RCMP - DETACHMENT COMMANDER

Subject of presentation: UPDATE RE: BUCINA ACTIVITIES

AND PLANNING FOR FISCAL YEAR.

Purpose of presentation:

- ☒ information only  
☐ requesting a letter of support  
☐ requesting funding  
☐ other (provide details)

Contact person (if different than above):

Telephone number: 250-783-5741

Email address: BRENDAN HARKNESS @ RCMP-GRC-GC.CA

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes: ☐ handouts at meeting  
☐ publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements:

- ☐ flip chart  
☐ multimedia projector  
☐ laptop  
☐ other \_\_\_\_\_

**Rules for Delegations:**

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

**Helpful Suggestions:**

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations  
~~and understand~~  
Reg # 56567

Name of Delegate or Representative of Group

Signature

Date

**For Office Use**

☐ Approved

☐ Rejected

By (signature): \_\_\_\_\_

☐ Mayor

☐ CAO

Appearance date if applicable: \_\_\_\_\_

Applicant informed of approval/rejection on (date): \_\_\_\_\_

By (signature) \_\_\_\_\_

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





Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Security Classification/Designation

**Non-sensitive**

Cpl. Brendan Harkness  
Detachment Commander  
Hudson's Hope Detachment  
RCMP

Your File

Mayor and Council  
District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope, BC

Our File

2019-03-04

Mayor and Council

**Hudson's Hope RCMP  
Report to Mayor and Council  
2018 Policing Report**

**Total calls for service for Hudson's Hope detachment in 2018: 446**

Total calls for service 2017: 436

Total calls for service 2016: 455

**Prisoners lodged in 2018: 9**

Prisoners lodged in 2017: 15

Prisoners lodged in 2016: 16

**Domestic assaults for 2018: 3**

Domestic assaults for 2017: 5

Domestic assaults for 2016: 4

**Other crimes against persons for 2018: 16**

Other crimes against persons for 2017: 11

Other crimes against persons for 2016: 8

**Property crime offences for 2018: 36**

Property crime offences for 2017: 13

Property crime offences for 2016: 39

**Impaired driving offences (criminal/provincial) for 2018: 15**

Impaired driving offences (criminal/provincial) for 2017: 5

Impaired driving offences (criminal/provincial) for 2016: 15

**Motor Vehicle Collisions (reported to police) for 2018: 32**

Motor Vehicle Collisions (reported to police) for 2017: 22

Motor Vehicle Collisions (reported to police) for 2016: 32

**Bylaw reports for 2018: 20**

Bylaw reports for 2017: 17

Bylaw reports for 2016: 10

**Non-sensitive**

Annual performance planning is a critical component of any RCMP detachment when measuring performance and success of policing activities. Broken down by fiscal year, April 1 to March 31, this allows the RCMP to set priorities for the detachment activities and measure performance based on pre-established parameters. The Hudson's Hope RCMP, through consultation with partners and stakeholders, establishes their priorities every year. For the 2018/2019 fiscal year, the Hudson's Hope RCMP has set multiple priorities. Of note and most impactful, are as follows:

**Traffic Safety and Enforcement:**

Traffic safety is a key component to the work that Hudson's Hope RCMP members do. Through consultation with the District of Hudson's Hope, local residents, Ministry of Transportation officials, other RCMP sections and ICBC, Hudson's Hope RCMP has continued to increase their focus on highway and road safety throughout the area. 2018 was no exception.

**In 2018, the enforcement plan included:**

- 1 - Increased traffic enforcement on the highway by conducting more speed enforcement, highway patrols, and issuing more warnings and tickets to educate drivers.
- 2 - Having the Ministry of Transportation assess the school zone and consult with RCMP on existing signage. New larger signs were installed and reader boards were removed. Speed enforcement in the school zone was increased and more warnings and tickets issued to educate drivers.
- 3 - Developing and implementing a Speed Watch program for Hudson's Hope to educate drivers with a visual reminder. Volunteers were canvassed, trained and program was initiated late Summer 2018.
- 4 - Targeting prohibited, suspended and impaired drivers, via check stops and traffic stops.

More than 600 violation tickets and written warnings have been issued this fiscal year, as well as 8 impaired drivers detected and 17 road checks completed.

As a result of these initiatives, fewer drivers are speeding through the school zone, larger signs have been installed and offences have been on the decline. While there continues to be speeding on the highway, the speeds have lowered compared to when the plan began. Fewer drivers are excessively speeding (over 40 Km/hr above) or driving aggressively (tailgating, unsafe passing). In addition, the increased traffic enforcement has also led to firearm charges, possession of stolen property charges, recovery of stolen vehicles, and drug possession charges.

As the new fiscal year approaches, the Hudson's Hope RCMP would like to continue these efforts by maintaining a significant focus on the highways to continue to promote safety and detect deter offences.

**Property Related Offences:**

As part of the yearly performance planning for 2018/2019, The Hudson's Hope RCMP has focused its efforts on the reduction of property crime in town as well as on the gas camps in the area. Throughout the year, officers have taken the time to attempt to identify chronic or prolific offenders in the area who have a propensity toward property related offences. Officers also make regular patrols to rural parts of the area, with an effort to deter by increasing visibility. Another important element that has recently been implemented is to increase the exchange of information with the contractors in the area to identify target areas, increase patrols and analyze patterns. Efforts will continue into the new reporting period to continue these efforts and options such as a neighborhood watch program will be explored to assist with deterrence.

**Youth:**

The Hudson's Hope RCMP officers continue to build on and maintain relationships with the youth in town. Over this reporting period, well over 60 contacts have been documented where officers interacted with the youth in meaningful ways to build relationships. Be it a safety talk around

**Non-sensitive**

parades, visiting the school, or attending various community events, the officers know that the children of this community are of utmost importance and the most impressionable. It is for that reason that the Hudson's Hope RCMP do, and will continue to show up for the kids. After consultation with the local school, several events have been identified where officers are asked to attend to show presence and support to the education, development and support of our youth. School talks and other educational activities such as the bike rodeo will be planned throughout the year. An exciting year is ahead.

**Animal Complaints:**

Hudson's Hope RCMP received 20 calls for service in 2018 relating to animals. The complaints range from livestock loose on roadway and highway's, stray dogs, dog attacks or other complaints relating to noisy animals. These incidents have been, at times, escalated by parties who are unsatisfied with the outcome. RCMP officers have limited authorities to enforce animal complaints and are, unfortunately, having to refer complainants to the district office for follow-up.

**Concluding Remarks:**

The Hudson's Hope RCMP has seen some significant transition in 2018. Two officers transferred out and two more moved in. One of those transitions was a change of command which saw the departure of Cpl. Romanchych, who dedicated 4 years of service to the Hudson's Hope RCMP. His legacy is apparent by the strong detachment operations that were passed on to his predecessor, Cpl. Brendan Harkness. As Cpl. Harkness has transitioned into his new role as Detachment Commander, coming from the Canadian Arctic in Nunavut, he has had the opportunity to experience the incredible sense of community that Hudson's Hope has to offer. Cst. Erich Schmidt and family have most recently moved to Hudson's Hope from their previous posting in the Lower Mainland of BC and are settling into their new home. Cst. Schmidt brings a unique perspective to his police work being that he served for 7 years with the Canadian Armed Forces prior to joining the RCMP in 2014.

As the detachment brought on two new officers in the past year, it will be seeing the departure of Cst. William McKenna in Summer. After 4 years of dedicated service to this community, Cst. McKenna will be moving on to his next post. Not only has Cst. McKenna served the community of Hudson's Hope with the utmost dedication and integrity, he has brought his genuine, caring nature to so many people. Cst. McKenna is a selfless person who puts so many others before himself and he will be missed. As he transitions out of the community over the next 6 months, a new officer will be identified to transfer in to take his place.

Cpl. Harkness welcomes any suggestions that council may have with respect to policing priorities for the upcoming 2019/2020 fiscal year. These suggestions will be taken into consideration as a new plan is set in motion.

Respectfully Submitted,



Cpl. Brendan Harkness  
Reg # 56567

Cpl. Brendan Harkness  
Detachment Commander  
Hudson's Hope RCMP



**REGULAR COUNCIL MEETING  
February 25, 2019  
6:00 P.M.  
COUNCIL CHAMBERS**

Present **Council: Councillor Kelly Miller  
Councillor Valerie Paice  
Councillor Patricia Markin  
Councillor Mattias Gibbs  
Councillor Leigh Summer  
Councillor Travous Quibell  
Youth Councillor, Taylor Rowe**

**Absent: Mayor Dave Heiberg**

**Staff: Interim CAO, Chris Cvik  
Director of Public Works, Mokles Rahman  
Director of Protective Services, Robert Norton  
Manager of Public Works, Mark Sture  
Corporate Officer, Tammy McKeown**

**Other:**

1. **CALL TO ORDER:**  
The meeting called to order at 6:00 p.m. with Councillor Kelly Miller presiding.
2. **DELEGATIONS:**
- D1 **Corporal Brendan Harkness- RCMP update**
  - Corporal Harkness will be in attendance at the March 11, 2019 Regular Council Meeting.
3. **NOTICE OF NEW BUSINESS:**  
**Mayors Additions:**  
**Councillors Additions:**
  - CM3- Councillor Summer: Peace Williston Advisory Meeting**CAO Additions:**
  - SR4- Addition to Public Works Update
4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:**
5. **DECLARATION OF CONFLICT OF INTEREST:**
6. **ADOPTION OF MINUTES:**  
M1 **February 11<sup>th</sup>, 2018 Regular Council Meeting**  
Corrections: SR4: should read "in our" not "in out".

0550-01

**M1**

**RESOLUTION NO.048/19**  
**M/S Councillors Gibbs/Summer**  
**That**  
**"The minutes of the February 11<sup>th</sup> Regular Council Meeting be adopted as amended."**  
**CARRIED**

- |     |  |                    |
|-----|--|--------------------|
| 7.  | <b>BUSINESS ARISING OUT OF THE MINUTES:</b>  |                    |
| BA1 | <b>D1- Beckman Road Access:</b>  | 6660-20            |
|     | <ul style="list-style-type: none"> <li>Discussion with BC Hydro representative, in regard to Beckman Road access, occurred on February 12, 2019. BC Hydro did not have any update to share at that time.</li> </ul>  | 0220-01<br>5400-01 |
| 8.  | <b>PUBLIC HEARINGS:</b>  |                    |
| 9.  | <b>STAFF REPORTS:</b>  |                    |
| SR1 | <b>Approving Officer Appointment</b>   |                    |
|     | <b>RESOLUTION NO.049/19</b>  | 3010-00            |
|     | <b>M/S Councillors Gibbs/Quibell</b>   | 2770-01            |
|     | <b>That</b>  | 1940-00            |
|     | <b>"Council appoint Chris Cvik, Interim CAO, as Approving Officer for the District of Hudson's Hope."</b>  |                    |
|     | <b>CARRIED</b>   |                    |
| SR2 | <b>Conference Report- CAO Forum</b>  | 0390-01            |
|     | FOR INFORMATION  |                    |
| SR3 | <b>District of Hudson's Hope Municipal Water Supply</b>  | 0560-00            |
|     | <ul style="list-style-type: none"> <li>The District of Hudson's Hope closed meeting, listed in the timeline, has been changed to March 12<sup>th</sup>, 2019 with Western Water and L&amp;M in attendance.</li> </ul>  | 6660-20<br>5280-14 |
|     | <b>RESOLUTION NO.050/19</b>  |                    |
|     | <b>M/S Councillors Quibell/Pace</b>  |                    |
|     | <b>That</b>  |                    |
|     | <b>"Council is authorized to attend the Public Meeting with Western Water, L&amp;M, and BC Hydro(tentative) during the week of April 1<sup>st</sup>, 2019."</b>  |                    |
|     | <b>CARRIED</b>   |                    |
| SR4 | <b>Public Works Update</b>   | 5210-01            |
|     | <ul style="list-style-type: none"> <li>Water connection leak was investigated after receiving a call from a resident. Leak was not on the main waterline but was on the connection line to the residence.</li> <li>Director of Public Works believes that there are more leaks, based on the water usage.</li> <li>A water usage plan will be prepared over the next couple of years.</li> <li>Sanitary water line, on McDougall, was frozen; Public Works and contractors worked over the weekend to clear the line.</li> <li>Will conduct line checks in the spring to determine the exact issues, such as low spots, in the lines.</li> </ul> | 5280-01<br>5340-01 |

SR5	<b>Administration update</b> FOR INFORMATION	0110-01
SR6	<b>Protective Services Update</b> <ul style="list-style-type: none"> <li>Northeast BC Emergency Mass Communication system – having employees of the District sign up for the notifications. The employees will be used for testing the system. The Director of Protective Services will bring more information back once the initial testing has been completed.</li> </ul>	7380-01
SR7	<b>Purchasing Policy Amendment</b> <ul style="list-style-type: none"> <li>Change definition of Local to read “within the boundaries of the District of Hudson’s Hope”.</li> <li>Corporate Officer gave explanation of the Northeast Inter-Community business license that is available to businesses operating in multiple municipalities.</li> </ul> <p><i>RESOLUTION NO.051/19</i>  <i>M/S Councillors Markin/Paice</i>  <i>That</i>  <i>"Council approve the amended District of Hudson’s Hope Purchasing Policy."</i>  <i>CARRIED as amended</i></p>	1790-00 0340-50
SR8	<b>Swimming Pool Liner Repairs-Sole Source</b> <p><i>RESOLUTION NO.052/19</i>  <i>M/S Councillors Gibbs/Quibell</i>  <i>That</i>  <i>"Council waive the Purchasing Policy and approve a sole source contract to Master Pools Alta Ltd. for repairs to the pool in the amount of \$23,000."</i>  <i>CARRIED as amended</i></p>	1705-00 2320-01 0810-20
SR9	<b>Recreation and Special Event Update</b> FOR INFORMATION	8100-01
SR10	<b>Recreation Committee Recommendations</b> <p><i>RESOLUTION NO.053/19</i>  <i>M/S Councillors Quibell/Paice</i>  <i>That</i>  <i>"Staff to bring forward an amendment to the Fees and Charges Bylaw No. 843 to incorporate the changes recommended by the Recreation Advisory Committee."</i>  <i>CARRIED</i></p>	0360-01 3900-01
SR11	<b>CAO Update</b> <ul style="list-style-type: none"> <li>Staff will provide a short tutorial in regard to the financial statements at the next meeting.</li> <li>FOR INFORMATION</li> </ul>	0110-01
10.	<b>COMMITTEE MEETING REPORTS:</b>	
CM1	<b>Recreation Committee Meeting Minutes</b> FOR INFORMATION	0360-01

CM2	<b>Industry Committee Report</b> <b>RESOLUTION NO.053/19</b> <b>M/S Councillors Quibell/Paice</b> <b>That</b> <b>"Council directs staff to request a quote from a local engineering firm to create a preliminary design of the light industry development, based on the reduced scope of work, with the following criteria:</b> - Lots are serviced with water and 3 phase power. No sewer. - Roadway is gravel - Development extends from the furthest west lot to Powell Road. - Lots are not cleared - Developments follows MOTI guidelines." <b>CARRIED</b>	0360-01 6850-00
CM3	<b>Councillor Summer- Peace Williston Advisory Meeting</b> <ul style="list-style-type: none"> <li>• Discussions were had regarding a meeting between BC Hydro and the District Council and possibly a Public Meeting with the residents of Hudson's Hope to discuss the impact of Site C.</li> <li>• Community Engagement Committee can expand their scope to include Industry Relations.</li> <li>• Some discussion was had regarding BC Hydro assisting with the establishment of a new RV Park in the Municipality.</li> <li>• Next meeting will be held in September.</li> </ul>	0360-01 6660-20
11.	<b>BYLAWS:</b>	
B1	<b>Council Remuneration Bylaw No. 902/2019</b> <b>RESOLUTION NO.054/19</b> <b>M/S Councillors Quibell/Summer</b> <b>That</b> <b>"Council adopt Bylaw 902, 2019, a bylaw to provide for remuneration of the Council and for the reimbursement of expenses.</b> <b>CARRIED</b>	3900-20 0530-01
B2	<b>Officer Bylaw No, 903, 2019</b> <b>RESOLUTION NO.055/19</b> <b>M/S Councillors Quibell/Summer</b> <b>That</b> <b>"Council approve First, Second and Third Readings of 'District of Hudson's Hope Officer Bylaw 903, 2019'."</b> <b>CARRIED</b>	3900-20 2770-01
12.	<b>CORRESPONDENCE:</b>	
C1	<b>NCLGA Draft AGM Agenda</b> FOR INFORMATION	0400-01
C2	<b>Message from FCM and UBCM</b> FOR INFORMATION	0400-01
C3	<b>2019 BC Economic Summit</b> FOR INFORMATION	0390-01

- |     |   |                    |
|-----|---|--------------------|
| C4  | <b>Pouce Coupe Winter Jamboree</b><br>FOR INFORMATION   | 0400-50            |
| C5  | <b>NCLGA Board Meeting Minutes</b><br>FOR INFORMATION   | 0400-01            |
| C6  | <b>2018 Community Grant Reports</b><br>FOR INFORMATION  | 1850-01            |
| C7  | <b>Meeting with School District 60 Board of Education</b><br>FOR INFORMATION  | 0400-70<br>0360-01 |
| C8  | <b>ALC Regional Seminar</b><br>FOR INFORMATION  | 0390-01<br>0400-30 |
| C9  | <b>Site C Construction Bulletin</b><br>FOR INFORMATION  | 0640-01<br>5400-01 |
| C10 | <b>School District 60 Application for Lease Renewal</b><br>FOR INFORMATION  | 0400-70            |
| C11 | <b>UBCM Provincial Budget Highlights</b><br>FOR INFORMATION   | 0400-01            |
| C12 | <b>NOVA Gas Transmissions Ltd-North Montney Mainline Crossing Consent</b><br>FOR INFORMATION  | 6660-01            |
| C13 | <b>Peace River Local Government Association Meeting</b><br>FOR INFORMATION  | 0400-01            |
| C14 | <b>BC Ministry of Agriculture Agricultural Advisory Committee Workshop</b><br><i>RESOLUTION NO.056/19</i><br><i>M/S Councillors Gibbs/Paice</i><br><i>That</i><br><i>"Council approve travel for up to two Councillors to attend the BC Ministry of Agriculture Agricultural Advisory Committee Workshop on March 13, 2019 in Langley."</i><br><i>CARRIED</i> | 0400-20<br>0390-01 |
| 13. | <b>REPORTS BY MAYOR &amp; COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES</b>  |                    |
| CR1 | <b>Councillor Markin- Report on Community Energy Association Session and Media Training Session.</b><br>FOR INFORMATION   | 0390-01            |
| 14. | <b>OLD BUSINESS:</b>  |                    |
| 15. | <b>NEW BUSINESS:</b>  |                    |



16. **PUBLIC INQUIRIES:**

17. **ADJOURNMENT:**

*Councillor Kelly Miller declared the meeting adjourned at 6:46pm*

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Beryl Prairie Septic Field*

*07/25/16*

*School Gymnasium agreement*

*02/26/18*

*Budget items*

*07/09/18*

*Spruce Beetle Summit- revisit 2019*

*11/05/18*

*Agricultural Land Commission*

*28/01/19*

Certified Correct:

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Chair/Councillor Kelly Miller

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Corporate Officer, Tammy McKeown

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-25	<b>Date:</b> March 5, 2019
<b>Meeting#:</b> CM031119	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> 2019 Operations Budget Discussion	

### BACKGROUND:

The Draft 2019 Operations budget is presented to Council for information and discussion. The budget will be finalized once the 2018 year-end balance information has been verified through the 2018 audit that was completed by KMPG during the week of February 25, 2019, and information is received from the Peace River Regional District for the Regional District and Regional Hospital District amounts, as well as amounts for BC Assessment, School Tax, Municipal Finance Authority, and Police Tax.

### DISCUSSION:

Highlights or points of discussion from the 2019 budget include:

- Presentation of financial information is simplified from recent prior years.
- Change in presentation format makes it difficult to directly compare 2019 to 2018 account information.
- The estimated \$2,125,035 shown in the draft budget for Property taxes is based on 2018 tax rates and 2019 assessed property values. In other words, it does not include any increase in tax rates.
- Council should discuss increasing tax rates by 2% to keep up targeted inflation amounts. This would provide an additional \$21,445.00 in revenue that could be allocated to the Community Hall/Multi-use Centre Reserve.
- The General Government Services Expense Accounts includes two new line items:
  - a) 'Transfer to General Machinery and Office Equipment Fund'. This is really a reserve fund within the Capital Machinery and Equipment Reserve Fund that is for Office Equipment (i.e., Computer and Server Replacement).
  - b) 'Contingency Fund'. This account provides a funding source for unexpected items that may occur throughout the year that need to be addressed.
- Overtime in Public Works has been budgeted. Although overtime cannot be predicted in advance, historical information shows the District incurring overtime in prior years that has not been budgeted. It is important to track this amount to understand the true cost of providing services.
- Within the Capital Machinery and Equipment Reserve, Administration tracks Protective Services, Office Machinery and Equipment Reserve. While all of these have been consolidated under one Bylaw (No. 602, 2000) it is important to track balances separately.

**RECOMMENDATION / RESOLUTION:**

1. Council receive the attached draft 2019 Operations Budget for information.

**Attachments:**

1. 2019 Draft Operations Budget - Summary
2. 2019 Draft Operations Budget – Detailed
3. 2019 Draft Reserve Fund Balance



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Chris Cvik, Interim CAO

# 2019 Draft Operations Budget

March 11 2019 Regular Council Meeting

<b>General Operations</b>	<b>2019</b>	<b>2018</b>
<b>General Revenue</b>		
Water O&M	- 315,009 -	349,106
Water Utility Fund	- 1,000 -	3,000
Sewer O&M	- 140,430 -	164,978
Sewer Utility Fund	- 5,678 -	6,678
Property Taxes	- 2,125,035 -	2,045,573
grants in lieu	- 1,637,286 -	1,558,733
grants other	- 835,465 -	160,451
General Government Services	- 59,450 -	154,302
Collection Other Gov'ts	- 3,155,897 -	3,168,086
ICBC	- 144,525 -	149,250
Protective services	- 5,000 -	5,000
Bylaw/Lands	- 9,325 -	82,900
Public Works	- 14,000 -	14,804
Environmental & Public Health	- 251,420 -	255,357
Recreation	- 173,140 -	171,557
EDO	- 2,500 -	85,600
to/(-)from General Fund		
<b>General Operations Revenue</b>	<b>-\$ 8,875,160</b>	<b>-\$ 8,375,375</b>

## General Expenditure

Water	316,009	352,107
Sewer	146,108	171,656
Legislative	135,563	172,318
<b>Grants in Aid to Cmty</b>	<b>50,700</b>	<b>19,244</b>
GGS	1,151,175	727,481
Collection Other Gov'ts	3,155,897	3,168,086
ICBC	74,350	88,349
Protective Services	304,277	351,350
Bylaw/Lands	70,630	291,857
Public Works	1,124,228	1,184,705
Environmental & Public Health	157,250	187,519
Recreation	1,217,168	1,207,788
EDO	23,500	52,100
TRANS TO CEMETERY FUND	300	205
TRANS TO GENRL OPTG M&E FUND	8,922	-
TRANS TO DPW M&E RESERVE	99,083	-
TRANS TO PROTEC SERV M&E RESERVE	100,000	-
TRANS TO SEWER RESERVE	-	-
TRANS TO WATER RESERVE	-	-
Trans Community Hall Fund	30,000	30,000
Trans to Tax Sale	-	5,113
to/(-)from General Fund to Capital	710,000	365,497
<b>Total General Operations Expense</b>	<b>\$ 8,875,160</b>	<b>\$ 8,375,375</b>

Surplus / (-)deficit: must be 0

2019 ANNUAL BUDGET			2018 BUDGET	
WATER SEWER BUDGET				
<u>WATER REVENUE</u>				
04-40-4000-4501	Users Charge	-115,250		
04-40-4000-4502	Metered Commercial Water Stand	-25,000		
04-40-4000-4503	Residential Water Stand	-6,200		
04-40-4000-4507	Metered Commercial Buildings	-8,500		
04-40-4000-4512	Water Discounts	3,200		
04-40-4000-4506	Prior Year Surplus *frm 2018 Rev &Exp	-163,259		
04-40-4000-4603	Transfer from General Operating Fund	0		
		-315,009		
<u>WATER PIPING &amp; DISTRIBUTION</u>				
04-40-4001-4504	Connections	-1,000		
	<b>TOTAL WATER PIPING &amp; DISTRIBUTION REVENUE</b>	<b>-1,000</b>		
	<b>TOTAL WATER REVENUE</b>		<b>-316,009</b>	<b>-352,107</b>
<u>WATER</u>				
Expense				
04-40-4000-5002	Wages & Overhead	36,500		
04-40-4000-5005	Overtime	10,000		
04-40-4000-5017	Travel Expenses	5,500		
04-40-4000-5018	Training & Development	8,000		
04-40-4000-5100	Communications - Phone, Fax, Internet, etc.	6,000		
04-40-4000-5102	Electricity - BC Hydro	40,000		
04-40-4000-5104	Courier & Freight	750		
04-40-4000-5112	Licenses & Permits	2,500		
04-40-4000-5124	Contracted Services	10,000		
04-40-4000-5126	Chemicals	12,500		
04-40-4000-5765	Transfer to Water Fund (balance)	61,209		
04-40-4000-5800	O&M Treatment	65,000		
	<b>TOTAL WATER TREATMENT EXPENSES</b>	<b>257,959</b>		

<b>WATER PIPING &amp; DISTRIBUTION</b>		<b>2018 BUDGET</b>	
<b>04-40-4001-5002</b>	<b>WAGES &amp; OVERHEAD &amp; BP WELL WGS</b>	<b>35,000</b>	
<b>04-40-4001-5005</b>	<b>Overtime</b>	<b>10,000</b>	
<b>04-40-4001-5102</b>	<b>Electricity</b>	<b>11,050</b>	
<b>04-40-4001-5805</b>	<b>Beryl Prairie Well</b>	<b>2,000</b>	
	<b>TOTAL WATER PIPING &amp; DISTRIBUTION EXPENSES</b>	<b>58,050</b>	
	<b>TOTAL WATER EXPENSE</b>	<b>316,009</b>	<b>352,107</b>

**2018 BUDGET**

<b>SEWER TREATMENT REVENUE</b>				
05-50-5000-4502	Unmetered User Charges		-70,600	
05-50-5000-4505	Lagoon Dumps: commercial ceased		-2,500	
05-50-5000-4508	Metered Sewer Services		-4,000	
05-50-5000-4513	Sewer Discounts		2,300	
05-50-5000-4506	Prior Year Surplus       *frm 2018 Rev & Exp		-65,630	
05-50-5000-4603	Transfer from General Operating Fund		0	
	<b>TOTAL SEWER TREATMENT REVENUE</b>		<b>-140,430</b>	
<b>SEWER PIPING &amp; COLLECTION REVENUE</b>				
05-50-5001-4504	Connections		-1,000	
05-50-5001-4514	<del>Thompson Sewer Bylaw#877</del>		-4,678	
	<b>TOTAL SEWER PIPING &amp; DISTRIBUTION REVENUE</b>		<b>-5,678</b>	
	<b>TOTAL SEWER REVENUE</b>			<b>-146,108      -682,979</b>
<b>WASTE WATER EXPENSE</b>				
05-50-5000-5002	Wages & Overhead		27,000	
05-50-5000-5005	Overtime		7,500	
05-50-5000-5017	<del>Travel Expenses</del>		1,500	
05-50-5000-5018	Training & Development		6,000	
05-50-5000-5100	Communications - Phone, Fax, Internet, etc.		1,500	
05-50-5000-5104	Courier & Freight		500	
05-50-5000-5112	<del>Licenses &amp; Permits</del>		1,000	
05-50-5000-5124	Contract Services		2,500	
05-50-5000-5766	Transfer to Sewer Fund       (balance)		24,308	
05-50-5000-5802	O&M Lagoon		45,000	
	<b>TOTAL SEWER TREATMENT EXPENSES</b>		<b>116,808</b>	

Sewer Collection Expense		2018 BUDGET	
05-50-5001-5002	Wages & Overhead :new	20,000	
05-50-5001-5005	Overtime	5,000	
05-50-5001-5100	Communications	1,500	
05-50-5001-5101	Natural Gas - Fortis	1,800	
05-50-5001-5102	Electricity	0	
05-50-5001-5803	Connection costs	1,000	
	<b>TOTAL SEWER COLLECTION</b>	<b>29,300</b>	
	<b>TOTAL SEWER EXPENSES</b>		<b>146,108      682,979</b>



**GENERAL GOVERNMENT SERVICES BUDGET****2018 BUDGET**

<b>REVENUES</b>					
<b>TAXES</b>					
01-10-1000-4002	Penalties		-10,000		
01-10-1000-4003	Interest on Arrears		-2,000		
01-10-1000-4004	Interest on Delinquent		-1,000	completed assess x 2018 rates	
01-10-1000-4101	Residential Taxes		-350,736	-2,089,821	
01-10-1000-4102	Utilities Taxes		-1,389,350		
01-10-1000-4103	Industry Taxes		-190,454		
01-10-1000-4104	Business Taxes		-147,864		
01-10-1000-4105	Recreational/Non Profit Taxes		-4,198		
01-10-1000-4106	Farm Taxes		-7,219		
01-10-1000-4107	Twelve Mile Ext Parcel Taxes or Light Industrial	2019	-2,536		
01-10-1000-4110	1% BC Hydro	2019	-12,299		
01-10-1000-4112	1% Eastlink	2019	-563		
01-10-1000-4113	1% Fortis	2019	-4,327		
01-10-1000-4114	1% Telus	2019	-2,489		
	<b>TOTAL TAXES</b>		<b>-2,125,035</b>		
<b>GRANTS IN LIEU OF TAXES</b>					
01-10-1001-4201	Federal Government Grant		-8,500		
01-10-1001-4202	Provincial Government Grant		-2,555		
01-10-1001-4203	BC Hydro Grant in Lieu		-140,670		
01-10-1001-4204	BC Hydro Dams/Reservoir		-1,485,561		
	<b>TOTAL GRANTS IN LIEU OF TAXES</b>		<b>-1,637,286</b>		
<b>GRANTS</b>					
01-10-1003-4206	Peace River Agreement (Fair Share)		-732,616		
01-10-1003-4611	Site C Revenue		-5,000		
01-10-1003-4208	Community Works Fund (Federal Gas Tax Grant)		-97,849		
	<b>TOTAL GRANTS</b>		<b>-835,465</b>		

**2018 BUDGET**

	<b>GENERAL GOVERNMENT SERVICES</b>				
<b>01-10-1005-4001</b>	<b>Bank Interest</b>		<b>-35,000</b>		
<b>01-10-1005-4111</b>	<b>Fortis 3% Franchise Fee</b>		<b>-13,700</b>		
<b>01-10-1005-4322</b>	<b>Curling Club/New Horizon/Library (% Insurance Bldg)</b>		<b>-750</b>		
<b>01-10-1005-4324</b>	<b>Bulletin Ads</b>		<b>-5,500</b>		
<b>01-10-1005-4405</b>	<b>Miscellaneous Revenue</b>		<b>-2,500</b>		
<b>01-10-1005-4411</b>	<b>Retail Sales</b>		<b>-2,000</b>		
<b>01-10-1005-4506</b>	<b>Prior Year Surplus **</b>		<b>0</b>		
	<b>TOTAL GENERAL GOVERNMENT SERVICES</b>		<b>-59,450</b>		
	<b>COLLECTION FOR OTHER GOVERNMENT</b>				
<b>01-10-1009-4115</b>	<b>School Tax</b>		<b>-2,649,086</b>	2018	
<b>01-10-1009-4116</b>	<b>Peace River Region District</b>		<b>-150,092</b>	2018	
<b>01-10-1009-4117</b>	<b>Peace River Region Hospital</b>		<b>-217,415</b>	2018	
<b>01-10-1009-4118</b>	<b>BC Assessment Authority</b>		<b>-36,405</b>	2018	
<b>01-10-1009-4119</b>	<b>Municipal Finance Authority</b>		<b>-74</b>	2018	
<b>01-10-1009-4120</b>	<b>Police Tax</b>		<b>-102,825</b>	2018	
	<b>TOTAL COLLECTION FOR OTHER GOVERNMENT</b>		<b>-3,155,897</b>		
	<b>TOTAL GOVERNMENT REVENUE</b>			<b>-7,813,133</b>	<b>-7,074,595</b>

**2018 BUDGET**

<b>EXPENSES</b>						
<b>LEGISLATIVE EXPENSES</b>						
<b>01-10-1002-5001</b>	<b>Indemnities</b>			<b>68,393</b>		
<b>01-10-1002-5017</b>	<b>Council Travel Expenses</b>			<b>25,500</b>		
<b>01-10-1002-5019</b>	<b>Local Meetings</b>			<b>2,000</b>		
<b>01-10-1002-5039</b>	<b>Elections &amp; Referendums</b>			<b>2,500</b>		
<b>01-10-1002-5100</b>	<b>Communications</b>			<b>8,670</b>		
<b>01-10-1002-5106</b>	<b>Publications (Hosting &amp; Promotion)</b>			<b>5,000</b>		
<b>01-10-1002-5107</b>	<b>Legal Fees</b>			<b>7,000</b>		
<b>01-10-1002-5109</b>	<b>Council Memberships</b>			<b>4,000</b>		
<b>01-10-1002-5127</b>	<b>Scholarship/Grad Expense</b>			<b>4,000</b>		
<b>01-10-1002-5133</b>	<b>Awards - Volunteer Appreciation</b>			<b>2,500</b>		
<b>01-10-1002-5309</b>	<b>Staff Appreciation</b>			<b>6,000</b>		
	<b>TOTAL LEGISLATIVE EXPENSES</b>			<b>135,563</b>		

GRANTS					2018 BUDGET	
01-10-1003-5038	Grants in Aid - Financial Assistance Grants		50,700			
	<i>included 15000 for exemption bylaw costs</i>		50,700			
	<b>GENERAL GOVERNMENT SERVICES EXPENSES</b>					
01-10-1005-5002	Wages & Overhead		375,000			
01-10-1005-5003	Wages Casual		18,000			
01-10-1005-5011	WCB		16,200			
01-10-1005-5012	MSPBC		14,000			
01-10-1005-5013	PBC Dental & EHC; UBCM Life & ADD		90,000			
01-10-1005-5017	Staff Business Travel		12,500			
01-10-1005-5018	Training & Development		25,000			
01-10-1005-5024	Custodian Wages/Casual		5,000			
01-10-1005-5100	Communications - Phone, Fax, Internet, etc.		12,000			
01-10-1005-5101	Natural Gas		3,000			
01-10-1005-5102	Electricity		4,810			
01-10-1005-5103	Postage		7,000			
01-10-1005-5104	Courier & Freight		1,500			
01-10-1005-5105	Advertising (admin)		3,500			
01-10-1005-5106	Publications (Hosting & Promotion)		4,000			
01-10-1005-5107	Legal Fees		10,000			
01-10-1005-5108	Audit		40,500			
01-10-1005-5109	Memberships & Dues		3,500			
01-10-1005-5110	Insurance		76,850			
01-10-1005-5111	Supplies		28,500			
01-10-1005-5112	Licences & Permits		500			
01-10-1005-5113	Equipment Rentals & Leases (A-Mais/I.T/car lease)		26,700			
01-10-1005-5117	Protective Clothing/First Aid		500			
01-10-1005-5118	Building Maintenance & Supplies		15,000			
01-10-1005-5124	Contract Services (IT Partner/Temple/PC Maint)		95,000			
01-10-1005-5128	Site C		5,000			
01-10-1005-5130	Bank Charges & Payroll Costs		15,000			

**2018 BUDGET**

01-10-1005-5131	Retail Purchase for sales		5,000		
01-10-1005-5750	MFA PYMT: TWELVE MILE RD ELECT EXT.(INT)		398		
01-10-1005-5751	NSF Chqs & Misc Bank Charges		3,000		
01-10-1005-5752	Admin Acct/Overpymnts/EI Rebate		1,600		
01-10-1005-5760	TRANS TO GENERAL MACH & EQUIP FUND OFFICE		8,922		
01-10-1005-5761	TRANS TO CAPITAL MACH & EQUIP FUND DPW		94,083		
01-10-1005-5764	MFA Pymnt: 12 Mile Road		2,617		
01-10-1005-5765	Trans to Water Capital		120,000	PRA	
01-10-1005-5766	Trans to Sewer Capital		350,000	PRA	
01-10-1005-5761	TRANS TO CAPITAL MACH & EQUIP FUND DPW	loader	240,000	PRA	
01-10-1005-5769	TRANS TO PROTEC SERV M&E FUND		100,000		
01-10-1005-5771	Trans to Cemetery Fund		300		
01-10-1005-5772	Trans to Community Hall Fund (fr PRA grnt)		30,000		
01-10-1005-5773	Trans to Tax Sale		0		
01-10-1005-5774	Contingency Fund (new)		230,000		

	<b>TOTAL GGS EXPENSE</b>	<b>2,094,480</b>		
	<b>OTHER GOVERNMENT SERVICES EXPENSES</b>			
	<b>ICBC</b>			
	<b>REVENUE</b>			
01-10-1006-4313	Hunting & Fishing Licences	-10,500		
01-10-1006-4319	Tower Rental	-4,025		
01-10-1006-4320	ICBC Revenue	-130,000		
		-144,525		
	<b>EXPENSE</b>			
01-10-1006-5002	ICBC Wages & Overhead	57,850		
01-10-1006-5017	Travel Expenses	1,000		
01-10-1006-5018	Training & Development	5,000		
01-10-1006-5131	Hunting & Fishing Licences	10,500		
	<b>TOTAL OGS EXPENSE</b>	74,350		
	<b>TOTAL ICBC</b>		-70,175	60,901
01-10-1009-5051	Peace River Region District	150,092	2018	
01-10-1009-5052	Peace River Region Hospital	217,415	2018	
01-10-1009-5053	BC Assessment Authority	36,405	2018	
01-10-1009-5054	Municipal Finance Authority	74	2018	
01-10-1009-5055	Police Tax	102,825	2018	
	<b>TOTAL COLLECTION FOR OTHER GOVERNMENT</b>	506,811		
	<b>TOTAL GOVERNMENT SERVICES</b>		2,787,554	4,109,898

<b>PROTECTIVE SERVICES BUDGET</b>				<b>2018 BUDGET</b>	
<b>REVENUE</b>					
01-12-1008-4318	Fire Response out of area		-5,000		
	<b>TOTAL FIRE REVENUE</b>		<b>-5,000</b>		
<b>FIRE DEPT EXPENSES</b>					
01-12-1200-5002	Wages & Overhead		96,077		
01-12-1200-5003	Fire Protection Wages (DPW)		8,800		
01-12-1200-5017	Travel Expense		1,500		
01-12-1200-5018	Training & Development		8,000		
01-12-1200-5022	Volunteer Stipend		20,000		
01-12-1200-5023	Volunteer Training Course & Material		20,000		
01-12-1200-5100	Communications - Phone, Fax, Internet, TV, etc.		10,750		
01-12-1200-5101	Natural Gas		2,500		
01-12-1200-5102	Electricity		2,500		
01-12-1200-5104	Courier & Freight		500		
01-12-1200-5109	Membership & Dues		1,200		
01-12-1200-5110	Insurance		5,600		
01-12-1200-5111	Office Supplies		2,000		
01-12-1200-5112	Licenses & Permits (Radio lic)		1,000		
01-12-1200-5113	Equipment Rentals & Leases		1,500		
01-12-1200-5114	Fuel, Oil, Lubricants		600		
01-12-1200-5115	Vehicle O&M/Repairs		25,000		
01-12-1200-5120	Materials & Supplies		30,000		
01-12-1200-5123	Inspections		9,000		
01-12-1200-5124	Contract Services (IT Partner/Bell Exp)		17,000		
01-12-1200-5200	O&M Fire Hall		15,000		
01-12-1200-5201	O&M Fire Equipment		10,000		
01-12-1200-5202	Wages & Overhead (Duty Officer)		6,000		
01-12-1200-5204	SCBA&C		4,200		
01-12-1200-5207	Out of Area Response Expenses		2,500		
01-12-1200-5209	Public Relations		3,000		
	<b>Total Fire Dept Expense</b>		<b>304,227</b>		

<b>MUNICIPAL EMERGENCY PREPAREDNESS</b>			<b>2018 BUDGET</b>	
01-12-1201-5018	Staff Training & Development	1,000		
01-12-1201-5100	Communications - Phone, Fax, Internet, etc.	1,800		
01-12-1201-5111	Office Supplies	250		
01-12-1201-5120	EOC facility supplies & materials	2,000		
	<b>Total Municipal Emergency Preparedness Expense</b>	<b>5,050</b>		
	<b>Total Protective Services Expense</b>		<b>304,277</b>	<b>351,350</b>
<b>BYLAW / LANDS BUDGET</b>				
<b>REVENUE</b>				
<b>BYLAW ENFORCEMENT</b>				
01-13-1300-4310	Business Licences	-5,000		
01-13-1300-4311	Bylaw Fines	-250		
01-13-1300-4327	Remedial Action Requirement	0		
	<b>TOTAL BYLAW ENFORCEMENT REVENUE</b>	<b>-5,250</b>		
<b>ANIMAL CONTROL</b>				
01-13-1301-4312	Dog Licenses & Fines	-2,000		
	<b>TOTAL BYLAW ENFORCEMENT REVENUE</b>	<b>-2,000</b>		
<b>BUILDING INSPECTION</b>				
01-13-1302-4315	Building Permits	-2,075		
	<b>TOTAL BUILDING INSPECTION REVENUE</b>	<b>-2,075</b>		
	<b>TOTAL BYLAW REVENUE</b>		<b>-9,325</b>	<b>-77,500</b>
<b>BYLAW ENFORCEMENT EXPENSES</b>				
01-13-1300-5018	Staff Training & Development	2,000		
01-13-1300-5037	Remidial Action	3,000		
01-13-1300-5100	Communications - Phone, Fax, Internet, etc.	500		
01-13-1300-5105	Advertising	500		
01-13-1300-5107	Legal Fees	3,000		
01-13-1300-5108	Adjudication Expense	3,000		
01-13-1300-5109	Memberships & Dues	500		
01-13-1300-5111	Office Supplies	200		
01-13-1300-5120	Material & Supplies	500		
	<b>TOTAL BYLAW ENFORCEMENT EXPENSES</b>	<b>13,200</b>		



**2018 BUDGET**

	<b>ANIMAL CONTROL EXPENSES</b>				
<b>01-13-1301-5002</b>	<b>Wages &amp; Overhead PDW</b>		<b>1,000</b>		
<b>01-13-1301-5026</b>	<b>Contract Wages</b>		<b>34,415</b>		
<b>01-13-1301-5027</b>	<b>Contract Expenses</b>		<b>1,500</b>		
<b>01-13-1301-5110</b>	<b>Insurance</b>		<b>1,865</b>		
<b>01-13-1301-5116</b>	<b>Uniforms</b>		<b>250</b>		
<b>01-13-1301-5120</b>	<b>Materials, Supplies &amp; Services</b>		<b>1,000</b>		
	<b>TOTAL ANIMAL CONTROL EXPENSES</b>		<b>40,030</b>		
	<b>BUILDING INSPECTION EXPENSES</b>				
<b>01-13-1302-5124</b>	<b>Contract Services</b>		<b>17,400</b>		
	<b>TOTAL BUILDING INSPECTION EXPENSES</b>		<b>17,400</b>		
	<b>TOTAL BYLAW &amp; BUILDING INSPECTION EXPENSES</b>			<b>70,630</b>	<b>267,857</b>

<b>PUBLIC WORKS BUDGET</b>		<b>Revenue</b>	<b>2018 BUDGET</b>	
01-14-1007-4303	Carip Grant/Coop Discount rebate	-10,000		
01-14-1007-4317	Canada Student Grant	-4,000		
	<b>TOTAL REVENUE</b>	<b>-14,000</b>		
	<b>TOTAL PUBLIC WORKS REVENUE</b>		<b>-14,000</b>	<b>-14,804</b>
	<b>PUBLIC WORKS EXPENSES</b>			
	<b>ADMINISTRATION</b>			
01-14-1007-5002	Wages & Overhead	217,000		
01-14-1007-5017	Travel	10,000		
01-14-1007-5018	Training & Development	10,000		
01-14-1007-5029	OH & Safety Equipment (no wgs pst to 5002)	8,500		
01-14-1007-5104	Courier & Freight	3,500		
01-14-1007-5105	Advertising	2,000		
01-14-1007-5109	Membership & Dues	2,000		
01-14-1007-5110	Insurance (Fleet)	47,000		
01-14-1007-5117	Protective Clothing/First Aid	11,000		
	<b>TOTAL PW ADMINISTRATION EXPENSES</b>	<b>311,000</b>		
	<b>PUBLIC WORKS SHOP EXPENSES</b>			
01-14-1400-5002	Wages (Stat/Vac/Bo/t/DIL/Safety Mtg/Mechanic	165,000		
01-14-1400-5003	Wages Casual	15,414		
01-14-1400-5005	Overtime	5,000		
01-14-1400-5006	Stand by Pay	20,500		
01-14-1400-5007	Sick Pay	15,000		
01-14-1400-5100	Communications - Phone, Fax, Internet, etc	12,000		
01-14-1400-5101	Natural Gas	1,100		
01-14-1400-5102	Electricity	18,780		
01-14-1400-5111	Supplies	6,500		
01-14-1400-5112	Licenses & Permits	1,100		
01-14-1400-5121	Small Tools	2,500		
01-14-1400-5124	Contract Services	3,000		
01-14-1400-5300	O&M Public Works Shop	46,000		
	<b>TOTAL PW SHOP EXPENSES</b>	<b>311,894</b>		

PUBLIC WORKS EXPENSES				2018 BUDGET	
ROADS					
01-14-1401-5002	Wages & Overhead		65,000		
01-14-1401-5003	Wages Casual		15,414		
01-14-1401-5005	Overtime		50,000		
01-14-1401-5102	Street Lighting		35,000		
01-14-1401-5113	Equipment Leases/ Rentals		9,500		
01-14-1401-5114	Fuel, Oils, Lubricants		71,270		
01-14-1401-5122	Replacement Parts & Equipment		45,000		
01-14-1401-5123	Vehicle Inspections		4,000		
01-14-1401-5301	O&M Roads		140,000		
	TOTAL PW ROADS EXPENSES		435,184		
AIRSTRIP MAINTENANCE					
01-14-1402-5102	Electricity kwh		150		
01-14-1402-5302	O&M Airstrip		1,000		
	TOTAL AIRSTRIP MAINTENANCE		1,150		
GROUNDSKEEPER					
01-14-1710-5002	Wages & Overhead		55,000		
01-14-1710-5120	Materials & Supplies:		10,000		
	TOTAL GROUNDSKEEPER EXPENSE		65,000		
	TOTAL PUBLIC WORKS EXPENSES			1,124,228	1,191,017

<b>ENVIRONMENTAL &amp; PUBLIC HEALTH BUDGET</b>				<b>2018 BUDGET</b>	
	<b>REVENUE</b>				
	<b>ENVIRONMENTAL SERVICES REVENUE</b>				
01-15-1500-4301	Residential Garbage Fees		-70,500		
01-15-1500-4303	UBCM Fuel Treatment		-178,120		
01-15-1500-4405	Misc Revenue		-500		
	<b>TOTAL ENVIROMENTAL REVENUE</b>		<b>-249,120</b>		
	<b>PUBLIC HEALTH</b>				
01-15-1600-4304	Cemetery Fees		-2,300		
	<b>TOTAL PUBLIC HEALTH REVENUE</b>		<b>-2,300</b>		
	<b>TOTAL ENVIRO &amp; PUBLIC HEALTH REVENUE</b>			<b>-251,420</b>	<b>-255,357</b>
	<b>EXPENSE</b>				
	<b>ENVIRONMENTAL SERVICES EXPENSES</b>				
01-15-1500-5002	Wages & Overhead		62,000		
01-15-1500-5017	Travel Expenses		1,500		
01-15-1500-5018	Environmental Training & Development		1,500		
01-15-1500-5115	Vehicle O&M		5,000		
01-15-1500-5307	Wages - Recycling		29,750		
01-15-1500-5400	O&M Environmental		15,000		
01-15-1500-5401	Landfill fees (Chetwynd)		25,000		
01-15-1500-5402	Landfill clean up		9,500		
01-15-1500-5403	Energy Plans & Projects		1,000		
01-15-1500-5404	Fuel Treatment		0		
	<b>TOTAL ENVIRONMENTAL SERVICES EXPENSES</b>		<b>150,250</b>		
	<b>PUBLIC HEALTH EXPENSES</b>				
01-15-1600-5017	Travel Expenses		500		
01-15-1500-5018	Training & Development		1,000		
01-15-1600-5500	Cemetery Expenses (web design?)		2,500		
01-15-1600-5502	O&M Public Health		3,000		
	<b>TOTAL PUBLIC HEALTH EXPENSES</b>		<b>7,000</b>		
	<b>TOTAL ENVIRONMENTAL &amp; HEALTH EXPENSES</b>			<b>157,250</b>	<b>195,519</b>

RECREATION BUDGET			2018 BUDGET
REVENUE			
ARENA REVENUE			
01-17-1700-4401	Drop in Fees	-1,500	
01-17-1700-4402	Pass Fees	-2,200	
01-17-1700-4404	Rental Fees	-22,500	
01-17-1700-4405	Miscellaneous	-500	
01-17-1700-4411	Retail Sales - Vending Machines	-1,400	
	<b>TOTAL ARENA REVENUE</b>	<b>-28,100</b>	
SWIMMING POOL			
01-17-1701-4401	Drop in Fees	-15,000	
01-17-1701-4402	Pass Fees	-8,000	
01-17-1701-4403	Lessons	-3,200	
01-17-1701-4404	Rental Fees	-400	
01-17-1701-4411	Retail sales Pool	-150	
01-17-1701-4317	Canada student Grant	-3,040	
	<b>TOTAL SWIMMING POOL REVENUE</b>	<b>-29,790</b>	
VISITOR INFORMATION CENTER			
01-17-1702-4205	Tourism BC Grant (NBC CTO/Destination BC)	-10,000	
01-17-1702-4411	Retail Sales	-1,650	
	<b>TOTAL VISITOR INFORMATION CENTER REVENUE</b>	<b>-11,650</b>	
Curling Club			
1-17-1703-4308	Rental	-10,000	
	<b>Total Curling Club Revenue</b>	<b>-10,000</b>	
LIBRARY REVENUE			
01-17-1705-4124	Maintenance Fees	-9,600	
	<b>Total Library Revenue</b>	<b>-9,600</b>	

PARK REVENUE		2018 BUDGET	
01-17-1706-4203	BCH: TREE GRANT	-2,000	
		-2,000	
	CAMPGROUNDS		
01-17-1707-4402	Park Passes	-6,000	
01-17-1707-4405	Miscellaneous - Extra Firewood, Showers, etc.	-4,500	
01-17-1707-4406	Alwin Holland Day Pass	-3,000	
01-17-1707-4407	Cameron Lake Day Pass	-25,000	
01-17-1707-4409	Dinosaur Lake Day Pass	-15,000	
01-17-1707-4410	King Gething Day Pass	-3,000	
	TOTAL CAMPGROUNDS REVENUE	-56,500	
	SPECIAL EVENTS REVENUE		
01-17-1708-4214	Grants	-1,000	
01-17-1708-4215	Program Registration	-8,000	
01-17-1708-4330	Winter Carnival Donations	-10,000	
01-17-1708-4331	Donations	-5,000	
01-17-1708-4321	Staffing Grants	-1,500	
	TOTAL SPECIAL EVENTS REVENUE	-25,500	
	TOTAL RECREATION REVENUE		-173,140 -171,557
	LANDS		
01-18-1800-4316	Land Use Application Fees	-1,000	
		-1,000	
	TOTAL LANDS DEVELOPMENT REVENUE		-1,000.00 -5,400

<b>EXPENSES</b>		<b>2018 BUDGET</b>	
<b>ARENA EXPENSES</b>			
<b>01-17-1700-5002</b>	<b>Wages &amp; Overhead</b>	<b>67,100</b>	
<b>01-17-1700-5003</b>	<b>Wages Casual</b>	<b>15,414</b>	
<b>01-17-1700-5005</b>	<b>Overtime</b>	<b>5,000</b>	
<b>01-17-1700-5017</b>	<b>Travel Expenses</b>	<b>1,500</b>	
<b>01-17-1700-5018</b>	<b>Training &amp; Development</b>	<b>3,000</b>	
<b>01-17-1700-5031</b>	<b>Special Events Expenses</b>	<b>3,000</b>	
<b>01-17-1700-5100</b>	<b>Communications - Phone, Fax, Internet, etc.</b>	<b>4,000</b>	
<b>01-17-1700-5101</b>	<b>Natural Gas</b>	<b>11,240</b>	
<b>01-17-1700-5102</b>	<b>Electricity</b>	<b>27,500</b>	
<b>01-17-1700-5104</b>	<b>Courier &amp; Freight</b>	<b>500</b>	
<b>01-17-1700-5111</b>	<b>Office Supplies</b>	<b>3,500</b>	
<b>01-17-1700-5131</b>	<b>Retail Purchase Arena</b>	<b>2,000</b>	
<b>01-17-1700-5900</b>	<b>O&amp;M Arena</b>	<b>20,000</b>	
	<b>TOTAL ARENA EXPENSES</b>	<b>163,754</b>	
<b>SWIMMING POOL EXPENSES</b>			
<b>01-17-1701-5002</b>	<b>Wages &amp; Overhead DPW</b>	<b>22,500</b>	
<b>01-17-1701-5003</b>	<b>Wages Seasonal/Casual</b>	<b>140,000</b>	
<b>01-17-1701-5005</b>	<b>Overtime</b>	<b>5,000</b>	
<b>01-17-1701-5017</b>	<b>Travel Expenses</b>	<b>1,000</b>	
<b>01-17-1701-5018</b>	<b>Training &amp; Development</b>	<b>3,200</b>	
<b>01-17-1701-5100</b>	<b>Communications - Phone, Fax, Internet, etc.</b>	<b>1,500</b>	
<b>01-17-1701-5101</b>	<b>Natural Gas</b>	<b>14,200</b>	
<b>01-17-1701-5102</b>	<b>Electricity</b>	<b>13,500</b>	
<b>01-17-1701-5104</b>	<b>Courier &amp; Freight</b>	<b>250</b>	
<b>01-17-1701-5111</b>	<b>Supplies</b>	<b>5,500</b>	
<b>01-17-1701-5124</b>	<b>Contract Services</b>	<b>600</b>	
<b>01-17-1701-5901</b>	<b>O&amp;M Pool</b>	<b>52,500</b>	
	<b>TOTAL SWIMMING POOL EXPENSES</b>	<b>259,750</b>	

<b>VISITOR INFORMATION CENTER EXPENSES</b>		<b>2018 BUDGET</b>	
<b>01-17-1702-5002</b>	<b>Wages &amp; Overhead DPW</b>	<b>1,000</b>	
<b>01-17-1702-5003</b>	<b>Wages Seasonal</b>	<b>37,670</b>	
<b>01-17-1702-5017</b>	<b>Travel Expenses</b>	<b>500</b>	
<b>01-17-1702-5018</b>	<b>Training &amp; Development</b>	<b>1,000</b>	
<b>01-17-1702-5100</b>	<b>Communications - Phone, Fax, Internet, etc.</b>	<b>4,200</b>	
<b>01-17-1702-5102</b>	<b>Electricity kwh</b>	<b>1,850</b>	
<b>01-17-1702-5105</b>	<b>Advertising</b>	<b>3,500</b>	
<b>01-17-1702-5106</b>	<b>Publications (Hosting/Promotions)</b>	<b>5,000</b>	
<b>01-17-1702-5109</b>	<b>Memberships &amp; Dues</b>	<b>1,400</b>	
<b>01-17-1702-5111</b>	<b>Supplies</b>	<b>2,500</b>	
<b>01-17-1702-5116</b>	<b>Uniforms</b>	<b>200</b>	
<b>01-17-1702-5124</b>	<b>Contract Services</b>	<b>650</b>	
<b>01-17-1702-5131</b>	<b>Retail Sales</b>	<b>1,000</b>	
<b>01-17-1702-5903</b>	<b>O&amp;M Visitor Information Center</b>	<b>25,000</b>	
	<b>TOTAL VISITOR INFORMATION CENTER EXPENSE</b>	<b>85,470</b>	



<b>EXPENSES</b>		<b>2018 BUDGET</b>	
<b>CURLING CLUB EXPENSES</b>			
01-17-1703-5100	Communication & Satelite	2,500	
01-17-1703-5101	Natural Gas	2,500	
01-17-1703-5102	Electricity	2,500	
01-17-1703-5124	Contracts	1,000	
01-17-1703-5906	O&M	14,000	
	<b>TOTAL CURLING CLUB EXPENSES</b>	<b>22,500</b>	
<b>COMMUNITY HALL EXPENSES</b>			
01-17-1704-5038	Grant in Aid	0	
	<b>TOTAL COMMUNITY HALL EXPENSES</b>	<b>0</b>	
<b>LIBRARY EXPENSES</b>			
01-17-1705-5002	Wages & Overhead	1,500	
01-17-1705-5038	Grant in Aid	119,904	
01-17-1705-5119	Building O&M Exp	55,000	
01-17-1705-5124	Contracted Services: IT Maintenance	9,600	
	<b>TOTAL LIBRARY EXPENSES</b>	<b>186,004</b>	
<b>PARKS EXPENSES</b>			
01-17-1706-5003	Wages Casual	43,868	
01-17-1706-5101	Natural Gas	500	
01-17-1706-5102	Electricity	2,200	
01-17-1706-5120	Materials & Supplies	82,500	
01-17-1706-5121	Small Tools	500	
01-17-1706-5124	Contract Services	1,000	
01-17-1706-5132	Tree Program	600	
01-17-1706-5902	O & M Parks (Replcmt parts & equip)	15,500	
	<b>TOTAL PARKS EXPENSES</b>	<b>146,668</b>	

	<b>CAMPGROUNDS EXPENSES</b>				
<b>01-17-1707-5002</b>	<b>Wages &amp; Overhead DPW</b>		<b>4,200</b>		
<b>01-17-1707-5003</b>	<b>Wages Seasonal</b>		<b>52,500</b>		
<b>01-17-1707-5005</b>	<b>Overtime</b>		<b>7,500</b>		
<b>01-17-1707-5100</b>	<b>Communication</b>		<b>150</b>		
<b>01-17-1707-5111</b>	<b>Stationary Supplies</b>		<b>150</b>		
<b>01-17-1707-5113</b>	<b>Equipment Rentals &amp; Maintenance</b>		<b>500</b>		
<b>01-17-1707-5124</b>	<b>Contract Services (Personal Tch Answg)</b>		<b>2,500</b>		
<b>01-17-1707-5905</b>	<b>O &amp; M Campgrounds</b>		<b>10,000</b>		
	<b>TOTAL CAMPGROUNDS EXPENSES</b>		<b>77,500</b>		
	<b>SPECIAL EVENTS EXPENSES</b>				
<b>01-17-1708-5002</b>	<b>Wages Coordinator</b>		<b>62,007</b>		
<b>01-17-1708-5003</b>	<b>Wages Casuals</b>		<b>11,805</b>		
<b>01-17-1708-5017</b>	<b>Travel Expenses</b>		<b>5,000</b>		
<b>01-17-1708-5018</b>	<b>Training &amp; Development</b>		<b>5,000</b>		
<b>01-17-1708-5021</b>	<b>Wages Public Works</b>		<b>6,800</b>		
<b>01-17-1708-5030</b>	<b>Special Events Contracts: Hiking, Fit for Life, snowshoeing, gymnastic:</b>		<b>17,560</b>		
<b>01-17-1708-5031</b>	<b>Program and Special Events Expenses</b>		<b>22,000</b>		
<b>01-17-1708-5100</b>	<b>Communications - Phone, Fax, Internet, etc.</b>		<b>800</b>		
<b>01-17-1708-5109</b>	<b>Memberships &amp; Dues</b>		<b>1,000</b>		
<b>01-17-1708-5111</b>	<b>Supplies</b>		<b>2,200</b>		
<b>01-17-1708-5308</b>	<b>Winter Carnival Expenses: 2018 &amp; 2019</b>		<b>22,000</b>		
<b>01-17-1708-5311</b>	<b>Special Projects: Design and Printing of trail map brochures, installatio</b>		<b>30,000</b>		
	<b>TOTAL SPECIAL EVENTS EXPENSES</b>		<b>186,172</b>		

**2018 BUDGET**

	<b>MUSEUM EXPENSES</b>				
<b>01-17-1709-5038</b>	<b>Grant in Aid (Historical Society)</b>		<b>85,850</b>		
	<b>TOTAL MUSEUM EXPENSES</b>		<b>85,850</b>		
	<b>NEW HORIZONS</b>				
<b>01-17-1711-5119</b>	<b>Building Exp</b>		<b>3,500</b>		
			<b>3,500</b>		
	<b>TOTAL RECREATION EXPENSES</b>			<b>1,217,168.00</b>	<b>1,208,233</b>
	<b>LANDS</b>				
<b>01-18-1800-5034</b>	<b>Bylaw Development</b>		<b>5,000</b>		
<b>01-18-1800-5107</b>	<b>Consultants/Legal Fees</b>		<b>1,000</b>		
<b>01-18-1800-5303</b>	<b>Survey/Mapping/GPS</b>		<b>1,000</b>		
<b>01-18-1800-5304</b>	<b>GIS/Asset Managment Training</b>		<b>3,000</b>		
			<b>10,000</b>		
	<b>TOTAL LANDS DEVELOPMENT EXPENSES</b>			<b>10,000.00</b>	<b>24,000</b>
	<b>ECONOMIC DEVELOPMENT BUDGET</b>				
	<b>REVENUE</b>				
<b>01-19-1900-4328</b>	<b>Active Communities: Mult-Use Trail Project Grant</b>		<b>-1,000</b>		
<b>01-19-1900-4405</b>	<b>MISCELLANEOUS</b>		<b>-500</b>		
	<b>TOTAL EDO REV</b>		<b>-1,500</b>		
	<b>TOTAL REVENUE</b>			<b>-1,500.00</b>	<b>-85,600</b>
	<b>EXPENSES</b>				
<b>01-19-1900-5002</b>	<b>Wages &amp; Overhead</b>		<b>1,000</b>		
<b>01-19-1900-5124</b>	<b>Contract Services</b>		<b>7,500</b>		
<b>01-19-1900-5400</b>	<b>O &amp; M Economic Dev (Signs/Xmas lights ect)</b>		<b>5,000</b>		
	<b>TOTAL EDO EXP</b>		<b>13,500</b>		
	<b>TOTAL EDO EXPENSES</b>			<b>13,500.00</b>	<b>52,100</b>

**2019 Reserve Fund Balance**

<b>North Peace Savings &amp; Credit Union</b>	<b>2019 OPENING</b>	<b>TRANSFER TO RESERVES</b>	<b>Trnsf fr Reserves for Cap Proj 2019</b>	<b>2019 END BALANCES</b>
#206 CAP MACH & EQUIP RESVE FUND	\$1,326,393	\$350,000	-\$680,400	\$995,993
#202 WATER RESERVE FUND	\$217,909	\$181,209	-\$356,000	\$43,118
#203 SEWER RESERVE FUND	\$34,978	\$374,308	-\$350,000	\$59,286
#204 TX SALE PRO RESERVE FUND	\$219,513	\$0	\$0	\$219,513
#209 PROTECTIVE SERVICE FUND	\$323,769	\$100,000	-\$52,500	\$371,269
#207 LAND RESERVE FUND	\$120,334	\$0	\$0	\$120,334
#210 COMMUNITY HALL FUND	\$30,051	\$30,000	\$0	\$60,051
	<b>\$2,272,947</b>	<b>\$1,035,517</b>	<b>-\$1,438,900</b>	<b>\$1,869,564</b>
<b>OTHER FUNDS</b>				
#202 CEMETARY FUND	\$16,699	\$300	\$0	\$16,999
	<b>\$16,699</b>	<b>\$300</b>	<b>\$0</b>	<b>\$16,999</b>

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-20	<b>Date:</b> February 20, 2019
<b>Meeting#:</b> CM022519	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Discontinuation of Credit Cards for Municipal Payments	

### BACKGROUND:

Currently, the District accepts cash, debit, Electronic Fund Transfer (ETF), and credit cards as options for residents to make municipal payments. Municipal payments include: property taxes, utility bills, hunting licenses, business licenses, cemetery fees, animal licenses, municipal fines, building and development permits.

The use of credit cards is popular with many residents as it allows them to collect 'reward points' through their credit card company when used. The District currently accepts VISA and Mastercard credit cards.

While convenient to residents, allowing residents to pay by credit causes an additional cost to the District as we are charged a credit card processing fee by the company who we purchase the debit card reader from of approximately 3.27%. For example, on a \$1,000 property tax bill paid by VISA, or MasterCard, the District would be charged \$32.70 processing fee.

Based on 2018 payments, it is estimated the District was charged \$7,184.40 as a result of allowing the use of credit cards for municipal payments.

### DISCUSSION:

Administration contacted the six other municipalities within the Peace River Regional District. With the exception of Taylor, none of the other municipalities allow for the payment using credit cards.

### FINANCIAL:

It is estimated the District would save \$7,000 on an annual basis by no longer accepting credit cards for municipal payments.

### ALTERNATIVES:

1. That Council no longer accept credit cards for municipal payments.
2. That Council no longer accept credit cards for the payment of annual property taxes but still allows the use of credit cards for the payment of all other municipal payments.

3. That Council approve adding an administration fee to payments for anyone paying by credit card in the amount of the fee the District is charged (i.e. 3.27%).

**RECOMMENDATION / RESOLUTION:**

1. That Council no longer accept credit cards for municipal payments.

**NOTE:** Residents will still be able to use credit cards for the payment of Insurance Corporation of British Columbia (ICBC) and Drivers license payments and as this is a provincial program and the District is not charged.

**Other:**

1. If approved, Administration will communicate the change to residents through a PSA Update, Notice posted on our bulletin board and at the Post Office, and on the District website.

Report Approved by:

  
Chris Cvik, Interim CAO

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-12	<b>Date:</b> February 1, 2019
<b>Meeting#:</b> CM031119	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Library Associate Member Program - Amendment	

### RECOMMENDATION:

1. That Council approve the **amended** Service Provider Agreement between the District of Hudson's Hope and the Hudson's Hope Public Library dated January 28, 2019.

### BACKGROUND:

At the Council meeting on January 28, 2019, Council passed the following draft resolution:

#### **Library Associate Member Program**

**RESOLUTION NO.026/19**

**M/S Councillors Summer/Gibbs**

**That**

**"Council approves the Service Provider Agreement between the District of Hudson's Hope and the Hudson's Hope Public Library dated January 28, 2019."**

**CARRIED.**

### DISCUSSION:

The Library has come back and requested the agreement be amended to include 'notice' of any cancellation of the policy to allow the Library to obtain replacement coverage. The section of the agreement that has been amended is shown below in **bold**.

*The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon **30 days written** notification to the Service Provider of the termination.*

### FINANCIAL CONSIDERATIONS: N/A

### Attachment:

Amended - Service Provider Agreement  
Email from Amber Norton, Library Director

  
Chris Cvik, Interim CAO



## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the "Agreement") is made and entered into this 11 day of

March, 2019 by and in between District of Hudson's Hope (the "Local Government") and Hudson's Hope Public Library (the "Service Provider").

The Service Provider agrees to provide the services listed on the attached Schedule A for the Local Government.

The term of the Agreement is perpetual commencing the 28 day of January, 2019.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon 30 days written notification to the Service Provider of the termination.



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**ON BEHALF OF THE DISTRICT OF  
HUDSON'S HOPE**

Name:

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Title:

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Signature:

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Date:

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**ON BEHALF OF THE HUDSON'S HOPE  
PUBLIC LIBRARY**

Name:

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Title:

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Signature:

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Date:

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## Schedule 'A'

### Description of Library Services

***Taken from the 2019 – 2021 Funding and Service Agreement between the District of Hudson's Hope and the Hudson's Hope Public Library.***

1. Open to the Public library service at a minimum average of 27(NOTE: to be provided by Library) hours of service per week and approximately 1425 (NOTE: to be provided by library) hours of service per year. The funders recognise in the event that funding is unavailable at the levels outlined in this agreement, that the Library reserves the right to reduce hours of service to fit the approved funding level. The Library agrees to consult with the funders in setting the level of service.
2. Access to continuously updated collection of physical and digital items: books, audio-books, magazines, newspapers, and DVDs.
3. Unlimited interlibrary loans for NELF patrons. No limits per person or weekly, monthly, yearly limits. No non-pick up fees. Access to provincial and interprovincial resources. Access to the physical collections of member libraries of NELF.
4. Print disabled services: large print, audiobook on CD, eBook with enlarged font, e-audiobook with staff assistance when needed.
5. BC one card convenience. BC one card enables patrons to drop off materials at any library in the province.
6. Reference desk, reader's advisory, internet help, government information. Government liaison, federal, provincial and local government information dissemination and support for information gathering surveys.
7. Access to public computers and wi-fi with technical and customer service support. Providing training to the public on internet use and downloading digital resources.
8. Supporting the community through informal learning opportunities, information, recreation, and social interaction. Offering adult, young adult, and children's programs such as the Summer Reading Club Program (Provincial) for children and young adults.
9. Outreach services to children. Supporting the larger community through promotion of literacy and providing opportunities for parents and children to learn through reading. Provision of children's reading materials, audiovisual, language learning, and early literacy kits.
10. Reaching out to targeted populations within the Community to provide free programs:
  - a. Children
  - b. Teens
11. Marketing of library services and events using traditional media and social software. Promotion of community information and services. Maintenance of library webpage.
12. Collaboration with libraries, schools, colleges, universities, literacy groups and other non-profits in the Region and the Province. Membership in many professional library groups.
13. Support fundraising activities.
14. Maintenance of safe, clean, and organized facilities for public use.

Page 4

Library Reporting

1. The following reports for a given year will be available for distribution to the Funders by the following year on under-served the dates as indicated below:
  - a. May 15 - Statement of Financial Information along with engagement report
  - b. May 15 - Annual Grants Report
  - c. September 15 - Annual Survey Report
  - d. As renewed - Strategic Plan
  - e. February 28 - Annual Quantitative Library Report
  - f. February 28 - Statement of Surplus and Intended Uses

## Chris Cvik

---

**From:** Amber Norton <director.hhpl@pris.ca>  
**Sent:** February 1, 2019 2:39 PM  
**To:** Chris Cvik  
**Cc:** 'Lorna Winnicky'  
**Subject:** RE: Service Provider Agreement (2019).docx

Chris,

I just spoke to Lorna, and it is our preference that the agreement is amended before we sign it.

I'm sorry for not bringing this to your attention prior to the last Council meeting. This time of year is very work heavy for me and I had incorrectly assumed that the document would meet our needs.

My apologies for the extra work that this may set on your plate as I know you are very busy as well.

Kind Regards,

**AMBER NORTON**  
**LIBRARY DIRECTOR**

Box 269 9905 DUDLEY DRIVE  
HUDSON'S HOPE, BC V0C 1V0  
PHONE: (250) 783-9414  
FAX: (250) 783-5272

COME IN, GO ANYWHERE!



HUDSON'S HOPE PUBLIC LIBRARY

♥ **LOVEHUDSONSHOPE.COM**

**From:** Chris Cvik <cao@hudsonshope.ca>  
**Sent:** February 1, 2019 2:13 PM  
**To:** Amber Norton <director.hhpl@pris.ca>  
**Subject:** RE: Service Provider Agreement (2019).docx

If that is what you would like, it will need to go back to Council as they approved the draft and I am not going to change a document they have approved without consent. I am not sure when it will go back on the agenda as I will need to do a new cover report, etc.

**Chris Cvik, Interim CAO**

District of Hudson's Hope  
Cell: 250-783-0942

**From:** Amber Norton <[director.hhpl@pris.ca](mailto:director.hhpl@pris.ca)>  
**Sent:** February 1, 2019 2:06 PM  
**To:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Subject:** RE: Service Provider Agreement (2019).docx

Is it possible to add an operational procedure to the point that I mentioned?

**AMBER NORTON**  
**LIBRARY DIRECTOR**

Box 269 9905 DUDLEY DRIVE  
HUDSON'S HOPE, BC V0C 1V0  
PHONE: (250) 783-9414  
FAX: (250) 783-5272

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**From:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Sent:** February 1, 2019 2:05 PM  
**To:** Amber Norton <[director.hhpl@pris.ca](mailto:director.hhpl@pris.ca)>  
**Subject:** RE: Service Provider Agreement (2019).docx

Amber, I sent a draft out to you and this is the draft I presented to Council. It is late to come back with changes. You have contacted MIABC to get your questions answered. I will leave this with you. As of right now, you are not covered under the District's Liability Insurance coverage.

Chris

**Chris Cvik, Interim CAO**  
District of Hudson's Hope  
Cell: 250-783-0942

**From:** Amber Norton <[director.hhpl@pris.ca](mailto:director.hhpl@pris.ca)>  
**Sent:** February 1, 2019 2:02 PM

**To:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Cc:** 'Lorna Winnicky' <[lwinnicky@prn.bc.ca](mailto:lwinnicky@prn.bc.ca)>  
**Subject:** RE: Service Provider Agreement (2019).docx  
**Importance:** High

Chris,

One of my commitments for time today has not followed through with me yet so I had a few moments to review this document.

Pertaining to the following section of the agreement:

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

I was wondering whether we could add a sentence that gives an indication of a specific period of time that notice will be given to HHPL before the policy is cancelled. I'm assuming that there is 30 days coverage after the cancellation of the policy, as was with my old policy but I would like to have at least a months notice prior to the cancellation of the policy, rather than just the month that may be included at the end of cancellation.

Is it possible that you update the document with an appropriate change with this regard and update the date?

For my convenience, I can attach my electronic signature to the document if you send it back to me. If you need a hand written signature, if you have it printed and ready in the office, I can sign it before I head home.

As I need to provide 30 days notice to my provider, I have just a couple of questions: will this policy take effect today? The day on the signed agreement? Or once the paperwork is completed between DOHH and the insurance provider. I want to make sure that I don't have any gaps in service and would like to give notice to my provider if is taking effect immediately. Part of the coverage is for Directors & Officers coverage. If you need the paperwork done for my board members right away, you can contact Lorna Winnicky, our Board Chair, while I am away on holiday. Her email is [lwinnicky@prn.bc.ca](mailto:lwinnicky@prn.bc.ca) and her phone number is (250)783-0580.

Due to my averaging agreement, I have worked longer days earlier in the week and I will start incurring unapproved overtime at 3:30, so I would appreciate it if you could have a final approved document ready to sign prior to that.

**AMBER NORTON**  
**LIBRARY DIRECTOR**

Box 269 9905 DUDLEY DRIVE  
HUDSON'S HOPE, BC VOC 1V0  
PHONE: (250) 783-9414  
FAX: (250) 783-5272

COME IN, GO ANYWHERE!



**From:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Sent:** January 17, 2019 3:09 PM  
**To:** Amber Norton (<[director.hhpl@pris.ca](mailto:director.hhpl@pris.ca)> <[director.hhpl@pris.ca](mailto:director.hhpl@pris.ca)>  
**Subject:** FW: Service Provider Agreement (2019).docx

Amber, did you look at the draft agreement? MIABC got back to me and they are okay with it from their end.

Chris

**Chris Cvik, Interim CAO**  
District of Hudson's Hope  
Cell: 250-783-0942

**From:** Susan Ackerman <[SAckerman@miabc.org](mailto:SAckerman@miabc.org)>  
**Sent:** January 17, 2019 2:48 PM  
**To:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Subject:** FW: Service Provider Agreement (2019).docx

Hi Chris,

The draft agreement looks good.

Coverage can begin as soon as I receive Council resolution and a signed copy of the agreement.



Regards,

**Susan Ackerman, CIP, CRM**  
Risk Management Advisor  
Tel: 604.449.6362 | Fax: 604.683.6244 | [sackerman@miabc.org](mailto:sackerman@miabc.org)

**Municipal Insurance Association of B.C.**  
200 - 429 West 2nd Ave.

Vancouver, BC V5Y 1E3  
[www.miabc.org](http://www.miabc.org)



**P** Think about the environment before printing this e-mail.

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**From:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Sent:** Wednesday, January 16, 2019 1:54 PM  
**To:** Susan Ackerman <[SAckerman@miabc.org](mailto:SAckerman@miabc.org)>  
**Subject:** Service Provider Agreement (2019).docx

Hi Susan,

This is a draft agreement based on the template that you provided. Will this be sufficient (assuming that Council approves and the Library agrees)?

Chris



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Winter Carnival Event Report

**DATE:** March 11, 2019

**FROM:** Kaitlyn Atkinson, Recreation and Special Events Coordinator (RSEC)

---

This year, Winter Carnival ran from January 28-February 2, 2019.

### Major Changes

- Shortening of the event from 8 to 6 days.
- Eliminating any major programming from weekdays and offering large events over the weekend.
- Development of Sponsorship Levels and corresponding guide.
- Carnival Bucks were only handed out at the District office and participants had to bring in their receipts in order to receive Bucks.
- All hot chocolate was catered.

### New Events

- |                                 |                    |
|---------------------------------|--------------------|
| ➤ Dogsledding                   | ➤ Adult Volleyball |
| ➤ Latin Dance                   | ➤ Essentrics       |
| ➤ Shinny on Cameron Lake        | ➤ Women's Rec      |
| ➤ Adult Only Moonlight Snowshoe | ➤ Parent and Tot   |
| ➤ Craft Workshop at St. Peters  |                    |

### Key Events Overview

#### *Dog Sledding, Tubing, Hot Chocolate, and Hot Dog Roast*

New this year and our kickoff event! Held at Cameron Lake Outdoor Center. The event was held on a Monday which was a PRO-D for the kids and a Swap Day for BC Hydro employees. The day was warm, with temperatures coming above zero. Best attended outdoor event with about 100 attendees.

#### *Latin Dance*

Our instructor, Aneudy teaches in Fort St. John on a regular basis. With the uncertainty of winter weather its important to have a varied program that includes indoor events. Aneudy's instruction was excellent and everyone present had a blast. This program could be expanded next year and partnered up with Essentrics and CORE in the same location one after another for convenience of participants.

#### *Carnival Bingo*

This event is so much fun! This year the prizes were awesome, and enthusiasm was high. This event has been held historically mid-day, and mid-week which is roughly the regularly scheduled Bingo

time. I think this event has big potential as an evening or weekend event. Homemade cookies, snacks, and coffee were provided by New Horizons. Could not ask for a better host!

#### *Adult Moonlight Snowshoe*

The temperatures were good for this event, only -6. This program was more of a specialty item and I hope to extend our interest next year.

#### *Bring Down the Barn*

Our major Friday night event. This event featured X-Country Skiing, two exhibition games between minor hockey and community members; parents and local firefighters. Women's Hockey showed up for a game against the Firefighters as well. Figure Skating was our intermission entertainment and Suzy Bach was on site for O'Canada. Door prizes, free food and drink, and the \$2000 Carnival Bucks shoot out round out this event.

#### *Outdoor Adventures at Cameron Lake*

This day was -35 with the windchill. A small but brave group came out to Cameron Lake for x-country skiing, crafts, homemade chili, hot chocolate, tubing, and a fire. The Double H Saddle Club was scheduled to bring out their horses for sleigh rides, but the extreme cold meant they had to cancel.

#### *Winter Carnival Auction, Dinner, and Dance*

An amazing lineup of prizes were available this year. Something for every age was available for bid. I was constantly blown away by how many Bucks various families and individuals had for buying power. Liza Rhymer was our auctioneer and we couldn't have made a better choice. Dinner was pulled pork on a bun, corn, salads and delicious cookies and brownies for dessert. Family Dance went till about 8pm and many young faces enjoyed dancing.

### **Housekeeping Items**

#### *Carnival Bucks*

Last year over \$300,000 in Carnival Bucks were printed with only \$90,000 Bucks brought in at the auction. This year our first print was for \$100,000 Bucks and we did not need to reprint.

#### *Individual Event Management*

This year where possible the RSEC did not attend events that were led by someone else. This meant less FLEX time was accrued resulting in less time out of office.

### **Budget**

#### **Cost Summary 2019**

Carnival Expenses: \$9988.00  
Donations: (\$8750.00)

**Total Cost \$1238.00\***

\*Does not include wages for staff time.

#### **Cost Summary 2018**

Total district employee wages: \$7,395.35  
Bizzybody Events: \$16,800  
Carnival expenses: \$11,389.52

Total expenses: \$35,584.87  
Cash Donations: (\$8,700)

**Total Cost: \$26,884.87**

**Cost Summary 2017**

Emily's Wages: \$13,385.40\*  
 Carnival expenses: \$11,358.33  
 Donations: (\$12,652)

*Total Cost:* \$12,091.73  
 Does not include marketing and  
 promotions costs

Event	2019
Grand Opening	111 (A47/K65) Grand Opening was at Cameron Lake Outdoor Center this Year and we had sled dog rides. Cut out Ice Carving this year.
Fit For Life	10
Essentrics	19(A19)
CORE	8 (A8)
Womens Rec Hockey	8 (A8)
Latin Dance	18 (A16/ K2)
Parent and Tot	13 (A6/ K8)
Library Storytime	15 (A6/ K9)
Craft Workshop	15(A7/ K8)
Cross Country Skiing	4. Held in conjunction with the hockey night. (-30)
Karate	N/A
Bingo	21 (A18/ K3)
Figure Skating Workshop	16 (A5/ K11)
Snow Shoeing	8 (A8) This year was Adult only and conducted in the evening as a Moonlight snowshoe.

Hydro Hockey Game	Moved all hockey to one arena evening this year.
Arena Showcase/Minor Hockey	200
Adult Volleyball	12
Ski Hill Day	N/A
Public Skate	15
Cameron Lake Day	26 (-30 with wind chill day)
Horsing Around	Cancelled due to cold. Would have been part of Cameron Lake.
Auction, Dinner and Dance	112
<b>TOTALS</b>	<b>631</b>

### Attendance

It was noted in the 2018 Winter Carnival Report that the same 100 or so people come out to the various events. This year with the addition of a few different items, I can confidently say that the number of individuals who came out to Carnival was closer to 230 this year. A bus from Moberly Lake came out to our Grand Opening event, and families and faces from Hudson's Hope that I have never seen came out to this year's Winter Carnival. By shortening the Carnival and striving to offer unique and quality events we have seen a decline in "total" numbers but an increase in individual attendees. For me, that is the measure of success.

### 2020 Outlook

Moving forward to the 11<sup>th</sup> Annual Winter Carnival, I hope to continue investing in events and attractions that really shine. Things that are unique and offer a chance to do something out of the ordinary. These are a few things I am thinking about for next year:

- Potentially hosting the Carnival over two weekends so those who work Monday to Friday, (as many in Hudson's Hope do), will be able to attend more events.
- Partnering with New Horizons to offer a Bingo afternoon as well as a Crib Tournament.
- Creation of a Rail Jam competition with qualifiers to be held a week before.
- Can the final auction be reworked to attract more people? Is there potentially a better use for Carnival funds than auction prizes? I will be brainstorming with office staff on this one in future months



---

Approved by: Chris Cvik, Interim CAO



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Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Easter Update

**DATE:** March 11, 2019

**FROM:** Kaitlyn Atkinson, Recreation and Special Events Coordinator (RSEC)

---

### History

In the updated job description for the RSEC (Fall 2017), the planning and facilitation of an Easter event was removed. In 2018, the District advertised this change through the Bulletin, PSA's and social media. A call was put out by the District for an interested group to come forward and plan an Easter event. This was in exchange for access to District owned props and supplies, assistance with marketing, a small monetary donation to the group and coverage of approved event expenses. No group came forward and no event was planned.

### 2019

The call for a group to organize an Easter event has again gone out. The funding for the event is included in the 2019 Special Events O&M budget. The ad and information were updated for clarity and conciseness. See below.

**PARTNER WITH THE DISTRICT OF HUDSON'S HOPE**

**Host an Easter Event**

**BETWEEN APRIL 19 & APRIL 22, 2019**

**THE DISTRICT WILL:**

- COVER THE COST OF THE EVENT AND GIVE A SMALL MONETARY DONATION TO THE GROUP
- PROVIDE ADVERTISING VIA DISTRICT FACEBOOK AND WEBSITE AND the BULLETIN
- SHARE EASTER PROPS AND SUPPLIES. INCLUDING EASTER BUNNY COSTUME, BASKETS, CRAFTS AND GAME SUPPLIES

**\* EVENT AND COSTS MUST BE APPROVED BY THE RECREATION AND SPECIAL EVENTS COORDINATOR BEFORE FUNDING WILL BE GIVEN.**

**CONTACT KAITLYN AT THE DISTRICT OFFICE AT 250-783-9901 OR KAITLYN@HUDSONSHOPE.CA**

**Potential Groups to take the Easter event on:**

- Hudson's Hope Library
- Hudson's Hope Bible Fellowship
- Strongstart
- Grad of 2020

---

Approved by: Chris Cvik, Interim CAO

---

Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator

## REQUEST FOR DECISION

<b>RFD#:</b> 2019MR06	<b>Date:</b> March 11, 2019
<b>Meeting#:</b>	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE: Annual Inspection of Water System</b>	

### BACKGROUND:

The Environmental Public Health Officer of the Health Protection and Disease Prevention unit of the Northern Health conducted the annual inspection on February 26, 2019 to the Hudson's Hope Water System. The Director of Public Works, Manager of Public Works and one of the operators attended the inspection and the meeting.

The Officer rated the operations of the Water Treatment Plant as great, and appreciated the operator's level of knowledge and confidence in running the plant.

All of the physical readings of the chemical testing such as automated chlorination, diluted alum and turbidity are within the acceptable limit.

### RECOMMENDATION / RESOLUTION:

That Council receive this report as information.

Prepared By:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, Interim CAO

Attachment: Water Report

**SR6**



E.H.O./P.H.I. name (Last name, first name) <i>Nair, Madhu</i>		Premises name <i>CWS Hudson's Hope</i>	
Address		Postal code	
Operator <i>Det of Hudson's Hope</i>		Inspection date (YYYY-MM-DD) <i>2019/02/26</i>	Time spent (hours - estimate to nearest ¼ hour) <i>2</i>
Premises type (check ✓ one) <input checked="" type="checkbox"/> <b>WS1</b> - Water systems - Type 1 <input type="checkbox"/> <b>WS2</b> - Water systems - Type 2 <input type="checkbox"/> <b>WS3</b> - Water systems - Type 3 <input type="checkbox"/> <b>WS4</b> - Water systems - Type 4		Inspection type (check ✓ one) <input checked="" type="checkbox"/> <b>R</b> - Routine <input type="checkbox"/> <b>C</b> - Complaint - Date: _____ <input type="checkbox"/> <b>F</b> - Follow-up <input type="checkbox"/> Initial inspection	
<input type="checkbox"/> Follow-up inspection required		Next inspection (YYYY-MM-DD) <i>Date is tentative and at discretion of the EHO.</i>	

### Hazard Rating

#### Critical Hazard

These items relate to public health or safety.  
These must receive immediate attention.

- ☐ Microbiological contamination of raw water supply due to:
  - Flood..... 301
  - Sewage..... 302
  - Industrial..... 303
  - Agriculture..... 304
  - Other (specify)..... 305
- ☐ Chemical contamination of raw water supply..... 306
- ☐ Contamination of finished water - Reservoir..... 307
- ☐ Contamination of finished water - Mains..... 308
- ☐ Cross-connection..... 309
- ☐ Use of unapproved source..... 310
- ☐ Other (specify)..... 311

#### Sanitation and Maintenance

These items must be corrected within a designated time periods.

- ☐ Interruption of treatment..... 510
- ☐ Inadequate treatment..... 511
- ☐ Improper maintenance of distribution system..... 512
- ☐ Improper or no disinfection of new or repaired main..... 513
- ☐ Source unprotected and subject to contamination..... 514
- ☐ Inadequate or improper construction of water works..... 515
- ☐ Inadequate microbiological analysis data..... 516
- ☐ Inadequate chemical analysis data..... 516
- ☐ Other (specify)..... 517

The above checked items indicate a ☐ High ☐ Moderate ☒ **Low hazard rating for your premises**

☐ Issue permit (✓) ☐ Conditions of permit (✓) ☐ Replacement permit (✓)

Code #	Explanation of checked hazards, recommendations or comments
	<i>Treatment plant inspection - 18:30</i> <i>Large tank - 700Lts - Contact Time - 15 minutes</i> <i>Chlorination - Automated ✓ 1.35 ppm at the time of the inspection.</i> <i>Treatment plant operation - Great ✓</i> <i>Alum → Diluted to 1/3rd. Turbidity - 0.08 NTU ✓</i> <i>No concerns. Operator is proficient in the running of this system ✓</i>

Received by <i>[Signature]</i>	Printed name <i>DAVID ANDERSON</i> <i>MARK STURGE</i>	E.H.O. / P.H.I. <i>Madhu Nair</i>
-----------------------------------	---	--------------------------------------

Routing: White (owner/operator), yellow (data entry), pink (Environmental Health Officer/Public Health Inspector)



## REQUEST FOR DECISION

<b>RFD#:</b> 2019 MR05	<b>Date:</b> March 11, 2019
<b>Meeting#:</b>	<b>Originator:</b> Mark Sture, PW Manager
<b>RFD TITLE:</b> Spring and Fall Clean-up costs	

### RECOMMENDATION:

1. That Council receive the following as information.

### BACKGROUND:

At the January 28, 2019 meeting, Council passed the following resolution;

*RESOLUTION NO.020/19*

*M/S Councillors Quibell/Miller*

*That*

*"Council direct staff to provide a report on the annual clean-up costs associated to the Spring and Fall clean-up Program."*

*CARRIED*

As per the direction, Public Works staff have reviewed the Spring and Fall clean-up programs of previous years and associated costs. Staff also reviewed the District of Hudson's Hope Property Maintenance Bylaw No. 791, 2010.

As per the Bylaw No. 791, 2010;

- Every property owner has certain obligation of removal of certain unsightly materials from the property;
- The District has certain responsibilities to enforce the bylaw;

Traditionally, instead of enforcing the bylaw, the District encourages the residents to clean up their properties. As part of that practice the Bylaw enforcement officer sends reminders to the concerned residents for clean-up, the District issue PSA on clean ups, and Public Works organize and conduct Spring and Fall clean-ups.

### DISCUSSION:

Spring and fall clean-up are programs that have been provided by the District in the past in an attempt to beautify the community and encourage residents to remove large junk items from their properties. Although the program is for curb-side collection of large items, in past years, Public Works personnel have entered in to private properties (with permission) to remove large items from side and rear yards. Some of these items have included derelict or unwanted vehicles.

**ALTERNATIVES:**

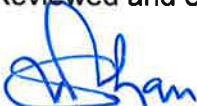
1. Continue providing clean-up at an average cost of \$10,389.23 in spring and \$10,389.23 in fall.
2. Discontinue providing spring and fall clean up.

**FINANCIAL CONSIDERATIONS:**

Alternative 1 – The costs for this alternative have been estimated at \$20,778.45 per year for large item collection, and it is embedded in the operating budget. Any enhanced level of service would require additional person power and equipment.

Alternative 2 – None

Reviewed and edited by



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, Interim CAO

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: 2018-02-28</b>
<b>Meeting#:</b>	<b>Originator: Tammy McKeown</b>
<b>RFD TITLE: Financial Assistance Grant applications</b>	

**BACKGROUND:**

Each year we receive financial grant applications from Non-profit organizations within the community to assist them in providing different services or to assist with capital projects.

**DISCUSSION:**

We received the following applications for the 2019 year:

<b>Association</b>	<b>Request</b>
Double H Saddle Club	\$3,505.20 -to pay for renovations at the arena and to hire grad class to dismantle the bleachers. In Kind- tables, chairs, big tent, transport of porta-potties, snow plowing to access arena and parking lot, mowing of the ditches, weed spraying, and purchase and installation of caution Horse and rider crossing signs.
Fall Fair Society	In Kind- tables, chairs, flat deck trailer, printing, ownership of the tent
Friends of Hudson's Hope	Municipal taxes- approx. \$3835.05
Northern Rockies Karate-Do Society	\$1,000 to purchase equipment for Hudson's Hope dojo.
Hudson's Hope Soccer	In Kind- tent, tables, garbage cans, approx. \$225 to cover Special Event insurance
Bullhead Mountain Curling Club	Donation to cover purchase of new stones
Hope 4 Health	In Kind- safety cones, use of office equipment, transport of porta-potties, tents, sandwich board, assistance of SEC, use of hot-chocolate back pack, media/publicity support
Hudson's Hope Parent Advisory Committee	\$2,500 to be used for the Honor Roll program
Hudson's Hope Health Care & Housing Society	Up to \$38,000 to assist with window replacement at Silver Willows

Portable tent: There has been one request for the tent to be given to one of the organizations. They have stated that they will make it available for rental to the other organizations in town and to the District for Canada Day, if Council agrees to transferring ownership to them as part

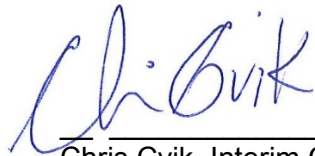
of the grant. The tent is over 10 years old with a book value of approximately \$500. The rental/loan of the tent has been an issue for Public Works as it takes many employee hours each year for set-up, take -down and cleaning. Administration recommends the ownership of the tent to be transferred to the Fall Fair Society.

Administration contacted the Bullhead Mountain Curling Club to clarify a value in regard to their request. As the club did not respond with an amount that they may require to cover the purchase, an amount has not been allocated to them.

We received total cash requests in the amount of \$11,565 (excluding the Health Care & Housing Society). We have allocated \$7,135 to the value of the in-kind donations based on previous years associated costs. There is approximately \$17,000 that can be allocated to Hudson's Hope Health Care & Housing Society, after taking into consideration the other requests.

**ADMINISTRATOR COMMENTS:**

Report Approved by:



Chris Cvik, Interim CAO

**BUDGET:**

The Financial Grant Policy specifies that up to 15% of residential taxes can be used towards Financial Assistance Grants. This year, there is approximately \$50,700 available for Grants. \$15,000 of this has been allocated to the properties affected by our Exempt Property Bylaw, leaving \$35,700 available for the remaining community requests.

**RECOMMENDATION / RESOLUTION:**

That Council approves the following Financial Assistance Grants for 2019:

Association	Grant approval
Double H Saddle Club	\$3,505.20 -to pay for renovations at the arena and to hire grad class to dismantle the bleachers. In Kind- tables, chairs, transport of porta-potties, snow plowing to access arena and parking lot, mowing of the ditches, weed spraying, and purchase and installation of caution Horse and rider crossing signs.
Fall Fair Society	In Kind- tables, chairs, flat deck trailer, printing.
Friends of Hudson's Hope	Municipal taxes- □ approx. \$3835.05
Northern Rockies Karate-Do Society	\$1,000 to purchase equipment for Hudson's Hope Dojo.

Hudson's Hope Soccer	In Kind- tables, garbage cans, approx.. \$225 to cover Special Event insurance
<b>Bullhead Mountain Curling Club</b>	
Hope 4 Health	In Kind- safety cones, use of office equipment, transport of porta-potties, sandwich board, assistance of Special Events Coordinator, use of hot-chocolate back pack, media/publicity support
Hudson's Hope Parent Advisory Committee	\$2,500 to be used for the Honor Roll program
Hudson's Hope Health Care	\$17,000 to assist with window replacement
<p><b>And That:</b></p> <p>Council approve the transfer of ownership of the portable tent to the Hudson's Hope Fall Fair Society as part of their Financial Assistance Grant.</p>	
<p><b>ATTACHMENTS:</b></p> <p>2019 Grant applications</p>	

  
 Tammy McKeown, Corporate Officer



### APPLICATION FOR A GRANT

Date: Feb. 01 2019

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

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Double "H" Saddle Club			
Mailing Address	City	Province	Postal Code
PO Box 25	Hudson's Hope	BC	V0C 1V0
SOCIETY INFORMATION			
Society Registration Number	Charity's BN (Business Number) / Registration Number (the number the organization puts on charitable donation receipts)		
S0008206	800384117BC0001		
SOCIETY EXECUTIVE – ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
President	Terylee Fieber		
Vice President	Debbie Beattie		
Secretary	Robin Milliken		
Treasurer	Lindsay Gunderson		
Director w/o portfolio	Elisabeth Haagsman		
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Elisabeth Haagsman			
Mailing Address	City	Province	Postal Code
[REDACTED]	Hudson's Hope	BC	V0C 1V0
Work Telephone	Home Telephone	Cell Telephone	Email Address
[REDACTED]	[REDACTED]	[REDACTED]	dhsaddleclub@gmail.com

GRANT APPLICATION	
<input checked="" type="checkbox"/> New Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the



### ORGANIZATION INFORMATION

#### Describe the purpose of your organization:

The Double "H" Saddle Club is a volunteer society dedicated to provide an affordable, safe and pleasurable multi-purpose equine facility.

Our small arena was the starting point of some of the finest rodeo individuals such as Debbie Guelly (see letter), Ricky Warren and Jake Watson. These and other rodeo individuals helped put Hudson's Hope on the map in the rodeo world. Such a wonderful accomplishment.

The arena is also the classroom to the Hudson's Hope Secondary School, providing an equine program taught by Lisa Rhymer. This program offers hands-on teaching that encourages non-traditional approaches to learning and is one of the only few equine studies programs offered in northern BC.

The Double "H" Saddle Club sponsors a BC High School Rodeo each year bringing a large amount of northern high school rodeo competitors to Hudson's Hope. This event helps bring in revenue for local businesses and the club.

Last fall the Fall Fair committee held a very successful event at the outdoor arena of the DHSC.

As you can see, the Double "H" Saddle Clubs' purpose has a wonderful impact to our Hudson's Hope community.

#### User Statistics

1. 500+ The number of persons that are served by your organization annually.
2. 30+ The number of members in your organization/society.

#### Is the organization run by volunteers, paid staff or a combination of both?

1. 10 the number of volunteers and 300+ the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

Number	Title	Paid Hours Per Year
	No paid staff	



Council Resolution No. 074  
Effective Date: March 24, 2014

Page 67 of 215



**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

Signature of Applicant

Feb. 01 2019

Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

**APPLICATION DEADLINE - FEBRUARY 15**

SEND APPLICATIONS TO:

**DISTRICT OF HUDSON'S HOPE**

**HUDSON'S HOPE, BC**

**V0C 1V0, CANADA**

# Request for Grant:

Our indoor riding arena building is now 33 years old; built in 1986. Through time the standards of safety issues require the maintenance and up-keep of the facilities to pass safety inspections. Safety for all equine members, their equine partners and community spectators that participate in all Double "H" Saddle Club Events I.e. Peace Country Barrel Racing Association, Hudson's Hope Winter Carnival, BC High School Rodeo Association, Roping nights, Equine program through HHES, Clinics and other events.

At this time the members find it a priority to bring the bleachers up to safety standards which was recommended by the building inspector two years ago. Also, through our growing membership and events, we (the members and executives) feel that the second set of bleachers (south east) need to be removed to create a tie up area for horses with a separation barrier from the spectators such as roaming children. This safe zone will keep children and community members away from the horses. Furthermore, overcrowding horses on the north end will be reduced and a much safer area created. I.e. During PCBRA, we have had several cases of riders running into awaiting riders. This modification will also eliminate these safety concerns.

The DHSC will try to salvage as much as possible of materials from the large 68' bleachers. We will be recycling these materials for new tack lockers and the separation barrier. These Tack Lockers will help bring an income of \$500+ annually to the club.

The monetary grant assistance request is: \$ 1505.20 (from BIG TOP RENTALS) plus \$2000 to student group = **\$3,505.20 monetary grant request from the DOHH Financial Assistance**

\$2000 of the grant assistance requested will go towards a student group (Ex. Grad 2020 Fundraiser) which the DHSC will hire on to help dismantle the bleachers overseen by parents and a contractor.

The DHSC would also like to request in-kind from the district included in the financial assistance grant:

1. Tables/chairs and tent rental for the upcoming Fall High school Rodeo 2019 (date to be set in summer )
2. Delivery/return of outhouses (6) from Butler Ridge Energy Services for the upcoming fall HSR
3. Snow plowing to access the indoor arena and the parking lot in front of the building during the winter months year 2020-2021, after each 3"+ snowfall.
4. Mow the ditches along the indoor/outdoor arena once during the summer and before the HSR if needed.
5. Spray the ongoing Canada thistle (noxious weed) problem growing in the ditches
6. Caution Horse and rider crossing road signs (installed before and after the arena).

Thank you for giving the Double "H" Saddle Club the opportunity to apply for the Financial Assistance Grant.



To whom it may concern:

Kth my name is Deb Guelly, I am a professional Barrel Racer. I have made the Canadian Finals Rodeo 22 times, the National Finals 6 times, 5 time Canadian Champion, Silver medal winner 2002 Olympic Games Salt Lake City. I grew up in Hudson's Hope B.C. I spent countless hours at the rodeo grounds growing up. With the help of the Double H Saddle Club I was able to go on and accomplish what I have today. I know growing up in a small town sports venues are very important, the Guelly Pavilion was built just after I left town. I however went back and was able to put Barrel Racing clinics on in the building to help teach future stars. The building and the Double H Saddle Club have been in the community for along time and I hope that they are able to keep it up and going for many more years. Along in a small town you don't have all the things available like you do in a city so it is very important to keep these places going.

Thank You.

Email Address  
Web Site Address

DATE: 10/02/2019  
INVOICE NO: /

Description	Amount
Re: Remove bleachers and install tack lockers at riding arena	
- supplies: 2x6x16	\$287.67
-       2x8x12	\$295.85
- misc. screws, nails,, hinges, 2x4, etc	\$600.00
- labour to oversee student workers	\$250.00
Subtotal	\$1,433.52
GST/HST 123381477RT   5%	\$71.68
<b>TOTAL</b>	<b>\$1,505.20</b>

## Comments / Notes

Note: Have students remove set of bleachers, salvage any material discard unuseable. Then help them put together lockers that they can store tack in. Should take approx. four days

**Note: Big Top Rentals is not responsible for any injuries sustained in this project.**





**CERTIFIED COPY**  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

*Albert*

CAROL PREST

# STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

**NAME OF SOCIETY:** **DOUBLE "H" SADDLE CLUB**

**Incorporation Number:**

S0008206

**Business Number:**

80038 4117 BC0001

**Filed Date and Time:**

December 11, 2018 01:14 PM Pacific Time

## REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

12550 CARTER ST  
HUDSON'S HOPE BC V0C 1V0

**Mailing Address:**

9505 - 100TH STREET  
BOX 25  
HUDSON'S HOPE BC V0C 1V0

## DIRECTOR INFORMATION

**Last Name, First Name Middle Name:**

BEATTIE, DEBBIE

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

FIEBER, TERYLEE

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

GUNDERSON, LINDSAY

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

HAAGSMAN, ELISABETH

**Delivery Address:**

[REDACTED]



## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

**Last Name, First Name Middle Name:**

MILLIKEN, ROBIN

**Delivery Address:**



## Double "H" Saddle Club 2017/2018 Year End Financial Report

### Indoor Income

10.00 arena  
 45.00 arena  
 10.00 arena  
 15.00 arena  
 60.00 rental  
 10.00 arena  
 10.00 arena  
 105.00 arena  
 17.00 arena  
 60.00 arena  
 150.00 donation  
 60.00 arena  
 50.00 arena  
 15.00 arena  
 10.00 arena  
 16.00 arena  
 10.00 arena  
 40.00 arena  
 10.00 arena  
 15.05 arena  
 100.00 rental  
 6,500.12 raffle  
 2,600.00 school contract  
 10.00 arena  
 50.00 arena  
 10.00 arena

### Indoor Expenses

114.87 Bchydro  
 512.76 gerhard quote  
 142.94 fortis  
 509.25 heater repair  
 325.47 fortis  
 40.00 dohh water  
 558.79 b hydro  
 681.75 fortis  
 100.77 main  
 713.38 bc hydro  
 3,500.00 marlin travels  
 33.11 main  
 247.93 fortis  
 579.10 bchydro  
 40.00 dohh water  
 18.67 main  
 1,814.36 wateres(grant)  
 118.27 main  
 404.44 fortis  
 654.50 fortis  
 11.00 main  
 6,223.00 insurance  
 165.00 capris insurance  
 21,000.00 breezeway advance  
 800.00 capris insurance  
 206.00 gift

BC HYDRO YEAR	FORTIS	MISC/MAIN
1,966.14	2,457.03	
	INSURANCE	
	7,188.00	



10.00 arena	500.00 jump	
36.00 arena	19,950.17 remaining breezeway	
300.00 raffle	200.00 gift	
5,547.70 grant DOHH		
80.00 arena		
300.00 donation		
10.00 arena		
10.00 arena		
246.00 concession		
1,221.90 bottledshed		
307.20 bottledshed		
1,800.00 grant core		47,726.97
1,500.00 bc hydro grant		59,965.53
300.00 rental		
10.00 arena		-12,238.56
150.00 rental		
10.00 arena		
25,900.00 grant ndit		

Total Income for Indoors

47,726.97

Total Expenses

59,965.53

breezeway  
40,950.17  
7,047.70  
1,500.00  
25,900.00

34,447.70  
DHSC portion  
6,502.47

RENTAL	DONATIONS	ARENA	CONTRACT	GRANTS	CONCESSION
610.00	450.00	894.05	2,600.00	34,747.70	246.00

bottle shed  
1,529.10      406.00

## 3



**Breezeway Project****Total Cost: \$40,950.17****Grants: \$34,447.70****DHSC Portion: \$6,502.47****COMPARISONS 2016-2017**

	<b>INCOME</b>		<b>EXPENSES</b>
<b>ADMIN</b>	<b>\$85.38</b>		<b>\$895.39</b>
<b>MEMBERS</b>	<b>\$2,897.50</b>		
<b>STALLS</b>	<b>\$4,170.70</b>		<b>\$122.98</b>
<b>INDOOR</b>	<b>\$50,610.49</b>		<b>\$46,704.98</b>
<b>TOTAL</b>	<b>\$57,764.07</b>		<b>\$47,723.35</b>
	<b>INCOME</b>	<b>\$10,040.72</b>	
	<b>UNSUED GRANT</b>	<b>\$10,000.00</b>	
		<b>\$40.72</b>	

BC HYDRO YEAR		FORTIS		MISC/MAIN	
\$2,048.66		\$2,154.01		\$1,349.12	
NEW DOORS		INSURANCE		LIGHTS	
\$9,299.71		\$4,220.00		\$27,452.40	
CONCESSION					
\$181.08					
RENTAL	DONATIONS	ARENA	CONTRACT	GRANTS	CONCESSION
\$530.00	\$820.00	\$824.3	\$5,200.00	\$43,018.19	\$218.00
INSURANCE					
\$4,220.00					

# OUTDOOR ARENA 2017-2018

DOUBLE H SADDLE CLUB OUTDOORS		
INCOME		EXPENSES
\$17,575.45		\$6,006.44
TOAL INCOME		\$11,569.01

CONCESSIONS INCOME	CONCESSION EXPENSE
\$10,810.45	\$4,970.50
CONCESSION TOTAL	
\$5,839.95	

RENTAL
\$450.00
POKER RIDE
\$565.00
ADVERTISING
\$5,750.00

BC HYDRO	MAINT
\$395.54	\$200.00
	prizes
	\$440.40

Cheque Book Balances	
Chequings	26,186.73
Savings	2,980.83

\*Note - this doesn't include the cheque for \$25,900 from NDIT  
 -Will need to pay out \$19,950.17 for Completion of Breezeway.  
 Transfer \$14,000 back into our savings.

(after all that we should be around \$18,136.56 chequings & \$16,980.83 savings)

**DOUBLE 'H' SADDLE CLUB OF HUDSON'S HOPE, BC**  
**PROJECTED OPERATIONAL BUDGET FOR 2020**

**ADMINISTRATIVE : \$ 6,000**

HUB Insurance

Capri Insurance

BC Society Registration

Miscellaneous

Banking Fees

**UTILITIES : \$ 4,000**

BC Hydro

Fortis BC

**CONCESSION : \$ 3,200**

Groceries / Supplies

**MAINTENANCE : \$ 7,000**

Grounds Upkeep

Building Upkeep

Stall/Pens Upkeep

Rodeo Grounds

Snowplowing / Frozen Water

**TOTAL PROJECTED OPERATIONAL BUDGET FOR 2020 \$ 20,200**



**DOUBLE 'H' SADDLE CLUB of HUDSON'S HOPE, BC****Projected Club Income for 2019****PROJECTED INCOME TOTAL :**

HS Rodeo / Equine Studies Arena Rental	\$ 3,000	
Horse Stall/Pen Rental	\$ 3,000	
Concession Sales	\$ 3,200	
Indoor Riding Fee / Heat	\$ 300	
Annual Memberships	\$ 2,500	
Sponsorships / Donations	\$ 6,750	<b>\$ 18,750</b>

**FULL FACILITY EXPENSES**

Insurance – Liability of Directors Officers / Building	\$ 5,500	
Utilities – BC Hydro / Fortis Gas	\$ 4,000	
Concession – Supplies Rodeo / Poker Ride	\$ 3,000	
Repairs/Hardware/Equipment/Quotes	\$ 6,000	<b><u>\$ 18,500</u></b>

**PROJECTED INCOME for 2019** **\$ 250**



### APPLICATION FOR A GRANT

Date: February 14, 2019

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

GENERAL INFORMATION				
Official Name of Non-Profit Organization <u>Hudson's Hope Fall Fair Society</u>				
Mailing Address <u>P.O. Box 415, Hudson's Hope BC</u>		City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C1V0</u>
SOCIETY INFORMATION				
Society Registration Number <u>50062986</u> <u>84556 7692 BC 0002</u>		Charity's BN (Business Number) / Registration Number (the number the organization puts on charitable donation receipts)		
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY				
Title	Name	Phone Number		
President	Lauren Schroeder			
Vice President	Sorrel Schroeder			
Secretary	Cait Vince			
Treasurer	Amanda Brown			
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM				
Contact Name <u>Amanda Brown</u>				
Mailing Address <div style="background-color: black; height: 20px;"></div>		City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C1V0</u>
Work Telephone <u>—</u>	Home Telephone <u>—</u>	Cell Telephone <div style="background-color: black; height: 20px;"></div>	Email Address <div style="background-color: black; height: 20px;"></div>	
GRANT APPLICATION				
<input checked="" type="checkbox"/> New Grant Application		<input type="checkbox"/> Application for Project Previously Funded by the		



### ORGANIZATION INFORMATION

Describe the purpose of your organization:

The Hudson's Hope Fall Fair is a one day family friendly agriculture and homesteading event featuring a wide array of categories outlined by the Alberta Horticulture Association (A.H.A.). This event brings the community together to allow its members to compete in crafting, baking, canning, live stock raising, vegetable production, the arts, a loggers sports competition and many more areas. The day event is finished off with a Dinner / Dance in the pavilion located on the rodeo grounds.

### User Statistics

1. + 450 The number of persons that are served by your organization annually.
2. 7 The number of members in your organization/society.

Is the organization run by volunteers, paid staff or a combination of both?

1. 13 the number of volunteers and +400 the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year. No paid staff

Number	Title	Paid Hours Per Year



### REQUEST FOR GRANT

#### Describe the reason for your grant application:

The Fall Fair Society is requesting an inkind donation of:

- 200 copies of the Fall Fair booklet to be printed
- ~~One day rental of the small wooden stage~~
- One day rental of picnic tables and chairs

As the district is unable to rent the large white district tent, the Fall Fair Society would also like to request for the ownership of the tent.

#### Proposal is best characterized as:

- ☒ Event ☐ Capital Project

#### Participants/beneficiaries will primarily be:

- ☒ Youth ☒ Seniors ☐ Disadvantaged Persons

#### This proposal's activities can best be described as related to:

- ☒ Arts and Culture ☐ Recreation and Sports ☐ Environment, Social and Education

#### Attach the following information:

- ☐ Most recent audited Financial Statements including a Balance Sheet and Income Statement
- ☐ Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- ☐ Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)
- ☐ Projected operating budget for the next year
- ☐ Copy of Non-Profit Society Registration papers

Documents have been sent through email



**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

Signature of Applicant

*February 14, 2019*

Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

**APPLICATION DEADLINE – FEBRUARY 15**

SEND APPLICATIONS TO:

**DISTRICT OF HUDSON'S HOPE**

**HUDSON'S HOPE, BC**

**V0C 1V0, CANADA**

Hudson's Hope Fall Fair  
2018 Comparative Income Statement

	Budget	Actual
Revenue		
Grants	5000.00	3,000.00
Auction	1000.00	917.00
Bank Interest	5.00	5.00
Donations	1000.00	2,450.00
Gate	250.00	200.00
Registrations	200.00	222.00
Tables	200.00	150.00
Dinner	1600.00	2,000.00
<b>Total Revenue</b>	<b>9255.00</b>	<b>8,944.00</b>

Expenses

AHA Membership Fees	30.00	30.00
Annual Society Membership	25.00	25.00
Brochures	200.00	0.00
Grads	300.00	0.00
Insurance	500.00	475.00
Misc.	100.00	0.00
Office Supplies	100.00	147.70
Prizes	1000.00	480.00
Ribbons	0.00	0.00
Tags	0.00	0.00
Train Fuel	30.00	0.00
Wagon Rides	350.00	0.00
AGM	110.00	108.24
Rodeo Grounds	500.00	500.00
Shirts/Wristbands	300.00	239.10
Music	3000.00	1,324.00
Dinner	1600.00	1,600.00
Engraving	60.00	28.88
Chair Rental	100.00	25.00
Lions Van	110.00	0.00
<b>Total Expenses</b>	<b>8415.00</b>	<b>4,982.92</b>

Hudson's Hope Fall Fair					
2019 Comparative Income Statement					
				Budget	Actual
Revenue					
Grants				9000	
Auction				1500	
Bank Interest				5	
Donations				3000	
Gate				250	
Registrations				300	
Vendors				400	
Dinner				2500	
Total Revenue				16955	
Expenses					
Office Equipment				1000	
AHA Membership Fees				30	40
Tents				1000	
Brochures				100	
Grads				300	
Insurance				500	
Misc.				200	
Office Supplies				200	
Prizes				500	
Ribbons				250	
Tags				100	
Train Fuel				30	
Wagon Rides				300	
AGM				110	
Rodeo Grounds				500	
Shirts/Wristbands				300	
Music				3000	
Dinner				1700	
Engraving				60	
Sheep Panels				2000	
Lions Van				110	
Secan				2500	
Total Expenses				12760	



**APPLICATION FOR A GRANT**Date: January 30, 2019

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

GENERAL INFORMATION			
<b>Official Name of Non-Profit Organization</b>			
Friends of Hudson's Hope Society			
<b>Mailing Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
Box 247	Hudson's Hope	BC	V0C1V0
SOCIETY INFORMATION			
<b>Society Registration Number</b>		<b>Charity's BN (Business Number) / Registration Number</b> <i>(the number the organization puts on charitable donation receipts)</i>	
895889715			
SOCIETY EXECUTIVE – ATTACH LIST IF MORE ROOM IS NECESSARY			
<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	
President	Barb Frocklage		
Vice President	Lynnea Stacey		
Secretary/Treasure	Edith Rosa		
Food Bank Director	Travis Winnicky		
Director	Kathi Birosh		
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
<b>Contact Name</b>			
Patti Campbell			
<b>Mailing Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
Box 24	Hudson's Hope	BC	V0C1V0
<b>Work Telephone</b>	<b>Home Telephone</b>	<b>Cell Telephone</b>	<b>Email Address</b>

GRANT APPLICATION	
<input checked="" type="checkbox"/> New Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the





### ORGANIZATION INFORMATION

#### Describe the purpose of your organization:

The Purpose of The Friends of Hudson's Hope Society is to provide a variety of Programs for the vulnerable residents in our community.

1. To operate a Food Bank accessible year round
2. To Fund and deliver a Christmas Hamper Program; this program consists of providing food & presents for those in need.
3. To provide financial assistance for Medical Travel & Treatment
4. To provide Medic Aid (911 responding units) free of charge to at risk individuals enabling them to safely stay in their homes longer.
5. Disaster Relief in the form of free household items and clothing from the Thrift Store
6. Addiction Counselling and related Services
7. Disability support services

#### User Statistics

1. 120 The number of persons that are served by your organization annually.
2. 5 The number of members in your organization/society.

#### Is the organization run by volunteers, paid staff or a combination of both?

1. 6 the number of volunteers and 2200 the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

Number	Title	Paid Hours Per Year
1	Administrator	2000



### REQUEST FOR GRANT

#### Describe the reason for your grant application:

The Friends of Hudson's Hope Society would like to request a Grant from the District of Hudson's Hope for the amount of our municipal taxes. Last year this amount was \$ 3674.37. Your acceptance of our application will enable us to put more monies into our programs to enhance our communities health and wellness.

#### Proposal is best characterized as:

☒ Event ☐ Capital Project

#### Participants/beneficiaries will primarily be:

☒ Youth ☒ Seniors ☒ Disadvantaged Persons

#### This proposal's activities can best be described as related to:

☐ Arts and Culture ☐ Recreation and Sports ☒ Environment, Social and Education

#### Attach the following information:

- ☒ Most recent audited Financial Statements including a Balance Sheet and Income Statement
- ☐ Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- ☐ Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)
- ☐ Projected operating budget for the next year
- ☐ Copy of Non-Profit Society Registration papers



### **DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

  
Signature of Applicant

Feb 6 / 2019  
Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

### **APPLICATION DEADLINE – FEBRUARY 15**

SEND APPLICATIONS TO:

**DISTRICT OF HUDSON'S HOPE**

**HUDSON'S HOPE, BC**

**VOC 1V0, CANADA**



NUMBER: S-42592

***SOCIETY ACT***

**CERTIFICATE OF INCORPORATION**

***I Hereby Certify that***

**FRIENDS OF HUDSON'S HOPE SOCIETY**

has this day been incorporated under the *Society Act*

***Issued under my hand at Victoria, British Columbia***

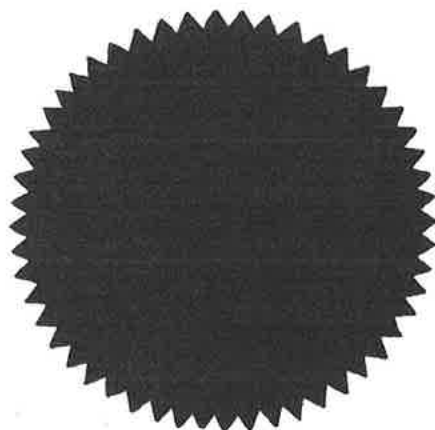
***on January 16, 2001***

A handwritten signature in black ink, reading "J. Powell".

**JOHN S. POWELL**

***Registrar of Companies***

**PROVINCE OF BRITISH COLUMBIA  
CANADA**



**FRIENDS OF HUDSON'S HOPE SOCIETY**

**FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**BEELYNE**  
**EXECUTIVE SERVICES LTD**  
**PO BOX 275**  
**CHETWYND, BC V0C 1J0**

**BEELYNE  
EXECUTIVE SERVICES LTD.  
RICHARD MARTIN  
PO BOX 275  
CHETWYND, BC V0C 1J0**

---

**April 19, 2018**

**To the Members  
Friends of Hudson's Hope Society**

**I have reviewed the books and records of Friends of Hudson's Hope for the year ending December 31, 2017 consisting mainly of bank records from North Peace Savings and Credit Union and the receipts and documents supplied, and do believe that the following statement does fairly represent the transactions of the Society for this period.**

**Respectfully,**

**Richard Martin  
RM/nc  
Attached**

**FRIENDS OF HUDSON'S HOPE SOCIETY  
BALANCE SHEET  
DECEMBER 31, 2017**

	2017	2016
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Bank - 537563	51,080.01	37,463.95
Bank - 516476	4,029.88	2,763.66
Bank - 700633	23,750.22	26,736.32
Cash	1,194.20	1,379.60
Lake View Shares	161.04	156.72
Term Deposits	398.00	369.00
<b>TOTAL Current Assets</b>	80,613.35	68,869.25
<b>FIXED ASSETS</b>		
Land & Buildings	149,742.39	149,742.39
Equipment - Computer	1,293.78	1,293.78
Equipment - Other	61,486.96	52,590.61
<b>TOTAL Fixed Assets</b>	212,523.13	203,626.78
<b>TOTAL ASSETS</b>	<u>293,136.48</u>	<u>272,496.03</u>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts Payable	2,128.74	2,142.06
<b>TOTAL Current Liabilities</b>	2,128.74	2,142.06
<b>TOTAL LIABILITIES</b>	2,128.74	2,142.06
<b>CAPITAL</b>		
Society's Equity	44,676.23	44,676.23
Retained Earnings	225,677.74	201,707.76
Year-to-Date Earnings	20,653.77	23,969.98
<b>TOTAL CAPITAL</b>	291,007.74	270,353.97
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<u>293,136.48</u>	<u>272,496.03</u>

**FRIENDS OF HUDSON'S HOPE SOCIETY  
RECEIPTS AND DISBURSEMENTS  
DECEMBER 31, 2017**

	2017	2016
<b>RECEIPTS</b>		
Revenues Thrift Shop	62,476.86	67,734.19
Donations	22,899.23	38,018.47
Revenues Laundry	18,963.32	15,175.16
Earned Interest	200.51	299.34
Food Bank Donations	40,250.00	0.00
Grants	5,000.00	0.00
Revenues Misc.	515.00	150.84
	<u>150,304.92</u>	<u>121,378.00</u>
<b>TOTAL RECEIPTS</b>	<u>150,304.92</u>	<u>121,378.00</u>
<b>DISBURSEMENTS</b>		
Accounting & Legal	789.66	725.88
Advertising	781.53	277.28
Equipment - Rep,Lic & Ins	366.00	363.01
Equipment - Rental	585.80	625.54
Hampers - Christmas	16,351.73	13,386.17
Food Bank	30,982.50	7,285.46
Interest & Bank Charges	527.40	368.59
Laundry Supplies	283.94	324.60
Medic Aid	2,971.00	2,925.00
Medical Assistances	1,944.11	4,190.88
Office Expense	1,316.89	1,050.76
Repairs & Maintenance - Bldgs	1,493.34	2,217.99
Supplies	1,450.56	1,481.26
Tax, Licence & Insurance	9,021.77	8,652.38
Telephone & Utilities	9,348.07	8,367.24
Travel & Promotion	0.00	0.00
Wages & Benefits	51,436.85	45,165.98
	<u>129,651.15</u>	<u>97,408.02</u>
<b>TOTAL DISBURSEMENTS</b>	<u>129,651.15</u>	<u>97,408.02</u>
<b>OPERATING PROFIT</b>	<u>20,653.77</u>	<u>23,969.98</u>
<b>EXCESS OF RECEIPTS (DISBURSEMENTS)</b>	<u><u>20,653.77</u></u>	<u><u>23,969.98</u></u>



**2018 BC SOCIETY ANNUAL REPORT****BC Society • Societies Act****NAME OF SOCIETY: FRIENDS OF HUDSON'S HOPE SOCIETY****Incorporation Number:**

S0042592

**Business Number:**

89588 9715 BC0001

**Filed Date and Time:**

May 15, 2018 09:49 AM Pacific Time

**Annual General Meeting (AGM) Date:**

May 4, 2018

**REGISTERED OFFICE ADDRESS INFORMATION****Delivery Address:**10324 GETHING ST  
P.O. BOX 247  
HUDSON'S HOPE BC V0C 1V0**Mailing Address:**10324 GETHING ST  
P.O. BOX 247  
HUDSON'S HOPE BC V0C 1V0**DIRECTOR INFORMATION AS OF May 4, 2018****Last Name, First Name Middle Name:**

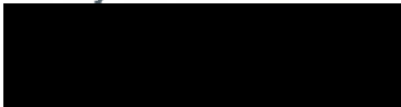
BIROSH, KATHI

**Delivery Address:****Last Name, First Name Middle Name:**

CLARKE, CHANTELE R.

**Delivery Address:****Last Name, First Name Middle Name:**

FORTIN, TINA

**Delivery Address:****Last Name, First Name Middle Name:**

FROCKLAGE, BARBARA A.

**Delivery Address:**

**Last Name, First Name Middle Name:**

GRAHAM, MAUREEN C.

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

STACEY, LYNNEA

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

WINNICKY, TRAVIS JAMES

**Delivery Address:**

[REDACTED]

**CERTIFICATION**

I, Patricia Campbell, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

9:30 AM

**Friends of Hudson's Hope Society**

02/12/19

**Profit & Loss**

Accrual Basis

January through December 2018

	Jan - Dec 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
095 · Fundraising Income	2,892.11
160 · Interest Earned	198.53
099 · Donations	14,663.44
100 · Laundromat Income	
101 · Laundromat Income Cash	15,593.36
102 · Laundromat Income Contract	1,714.25
<b>Total 100 · Laundromat Income</b>	<b>17,307.61</b>
120 · Thrift Store Income	
121 · Thrift Store Income Cash	36,513.20
122 · Thrift Store Income Debit	22,207.78
<b>Total 120 · Thrift Store Income</b>	<b>58,720.98</b>
<b>Total Income</b>	<b>93,782.67</b>
<b>Expense</b>	
311 · Bank Fees	410.13
308 · Property Taxes	4,041.81
200 · Thrift Store Expenses	
201 · Debit Machine Fees	543.95
202 · Debit Machine Rental	529.80
203 · Electricity	1,247.35
204 · Natural Gas	1,841.26
205 · Telephone	1,168.90
206 · Supplies	1,003.02
<b>Total 200 · Thrift Store Expenses</b>	<b>6,334.28</b>
250 · Laundromat Expenses	
251 · Electricity	1,112.69
252 · Natural Gas	1,309.42
253 · Machine Repair & Maintance	448.23
254 · Supplies	352.58
256 · Water & Sewer	791.84
<b>Total 250 · Laundromat Expenses</b>	<b>4,014.76</b>
300 · Garbage collection	148.00
301 · Snowplowing	0.00
302 · Insurance	5,192.02
303 · Office Expense	1,889.20
304 · Payroll	37,052.22
305 · Payroll Remittance	12,624.01
306 · Work Safe BC	455.58
307 · General Maintance & Repairs	1,500.53
310 · Legal & Accounting	596.49
400 · Medical Expenses	
403 · Medical Travel and Treatment	4,685.19
401 · MedicAid Response Systems	1,326.40
402 · Prescriptions	1,891.60
<b>Total 400 · Medical Expenses</b>	<b>7,903.19</b>
<b>Total Expense</b>	<b>82,162.22</b>
<b>Net Ordinary Income</b>	<b>11,620.45</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
096 · Grant Funding Received	6,625.13
<b>Total Other Income</b>	<b>6,625.13</b>

9:30 AM

**Friends of Hudson's Hope Society**

02/12/19

**Profit & Loss**

Accrual Basis

January through December 2018

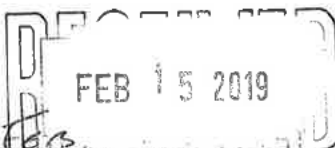
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	Jan - Dec 18
<b>Other Expense</b>	
505 · Volunteer Appreciation Gifts	232.62
501 · Christmas Hamper Program	15,458.29
500 · Food Bank	29,152.32
502 · Food Bank Rental	6,000.00
<b>Total Other Expense</b>	<b>50,843.23</b>
<b>Net Other Income</b>	<b>-44,218.10</b>
<b>Net Income</b>	<b>-32,597.65</b>

---



## APPLICATION FOR A GRANT

Date: Feb 13, 2019Date Received: Feb 13, 2019

GENERAL INFORMATION			
Official Name of Non-Profit Organization <u>NORTHERN ROCKIES KARATE-DO SOCIETY</u>			
Mailing Address <u>Box 563</u>	City <u>Chetwynd</u>	Province <u>BC</u>	Postal Code <u>V0C 1J0</u>
SOCIETY INFORMATION			
Society Registration Number <u>S-0058963</u>		Charity's BN (Business Number) / Registration Number (the number the organization puts on charitable donation receipts)	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
<u>Tracey Moore ↔</u>	<u>President</u>		
<u>Secretary</u>	<u>Lee Hocking</u>		
<u>Treasurer</u>	<u>Charissa Toneson</u>		
<u>Director</u>	<u>Gregg Sheldon</u>		
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name <u>Lee Hocking</u>			
<u>[Redacted]</u>	City <u>Hudsons Hope</u>	Province <u>BC</u>	Postal Code <u>V0C 1V0</u>
Work Telephone	Home Telephone	Cell Telephone	Email Address
<u>[Redacted]</u>			

GRANT APPLICATION	
<input checked="" type="checkbox"/> New Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the

REQUESTING \$1000  
FOR EQUIPMENT PURCHASE



### ORGANIZATION INFORMATION

#### Describe the purpose of your organization:

The purpose of our organization, which teaches students Karate from ages 6-18 is to develop both the mind and body of our students. The body is developed by playing many games of speed and strategy, of developing flexibility with stretching and by learning Katas and how to fight in a disciplined format in which the focus is on self-defense. Development of the mind is encouraged by teaching, along with Karate moves, discipline, patience, confidence and respect - both self respect and respect for the Sensei, for the higher belts and for all people. Because Karate is a discipline of self-defense, it teaches awareness of ALL aspects of a persons surroundings, not just in class but in LIFE.

#### User Statistics

1. 11 The number of persons that are served by your organization annually.
2. 8 The number of members in your organization/society.

#### Is the organization run by volunteers, paid staff or a combination of both?

1. 2 the number of volunteers and 50 the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

Number	Title	Paid Hours Per Year
<u>1</u>	<u>Sensei</u>	<u>180</u>
<u>1</u>	<u>Senpai</u>	<u>180</u>



REQUEST FOR GRANT	
Describe the reason for your grant application:	The reason for this grant application is to help fund the purchase of chest protectors and head gear for our members. Although I am submitting this application on behalf of the Hudson's Hope dojo ONLY, and all numbers are ONLY for Hudson's Hope, our Sensei and Senpai manage dojos in Tumbler Ridge and Fort St. John as well. They haul the protective gear with them to all locations. So this year each dojo is attempting to fund gear that can stay in each location.
	Thank you for your consideration.
	<u>\$1,000</u>
<b>Proposal is best characterized as:</b> <input type="checkbox"/> Event <input checked="" type="checkbox"/> Capital Project	
<b>Participants/beneficiaries will primarily be:</b> <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Disadvantaged Persons	
<b>This proposal's activities can best be described as related to:</b> <input type="checkbox"/> Arts and Culture <input checked="" type="checkbox"/> Recreation and Sports <input type="checkbox"/> Environment, Social and Education	
<b>Attach the following information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent <u>audited</u> Financial Statements including a Balance Sheet and Income Statement</li> <li><input type="checkbox"/> Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)</li> <li><input type="checkbox"/> Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)</li> <li><input type="checkbox"/> Projected operating budget for the next year</li> <li><input type="checkbox"/> Copy of Non-Profit Society Registration papers</li> </ul>	



**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

*J. Lee Hocking*

Signature of Applicant

*Feb 15, 2019*

Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

**APPLICATION DEADLINE - FEBRUARY 15**

SEND APPLICATIONS TO:

**DISTRICT OF HUDSON'S HOPE**

**HUDSON'S HOPE, BC**

**VOC 1V0, CANADA**

Council Resolution No. 074  
Effective Date: March 24, 2014

Revised by Resolution No. : n/a  
Revised Date: n/a





## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society - Societies Act

**CERTIFIED COPY**  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

CAROL PREST

**NAME OF SOCIETY: NORTHERN ROCKIES KARATE DO SOCIETY**

**Incorporation Number:**

S0058963

**Business Number:**

84341 2701 BC0001

**Filed Date and Time:**

February 20, 2018 04:47 PM Pacific Time

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

8672 HIGHWAY 97 S  
PO BOX 563  
CHETWYND BC V0C 1J0

**Mailing Address:**

8672 HIGHWAY 97 S  
PO BOX 563  
CHETWYND BC V0C 1J0

### DIRECTOR INFORMATION

**Last Name, First Name Middle Name:**

BUCKLEY, LISA

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

BURTON, DARRELL

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

BURTON, KIMBERLY

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

FARQUHARSON, JASON

**Delivery Address:**

[REDACTED]



## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society Societies Act

**Last Name, First Name Middle Name:**

HILDEBRANDT, ALISON

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

HOCKING, LEE

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

MOORE, TRACEY

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

NAIR, MADHU

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

SHELDON, GREGG

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

TONNESEN, CHARISSA H.

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

TURKIA, DAREJAN

**Delivery Address:**

[REDACTED]

**Northern Rockies Karate Do Society Financial Statement**  
**January to December 2018**

**Income**

**Fundraising**

Merchandise sales	\$4,138.75
Highway Cleanup	\$1,742.50
Donations	
Summer Camp	\$400.00

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**\$6,281.25**

**Expenses**

**Merchandise**

Purchases	\$3,584.95
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**Instructional clinics**

Honoraria	\$200.00
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**Donation**

Summer camp	\$180.00
Luke Jessiman	\$500.00

**Miscellaneous**

Society fees	
Bank charges	\$60.00

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**\$4,524.95**

**Northern Rockies Karate Do Society Financial Statement**  
**January to December 2017**

**Income**

**Fundraising**

Highway Cleanup	\$742.50
Tournament Concession	\$55.00
Dues for clinics	\$845.00
Donations	
Soke Cup	\$1,400.00

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**\$3,042.50**

**Expenses**

**Instructional clinics**

Travel for instructors	\$527.36
Honoraria	\$2,000.00

**Tournaments**

Soke Cup entry fees	\$1,744.00
---------------------	------------

**Miscellaneous**

Donation for Dojo Bus	\$500.00
Society fees	
Bank charges	\$60.00

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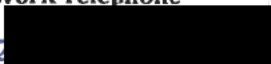
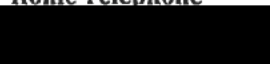
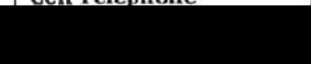
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**\$4,831.36**

2019

HUDSON'S  
HOPERECEIVED  
FEB 02 2019  
JITC/OTEDAPPLICATION FOR A GRANTDate: FEB. 2, 2019

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

GENERAL INFORMATION			
Official Name of Non-Profit Organization <u>Hudson's Hope Soccer</u>			
Mailing Address <u>Po Box #144</u>	City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C-1V0</u>
SOCIETY INFORMATION			
Society Registration Number <u>S 40361</u> <u>* BC Soccer Association</u>		Charity's BN (Business Number) / Registration Number (the number the organization puts on charitable donation receipts)	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
<u>President</u>	<u>JASON NAISBY</u>		
<u>Vice President</u>	<u>Cheryl Baytaluke</u>		
<u>Treasurer</u>	<u>HEIDI NAISBY</u>		
<u>Secretary</u>	<u>Leon Beebe</u>		
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name <u>JASON NAISBY</u>			
Mailing Address 	City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C-1V0</u>
Work Telephone 	Home Telephone 	Cell Telephone 	Email Address <u>hh.soccer@live.ca</u>

GRANT APPLICATION	
<input checked="" type="checkbox"/> New Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the

IN kind

LARGE TENT, PICNIC TABLES, LARABAGGANS.

\$225<sup>00</sup><sub>xx</sub> TO COVER SPECIAL EVENT INSURANCE.

2019.

HUDSON'S  
HOPE**ORGANIZATION INFORMATION****Describe the purpose of your organization:**

Our purpose is to promote the sport of soccer in Hudson's Hope, from child to adult age. Soccer promotes a healthy lifestyle, physical activity, teamwork, social interaction and outdoor recreation. Hudson's Hope Soccer is an Associate member of BC Soccer.

**User Statistics**

1. 100 The number of persons that are served by your organization annually.
2. 100 The number of members in your organization/society.

**Is the organization run by volunteers, paid staff or a combination of both?**

1. 10 the number of volunteers and 300 the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year. NONE

Number	Title	Paid Hours Per Year

2019.

HUDSON'S  
HOPE

REQUEST FOR GRANT	
Describe the reason for your grant application:	
Annual youth soccer tournament SATURDAY JUNE 1 and SUNDAY JUNE 2, 2019.	
SATURDAY JUNE 1 - U6, U8, U10, U12	
SUNDAY JUNE 2 - U14, U16	
①	WE (HH Soccer) would like the District of Hudson's Hope to donate and set up the following equipment on Friday MAY 31. WE (HH Soccer) would like to use the equipment on SAT. JUNE 1 and SUN. JUNE 2.
	<ul style="list-style-type: none"> <li>- LARGE SUN TENT</li> <li>- Picnic tables (x8)</li> <li>- Garbage cans (x8)</li> </ul>
②	WE (HH SOCCER) would like DOHH to cover the cost of our "SPECIAL EVENT" insurance. The cost of this 4 day insurance for last year's tournament was \$225.
<b>Proposal is best characterized as:</b> <input checked="" type="checkbox"/> Event <input type="checkbox"/> Capital Project	
<b>Participants/beneficiaries will primarily be:</b> <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Disadvantaged Persons	
<b>This proposal's activities can best be described as related to:</b> <input type="checkbox"/> Arts and Culture <input checked="" type="checkbox"/> Recreation and Sports <input type="checkbox"/> Environment, Social and Education	
<b>Attach the following information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent <u>audited</u> Financial Statements including a Balance Sheet and Income Statement</li> <li><input type="checkbox"/> Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)</li> <li><input type="checkbox"/> Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)</li> <li><input type="checkbox"/> Projected operating budget for the next year</li> <li><input type="checkbox"/> Copy of Non-Profit Society Registration papers</li> </ul>	

2019.

HUDSON'S  
HOPE**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

  
Signature of ApplicantFEB. 2, 2019  
Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

**APPLICATION DEADLINE - FEBRUARY 15**

SEND APPLICATIONS TO:

**DISTRICT OF HUDSON'S HOPE****HUDSON'S HOPE, BC****V0C 1V0, CANADA**

Council Resolution No. 074  
Effective Date: March 24, 2014

Revised by Resolution No. : n/a  
Revised Date: n/a



**Hudson's Hope Trappers Youth Soccer Association**

Society# S40361 (BC Soccer Assn)

**Financial Statement****Period:** April 1, 2018 to Jan 31, 2019**Bank Balances**

NPSCU Account# 101000420190

<b>Account Name</b>	<b>April 1, 2018</b>	<b>Jan 31, 2019</b>	<b>Change</b>
Chequing	\$12,669.41	\$10,140.10	-\$2529.31
Plan24/ Coaching	\$312.76	\$312.86	+0.10
Membership Shares	\$70.09	\$72.90	+2.81

**Transactions Summary****Credits**

<b>Date</b>	<b>Amount</b>	<b>Comments</b>
May 5, 2018	\$1685	HH Soccer Registration Fees
May 16, 2018	\$575	HH Soccer Registration Fees
June 8, 2018	\$2790.50	HH Soccer Registration Fees & tournament fees
June 8, 2018	\$2340	Tournament fees paid to HH by FSJ, Chet, Tumbler
June 8, 2018	\$1000	BC Hydro Social Club donation
June 23, 2018	\$1079.50	Trappers Jackets and hats payments from parents
July 4, 2018	\$480	Trappers jackets and hats payments from parents
Sep 30, 2018	\$225	DOHH tournament insurance reimbursement
Sep 30, 2018	\$1065.10	Bottle shed money (Chetwynd depot)
Sep 30, 2018	\$100	Registration
<b>TOTAL Credits</b>	<b>\$11340.10</b>	

**Debits**

<b>Date</b>	<b>Amount</b>	<b>Comments</b>
May 1, 2018	\$100	Pearkes Center yearly storage locker rental
May 29, 2018	\$540	Tumbler Ridge soccer tournament fees
June 1, 2018	\$600	Withdrawal for soccer concession float
June 5, 2018	\$571.51	Lawrence's Meat Ft St John
June 6, 2018	\$500	Grad 2019 (soccer concession assistance)
June 9, 2018	\$1193.22	Real Canadian Wholesale FSJ
June 9, 2018	\$379.33	Real Canadian Wholesale FSJ
June 13, 2018	\$1622.04	Better Awards.com medals & decals
June 14, 2018	\$695.06	Field supplies, tourney insurance, misc

June 14, 2018	\$4261.17	HH Trappers jackets and hats
June 14, 2018	\$167.92	Prize table prizes
June 14, 2019	\$280	Chetwynd soccer tourney registration
June 15, 2019	\$75	Zack Milliken (refing soccer)
June 23, 2019	\$2248	BC Soccer Association registration fees
June 23, 2019	\$575.62	Tupperware water bottles
<b>TOTAL Debits</b>	<b>\$13808.87</b>	

## Financial Notes:

- We have an inventory of Hudson's Hope Trappers jackets and hats which will continue to be sold off in the 2019 outdoor season, to balance the credit/ debit lines
- We purchased a number of Tupperware water bottles which will be given to players in the 2019 outdoor season
- We received \$500 from BC Hydro for new soccer jerseys (cheque yet to be deposited)
- We received \$100 from DOHH for coming 2<sup>nd</sup> in the Christmas parade (chq to be deposited)
- We have \$100 cash on hand from jacket/ hat sales (to be deposited)

Jason Naisby  
HH Soccer President

March 6, 2019



### APPLICATION FOR A GRANT

**Date:** Tuesday, February 12, 2017

**Date Received:** \_\_\_\_\_

#### GENERAL INFORMATION

**Official Name of Non-Profit Organization:** Hope for Health Society ("H4H")

**Mailing Address:** PO Box 356, Hudson's Hope, BC, V0C 1V0

**Email Address:** hope4healthsociety@gmail.com

#### SOCIETY INFORMATION

**Society Registration Number:** S-0062868.

**Charity's BN (Business Number) / Registration Number:** H4H does not have charity status.

#### SOCIETY EXECUTIVE

**Title**

Chair

Secretary

Treasurer

**Name**

William Lindsay

Greta Goddard

Colleen Gillie

**Telephone Number**



**Other Active Members:**

Dr. David Courtney

Fiona McLay-Courtney

Susan Soderstrom

Grace Okada

Cara Hudson

Lynda Luchinski

#### LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM

**Contact Name:** Greta Goddard

**Mailing Address:**

**Home Telephone:**

**Cell Telephone:**



#### GRANT APPLICATION

☐ New Grant Application

☒ Application for Event Previously Supported

#### ORGANIZATION INFORMATION

**Describe the purposes of your organization:**

- a. To promote health and wellness in Hudson's Hope and the surrounding area by creating awareness about healthy options, in part by making these available, affordable and accessible;
- b. To increase physical activity as a lifestyle choice;

- c. To reduce the use and consumption of tobacco and alcohol products;
- d. To educate our citizens on proper nutrition; and
- e. To develop and support health-oriented events and activities.

### **User Statistics:**

It is difficult to accurately quantify the number of persons that are served by H4H annually because its events are not the same each year. Also, our financial assistance to other organizations (see below) enables residents and visitors to participate in their events and activities. H4H doesn't track those numbers. Over the years we have brought many events to Hudson's Hope. We have had medical professionals present at free healthy meals. WE supported dance and yoga classes.

H4H financially supports the healthy meals program at Silver Willows.

H4H has secured grant funding and instituted a before and after school program at Hudson's Hope School. With funding, Hope for Health was able to hire five students to assist, and provide a BCRPA High Five training.

We also support a breakfast program that provides nutritional easy access breakfasts at Hudson's Hope School.

We are also continuing with That Dam Run. That Dam Run is fast becoming our signature event of the year. We attract runners from all over the region. The participation numbers have been steadily growing over the years.

Currently there are 11 members of our society.

H4H is run by volunteers only - there are no paid staff, although some presenters have received an honorarium for their travel expenses.

In 2015, the activities of H4H have been generously supported by approximately 40 to 50 volunteers and some of these individuals have helped out with more than one event. A conservative estimate of the number of volunteer hours contributed in 2015 is 390, and approximately the same for 2016, 2017 and 2018.

### **REQUEST FOR GRANT**

#### **Describe the reason for your grant application:**

H4H was incorporated as a society in 2014. Start up funding was provided by Northern Health. In accordance with its purposes (see above), H4H has hosted healthy meal events, sponsored cooking classes, organized physical activities, and helped to fund other local groups (over \$10,000 was contributed to the Hudson's Hope School, the Hudson's Hope Ski Association, the District of Hudson's Hope and the Bullhead Mountain Curling Club).

In September 2014, the Hope for Health Society ("H4H") first held *That Dam Run* – a 10-mile run/walk on pavement and trails. 46 participants registered for this event and weather conditions were perfect. The 2015 TDR was again held in September and a 5 km run/walk was added as a separate event; but the weather was brutal – snow and a cold wind. There were 102 registered ranging from 87 to 7 years of age. In 2016, the third annual run, attracted 111 runners. In 2017, we had 124 registered participants and perfect

conditions. In 2018, our numbers dropped slightly to 110. But overall, we feel that this event is gradually gaining ground. All participants must agree to waive all liability and save harmless the organizations which have any involvement in this event; and the municipality is included as an indemnified party.

In 2019, H4H again hopes to organize this event with the aim of having 150-200 participants if the logistics can be worked out. Accordingly, rather than a cash donation, H4H requests from the municipality the contribution of equipment and labour:

- to borrow some orange safety cones and a couple of stop/slow signs;
- to utilize District of Hudson's Hope's office equipment/resources:  
printer/photocopier
- to have the porta-potties transported from Butler Ridge Energy Services to the race site and returned afterwards
- to have the big tent erected on site for the event
- to borrow the large sandwich boards for signage
- media and publicity support
- if applicable and available, to have the smaller District tent erected on site
- use of the hot chocolate back pack from the Recreation Coordinator
- the assistance of the Recreational Coordinator on the day of the event

**Proposal is best characterized as:** Event.

**Participants/beneficiaries will primarily be:** Runners and Walkers of all ages

**This proposal's activities can best be described as related to:** Recreation and Sports.

**Attach the following information:**

- ☐ Most recent **audited** Financial Statements including a Balance Sheet and Income Statement
- ☐ Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- ☐ Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)
- ☐ Projected operating budget for the next year
- ☐ Copy of Non-Profit Society Registration papers

**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects. I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said District and its employees in consequence of

and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

Tuesday, February 05, 2017

Signature of Applicant

A handwritten signature in blue ink, appearing to read "G. J. McCall".A handwritten signature in blue ink, appearing to read "W. J. Lindsay".

**Hope For Health**  
**Income Statement 01-04-2017 to 31-03-2018**  
**(unaudited)**

**REVENUE**

**Revenue**

Grant Funding	0.00
Donations Revenue	250.00
Fund Raising Revenue	0.00
Event Revenue	4,036.98
Interest Revenue	5.64
<b>Total Revenue</b>	<u>4,292.62</u>

<b>TOTAL REVENUE</b>	<u>4,292.62</u>
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**EXPENSE**

**Expenses**

Bank Charges & Interest	78.00
Advertising & Promotions	0.00
Business Fees & Licenses	52.50
Commissions on Event Registration	390.60
Donations Expense	0.00
Event Supplies, Small Equip & Materials	4,899.56
Honorariums	0.00
Insurance	241.08
Office Supplies/Postage/Admin	105.00
Other Subsidies	461.98
Speakers/Presenters fees	0.00
Venue Rent	700.00
<b>Total Expenses</b>	<u>6,928.72</u>

<b>TOTAL EXPENSE</b>	<u>6,928.72</u>
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<b>NET INCOME</b>	<u><u>-2,636.10</u></u>
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### APPLICATION FOR A GRANT

Date: Feb 13, 2019

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

GENERAL INFORMATION			
Official Name of Non-Profit Organization <u>Hudson's Hope School Parent Advisory Comi Htee</u>			
Mailing Address <u>PO Box 350</u>	City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C 1V0</u>
SOCIETY INFORMATION			
Society Registration Number		Charity's BN (Business Number) / Registration Number (the number the organization puts on charitable donation receipts)	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
<u>Chair / President</u>	<u>Amber Norton</u>		
<u>Secretary</u>	<u>Buianne Beebe</u>		
<u>Treasurer</u>	<u>Kim Stacey</u>		
<u>Vice Pres/Chair</u>	<u>Heidi Nausby</u>		
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name <u>Kim Stacey</u>			
Mailing Address <div style="background-color: black; width: 150px; height: 20px;"></div>	City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C 1V0</u>
Work Telephone	Home Telephone	Cell Telephone	Email Address

GRANT APPLICATION	
<input type="checkbox"/> New Grant Application	<input checked="" type="checkbox"/> Application for Project Previously Funded by the

Page 124 of 215

The purpose of the Hudson's Hope School Parent Advisory is to support our school in Hudson's Hope. We have provided funding to assist the school in bringing in various events to the school, such as

- Body Science educators
- Literacy presenters
- Art and Culture events

We also support the school directly in a variety of ways. We provide funding for the school to reward great behavior in our school, through donations to the H-note fund, Cruising Days events, and Honor Roll trips.

We also have helped teachers and coaches with purchases such as Art supplies for special art projects, uniforms for sports teams, and travel expenses for school trips. We supply food and treats for special events.

We also plan activities for our students, such as sports day and movie nights. We participate in the School Fun day before the Christmas break with arts and crafts events.



### REQUEST FOR GRANT

**Describe the reason for your grant application:**

**Proposal is best characterized as:**

- ☒ Event ☐ Capital Project

**Participants/beneficiaries will primarily be:**

- ☒ Youth ☐ Seniors ☐ Disadvantaged Persons

**This proposal's activities can best be described as related to:**

- ☐ Arts and Culture ☒ Recreation and Sports ☐ Environment, Social and Education

**Attach the following information:**

- ☐ Most recent ***audited*** Financial Statements including a Balance Sheet and Income Statement
- ☐ Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- ☐ Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)
- ☐ Projected operating budget for the next year
- ☐ Copy of Non-Profit Society Registration papers

We are applying for a grant to assist us in supporting the school with a year-end Work Ethics Honor Roll reward trip to Grande Prairie.

We are asking for \$2500.00 to help offset the costs of accommodation and activities for this trip.

This trip is for secondary students who earn the distinction of having made the "Work Ethics Honor Roll" for all 4 terms in the school year.



**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

Signature of Applicant

Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

**APPLICATION DEADLINE - FEBRUARY 15**

SEND APPLICATIONS TO:

**DISTRICT OF HUDSON'S HOPE**

**HUDSON'S HOPE, BC**

**V0C 1V0, CANADA**

## Hudson's Hope School PAC Treasurer's Report

Month

September

### REGULAR ACCOUNT

DATE	Item		W/D	DEPOSIT	BALANCE
1-Jan	Opening Balance				7487.8
10-Jan	Transfer Gaming Funds		2960		4527.8
	chq # 94		200.39		4327.41
	Chq # 95		195.83		4131.58
	Interest			0.22	4131.8
	Charge		6.5		4125.3
1-Feb	Opening Balance				4125.3
	Interest			0.16	4125.46
	Charge		6.5		4118.96
1-Mar	Opening Balance				4118.96
	Interest			0.17	4119.13
	Service Charge		6.5		4112.63
1-Apr	Opening Balance				4112.63
	Deposit			967.75	5080.38
	Interest			0.19	5080.57
	Service Charge		6.5		5074.07
1-May	Opening Balance				5074.07
	Interest			0.22	5074.29
	Service Charge		6.5		5067.79
1-Jun	Opening Balance				5067.79
	Interest			0.21	5068
	Service Charge		6.5		5061.5
31-Jul	Opening Balance				5061.5
	Interest			0.21	5061.71
	Service Charge		6.5		5055.21
1-Aug	Opening Balance				5055.21
	Interest			0.21	5055.42
	Service Charge		6.5		5048.92
1-Sep	Opening Balance				5048.92
	Interest			0.21	5049.13
	Service Charge		6.5		5042.63
1-Oct	Opening Balance				5042.63
11-Oct	Deposit			3384	8426.63
	Province of BC Gaming Grant				8426.63
	Interest			0.31	8426.94
	Service Charge		6.5		8420.44
1-Nov	Opening Balance				8420.44
13-Nov	Transfer Gaming Grant to Gaming Acc		3384		5036.44
	Interest			0.26	5036.7

	Service Charge		6.5		5030.2
1-Dec	Opening Balance				5030.2
	Interest			0.21	5030.41
	Service Charge		6.5		5023.91
1-Jan	Openng Balance				5023.91
	Interest			0.21	5024.12
	Service Charge		6.5		5017.62
1-Feb	Opening Balance				5017.62
13-Feb	Transfer to cover Chq from Gaming		327.17		4690.45
	Interest			0.19	4690.64
	Service Charge		6.5		4684.14
					4684.14



**GAMING ACCOUNT**

DATE	ITEM	W/D	DEPOSIT	BALANCE
1-Jan	Opening Balance			183.01
	Transfer in Gaming Funds		2960	3143.01
	Interest		0.1	3143.11
	Charge	2		3141.11
1-Feb	Opening Balance			3141.11
	Interest		0.12	3141.23
	Charge	2		3139.23
1-Mar	Opening Balance			3139.23
	Interest		0.13	3139.36
	Service Charge	2		3137.36
1-Apr	Opening Balance			3137.36
	Interest		0.13	3137.49
	Service Charge	2		3135.49
1-May	Opening Balance			3135.49
	Interest		0.13	3135.62
	Service Charge	2		3133.62
1-Jun	Opening Balance			3133.62
	Interest		0.13	3133.75
	Service Charge	2		3131.75
31-Jul	Opening Balance			3131.75
	Interest		0.13	3131.88
	Service Charge	2		3129.88
1-Aug	Opening Balance			3129.88
	Interest		0.13	3130.01
	Service Charge	2		3128.01
1-Sep	Opening Balance			3128.01
	Interest		0.13	3128.14
	Service Charge	2		3126.14
1-Oct	Opening Balance			3126.14
	Interest		0.13	3126.27
	Service Charge	2		3124.27
1-Nov	Opening Balance			3124.27
13-Nov	Transfer Gaming Grant to Gaming Acc		3384	6508.27
	Chq # 23	3000		3508.27
	Interest		0.11	3508.38
	Service Charge	2		3506.38
1-Dec	Opening Balance			3506.38
	Interest		0.15	3506.53
	Service Charge	2		3504.53
1-Jan	Openng Balance			3504.53
	Chq # 24	327.17		3177.36
	Chq # 25			3177.36
	Chq # 26	1260		1917.36
	Interest		0.12	1917.48

	Service Charge		2		1915.48
1-Feb	Opening Balance				1915.48
	Deposit (to cover chq # 24)			327.17	2242.65
	Interest			0.08	2242.73
	Service Charge		2		2240.73
					2240.73
					2240.73
					2240.73
					2240.73
					2240.73
					2240.73
					2240.73



## Hudson's Hope Health Care & Housing Society

### Silver Willow Court

Box 342, 10104-Ellis Crescent  
Hudson's Hope, B.C., VOC 1V0

Phone: (250) 783-5521; Email: swc@pris.ca

Tuesday, February 12, 2019

Mayor Dave Heiberg, Councillors and staff of the District of Hudson's Hope,  
Hudson's Hope, BC VOC 1V0

Dear Mayor, Councillors and staff,

I enclose our request for a financial assistance grant for the Hudson's Hope Health Care & Housing Society. We are appealing to you for financial assistance in our quest to replace the ageing windows at Silver Willow Court. The building has stood the test of time since it was built in the early 1980s but the windows are now showing signs of their age. The frames are deteriorating, some of the seals are broken and the hardware is stiff or broken making it hard for our senior tenants to open/close the windows.

New windows would add a fresh new look to the building as well as adding multiple other benefits such as:

- Superior insulating factor leading to lowered environmental impact from carbon emissions
- Long lasting vinyl windows would require minimal upkeep
- Easier opening mechanism would benefit everyone

We have been fund raising for the window project this winter and have so far raised \$8,000 – a long way from the \$40,000+ we need, but a good start. We have several outstanding requests, as well as more grants we have identified with the assistance of the district grant writers. We hope to raise some more funds before this summer. However, we would very much a grant from the district which might enable us to make this much needed project materialize.

We have attached a copy of our financial statement (March 31.2018) which is prepared for us by Bueckert, Cooper & Co. of Salmon Arm, BC. The financial statements are not audited. The society used to get audited statements when we carried a mortgage through BC Housing. We no longer have a mortgage and therefore have no need for the added expense of an audited financial statement. We hope these professionally prepared statements meet your requirements.

Please contact Valerie Bashforth (chair of the society) or myself, Deborah Peck, if there are further questions.

Thank you for considering our request. Your support would be appreciated by the Society board and also by our senior tenants, present and future.

Yours sincerely,

Deborah Peck (secretary, Hudson's Hope Health Care & Housing Society).



### APPLICATION FOR A GRANT

Date: JANUARY 8/2019.

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

GENERAL INFORMATION			
Official Name of Non-Profit Organization <u>HUDSON'S HOPE HEALTH CARE &amp; HOUSING SOCIETY</u>			
Mailing Address <u>BOX 342</u>	City <u>HUDSON'S HOPE</u>	Province <u>BC</u>	Postal Code <u>V0C 1V0</u>
SOCIETY INFORMATION			
Society Registration Number <u>121416879 RR0001</u>	Charity's BN (Business Number) / Registration Number (the number the organization puts on charitable donation receipts)		
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
<u>VALERIE BASHFORTH</u>	<u>CHAIR</u>		
<u>KLAINE FERGUSON</u>	<u>VICE CHAIR</u>		
<u>DEBBIE BEATTIE</u>	<u>TREASURER</u>		
<u>DEBORAH PECK</u>	<u>SECRETARY</u>		
<u>+ 4 MEMBERS @ LARGE (see attached)</u>			
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name <u>DEBORAH PECK</u>			
Mailing Address <div style="background-color: black; width: 100px; height: 20px;"></div>	City <u>HUDSON'S HOPE</u>	Province <u>BC</u>	Postal Code <u>V0C 1V0</u>
Work Telephone <u>N/A</u>	Home Telephone <u>N/A</u>	Cell Telephone <div style="background-color: black; width: 150px; height: 20px;"></div>	Email Address <div style="background-color: black; width: 150px; height: 20px;"></div>

GRANT APPLICATION	
<input checked="" type="checkbox"/> New Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the



### ORGANIZATION INFORMATION

#### Describe the purpose of your organization:

(SEE ATTACHED SHEET: MISSION STATEMENT & GOALS)  
 Hudson's Hope Health Care & Housing Society's Mission Statement is:  
 TO PROVIDE SAFE AFFORDABLE ACCESSIBLE HOUSING IN THE COMMUNITY  
 OF HUDSON'S HOPE FOR SENIORS & THOSE WITH HEALTH RELATED  
 MOBILITY ISSUES.

#### OUR GOALS ARE:

TO OPERATE TEN LOW COST RENTAL UNITS FOR SENIORS (SILVER WILLOW COURT) IN THE COMMUNITY OF HUDSON'S HOPE IN A FISCALLY RESPONSIBLE MANNER AND TO BE RESPECTFUL OF OUR TENANTS' SECURITY, PRIVACY & COMFORT.

TO MAINTAIN THE SILVER WILLOW COURT BUILDING AND ENSURE THE TENANTS HAVE A SAFE ENVIRONMENT.

TO PROVIDE HEALTH CARE SUPPORT TO THE COMMUNITY OF HUDSON'S HOPE THROUGH DONATED FUNDS AT THE REQUEST OF THE COMMUNITY HEALTH CARE TEAM.

TO ADVOCATE FOR ADEQUATE HOUSING FOR SENIORS & THOSE WITH HEALTH RELATED MOBILITY ISSUES IN THE COMMUNITY OF HUDSON'S HOPE.

#### User Statistics

1. 10 + The number of persons that are served by your organization annually.
2. 24 The number of members in your organization/society.

Is the organization run by volunteers, paid staff or a combination of both?

1. 10 - 15 the number of volunteers and 1,000 + the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

Number	Title	Paid Hours Per Year
1	MANAGER (PART TIME)	240 hrs +
1	MAINTENANCE PERSON (PART TIME)	variable 240 approx
1	HOUSE KEEPER (PART TIME)	240 hrs



### **DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

Signature of Applicant

Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

### **APPLICATION DEADLINE – FEBRUARY 15**

SEND APPLICATIONS TO:

**DISTRICT OF HUDSON'S HOPE**

**HUDSON'S HOPE, BC**

**V0C 1V0, CANADA**



### REQUEST FOR GRANT

Describe the reason for your grant application:

THE HUDSON'S HOPE HEALTH CARE + HOUSING SOCIETY ARE FUND RAISING TO REPLACE ALL THE WINDOWS IN THE SILVER WILLOW COURT BUILDING. SILVER WILLOW COURT IS OWNED + OPERATED BY THE HHHC + H SOCIETY. THERE ARE TEN LOW COST INDEPENDENT LIVING UNITS FOR SENIORS ON SITE THERE IS A COMMON ROOM FOR SOCIAL EVENTS (WITH KITCHEN FACILITIES), LAUNDRY FACILITIES FOR TENANTS, BASEMENT STORAGE AREA + A LARGE OPEN BASEMENT AREA (WITH BATHROOMS + KITCHEN FACILITIES).

WINDOW REPLACEMENT IS A "HIGH TICKET COST ITEM"! WE HAVE BEEN FUND RAISING, BUT REMAIN A LONG WAY SHORT OF OUR \$40,000+ GOAL. WE WILL CONTINUE TO SEEK OUT FUNDS FROM INDUSTRY + GRANTS. ASSISTANCE FROM THE DISTRICT WOULD BE GREATLY APPRECIATED.

PLEASE SEE ATTACHED PAPER FOR FURTHER INFORMATION + QUOTES.

Proposal is best characterized as:

- ☐ Event ☒ Capital Project

Participants/beneficiaries will primarily be:

- ☐ Youth ☒ Seniors ☐ Disadvantaged Persons

This proposal's activities can best be described as related to:

- ☐ Arts and Culture ☐ Recreation and Sports ☒ Environment, Social and Education

Attach the following information:

- ☒ Most recent audited Financial Statements including a Balance Sheet and Income Statement
- ☐ Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- ☐ Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)
- ☐ Projected operating budget for the next year
- ☒ Copy of Non-Profit Society Registration papers



Canada Revenue Agency  
Agence du revenu  
du Canada

Place bar code label here

## Registered Charity Information Return

Protected B when completed

### Section A: Identification

- To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at [canada.ca/cra-forms](http://canada.ca/cra-forms).

**Note:** Even if a charity is inactive, an information return must be filed to maintain its registered status.

If you did not receive a barcode label to attach to the return, complete the following:

1. Charity name:

Hudson's Hope Health Care & Housing Society

2. Return for fiscal period ending:

Year Month Day  
2018-03-31

3. BN/registration number:

121416879RR0001

4. Web address (if applicable):

**A1** Was the charity in a subordinate position to a parent organization?

1510 ☐ Yes ☒ No

If yes, give the name and BN/registration number of the organization.

Name:

BN (if applicable)

**A2** Has the charity wound-up, dissolved, or terminated operations?

1570 ☐ Yes ☒ No

**A3** Is the charity designated as a public foundation or private foundation?

1600 ☐ Yes ☒ No

If yes, you must complete Schedule 1, Foundations. To confirm the charity's designation, go to the CRA's List of charities and refer to the charity's detail page.

### Section B: Directors/trustees and like officials

**B1** All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the public information section of the worksheet is available to the public. Charities subject to the Ontario Corporations Act must also complete Form RC232-WS, Director/Officer Worksheet and Ontario Corporations Information Act Annual Return.

### Section C: Programs and general information

**C1** Was the charity active during the fiscal period?

1800 ☒ Yes ☐ No

If no, explain why in the "Ongoing programs" space below at C2.

**C2** In the space below, describe all ongoing and new charitable programs the charity carried on this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. Do not include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. Do not describe fundraising activities in this space.

Do not attach additional sheets of paper or annual reports.

Ongoing programs:

- CLINICS F3 89
- HOUSING FOR SENIORS,  
LOW INCOME, & THOSE WITH  
DISABILITIES A1 11

New programs:



**HUDSON'S HOPE HEALTHCARE AND HOUSING SOCIETY**

**CONSOLIDATED FINANCIAL STATEMENT  
(unaudited)**

**MARCH 31, 2018**

**HUDSON'S HOPE HEALTH CARE AND HOUSING FINANCIAL STATEMENTS  
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(unaudited)**

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Statement of Financial Position

Statement of Revenues, Expenditures and Surplus

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Statement of Financial Position

Statement of Revenues, Expenditures and Surplus

## *Hudson's Hope Healthcare & Housing Society*



Box 342  
10104 Ellis Crescent  
Hudson's Hope, BC V0C 1V0

### *Silver Willow Court*

Phone: 250-783-5521  
email: swc@pris.ca

#### MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying financial statement of the Hudson's Hope Health Care and Housing Society and all the information in this annual report are the responsibility of management and have been approved by the Board of Directors.

The financial statements have been prepared by management in accordance with generally accepted accounting principles. Financial statements are not precise since they include certain amounts based on estimates and judgements. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Society maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate, and the Society's assets are appropriately accounted for and adequately safeguarded.

The Society is responsible for ensuring that management fulfils its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Society carries out this responsibility principally through its Board of Directors.

The Board reviews the Society's Financial Statements and recommends their approval. The Board meets periodically with management, as well as the external accountants, to discuss issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the financial statements and the external accountant's report. The Board reports its findings for consideration when approving the financial statements for issuance to the Society's members. The Board also considers, for review and approval by the Society, the engagement of the external accountants.

The financial statements have been reviewed by Bueckert, Cooper & Co in accordance with Canadian generally accepted accounting standards on behalf of the members. Bueckert, Cooper & Co have full and free access to the Board of Directors and management.

  
Director

  
Director



TELEPHONE (250) 832-4007  
FAX. (250) 832-2677

*Bueckert, Cooper & Co.*

DIVISION OF 502702 BC LTD

BUSINESS CONSULTING - GENERAL ACCOUNTING - INCOME TAX PREPARATION  
P.O. BOX 2778, SALMON ARM, B.C. V1E 4R6

**HUDSON'S HOPE HEALTHCARE AND HOUSING SOCIETY  
MARCH 31, 2018**

**REVIEW ENGAGEMENT REPORT**

To the Directors of Hudson's Hope Healthcare and Housing Society:

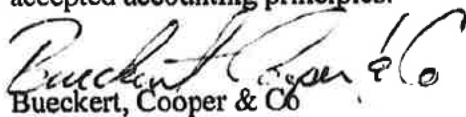
We have reviewed the consolidated Statement of Financial Position of Hudson's Hope Healthcare and Housing Society as at March 31, 2017 and the consolidated statements of Revenue and Expenditures and Cash Flows for the year then ended. Our review was made in accordance with generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the company.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

In common with many not-for-profit organizations, the Society derives revenue from donations and fundraising, the completeness of which is not susceptible of satisfactory review. Accordingly, our review of these revenues was limited to the amounts recorded in the records of the organization and we are unable to determine whether any adjustments might be necessary to revenues and excess of receipts over disbursements.

Also in common with many not-for-profit organizations, the society employs services that in the present fiscal year did not lend to consistency in the posting and filing of all transactions. In 2018, to improve the quality of administrative controls, the Society records were revised to include the various funds, (as referenced in note 1a), in a consolidated ledger. As in prior years and similarly to the preceding paragraph, our review of annual transactions was limited to the amounts recorded in the records of the organization and we are unable to determine whether any adjustments might be necessary to assets and the excess of receipts over disbursements.

Based on our review, nothing apart from the preceding paragraphs has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with generally accepted accounting principles.

  
Bueckert, Cooper & Co

Salmon Arm, BC  
September 26, 2018

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**MARCH 31, 2018**  
**(unaudited)**

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 84,446	\$ 121,481
Restricted cash - note 3	287,968	271,272
Accounts receivable	<u>8,695</u>	<u>6,695</u>
	381,109	399,448
 <b>PROPERTY, PLANT &amp; EQUIPMENT - notes 1 and 3</b>	 <u>408,312</u>	 <u>408,312</u>
	<u>\$ 789,421</u>	<u>\$ 807,760</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 3,915	\$ 3,810
Damage deposit on hand	<u>2,542</u>	<u>2,192</u>
	6,457	6,002
<b>EQUITY</b>		
<b>SURPLUS</b>	782,964	801,758
<b>EQUITY IN CAPITAL ASSETS</b>	<u>-</u>	<u>-</u>
	<u>782,964</u>	<u>801,758</u>
	<u>\$ 789,421</u>	<u>\$ 807,760</u>

Approved by the Board

Director

Director

The accompanying notes are an integral part of these statements

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY**  
**CONSOLIDATED STATEMENT OF REVENUES AND EXPENDITURES**  
for the year ended  
**March 31, 2018**  
(unaudited)

	<u>2018</u>	<u>2017</u>
<b>REVENUES</b>		
BC Housing Management - Capital Grant	-	1,031
Donations	\$ 37,105	\$ 5,500
Interest	3,923	2,467
Rentals	72,659	70,680
Expense recoveries	<u>(1,603)</u>	<u>8,526</u>
	<b>112,084</b>	<b>88,204</b>
<b>EXPENDITURES</b>		
Capital expenditures	31,946	17,471
Donations	21,318	7,019
Insurance and licenses	7,352	7,649
Office supplies	4,242	2,691
Professional fees	12,475	11,131
Property taxes	2,175	3,350
Repairs and maintenance	13,005	8,939
Telephone and utilities	14,604	15,107
Wages and benefits	<u>23,643</u>	<u>15,699</u>
	<b>130,760</b>	<b>89,056</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>(18,676)</b>	<b>(852)</b>
<b>SURPLUS, BEGINNING OF YEAR</b>	<b>801,758</b>	<b>802,610</b>
<b>SURPLUS, END OF YEAR</b>	<b>\$ <u>783,082</u></b>	<b>\$ <u>801,758</u></b>

The accompanying notes are an integral part of these statements

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**for the year ended**  
**March 31, 2018**  
**(unaudited)**

	<u>2018</u>	<u>2017</u>
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenditures for the year	\$ (18,676)	\$ (852)
Non-operating items:		
Disposal proceeds for Doctor's Residence	-	145,268
Changes in non-cash operating working capital:		
Due from Government Agencies	(2,000)	(508)
Accounts payable and accrued liabilities	104	(24)
Damage deposits on hand	<u>350</u>	<u>750</u>
	(20,222)	144,634
<b>INVESTING ACTIVITIES</b>		
<b>INCREASE IN CASH DURING THE YEAR</b>	(20,222)	144,634
<b>CASH, BEGINNING OF YEAR</b>	<u>392,753</u>	<u>248,119</u>
<b>CASH, END OF YEAR</b>	<u>\$ 372,531</u>	<u>\$ 392,753</u>
<b>Cash represented by:</b>		
Cash	\$ 84,563	\$ 121,481
Restricted Cash	<u>287,968</u>	<u>271,272</u>
	<u>\$ 372,531</u>	<u>\$ 392,753</u>

The accompanying notes are an integral part of these statements

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**MARCH 31, 2018**  
**(unaudited)**

The Hudson's Hope Health Care and Housing Society is incorporated under the Societies' Act of British Columbia. The Society is a not-for-profit organization and is a registered charity under the Income Tax Act. The Society provides low cost specialized housing to seniors and people with disabilities in British Columbia.

**1. BASIS OF PRESENTATION AND SIGNIFICANT ACCOUNTING POLICIES**

These Consolidated Financial Statements have been prepared in accordance with Canadian accepted accounting principles for not-for-profit organizations, as defined in the CICA Accounting and Auditing Handbook, which encompasses the following principles:

**a) Fund Accounting**

The Society uses fund accounting procedures which result in a self-balancing set of accounts for each fund established by legal, contractual or voluntary actions. The various funds have been amalgamated for the purpose of presentation in the Consolidated Financial Statements. Details of the operations of each fund are set out in the supplementary schedules. The Society maintains the following Funds:

- The Society Operating Fund which reports the general activities of the Society Administration.
- The Capital Fund which reports the capital assets of the Society together with their related financing.
- The Silver Willow Court Fund which reports the social housing activities.

**b) Reporting Entity and Principles of Financial Reporting**

The reporting entity includes the Society and all related entities which are accountable to the Society and are either owned or controlled by the Society.

All inter-entity balances have been eliminated on consolidation, but in order to present the results of operations for each specific fund, transactions amongst funds have not necessarily been eliminated on the individual schedules.

**c) Property, Plant and Equipment**

Property, equipment and infrastructure expenditures are valued at cost and recorded in the capital fund. The acquisition costs of capital assets and payments on capital debt, which are not funded from capital financing sources, are charged to operations and matched with the applicable revenue source in the year of expenditure. These expenditures are also recorded as an addition to assets of the Capital Fund with a corresponding increase in Equity in Capital Assets. It is the Society's policy not to record amortization of capital assets. This policy is consistent with the preceding years.



**2. RESTRICTED CASH AND TERM DEPOSITS**

Cash designated for specific purposes is segregated as follows:

Cash and term deposits specified by the donor to be used for the purchase of capital assets and other restricted expenditures for the Silver Willow Court.

Replacement Reserve

	<u>2018</u>	<u>2017</u>
	\$ 70,950	\$ 52,407
	<u>217,018</u>	<u>218,865</u>
	<u>\$ 287,968</u>	<u>\$ 271,272</u>

**3. CAPITAL ASSETS**

	<u>Cost</u>	<u>Accum Amort</u>	<u>NBV 2018</u>	<u>NBV 2017</u>
Land	\$ 8,346	\$ -	\$ 8,346	\$ 8,346
Buildings	353,050	-	353,050	353,050
Equipment	36,730	-	36,730	36,730
Office Equipment	10,186	-	10,186	10,186
	<u>\$ 408,312</u>	<u>\$ -</u>	<u>\$ 408,312</u>	<u>\$ 408,312</u>

**4. COMPARATIVE FIGURES**

Comparative figures have been restated to conform to the preset year's presentation.

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY**  
**SOCIETY OPERATING FUND**  
**STATEMENT OF FINANCIAL POSITION**  
**MARCH 31, 2018**  
**(unaudited)**

Schedule 1A

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 62,640	\$ 71,966
Accounts receivable	573	573
Interfund receivable	<u>7,136</u>	<u>-</u>
	<u>\$ 70,349</u>	<u>\$ 72,539</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ -	\$ (11)
Deferred revenue	<u>-</u>	<u>650</u>
	-	639
<b>EQUITY</b>		
<b>SURPLUS</b>	<u>70,349</u>	<u>71,900</u>
	<u>\$ 70,349</u>	<u>\$ 72,539</u>

The accompanying notes are an integral part of these statements

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY      Schedule 1B**  
**SOCIETY OPERATING FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND SURPLUS**  
**for the year ended**  
**March 31, 2018**  
**(unaudited)**

	<u>2018</u>	<u>2017</u>
<b>REVENUES</b>		
Interest	\$ -	\$ 2,378
Donations	37,000	5,500
Expense recoveries	<u>-</u>	<u>1,063</u>
	37,000	8,941
<b>EXPENDITURES</b>		
Cable and satellite	-	116
Consulting fees	12,475	9,630
Donations	21,318	7,019
Insurance	-	1,385
Office and miscellaneous	225	1,560
Property taxes	-	1,082
Repairs and maintenance	-	334
Telephone and utilities	-	431
Wages and benefits	<u>4,533</u>	<u>1,362</u>
	38,551	22,919
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	(1,551)	(13,978)
<b>SURPLUS, BEGINNING OF YEAR</b>	71,900	79,388
<b>TRANSFER FROM (TO) CAPITAL FUND</b>	<u>-</u>	<u>6,490</u>
<b>SURPLUS, END OF YEAR</b>	<u>\$ 70,349</u>	<u>\$ 71,900</u>

The accompanying notes are an integral part of these statements

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY**  
**CAPITAL FUND**  
**STATEMENT OF FINANCIAL POSITION**  
**MARCH 31, 2018**  
**(unaudited)**

Schedule 2A

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Restricted cash and term deposits	\$ 209,777	\$ 221,978
<b>PROPERTY PLANT AND EQUIPMENT</b>	<u>408,312</u>	<u>408,312</u>
	<u>\$ 618,089</u>	<u>\$ 630,290</u>
<b>LIABILITIES</b>		
<b>EQUITY</b>		
<b>SURPLUS</b>	\$ -	\$ 81,950
<b>EQUITY IN CAPITAL ASSETS</b>	<u>618,089</u>	<u>548,340</u>
	<u>618,089</u>	<u>630,290</u>

The accompanying notes are an integral part of these statements

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY      Schedule 2B**  
**CAPITAL FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**for the year ended**  
**March 31, 2018**  
**(unaudited)**

	<u>2018</u>	<u>2017</u>
<b>REVENUES</b>		
Net Proceeds from sale of Doctors Residence	\$ -	\$ 136,726
Interest	<u>3,923</u>	<u>2,378</u>
	3,923	139,104
<b>EXPENDITURES</b>		
Capital purchases	<u>-</u>	<u>1,186</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURE</b>	<b>3,923</b>	<b>137,918</b>
<b>SURPLUS, BEGINNING OF YEAR</b>	<b>630,290</b>	<b>498,894</b>
<b>INCREASE IN EQUITY IN CAPITAL ASSETS</b>		
<b>TRANSFER FROM (TO) SOCIETY OPERATING FUNDS</b>	<u>(16,124)</u>	<u>(6,522)</u>
<b>SURPLUS, END OF YEAR</b>	<b><u>\$ 618,089</u></b>	<b><u>\$ 630,290</u></b>

The accompanying notes are an integral part of these statements

**SILVER WILLOW COURT**  
**STATEMENT OF FINANCIAL POSITION**  
**MARCH 31, 2018**  
**(unaudited)**

**Schedule 3A**

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 10,999	\$ 46,402
Restricted cash	70,950	52,407
Due from Government Agencies	<u>8,122</u>	<u>11,968</u>
	<u>\$ 90,071</u>	<u>\$ 110,777</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 2,899	\$ 2,540
Damage deposit on hand	2,542	1,542
Due to Replacement Reserve	<u>5,419</u>	<u>-</u>
	<u>10,860</u>	<u>4,082</u>
<b>EQUITY</b>		
<b>SURPLUS</b>	<u>79,211</u>	<u>106,695</u>
	<u>\$ 90,071</u>	<u>\$ 110,777</u>

The accompanying notes are an integral part of these statements

**SILVER WILLOW COURT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**for the year ended**  
**March 31, 2018**  
**(unaudited)**

Schedule 3B

	<u>2018</u>	<u>2017</u>
<b>REVENUES</b>		
BC Housing Management - Subsidy	\$ (1,603)	\$ 5,166
Interest	-	56
Rentals	<u>72,764</u>	<u>71,433</u>
	<u>71,161</u>	<u>76,655</u>
<b>EXPENDITURES</b>		
Cable and satellite	-	(28)
Capital expenditures	-	18,191
Insurance and licenses	7,352	6,264
Office supplies	3,674	1,121
Professional fees	-	1,501
Property taxes	2,175	2,268
Repairs and maintenance	11,126	8,187
Telephone and utilities	14,604	11,679
Wages and benefits	<u>19,200</u>	<u>14,338</u>
	<u>58,131</u>	<u>63,521</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	13,030	13,134
<b>INTERFUND ACCOUNT TRANSFERS</b>	(6,112)	-
<b>CAPITAL FUND RENOVATIONS</b>	<u>(34,402)</u>	<u>-</u>
	(27,484)	13,134
<b>SURPLUS, BEGINNING OF YEAR</b>	<u>106,695</u>	93,561
<b>SURPLUS, END OF YEAR</b>	<u>\$ 79,211</u>	<u>\$ 106,695</u>

The accompanying notes are an integral part of these statements



## Hudson's Hope Health Care & Housing Society Silver Willow Court

Box 342, 10104-Ellis Crescent  
Hudson's Hope, B.C., V0C 1V0

Phone: (250) 783-5521; Email: [swc@pris.ca](mailto:swc@pris.ca)

### MISSION STATEMENT

To provide safe, affordable accessible housing in the community of Hudson's Hope for Seniors and those with health related mobility issues.

### GOALS

To operate ten low cost rental units for seniors (Silver Willow Court) in the community of Hudson's Hope in a fiscally responsible manner and to be respectful of our tenants' security, privacy and comfort.

To maintain the Silver Willow Court building and ensure the tenants have a safe environment.

To provide healthcare support to the community of Hudson's Hope through donated funds at the request of the community healthcare team.

To advocate for adequate housing for Seniors and those with health related mobility issues in the community of Hudson's Hope.



**HUDSON'S HOPE HEATH CARE AND HOUSING SOCIETY  
AND SILVER WILLOW COURT  
INCOME AND EXPENSES**

	A	B	C	D	E
1	<b>Revenue SWC</b>		<b>Fiscal Year April 1, 2017 to March 31, 2018</b>		<b>Projected Fiscal Year ending March 31, 2019</b>
2	Rental Income		75,182.95		75,000.00
3	Interest Income		385.58		350.00
4	Donations Received		105.00		0.00
5	<b>Total Revenue SWC</b>		<b>75,673.53</b>		<b>75,350.00</b>
6					
7	<b>Revenue HHC&amp;H Society</b>				
8	Donations Received		37,000.00		10,750.00
9	Interest Income		1,829.44		500.00
10	Other Revenue (HAFI Grant)		19,558.00		0.00
11	<b>Total Revenue HHC&amp;H Society</b>		<b>58,387.44</b>		<b>11,250.00</b>
12					
13	<b>TOTAL REVENUE</b>		<b>209,734.50</b>		<b>86,600.00</b>
14					
15	<b>Expenses SWC</b>				
16	Office Supplies		3,673.87		2,500.00
17	Unit Renovations		51,504.13		20,000.00
18	Repairs & Maintenance Building		9,721.05		6,000.00
19	Insurance, Licences and Fees		7,352.00		9,500.00
20	Fire Inspection		1,845.08		1,850.00
21	Snow Removal		600.00		600.00
22	Lawn and Garden Maintenance		562.50		600.00
23	Professional Fees		7,650.24		3,000.00
24	Utilities		14,603.80		14,700.00
25	Property Taxes		2,174.96		2,200.00
26	Wages & Salaries		21,503.10		24,000.00
27	EI Expense		494.69		500.00
28	CPP Expense		754.41		800.00
29	WorkSafe BC		123.78		200.00
30	Bank Service Charges		77.00		80.00
31	<b>Total Expenses SWC</b>		<b>122,640.61</b>		<b>86,530.00</b>
32					
33	<b>Expenses HHC&amp;H Society</b>				
34	Donations		20,168.85		4,000.00
35	Lease Expense		1,149.33		1,150.00
36	Professional Fees		4,825.00		1,000.00
37	Equipment Maintenance		151.26		200.00
38	Membership Fees		247.00		250.00
39	Advertising & Promotion		212.93		200.00
40	Bank Service Charges		153.99		50.00
41	<b>Total Expenses HHC&amp;H Society</b>		<b>26,908.36</b>		<b>6,850.00</b>
42					
43	<b>TOTAL COMBINED EXPENSES</b>		<b>149,548.97</b>		<b>93,380.00</b>
44					

**Silver Willow Court**

Box 342, 10104-Ellis Crescent  
Hudson's Hope, B.C., VOC 1V0

Phone: (250) 783-5521; Email: [swc@pris.ca](mailto:swc@pris.ca)

Tuesday, January 08, 2019

WINDOW REPLACEMENT FOR SILVER WILLOW COURT

Silver Willow Court was built in the early 1980's. The building provides ten low-cost independent living units for seniors in Hudson's Hope. Each one-bedroom apartment unit has a kitchen, living area, and bathroom.

Silver Willow Court is operated and maintained by a non-profit group, Hudson's Hope Health Care & Housing Society which has CRA charitable status. Over the years the society has carried out building repairs and refurbishments as needed.

In order to maintain the low-cost rent for our senior tenants, we must fund-raise for the necessary building upgrades and maintenance costs.

Our present goal is to replace the original (double pane) windows in the building. This is a costly undertaking and so we are looking for financial support to achieve this goal.

The present windows are from the original construction. They have served their purpose well, but are showing signs of their deteriorating (see attached photos):

- Casements are showing signs of rot.
- Insulation gas seals between the panes failed.
- The window hardware is difficult, if not impossible at times, to open or close.
- The insulation value is very poor especially during the cold winter.

New windows for the entire building would offer many benefits:

- Superior insulating factor, improved comfort and lowered heating costs in winter and blocking heat from direct sunlight in summer.
- Lowered environmental impact from carbon emissions.
- Long lasting vinyl windows require minimal upkeep.
- Easier opening mechanism facilitating more use by tenants who may have limited hand function.
- Improvement to the whole building and an aesthetically pleasing face lift!

We have obtained quotes from 3 local suppliers (attached) for the replacement of the windows and have set a fund raising target of at least \$40,000. Any financial assistance you can provide to help us reach this goal would be very much appreciated by the Society and our tenants. As a registered non-profit group, a tax receipt can be issued for your thoughtful and generous donation towards this project.

Thank you for considering our request.

A handwritten signature in dark ink, appearing to read "D. Peck". The signature is written in a cursive, flowing style.

Deborah Peck,  
Secretary



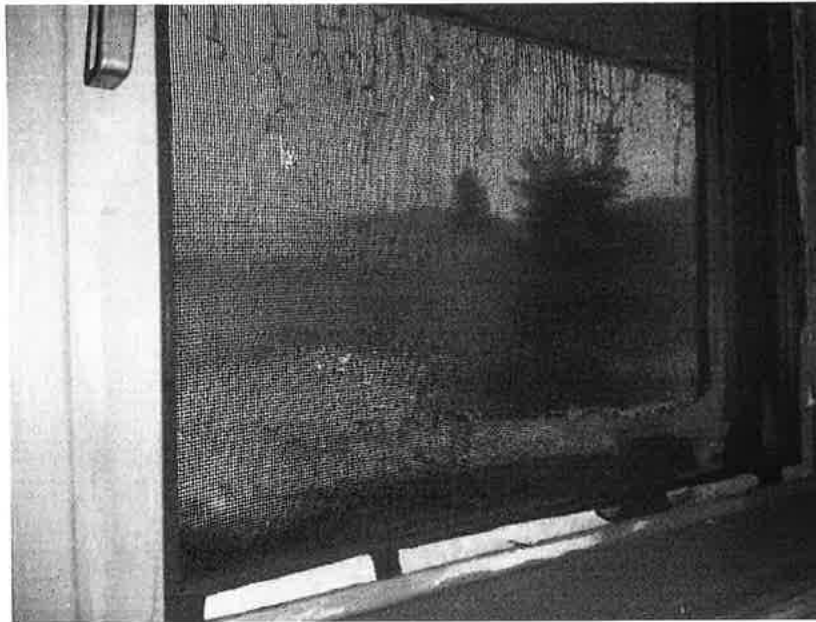
**Silver Willow Court**

**Box 342, 10104-Ellis Crescent**

**Hudson's Hope, B.C., VOC 1V0**

Phone: (250) 783-5521; Email: [swc@pris.ca](mailto:swc@pris.ca)

**Photos of Current Windows**



**Image 1. Deteriorated casement**



**Image 2. Old-style hardware which can be difficult to operate for tenants.**



**Image 3. Broken seals evident with moisture between panes.**



**Image 4. Close-up of Broken seals.**



**Silver Willow Court**

**Box 342, 10104-Ellis Crescent**

**Hudson's Hope, B.C., VOC 1V0**

**Phone: (250) 783-5521; Email: swc@pris.ca**

**Summary from quotes received**

<b>All- West Glass (Fort St John)</b>	<b>\$41,976.90</b>
<b>Alpine Glass (Fort St John)</b>	<b>\$36,699.45</b>
<b>Peace Glass (Fort St John)</b>	<b>\$38,410.95</b>

For details of the request for quotes and quotes from the interested suppliers, please see attached documents.

**Tentative Budget:**

<b>Approx. cost of windows:</b>	<b>\$40,000.00</b>
<b>Finishing, trim &amp; possible cost overrun:</b>	<b>\$ 6,000.00</b>
<b>Total fundraising goal:</b>	<b><u>\$46,000.00</u></b>



## Hudson's Hope Health Care & Housing Society Silver Willow Court

Box 342, 10104-Ellis Crescent  
Hudson's Hope, B.C., V0C 1V0

Phone: (250) 783-5521; Email: [swc@pris.ca](mailto:swc@pris.ca)

### Society Executive:

Valerie Bashforth – chair  
Elaine Ferguson – vice chair  
Debbie Beattie – treasurer  
Deborah Peck – secretary  
Lynda Luchinski – member at large  
Adon Cook - member at large  
Jeremy Mahoon - member at large  
Dennis Beattie - member at large

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: March 7, 2019</b>
<b>Meeting#:</b>	<b>Originator: Kaitlyn Atkinson</b>
<b>RFD TITLE: Recreation Committee Recommendations</b>	

**RECOMMENDATION(S) from the Recreation Committee Meeting held February 19, 2019:**  
**THAT**

1. "Staff apply for a land tenure on the property immediately adjacent to the Hudson's Hope Arena (Parcel identifier #009-019-278) with the intent that these lands be used for a Recreational Facility Expansion."
2. "Council approve the Flex hours schedule as amended and endorsed in principle by the Recreation Committee; noting schedule is subject to change as activities require."
3. "Staff review the terms of reference, for the Recreation Committee and clarify if the Youth Councillor sits as a member of the public, or other, and update to include clear term definitions."

**ADMINISTRATOR COMMENTS:**

Report Approved by:

\_\_\_\_\_  
Chris Cvik, Interim CAO

**BACKGROUND:**

1. The Recreation committee has been directed to begin planning for a major recreation facility expansion and has identified this land as the best option available.
2. Review of the RSECs anticipated FLEX for new programs was delegated to the Recreation Committee for approval before coming back to council.
3. The terms of reference that are attached are missing some crucial information.

**DISCUSSION:**

1. The Recreation Committee has begun planning for the possibility of a new multi use recreation facility. However, in order to effectively plan for a new building, including a site plan and building design it is necessary that the District look at obtaining the necessary land. The parcel indicated is adjacent to our exiting arena and ball diamond facilities and would provide ample room for a new building with space for facilities to meet the recreational needs of the community. Out of the possible sites this one would most completely meet our needs and is the first choice of the Recreation Committee.



2. The Recreation Committee reviewed the RSECs proposed FLEX time as it related to planned events and recreation. A line by line review was completed, the committee asked questions and some changes to the proposed hours were made. The chart below reflects these changes and is referred to council. This chart is a list of programs and estimations as they exist today, actual values may differ.

<b>Name</b>	<b>Flex Hours Approved</b>
Guided Snowshoe	6
Women's Hockey Winter	9
Family Day	3.5
Summer Movie Nights (3)	12
Summer Hike Series	24
Farmers Market District Table	10
Yoga in the Park Series	2
Volunteer Appreciation	6
Summer Camps-3 weeks	10
Rail Jam addition to Winter Carnival	3
Haunted Jamieson Woods	4

3. The terms of reference note that four (4) members of the public sit on the committee. What is unclear is if the Youth Councillor is included as a member of the public. Terms lengths are not included in the terms of reference which presently allow for an individual to serve for as many years as they would like without having to reapply for the seat.

#### **BUDGET:**

1. Unclear at this time what the cost of acquisition may be. These figures will likely come to light if council pursues the land as a viable option for a new facility.
2. The RSEC is a salaried position and does not incur overtime. There is no extra cost to the District for these hours.
3. N/A

---

Kaitlyn Atkinson, Recreation and Special Events Coordinator

## **PARKS AND RECREATION ADVISORY COMMITTEE TERMS OF REFERENCE**

### **1. PURPOSE**

- 1.1. To act as an advisory body to Council on matters related to municipal campgrounds, community parks, indoor and outdoor recreation facilities and opportunities, sport and recreation.

### **2. ROLE AND MANDATE**

- 2.1. The Committee will act in an advisory capacity to Council in matters pertaining to municipal campgrounds, community parks, indoor and outdoor recreation facilities and opportunities, sport and recreation, and will:
  - 2.1.1. Review and provide feedback on the Strategic Plan, including making recommendations regarding existing services/facilities or those that may meet the future needs of the community.
  - 2.1.2. Provide a community perspective on recreational opportunities offered by the District
  - 2.1.3. Foster public awareness, recognition and support for recreational activities.
  - 2.1.4. Make recommendations regarding the coordination of community parks, sport and recreation services with the programs of other agencies and voluntary organizations to ensure the most effective use is being made of that space.
  - 2.1.5. Consider and make recommendations with respect to such issues as referred to from time to time by the Recreation and Special Events Coordinator, the Chief Administrative Officer, or Council.
- 2.2. Recommendations are to be supported by relevant research including but not limited to; minutes from committee discussions, survey data, etc. Recommendations should be strategic in nature and deal with issues at a policy level, not operations or maintenance.

### **3. MEMBERSHIP, APPOINTMENT, AND TERMS**

- 3.1. The Committee will consist of eight (8) members, including
  - 3.1.1. Three (3) members of Council, one to serve as Chair.
  - 3.1.2. Four (4) community representatives from the public.
    - 3.1.2.1. Youth Councillor
    - 3.1.2.2. The members will represent a balance of interests within the Community, including but not limited to: representatives of the youth/young adult and ageing populations; representatives of the families; representatives of environmental matters as they relate to recreation and leisure; representatives of arts, culture and history in the community.
    - 3.1.2.3. The Mayor is ex-officio member of all committees, including the Parks and Recreation Advisory Committee and will be notified of all meetings.
- 3.2. Appointments to the Committee shall be made as follows:
  - 3.2.1. The three council representatives are the existing 3 members of the Council Recreation Committee
  - 3.2.2. Council shall appoint four (4) representatives from the public who are residents of the District of Hudson's Hope.
- 3.3. Council shall appoint the Recreation and Special Events Coordinator.

- 3.4. Council may, at any time, remove any member of the Committee by Council resolution and any member of the committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.
- 3.5. Committee members who are absent from three (3) consecutive meetings and or an absent for more than a total of 4 meetings per year, shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.
- 3.6. Members are expected to review all meeting materials prior to the Committee meetings and RSVP to the Committee whether they will attend the meeting.
- 3.7. In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that term upon resolution of Council as soon as is convenient.
- 3.8. Members of the Committee shall serve without remuneration.

#### 4. MEETINGS

- 4.1. The Committee will meet a minimum of four (4) times per year.
- 4.2. Special meetings may be held at the discretion of the Chair.
- 4.3. The Committee shall abide by the rules and procedures included in the Council Procedure Bylaw.

#### 5. STAFF SUPPORT

- 5.1. For each Committee meeting, the Committee Secretary, which will be the staff member on committee, the Special Events and Recreation Planner will be the primary contact and provide the required professional support.
- 5.2. The Committee Secretary will be responsible to organize, prepare and distribute an agenda and the minutes from the previous Committee meetings.



**RECREATION COMMITTEE MEETING**  
**February 19, 2019**  
**Meeting called to order: 5:00 PM**  
**Meeting adjourned: 6:43 PM**

---

**ATTENDEES**

Travous Quibell, Councillor (Chair)  
Kelly Miller, Councillor  
Valerie Paice, Councillor  
Taylor Rowe, Youth Councillor  
Kaitlyn Atkinson, Recreation and Special Events Coordinator (RSEC)  
Mattias Gibbs, Guest Councillor

**ABSENT**

Coleman Mercereau, Public Member  
Lynnea Stacey, Public Member  
Debbie Beattie, Public Member

**AGENDA ITEMS**

*Travous called the meeting to order at 5:00PM.*

1. *Agenda Adopted by Consensus*
2. *Adoption of Minutes from January 22, 2019*  
**M/S Valerie Paice/ Mattias Gibbs**  
**CARRIED**
3. *Notice of New Business*  
No new business.
4. *Budget Update*
  - \$30,000 for Multi Use Center design has been moved from the Special Events budget and needs to be added to the capital budget for 2019.
5. *Council Tasks*
  - Council has referred a report from Director of Public Works regarding the needed pool liner replacement in 2020 to the Recreation Committee. We are to report back by October with a recommendation. Item is diarized for review.

6. *Committee Recommendations to Council (Feedback)*

- Council has asked for more information in the report and for the Recreation Committee to clarify the cost of any additional children or youth over the cap of 4 in a family.

**RECOMMENDATION**

**THAT**

***"Council votes to abolish the pool Drop in Rate and instead only utilize the Day Rate except for specific one (1) hour programs the Pool Supervisor may choose to run from time to time."***

**RECOMMENDATION**

**THAT**

***"Council approve the definition of a Family for pool admittance purposes as a maximum of two (2) adults and up to four (4) dependent children or youth living in the same household. Additional dependant children will be admitted at \$1.50/ additional child or youth."***

7. *Multi-Use Community Center*

- Location is key. First choice would be the Crown land immediately behind the arena.

**RECOMMENDATION**

**THAT**

***"Staff apply for a land tenure on the property immediately adjacent to the Hudson's Hope Arena (Parcel identifier #009-019-278) with the intent that these lands be used for a Recreational Facility Expansion."***

8. *ATV Campground*

- Tenure is in place.
- Management plan needs some updating in order to meet the conditions of the tenure.
- Development of campsite area would include required measures to reduce environmental impacts.
- Cost would be about \$100,000 if put out to bid.
- RSEC is applying for a grant to cover up to \$20,000 and making a preliminary budget.

9. *Flex Hours for Proposed Programs*

- Less flex hours for the RSEC are planned this year due to the seasonal hire of two (2) to three (3) Recreation Assistants.
- Committee went through the RSEC's flex predictions and amended where necessary.

Historical Flex Hours for this Position:

2017: 125 Hours

2018: 163 Hours

2019 Projected: 130 Hours

**RECOMMENDATION**

**THAT**

***"The Recreation Committee endorses, in principle, the Flex hours schedule as amended and subject to change as activities require. Amended schedule is referred to council."***

10. *Terms of Reference*

**RECOMMENDATION**

**THAT**

***"Staff review the terms of reference, for the Recreation Committee and clarify if the Youth Councillor sits as a member of the public, or other, and update to include clear term definitions."***

11. *Recreation and Special Events Update*

- Parent and tot second round cancelled due to not meeting minimum registration.

12. *Old Business*

<b>New Business Description</b>	<b>Member to follow up</b>	<b>Status</b>
Interest from community in joining the committee	Kaitlyn Atkinson	Update terms of reference to include term lengths.
Ski Hill is likely not going to continue. Mackenzie has their own municipally operated hill. Now is the time to take it over before it is too far gone.	Kaitlyn Atkinson	Waiting on Ski Hill proposal
Focus on Rec Master Plan as key next document. Plan for pool end of life.	Kaitlyn Atkinson	In Progress

<b>Old Business Description</b>	<b>Member to follow up</b>	<b>Status</b>
BC Hydro responsibility of the boat launch at Dinosaur. What is the District responsible for?	Kaitlyn Atkinson	In Progress
Request update from BC Hydro Community Engagement Committee on proposed Berm. Report back	Kaitlyn Atkinson	In Progress

Next Meeting: February 19, 2019 at 5pm

Meeting Adjourned 6:43PM

**THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO:** Mayor and Council  
**SUBJECT:** Officer Bylaw No. 903, 2019  
**DATE:** February 28, 2019  
**FROM:** Tammy McKeown, Corporate Officer

---

**RECOMMENDATION:**

**THAT:**

*"Council adopt the "Officer Bylaw No. 903, 2019".*

**ADMINISTRATOR COMMENTS:**

Report Approved by: \_\_\_\_\_  
Chis Cvik, Interim CAO

**INFORMATION:**

**Council approved First, Second and Third Readings at the February 11th Regular Council Meeting.**

At this time the District is without a Bylaw Officer and no other officers have been assigned the duties and responsibilities required to act in the role of Bylaw Officer. It is necessary to adopt a new Officer Bylaw that will give the powers to enforce the District's bylaws to the Director of Protective Services.

Officer Bylaw No. 903, 2019 incorporates the following powers, duties and responsibilities to the Director of Protective Services:

**Bylaw Enforcement**

- Appointed under Section 146 of the Community Charter
- Shall have the power to enforce any Bylaw of the district
- Responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

Report prepared by: \_\_\_\_\_  
Tammy McKeown

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

### **Bylaw No. 903, 2019**

A bylaw to replace Bylaw No. 891 establishing officer positions and set out the administrative structure under which the business of the District shall be conducted.

---

**WHEREAS** under section 146 of the Community Charter the Council must establish officer positions in relation to the powers, duties and functions under sections 148 [Corporate Officer] and 149 [Financial Officer]; and

**WHEREAS** under section 146 of the Community Charter the Council may establish other officer positions; and

**WHEREAS** under section 146 of the Community Charter the Council may assign powers, duties and functions to its officer positions;

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

1. This Bylaw shall be cited as the "Officer Bylaw No. 903, 2019".

#### **DEFINITIONS**

2. In this bylaw, unless the context otherwise requires:

- a. " Act " means the Community Charter Act of the Province of British Columbia

- "Administrator" means the Chief Administrative Officer of the District

- "District" means the District of Hudson's Hope.

- "Council" means the Council of the District of Hudson's Hope.

- b. Words used shall have the same meaning assigned to them by the Community Charter Act.



## **MUNICIPAL DEPARTMENTS**

3. The business of the District, under the direction of the Chief Administrative Officer with and by the authority invested in him/her by Council, shall be conducted by the departments hereby established:
  - a. Administrative Department
  - b. Public Works Department
  - c. Protective Services Department

## **OFFICER AND DEPARTMENT HEAD POSITIONS**

4. Officers of the District shall be:
  - a. Administrator
  - b. Director of Public Works
  - c. Director of Protective Services
  - d. Corporate Officer
  - e. Bylaw Enforcement / Safety Officer
5. Each officer shall be the department head of their respective departments as outlined in Section 3 (a), (b), and (C).
6. Each Officer of the District shall be the person from time to time appointed as such and includes the person employed as such on the date of adoption of this bylaw.

## **APPOINTMENT, TERMINATION, AND SUSPENSION**

7. Officers shall be appointed by resolution of Council. Appointments to all other positions shall be made by the Administrator or his/her designate.
8. Officers may be terminated in accordance with section 152 of the Act.
9. Officers may be suspended in accordance with Section 151 of the Act.

## **POWERS, DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATOR**

10. The Administrator is the Chief Administrative Officer whose powers, duties, and functions include those set out in Section 147 of the Act.

11. The Administrator is the Financial Officer, assigned the responsibility of financial administration, whose powers, duties, and functions include those set out in Section 149 of the Act.
12. The Administrator is assigned the responsibility as Collector of Taxes for the District as set out in the Act.
13. The Administrator is appointed as the Approving Officer under Section 77 of the *Land Title Act*.

#### **POWERS, DUTIES, AND RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC WORKS**

14. The Director of Public works shall be responsible for the District's public works, utilities and facilities.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PROTECTIVE SERVICES**

15. The Director of Protective Services is appointed as the Fire Chief, and shall have the powers, duties and functions pursuant to Section 66 of the Act, the *Fire Services Act* of the Province of British Columbia and the District of Hudson 's Hope Fire Protection and Life Safety Bylaw No. 775, 2009.
16. The Director of Protective Services shall be responsible for the fire department and the Districts emergency program.
17. The Director of Protective Services is appointed under section 146 of the Act as a Bylaw Officer and shall have the power to enforce any Bylaw of the District.
18. The Director of Protective Services shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE CORPORATE OFFICER**

18. The Corporate Officer shall be responsible for corporate administration, whose powers, duties, and functions include those set out in Section 148 of the Act.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE BYLAW ENFORCEMENT/SAFETY OFFICER**

19. The Bylaw Enforcement/Safety Officer is appointed under section 146 of the Act and shall have the power to enforce any Bylaw of the District.
20. The Bylaw Enforcement/Safety Officer shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

21. The Bylaw Enforcement/Safety Officer shall be responsible for all aspects of safety training, program/ policy development, and management systems implementation and maintenance for the District.

## **PERSONNEL ADMINISTRATION**

22. The Council hereby delegates to the Administrator
  - a. The power, duty and function to assign additional responsibilities to an Officer, including acting on behalf of another officer in his/her absence, to ensure efficient operation of the District.
  - b. The power, duty and function to appoint, assign responsibilities to, promote, discipline and dismiss employees other than officers.
23. Any Officer may act in the place of the Administrator during his/her absence, except that the acting Administrator may not exercise the powers stated under Section 21 (a) of this Bylaw in relation to the Administrator or him/ herself. All Officers are deemed to be deputies to the Administrator.

## **REPEAL**

24. Upon adoption of this bylaw, the Officer Bylaw No. 891, 2017 is hereby repealed.

Read for a First Time on the 11th day of February, 2019.  
Read for a Second Time on the 11th day of February, 2019.  
Read for a Third Time on the 11th day of February, 2019.  
Adopted on the \_\_\_ day of \_\_\_, 2019.

---

Dave Heiberg  
MAYOR

---

Tammy McKeown  
Corporate Officer

Certified a true copy of Bylaw No. 903, 2019  
this \_\_\_ day of \_\_\_\_\_ 20\_\_.

---

Clerk

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date:</b> March 1, 2019
<b>Meeting#:</b> CM031119	<b>Originator:</b> Tammy McKeown, Corporate Officer
<b>RFD TITLE:</b> District of Hudson's Hope Fees and Charges No, 904, 2019	

**RECOMMENDATION:**
**THAT:**

Council approve First, Second and Third Readings of *"District of Hudson's Hope Fees and Charges Bylaw 904, 2019"*.

**BACKGROUND:**

During the February 25, 2019 meeting Council gave the following direction:

**RESOLUTION NO.053/19**

**M/S Councillors Quibell/Paice**

**That**

**"Staff to bring forward an amendment to the Fees and Charges Bylaw No. 843 to incorporate the changes recommended by the Recreation Advisory Committee."**

**CARRIED**

In reviewing the existing Fees and Charges Bylaw, it was determined that the best course of action would be to create a new District of Hudson's Hope Bylaw that incorporates all the amendments made since 2014.

In Bylaw 904, we are performing housekeeping by incorporating the existing Fees and Charges Bylaw 843 with the existing amending Bylaws and amending Schedule "D" to change the title 'single rate' to read 'One Hour Programs'. We are including a statement informing Patrons that they must leave the pool after completing a one-hour program. We have updated the definition of 'Family' to read "Family consist of a maximum of two (2) adults and up to four (4) dependant children or youth living in the same household. Additional dependent children will be admitted at \$1.50/ additional child or youth. We have removed 'Section 8.0 Aquafit' as these rates are now reflected under 'One Hour Programs.'

The following Bylaws will be repealed upon adoption of Bylaw 904, 2019:

- District of Hudson's Hope Fees and Charges Bylaw No. 843,2014
- Amended Fees and Charges Bylaw No. 866,2016
- Amended Fees and Charges Bylaw No. 867, 2016
- Amended Fees and Charges Bylaw No. 880, 2017
- Amended Fees and Charges Bylaw No. 886, 2017
- District of Hudson's Hope Amended Fees and Charges Bylaw No. 893, 2017


**ADMINISTRATOR COMMENTS:**

Report Approved by:

  
Chris Cvik, Interim CAO

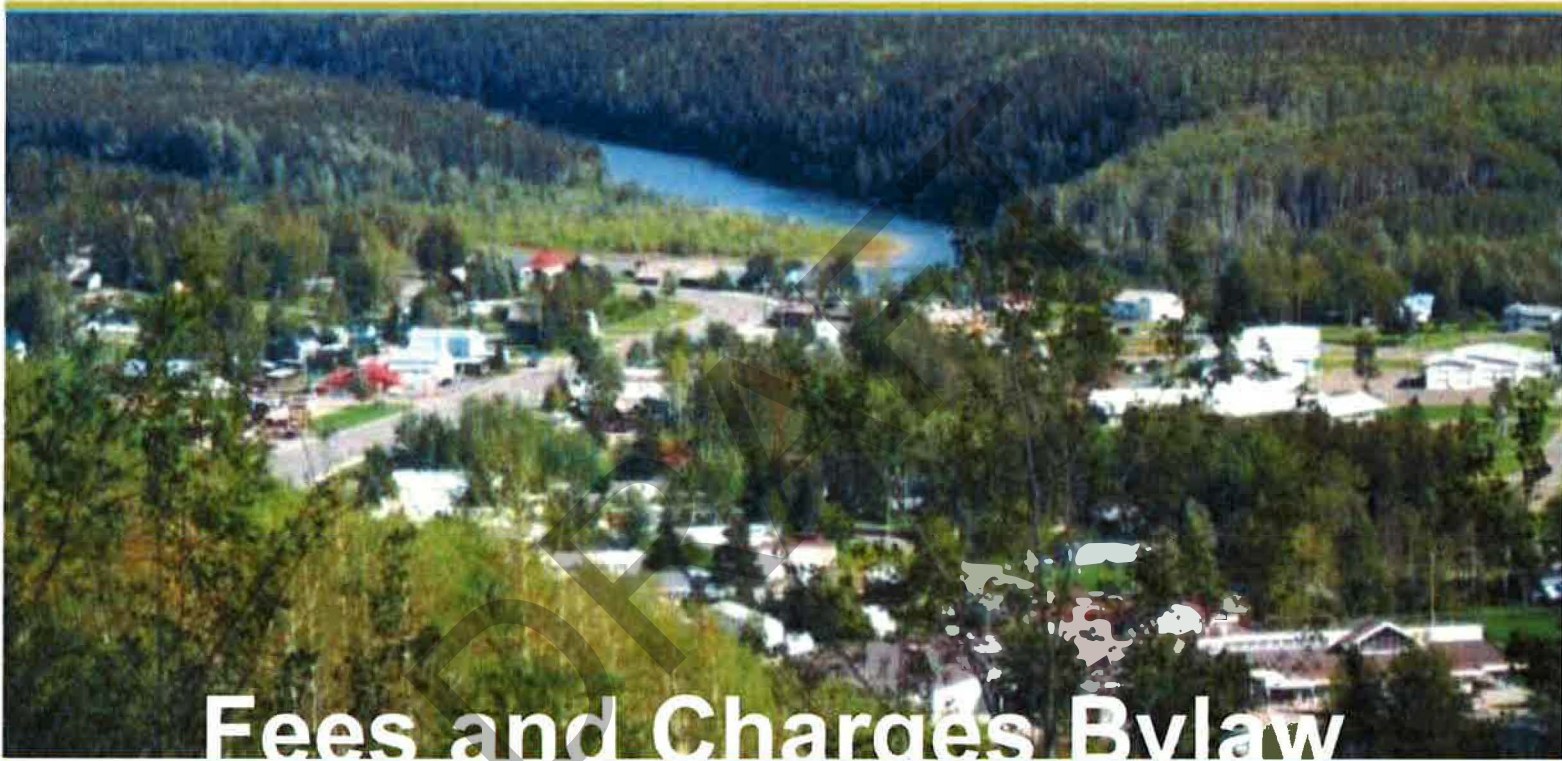
<b>FINANCIAL CONSIDERATIONS: N/A</b>
<b>ATTACHMENTS:</b>  1. Draft copy of "District of Hudson's Hope Fees and Charges Bylaw 904, 2019".



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



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



# Fees and Charges Bylaw

## Bylaw No. 904, 2019

**WEREAS** pursuant to Section 194 of the *Community Charter* Council may, by bylaw, impose fees and charges payable in respect of any service it considers necessary or desirable;

**AND WHEREAS** Council deems it necessary and desirable to exercise the authority provided by the *Local Government Act* to cover costs or providing various services and information;

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

1. This bylaw shall be cited as the "District of Hudson's Hope Fees and Charges Bylaw No. 904, 2019"
2. The District of Hudson's Hope hereby imposes fees and charges for the provision of services and information as specified in the Schedules attached to and forming part of this bylaw.
3. The following Bylaws are repealed:
  - District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014
  - Amended Fees and Charges Bylaw No. 866, 2016
  - Amended Fees and Charges Bylaw No. 867, 2016
  - Amended Fees and Charges Bylaw No. 880, 2017
  - Amended Fees and Charges Bylaw No. 886, 2017
  - District of Hudson's Hope Amended Fees and Charges Bylaw No. 893, 2017
4. This Bylaw shall come into full force and effect the day this Bylaw is adopted.
5. If any part, section, sub-section, clause, or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

Read a first time this \_\_\_\_ day of \_\_\_\_, 2019.

Read a second time this \_\_\_\_ day of \_\_\_\_, 2019.

Read a third time this \_\_\_\_ day of \_\_\_\_, 2019.

Adopted this \_\_\_\_ day of \_\_\_\_, 2019.

\_\_\_\_\_  
Dave Heiberg  
Mayor

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





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# SCHEDULE A

## Development Application Fees

TYPE OF DEVELOPMENT APPLICATION	FEE
Subdivision application (strata and fee simple)	<b>\$450 per each new lot</b>
Amendment to the District's Official Community Plan (OCP)	<b>\$750</b>
Amendment to the District's Zoning Bylaw	<b>\$750</b>
Amendment to the District's 'OCP' and Zoning Bylaw (combined)	<b>\$1,500</b>
Issuance of a Development Permit	<b>\$450</b>
Issuance of a Development Variance Permit	<b>\$400</b>
Appeals to the Board of Variance	<b>\$450</b>
Issuance of a Temporary Commercial or Industrial Use Permit	<b>\$500</b>

- .1 All development application fees established in the table above are:
  - (a) non-refundable; and
  - (b) must be paid in full to the District of Hudson's Hope at the time of application.
- .2 Any advertising costs associated with a development application identified in Table A-1 must be paid by the applicant, including, but not limited to: newspapers ads, mail-outs, signage, notices, posters, and administrative costs including printing, postage and photocopying.



# SCHEDULE B

## Water Service Fees & Charges

### 1.0 SERVICE CONNECTION FEE

- .1 The fee for installation of each water service connection by the District, as set out in the District's *Water Service Regulations Bylaw*, is the greater of:
  - (a) 100% of the District's actual and reasonable costs of the installation of the Service Connection and restoration plus any applicable taxes; or
  - (b) One Thousand Dollars \$1,000.
- .2 The amount set out in Section 1.0.1 of this Schedule shall be paid as follows:
  - (a) Prior to installation of a Service Connection, an amount equal to an estimate by the Operation Manager of the District's actual and reasonable cost to install the Service Connection, including without limitation the District's materials, labour, equipment, overhead, administrative and restoration costs, shall be paid to the District; and
  - (b) after installation of the Service Connection is complete any further amount required to cover the District's actual and reasonable costs to install the Service Connection and restore the area must be paid to the District within thirty (30) days of delivery of an invoice by the District. Any amount paid in excess of the District's actual and reasonable costs to install the Service Connection and restore the area is refundable.

### 2.0 FEE FOR TURNING A CURB STOP ON OR OFF

- .1 The fee per turn on or turn off a Curb Stop during regular working hours of the District and provided at least seventy two (72) hours' notice has been provided to the District as set out in section 40 is Forty Dollars (\$40.00).
- .2 The fee to turn on and/or turn off a Curb Stop outside regular working hours of the District or on less than seventy two (72) hours' notice to the District as set out in the District's *Water Service Regulations Bylaw* is Two Hundred Dollars (\$250.00) if turn on and/or turn off is completed within three (3) hours. An additional call out charge of Two Hundred Dollars (\$250.00) will be applied if the turn on and/or turn off is over three hours in duration.



### 3.0 ABANDONMENT FEE

- .1 The fee for abandoning a Service Connection as set out in the District's *Water Service Regulation Bylaw* shall be equal to 100% of the District's actual and reasonable costs to complete the disconnection of the Water System from the owner's Property, plus any applicable taxes. Payment of the District's estimate of the cost to complete the disconnection is required in advance of disconnection. Any amount paid in excess of the District's actual and reasonable costs to install the Service Connection and restore the area is refundable.

### 4.0 WATER METER TESTING FEE

- .1 The fee for a meter test as set out in the District's *Water Service Regulations Bylaw* is One Hundred Seventy Five Dollars (\$175.00).

### 5.0 WATER RATES

- .1 The owner of each dwelling unit as defined in the District's Zoning Bylaw, which is connected to the municipal water supply and distribution systems, shall pay an annual fee of \$250.80 per year. An owner may elect to pay the annual fee in two installments and a 4% discount will be given if the first installment is paid prior to February 15th and a 4% discount will be given if the second installment is paid prior to August 15th.
- .2 The Annual fee set out in Section 5.0.1 of this Schedule must be paid to the municipality within 30 days of the invoice being mailed.
- .3 A prorated refund of the annual fee will be allowed, providing the water supply to the dwelling unit has been turned off by the municipality at the request of the owners and the period that the water service is turned off exceeds one month.
- .4 The owner of each commercial or other non-residential premises, which is connected to the Community Sewer System must pay an annual fee of \$511.50 per year.
- .5 Notwithstanding Section 5.0.5 of this Schedule, where a water meter is installed on any premises to measure the quantity of water used on that premises, the owner of the premises shall be charged in each month 70 cents per 1,000 litres consumed, or part thereof, subject to a minimum monthly charge of \$39.00.
- .6 The owner of a premise that is metered will be invoiced monthly in accordance with the water consumed.
- .7 The rates for the token-operated water stands at the Beryl Prairie Fire Hall and on Clarke Avenue are:
  - (a) 50 Imperial Gallons for one 25 cent token, or
  - (b) 200 imperial gallons for one \$1 token.
- .8 The rate for the commercial (key lock) water stand on Clarke Avenue is 1.25 cents per Imperial Gallon



# SCHEDULE C

## Sewer Service Fees & Charges

### 1.0 SERVICE CONNECTION FEE

- .1 The fee for installation of each water service connection by the District, as set out in the District's *Sewer Service Regulations Bylaw*, is the greater of:
  - (a) 100% of the District's actual and reasonable costs of the installation of the Service Connection and restoration plus any applicable taxes; or
  - (b) Two Thousand Dollars \$2,000.
- .2 The costs referred to in 1.0.1 include the following restoration works:
  - (a) Any augering and/or restoration of concrete curbs and sidewalks, or road surfaces;
  - (b) Any cutting, excavation or backfilling of frozen ground.
  - (c) Any additional restoration works will be charged at 100% of actual costs of the restoration works.
- .3 Where, for the sanitary sewer service, a local service tax or latecomer charge is established under a supplementary separate bylaw or agreement, that charge shall take precedent over the aforementioned connection fee.

### 2.0 ABANDONMENT FEE

- .1 The fee for abandoning a Service Connection as set out in the District's *Sewer Regulations Bylaw* shall be equal to 100% of the District's actual and reasonable costs to complete the disconnection of the water system from the owner's premise, plus any applicable taxes. Payment of the District's estimate of the cost to complete the disconnection is required in advance of disconnection. Any amount paid in excess of the District's actual and reasonable costs to install the service connection and restore the area is refundable.

### 3.0 SEWER RATES

- .1 The owner of each dwelling unit as defined in the Zoning Bylaw, which is connected to the municipal sewage collection and disposal system, shall pay an annual fee of \$207.00 per year. A owner may elect to pay the annual fee in two installments and a 4% discount will be given if the first installment is paid prior to February 15th and a 4% discount will be given if the second installment is paid prior to August 15th.
- .2 The annual fee set out in Section 3.0.1 of this Schedule must be paid to the municipality within 30 days of the invoice being mailed.



- .3 The owner of each commercial or other non-residential premises, which is connected to the Community Sewer System, must pay an annual fee of \$221.50 per year.
- .4 Notwithstanding Section 3.0.4 of this Schedule, where a water meter is installed on any premises, the owner of the premises shall be charged in each month a sum equal to 45% of the invoice for water, subject to a minimum monthly charge of \$18.00. The owner of a premise that is metered will be invoiced monthly in accordance with the water consumed. This charge is in addition to any applicable charges outlines in Schedule B of this Bylaw.
- .5 A prorated refund of the annual fee will be allowed, providing a disconnection has been requested by the owners.

DRAFT

# SCHEDULE D

## Pool Fees & Charges

### 1.0 FACILITY RATES

Base Rates	One Hour Programs*	Daily	10 Pass	30 Pass	1 Month	Season Pass
Child	\$2.50	\$3.50	\$20.00	\$60.00	\$25.00	\$60.00
Youth	\$3.50	\$4.50	\$30.00	\$80.00	\$35.00	\$70.00
Adult	\$5.00	\$6.00	\$45.00	\$100.00	\$45.00	\$110.00
Senior	\$3.50	\$4.50	\$30.00	\$80.00	\$35.00	\$70.00
Family**	\$10.00	\$12.00	\$80.00	\$200.00	\$85.00	\$200.00

\* Patrons must leave the pool after completing a one hour program.

\*\* Family consists of a maximum of two (2) adults and up to four (4) dependent children or youth living in the same household. Additional dependent children will be admitted at \$1.50/ additional child or youth.

### 2.0 POOL RENTAL BASE RATES

Base Rates	Hours	Pool Base	Staff	Sub Total	GST	PST	Total
2 Staff	1 hour	\$70.00	\$50.00	\$120.00	\$6.00		\$126.00
3 Staff	1 hour	\$70.00	\$75.00	\$145.00	\$7.25		\$152.25
4 Staff	1 hour	\$70.00	\$100.00	\$170.00	\$8.50		\$178.50
2 Staff	1.5 hours	\$100.00	\$75.00	\$175.00	\$8.75		\$183.75
3 Staff	1.5 hours	\$100.00	\$112.50	\$212.50	\$10.62		\$223.12
Extra Staff	1 hour		\$25.00	\$25.00	\$1.25		\$26.25

**3.0 SCHOOL BOARD LESSONS**

Base Rates	Hours	:Pool Base	Staff	Sub Total	GST	PST	Total
2 Staff	1 hour	\$25.00	\$50.00	\$75.00	\$3.75		\$78.75
2 Staff	.5 hour	\$12.50	\$25.00	\$37.50	\$1.88		\$39.38
2 Staff	.75 hour	\$18.75	\$37.50	\$56.25	\$2.81		\$59.01
Additional Staff	1 hour		\$25.00	\$25.00	\$1.25		\$26.25
Progress Card	1	\$2.23		\$2.23	\$0.11		\$2.50

**4.0 PRIVATE LESSONS**

Base Rates	Hours	Staff	Sub Total	GST	PST	Total
1 Staff	0.5 hour	\$12.50	\$12.50	\$0.63		\$13.13
1 Staff	0.75 hour	\$18.75	\$18.75	\$0.94		\$19.69
1 Staff	1 hour	\$25.00	\$25.00	\$1.25		\$26.25
Progress Card	1		\$2.23	\$0.11		\$2.50

**5.0 SWIMMING LESSONS**

Base Rates	Hours	Sub Total	GST	PST	Total
Level Pre-5	0.5 hour	\$33.25	\$1.75		\$35.00
Level 5-10	0.75 hour	\$42.75	\$2.25		\$45.00

## 6.0 PRIVATE LANE RENTAL

Base Rates	Hours	Pool Base	Sub Total	GST	PST	Total
1 lane Adult	1 hour	\$9.00	\$9.00	\$0.45		\$9.45
1 lane Youth	1 hour	\$6.00	\$6.00	\$0.30		\$6.30
Half Pool Lanes	1t hour	\$30.00	\$30.00	\$1.50		\$31.50

## 7.0 PRIVATE RENTALS

Non Profit Rentals	Less 25% Base Rate
Private Functions	100% Base Rate
Fundraising Functions	Less 40% Base Rate (Pool Only)
Special Events	Less 40% Base Rates (Pool Only)

\*\*\* Fun Leaders available for Birthday Parties at \$25.00 per hour total with GST \$26.25\*\*\*



## “SCHEDULE E”

<b>CEMETERY SERVICES FEES</b>				
<b>Ground Burial <sup>A</sup></b>	<b>Right of Interment</b>	<b>Care Fund Contribution</b>	<b>Preparation &amp; Placement</b>	<b>TOTAL</b>
Adult Interment	\$200.00 *	\$50.00 *	\$300.00	\$550.00
Child Interment	\$200.00 *	\$50.00 *	\$200.00	\$450.00
Cremation Interment	\$200.00 *	\$50.00 *	\$100.00	\$350.00
<sup>A</sup> Liner is mandatory * Right of Interment fee and the Care Fund Contribution is only charged for the first interment in a lot, subsequent interments will not be charged these fees.				
<b>Columbarium</b>	<b>Right of Interment</b>	<b>Care Fund Contribution</b>	<b>Preparation &amp; Placement</b>	<b>TOTAL</b>
Double Niche 1 <sup>st</sup> Interment (Top Two (2) Rows)	\$500.00	\$25.00	\$50.00	\$575.00
Double Niche 1 <sup>st</sup> Interment (Bottom Two (2) Rows)	\$470.00	\$25.00	\$50.00	\$545.00
Double Niche 2 <sup>nd</sup> Interment	N/A	N/A	\$50.00	\$50.00
<b>Memorials</b>	<b>Memorial</b>	<b>Installation Fee</b>	<b>Care Fund Contribution</b>	<b>TOTAL</b>
Ground Memorial	N/A	\$145.00	\$5.00	\$150.00
Columbarium Memorial Plate	N/A	\$20.00	\$5.00	\$25.00
Columbarium Memorial Plate (Second Name)	N/A	\$20.00	\$5.00	\$25.00
<b>Grave Liners</b>				
- Burial				\$450.00
- Cremation (Ground Burial)				\$40.00
<b>Miscellaneous Fees</b>				
Exhumation or Disinterment			Preparation and Placement Fee x two	
Interments on Saturday, Sunday or Statutory Holidays or after 3:30 pm Monday to Friday			Preparation and Placement Fee x two	
Administration Fee				\$10.00
Handling Fee				\$50.00

## “SCHEDULE F”

### Annual Dog Licence Fees

1. (1) (a) male dog – not neutered	\$30.00
(b) female dog – not spayed	\$30.00
(2) (a) male dog – neutered	\$10.00
(b) female dog – spayed	\$10.00

### Transfer or Replacement of Licence

2. (1) transfer licence to new owner	\$2.00
(2) transfer licence to new dog	\$2.00
(3) replacement of lost tag	\$2.00

### Kennel Licence

3. Kennel licence	\$200.00
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### Care and Sustenance

4. (1) Daily charge for cats and dogs	\$10.00
(2) Daily charge for farm animals	\$20.00

### Disposal Fees

5. (1) A dog or cat brought to the Pound for destruction	\$125.00
(2) Pickup, destruction and disposal of a dog or cat	\$200.00
(3) Requested pickup and disposal of carcass of a dog or cat	\$125.00

## Schedule "G"

<b>Arena Fees:</b>	
Drop-in Admission	
Family Drop-in	\$10.00
Adult Drop-in (19 yrs and over)	\$6.00
Senior/Youth Drop-in (13 - 18 yrs)	\$5.00
Child Drop-in (12 and under)	\$3.00
Infant (3 years and under)	Free
10x Pass	
Family 10x Pass	\$60.00
Adult 10x Pass (19 yrs and over)	\$30.00
Youth 10x Pass (13 - 18 years)	\$25.00
Child 10x Pass (12 and under)	\$15.00
Season Pass	
Family Season Pass	\$125.00
Single Season Pass	\$75.00
Arena Rental (Hourly Rate)	
Adult and Junior Hockey	\$100.00
Hudson's Hope Minor Hockey/Figure Skating	\$50.00
School/Non-Profit Groups	\$50.00

## Schedule "H"

<b>ADMINISTRATIVE</b>	<b>TOTAL FEE</b>
NSF Cheque	\$30.00
Property Tax Certificate	\$20.00
<b>BULLETIN ADVERTISING</b>	
"For Sale" rate per month	\$10.00
¼ page ad – rate per month	\$30.00
¼ page ad – 6 month prepaid rate	\$150.00
¼ page ad – 1 year prepaid rate	\$270.00
½ page ad – rate per month	\$50.00
½ page ad – 6 month prepaid rate	\$250.00
½ page ad – 1 year prepaid rate	\$450.00
Full page ad – rate per month rate	\$80.00
Full page ad – 6 month prepaid rate	\$400.00
Full page ad – 1 year prepaid rate	\$720.00
<b>PHOTOCOPYING</b>	
Photocopies – all sizes (black and white)	\$ .50
Photocopies – all sizes (colour)	\$1.00
Zoning Bylaw	\$25.00
Official Community Plan Bylaw	\$30.00
Map – 3 x 3 District Map	\$30.00
Map – 18" x 36" Townsite Map	\$15.00
Map – 11" x 17" Lynx Creek Subdivision Map	\$10.00
Map – 11" x 17" Beryl Prairie Subdivision Map	\$10.00
Laminating per page	\$2.00
Faxing	\$2.50 initial page each addition page \$0.50

## Schedule "I"

<b>Campgrounds</b>	
Daily Fee per unit (for first unit in site)	\$20.00
Additional unit fee (paid by each additional unit in a site already occupied)	\$15.00
Reservation Fee	\$6.00 per night up to \$18.00 maximum per booking
Service Fee when District Office staff complete reservation over the phone for customer	\$5.00
Season Pass (for Residents only)	\$200.00
7 Night Punch Card	\$100.00
Firewood: for each bundle sized 1.25 cubic feet	\$5.00

DRAFT

**Tammy McKeown**

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**Subject:** FW: Letter of support

**From:** Double H Saddleclub <[dhsaddleclub@gmail.com](mailto:dhsaddleclub@gmail.com)>

**Sent:** February 22, 2019 10:53 AM

**To:** Office Admin 1 <[office1@hudsonshope.ca](mailto:office1@hudsonshope.ca)>

**Subject:** Letter of support

Good morning,

The Double H Saddle Club is requesting a "letter of support" to build a roof over the outdoor bleachers at the rodeo grounds. This lean-to will create a shelter for the community members out of the elements while observing the activity at the outdoor arena.

We will be applying to the Co-op Community Spaces Grant.

This lean-to will boast three walls to keep the wind and rain out. This has been an ongoing problem to the public which makes it uncomfortable to watch the rodeos etc.

The members would really appreciate the districts support on this matter.

Thank you!

DHSC Board of Executives.

February 27, 2019

DISTRICT OF HUDSON'S HOPE  
Box 330, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0  
[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)

TransCanada Corporation  
450 – 1<sup>st</sup> Street S.W.  
Calgary, AB, Canada T2P 5H1

**Tel:** 1.855.253.0099  
**Email:**  
[princerupertgas@transcanada.com](mailto:princerupertgas@transcanada.com)

**RE: NOTIFICATION LETTER**  
**Prince Rupert Gas Transmission Project (“the Project”)**  
**Permit Extension Application**  
**Location: Johnson Creek Site (CS 2-F) Unit 14, Block I, 93-O-16**  
**File Number: 130316**  
**Disposition: MUNICIPALITY - HUDSON'S HOPE (MAP ID 31)**

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This letter is to advise you that in compliance with Section 32 (3) of the *Oil and Gas Activities Act* (**OGAA**) Prince Rupert Gas Transmission Project (**PRGT**) intends to submit a permit extension application to the BC Oil and Gas Commission (**the Commission**). This permit was previously applied for in 2014, approved in 2015, and renewed in 2017 and 2018. There are no changes to the facility and its relationship to your land interest. This is only an application to extend the permit expiry date. Your interest in relation to the Project is shown on the enclosed map with the ID number noted above.

PRGT has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 900 km in length, starting from the area near the District of Hudson's Hope, BC. to Lelu Island, near the District of Port Edward, BC. The current permit approval will expire on June 17, 2019 and will be renewed for a total of one year.

Should you have any questions regarding this application, please do not hesitate to contact one of the following representatives.

### **Company Contact**

Any questions or objections regarding this project can be directed to the following personnel:

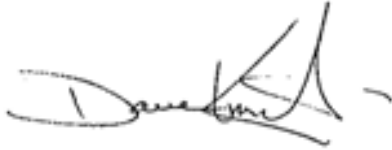
**Lauralee Schoenenberger** – Project Coordinator (Land) **Roy Northern Land & Environmental**  
**Email:** [lauralee@roynorthernbc.com](mailto:lauralee@roynorthernbc.com) **Phone:** 250-261-2318

**Dave Kmet** – Team Lead – BC LNG Land

**Email:** [Dave\\_Kmet@transcanada.com](mailto:Dave_Kmet@transcanada.com)

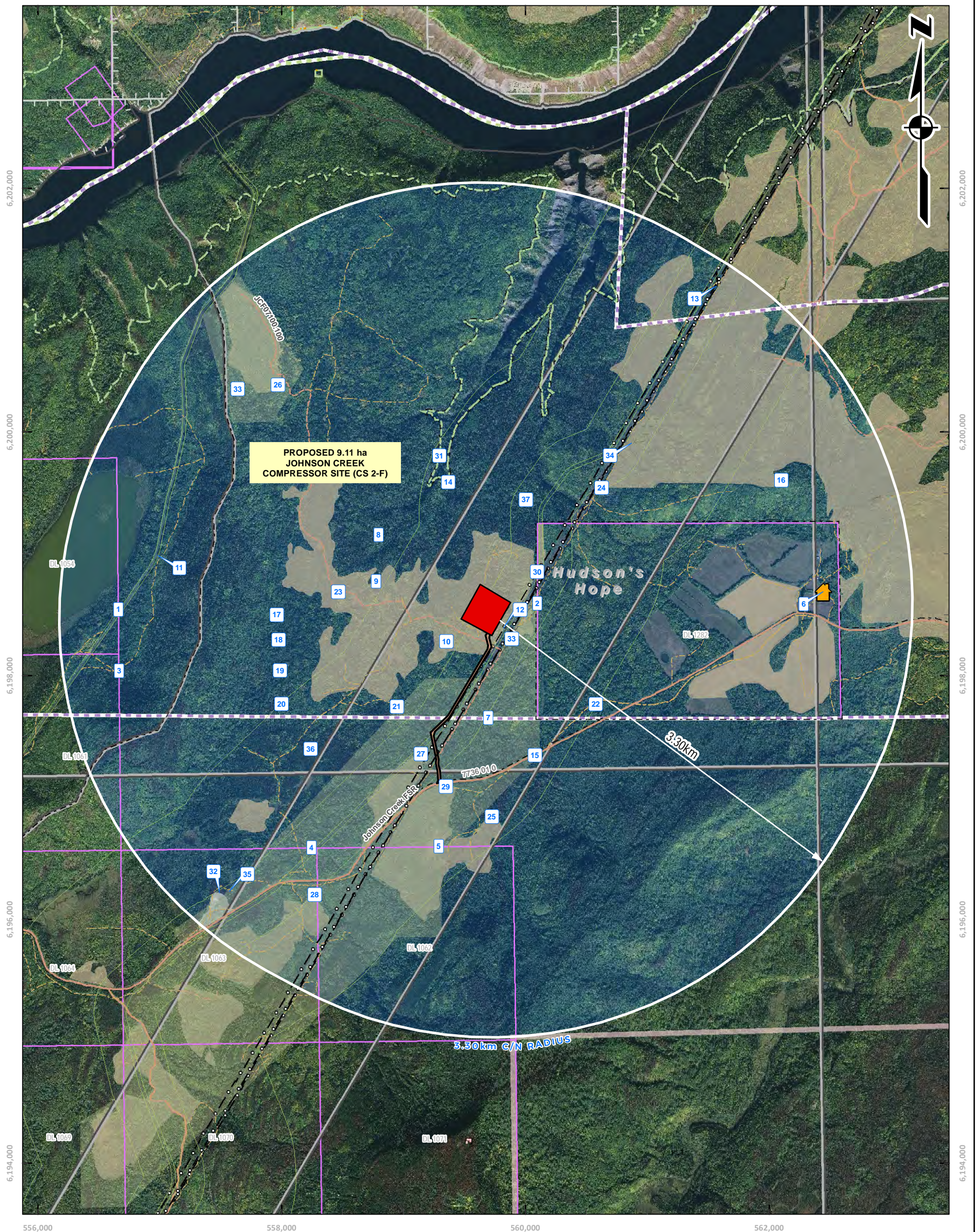
**Prince Rupert Gas Transmission Limited Partnership**  
**Phone:** 403-920-7061

Yours truly,
















A handwritten signature in black ink, appearing to read "Dave Kmet", with a stylized flourish at the end.

Dave Kmet





## PROJECT FEATURES

- Proposed Features 
- Previously Proposed Features 
- OIL AND GAS**
- Ground Disturbance/Leases 
- Pipeline 
- CROWN TENURES**
- Waterpower 
- Windpower 
- Agriculture 
- Env. Conserv. & Rec. 
- Industrial 
- Communication 
- Watershed 
- Utility 
- Transportation 
- Electric Power Line 
- Quarrying 












## TRANSPORTATION

- |                  |  |
|------------------|--|
| Highway          |  |
| Paved Road       |  |
| Highgrade Gravel |  |
| Lowgrade Gravel  |  |
| Winter Road      |  |
| Cutline/Trail    |  |
| Forestry Road    |  |
| Rec Trail        |  |
| Railway          |  |
- MUNICIPAL**
- |                       |  |
|-----------------------|--|
| Municipality          |  |
| Large Municipality    |  |
| First Nations Reserve |  |
| Parcel                |  |

## FORESTRY

- Cutblock
  - Forest Cover Reserve
  - Community Forests
  - Woodlots
  - Tree Farm License
- ENVIRONMENTAL**
- Muskwa-Kechika Management Area
  - Protected Area/  
Ecological Reserve
  - Provincial Park
  - Recreation Area
  - Vehicle Closure Area

## MISCELLANEOUS

- | UNCLASSIFIED                 |   |
|------------------------------|---|
| Coal Tenure                  |  |
| Mineral Tenure               |  |
| Mineral Reserve              |  |
| Site "C" HCA Permit          |  |
| Recreation Protected         |  |
| Grazing Tenure               |  |
| Trapper                      |  |
| Guide/Outfitter              |  |
| Statement of Intent Boundary |  |
| Residence                    |  |
| Trapper Cabin                |  |

## Prince Rupert Gas Transmission Project



## PRINCE RUPERT GAS TRANSMISSION LTD.

1:30,000 CONSULTATION/NOTIFICATION MAP

**FOR: PROPOSED 9.11 ha JOHNSON CREEK  
COMPRESSOR SITE (CS 2-F) WITHIN  
UNIT 14, BLOCK I, 93-O-16**



SCALE 1:30,000  
(AD 1983 UTM ZONE 10N)

DISCLAIMER: The data contained herein was compiled from third party sources and WSP Surveys (BC) Limited Partnership and its employees take no responsibility for the accuracy or completeness of this information.

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WSP FILE NO.: 130402CM17R6\_SK17R4.mxd

B.C.G.S.: 93O.100

REF. NO.: 130402SK17R4

**JOB NO.:** 010042349

DATE: Jan. 31, 2019

DRAWN BY: LLW

CHECKED: NE  
PAGE: 1 of 3

REVISION

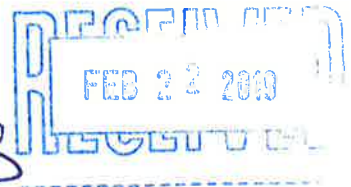
6

IMAGE:  
2010



ATTN! TO DISTRICT OFFICE

MAYOR + COUNCIL MEMBERS



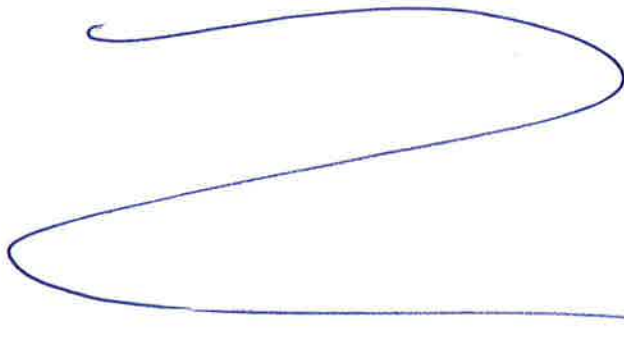
IN REGARDS TO CATTLE BEING STARVED AND  
ABUSED BY TRAVIS WINIKIE CATTLE ARE  
LOCATED @ LYNX CREEK TOP OF FARRELL HILL  
@ EDDIS PLACE AND @ KM 4 PIP ON FARRELL  
THIS IS A NEVER ENDING THING WITH  
THESE ANIMALS I PERSONLY DRIVE BY 4 TIMES  
DAILY AND SEE THE POOR CONDITION AND NO  
FEED FOR AT LEAST A WEEK AS OF  
FEB 20/2019. IT HAS BEEN REPORTED TO  
ANIMAL ABUSE HOT LINE, SPCA FORT ST JOHN  
NORTH PEACE VET CLINIC AND CATTLE MENS  
ASSOCIATION. I REQUEST CONCLUSION AND  
AGENDA BE PRINTED IN BULLETIN.

PLEASE ENTER AS A LATE

ITEM COUNCIL MEETING

AGENDA.

DAN HARRISON,



I WAS ASKED BY ALL 4 ORGANISATIONS  
WHAT THE LOCAL DISTRICT WAS DOING  
ABOUT IT.



British Columbia

## ADVISORY LETTER

February 26, 2019

File: 201900706

PO Box 330  
Hudson's Hope, BC  
V0C 1V0

**Attention: Municipal District of Hudson's Hope**

### **RE: Advisory: Attractant Inspection of Cameron Lake Campground**

On August 9, 2018, Conservation Officers (CO) conducted an inspection of Cameron Lake near Hudson's Hope. The inspection was completed with the intention of verifying compliance with the British Columbia *Wildlife Act* [RSBC 1996] Chapter 488 in relation to attractants that may cause dangerous wildlife to be drawn to a specific place.

Please be advised that the community of Hudson's Hope, including its area, has been experiencing considerable issues related to accessing unnatural attractants that contain or smell similar to their natural food sources. This can result in dangerous wildlife being attracted to the community which can pose a risk to public safety. Enforcement action including the issuance of Dangerous Wildlife Protection Orders can result in fines of up to \$575.00.

While on site, CO's observed insecure recycling receptacles which can be an attractant. This letter is to advise that from this date forward if attractants are observed at this location, they are to be stored in such a manner that a bear may not easily access the attractant. This proactive action has been realized. Your attention to the above is appreciated as it will make the community safe for its citizens, visitors and wildlife.

For further information on addressing bear-human interaction, please go to: <https://wildsafebc.com>. In relation to events involving human wildlife conflict which pose a risk to public safety or property, please contact the Conservation Officer Service through the Report all Poachers and Polluters (RAPP) 24 hour hotline at 1-877-952-7277.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Schultz'.

Conservation Officer SCHULTZ  
[Jonathan.Schultz@gov.bc.ca](mailto:Jonathan.Schultz@gov.bc.ca)

**Ministry of  
Environment**

Conservation  
Officer Service  
Peace Region

Mailing Address  
PO Box 2260  
Mackenzie, BC V0J 2C0  
Page 198 of 215

Telephone: 1-877-952-7277  
Facsimile: (250) 997-6978

**C4**

# Construction bulletin

## Site C Construction Schedule: March 4 – March 17

### Dam site area – north (left) bank and south (right) bank

- Contractors will continue to move equipment and material to site. This includes deliveries by rail.
- Contractors are continuing construction and operations in their work areas. This includes the main civil works, generating station and spillways civil works, turbines and generators, and substation.
- Water management activities may take place.
- Excavation, including in-river excavation, will progress on both banks of the Peace River.
- Construction activities, such as drilling, blasting, crushing, earth moving, tunnelling, concrete placement, and road maintenance, will continue. Tower and mobile cranes will be used on site.
- Site preparation will continue at the 85th Avenue Industrial Lands. Work has begun on building the conveyor that will deliver fill material to the dam site.

### Highway 29

- At Halfway River, clearing and vegetation removal is continuing. Environmental and wildlife monitoring is taking place to support clearing.
- At Farrell Creek and near Dry Creek west of Farrell Creek Road, geotechnical investigations may begin. This could include drilling, digging test pits, surveying, minor vegetation removal, and some traffic control.
- At Portage Mountain Quarry, site investigations and surveys have started in preparation for site clearing.
- Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned. Burning may take place, as permitted by ground conditions, the fire danger rating, and venting conditions
- Electrical distribution poles will be temporarily moved in the Cache Creek West area.

## **Reservoir area**

- Forestry and access road data collection and site investigations will continue near and along the reservoir area.
- Clearing activities are taking place in the eastern and lower reservoir areas (dam site to Cache Creek), Moberly River area and Cache Creek area. This includes access road upgrades, logging, log hauling and debris disposal.
- Some clearing activities may begin in the middle reservoir area around Cache Creek and Halfway River on BC Hydro-owned properties. This includes road upgrades, log hauling and debris disposal.
- Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned. Burning may take place, as permitted by ground conditions, the fire danger rating, and venting conditions.

## **Transmission works**

- Clearing will continue in the transmission corridor. Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned.
- Maintenance and upgrade work will continue on roads that provide access to parts of the transmission corridor.
- Construction of temporary roads within the transmission line right-of-way will continue.
- Material and equipment are being delivered to the marshalling yard at Moberly Lake and the temporary field office on Jackfish Lake Road.
- The transmission line contractor will continue assembling towers on the ground, and installing and testing helical pile foundations at various sites along the right-of-way.
- The transmission line contractor will continue installing transmission towers on the foundations.
- Site investigations, including stripping and data recovery of archaeological sites, geotechnical work, and structure staking, may take place.
- Upgrades will continue at Peace Canyon Generating Station.

## **Other areas**

- Work is occurring downstream of the dam site for the Peace River side channel enhancements.
- Aggregate and riprap production will continue in West Pine Quarry. Material will be transported by rail and road to the dam site.

## **What to expect**

Work will take place during the day, night, and on the weekend, until the project is completed. During this time, residents can expect the following:

- Heavy machinery will be in the transmission line corridor assembling electrical towers. For your safety, please stay clear of the work areas.
- There will be project-related traffic on public and resource roads, including petroleum development roads.
- Trucks with heavy loads will be accessing the dam site and other project areas. This includes Old Hope Road and along Highway 29 at Cache Creek and Halfway River. Please use caution when meeting a pilot car and observe all warning signs.
- Helicopters and commercial drones may be used to support investigative and construction works.
- Some noise and vibration may occur near the dam site and work areas, including the quarries. Pile driving may take place near the 85th Avenue Industrial Lands.
- There may be smoke in various areas as a result of planned burning. Burning will only take place when permitted by the fire danger rating and when venting windows are available.
- For your safety, please stay clear of active in-river work areas along the Peace and Moberly rivers. These areas are clearly identified with signage and markings.

**Note:** In BC Hydro's technical documents, the north bank may be referred to as the left bank and the south bank may be referred to as the right bank.

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[More info](#)

[Contact Site C](#)

[Unsubscribe](#)

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You've received this email at [clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca) because you subscribed to receive email updates on construction for the Site C project.

No longer interested? [Unsubscribe](#).

© BC Hydro, 333 Dunsmuir Street, Vancouver, B.C. V6B 5R3 | [Privacy Statement](#)

**Tammy McKeown**

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**Subject:** FW: FOR ACTION: Fort St. John Land and Resource Management Update Project

**From:** Oliemans, Fred FLNR:EX <[Fred.Oliemans@gov.bc.ca](mailto:Fred.Oliemans@gov.bc.ca)>

**Sent:** March 1, 2019 2:39 PM

**To:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>; Paterson, Genevieve FLNR:EX <[Genevieve.Paterson@gov.bc.ca](mailto:Genevieve.Paterson@gov.bc.ca)>

**Cc:** Trina Wamboldt - Urban Systems Ltd. ([twamboldt@urbansystems.ca](mailto:twamboldt@urbansystems.ca)) <[twamboldt@urbansystems.ca](mailto:twamboldt@urbansystems.ca)>

**Subject:** RE: FOR ACTION: Fort St. John Land and Resource Management Update Project

Absolutely. It is important to us to hear from you, so if you could make your submission to Urban systems and copy to both myself and Genevieve, we will be sure it is incorporated somehow. Urban Systems does need time to complete their product well before the end of March, which is why we have the deadline in the first place. So, the sooner the better.

Hope that helps

Cheers

Fred

**Fred Oliemans**

Manager, Land Use Planning  
Northeast  
Ministry of Forests, Lands Natural Resource Operations and Rural Development  
Smithers, BC  
Phone: 250-847-7289 Cell: 250-877-3224  
[fred.oliemans@gov.bc.ca](mailto:fred.oliemans@gov.bc.ca)

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**From:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>

**Sent:** March 1, 2019 12:18 PM

**To:** Oliemans, Fred FLNR:EX <[Fred.Oliemans@gov.bc.ca](mailto:Fred.Oliemans@gov.bc.ca)>; Paterson, Genevieve FLNR:EX <[Genevieve.Paterson@gov.bc.ca](mailto:Genevieve.Paterson@gov.bc.ca)>

**Subject:** RE: FOR ACTION: Fort St. John Land and Resource Management Update Project

Good afternoon, are we able to request an extension to March 13<sup>th</sup> please. This will allow us to discuss the item with the entire Council at our March 11<sup>th</sup> meeting.

Please let us know.

Chris

**Chris Cvik, Interim CAO**

District of Hudson's Hope  
Cell: 250-783-0942



**From:** Paterson, Genevieve FLNR:EX <[Genevieve.Paterson@gov.bc.ca](mailto:Genevieve.Paterson@gov.bc.ca)> **On Behalf Of** Oliemans, Fred FLNR:EX  
**Sent:** February 7, 2019 3:49 PM  
**Subject:** FOR ACTION: Fort St. John Land and Resource Management Update Project

**Fort St. John LRMP Update: Invitation to Provide Input**

British Columbia's Ministry of Forests, Lands, Natural Resource Operations and Rural Development is working with local First Nations and interested parties from local governments, industry, stakeholders and the public to update the Fort St. John Land and Resource Management Plan (the LRMP Update Project). The attached information sheet provides an overview of the project.

The LRMP Update Project will be undertaken in two sequential phases. The first phase (November 2018 to March 2019) involves a public engagement process designed to understand local interests and concerns related to land use in the Fort St. John LRMP area and topics and opportunities to be addressed in an updated LRMP. The second phase (May 2019 – May 2021) will be a technical planning process based on the feedback gathered during phase one.

Consulting firm Urban Systems has been retained to support ministry staff in gathering community feedback. A set of scoping questions has been developed and the answers to these questions will be gathered using three methods of engagement:

- an online [feedback form](#) (February 7 – March 6, 2019)
- an open house on February 20, 2019 – [register for open house](#)
- telephone interviews to answer the scoping questions (instead of online) - [schedule an interview](#)

The results of the public engagement will be compiled by Urban Systems into a “*What We Heard*” report that will be available publicly in spring 2019.

The LRMP Update Project is a land use planning priority, consistent with the ministry's stewardship role in managing B.C.'s public land, and the B.C. government's continuing commitment to working in partnership with First Nations and communities. Information about the LRMP Update Project can be found on the website at: <https://engage.gov.bc.ca/fortstjohn-land-resource-management-plan-review/>

We look forward to your participation. If you have questions about the LRMP Update, please refer them to one of us at the co-ordinates below.

Sincerely,

Fred Oliemans  
Project Lead, LRMP Update Project  
250-877-3224  
[Fred.Oliemans@gov.bc.ca](mailto:Fred.Oliemans@gov.bc.ca)

Suite 370 – 10003 110<sup>th</sup> Avenue  
Fort St. John BC V1J 6M7

Alternate Contact:  
Genevieve Paterson  
Land and Resource Specialist, LRMP Update Project  
250-877-1211  
[Genevieve.Paterson@gov.bc.ca](mailto:Genevieve.Paterson@gov.bc.ca)

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1. Are you answering this survey on behalf of a specific group or organization?

❗ Choose one of the following answers

☐ No

☐ Yes

2. Please identify in which region you or your organization are located. See [map](#) (</upload/surveys/941812/files/BCDevelopmentRegions.PNG>) for reference.

❗ Check all that apply

☐ Cariboo Region

☐ Kootenay Region

☐ Mainland/Southwest Region

☐ Nechako Region

☐ North Coast Region

☐ Northeast Region

- ☐ Thompson-Okanagan Region
- ☐ Vancouver Island/Coast Region

3. What are your hopes for the future of land and resource management within the Fort St. John Land and Resource Mangement Area (Fort St. John Timber Supply Area)?

**?** *Please do not include any personally identifiable information about yourself or others in your responses.*

4. From your perspective, what potential areas of opportunity could be addressed in an updated land and resource management plan?

**?** *Please do not include any personally identifiable information about yourself or others in your responses.*

5. From your perspective, what key concerns or problems should be addressed in an updated land and resource management plan?

**?** Please do not include any personally identifiable information about yourself or others in your responses.

6. How would you/your organization like to be involved and/or kept informed during the Update process?

**!** Choose one of the following answers

**!** If you choose 'Other please specify:' please also specify your choice in the accompanying text field.

- ☐ Email
- ☐ Newsletter
- ☐ Mail
- ☐ Updates to the engagement website
- ☐ Other please specify:

**?** Please do not include any personally identifiable information about yourself or others in your responses.

7. Is there any technical or other information that you or your organization may have that could contribute to the information base for future planning? If yes, please explain.

**?** *Please do not include any personally identifiable information about yourself or others in your responses.*

8. Do you have other comments or suggestions about the LRMP Update Project?

**?** *Please do not include any personally identifiable information about yourself or others in your responses.*

Next

50%


9. Please provide contact information for purposes of future communications about the LRMP Update Project. (optional)

First Name

Last Name

Email

Phone

 Providing contact information is optional.

Submit

Fort St. John LRMP Update Project – Flipchart Notes Feedback

**1. Are you answering this survey on behalf of a specific group or organization?**

Yes, Area C, PRRD Department

**If yes, please identify the group, organization or sector you most closely identify with:**

Government/ General Public

**2. Which region:** Northeast Region

**3. What are your hopes for the future of land and resource management within the Fort St. John Land and Resource Management Area (Fort St. John Timber Supply Area)?**

- Where are we today vs. 1997 and how it's affecting all interested parties
- More structured growth as we try to expand base economy
- Effects of Industry on agriculture
- Consultation – more inclusive
- Look at both positive and negative impacts
- Public overlapping map of all land uses with layers that can be added/removed

**4. From your perspective, what potential areas of opportunity could be addressed in an updated land and resource management plan?**

- What happens when industry moves out? – Diversity in future
- Different times today
- Recycling /clean energy
- Climate change/water/air
- Indigenous involvement
  - Want to hear directly from First Nations not from Government – body language, tone, etc.
  - Relying on government report to understand Indigenous perspectives

**5. From your perspective, what key concerns or problems should be addressed in an updated land and resource management plan?**

- Inclusive consultation
- Number 1: Co-existence between all people and industries!
- We have to be neighbours and look after our land together
- Need to sit across from each other and work it out
- Is government listening? Will recommendations be acted on?
- Integration of Ministries and different levels of government – need to work together
- Get the information to the public – more communication especially with rural citizens

**6. How would you/your organization like to be involved and/or kept informed during the Update process**

- Staff to be involved
- Open houses – more inclusive

- Don't want a postcard
- Interactive engagement with Ministry Representatives / Decision Makers – hearing firsthand is much more effective than through a postcard
- Need timely responses from all governments (timing and coordination is important)
- Face-to-face relational meetings
- Multi-stakeholder forums to be able to work out tensions vs. being in “camps” / positions
- District coming together to discuss as a collective and as individual municipalities
- Can't be in-camera meetings
- We are accountable to our citizens at local government – can't run away
- Must be able to repeat back and explain without breaking the relationship with other governments
- Respect confidentiality but also be respectful

**7. Is there any technical or other information that you or your organization may have that could contribute to the information base for future planning? If yes, please explain.**

- Need to review with staff
- What brought us here
- Get wisdom from those who previously worked on this
- Res D has a lot of GIS data that others don't have – can add value
- Evergreen technical system to distribute info to citizens through multiple channels (phone, email, social media) – can't be targeted to specific audiences
- Debra Jones-Middleton – Emergency Management

**8. Do you have other comments or suggestions about the LRMP Update Project?**

- Couldn't find LRMP through Google (not on Engage BC website)



Chetwynd Communications Society  
Box 973  
Chetwynd, BC  
V0C1J0

March 6, 2019

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

Dear Mayor and Councillors:

With great pride, we are pleased to report that our applications to the CRTC to add rebroadcasting radio transmitters in Tumbler Ridge and to the District of Hudson's Hope are now complete. Our application is now advertised on the CRTC website for intervention and support at the community, regional and national levels. Our signal will be 50 watts and we have permission to lease from TELUS on Signal Hill. Your signal will be designated as 99.5 CHCH. You may listen to us on [peacefm.ca](http://peacefm.ca) streaming audio. You will be pleased!

We are requesting a formal letter of support to be sent by April 1<sup>st</sup>, 2019 and filed on the following CRTC website: February 28, 2019 [https://services.crtc.gc.ca/pub/instances-proceedings/Default-Default.aspx?S=O&PA=B&PT=PT1&PST=A&Lang=eng&\\_ga=2.246892420.1884757462.1551884163-1553045287.1546617372](https://services.crtc.gc.ca/pub/instances-proceedings/Default-Default.aspx?S=O&PA=B&PT=PT1&PST=A&Lang=eng&_ga=2.246892420.1884757462.1551884163-1553045287.1546617372). We believe the hearing to hear our brief will be in or about May, 2019.

We have always included Hudson's Hope in our emergency bulletins and will now effectively be heard in the valley. Once we have permission to broadcast, we will start the technical side of acquiring the equipment and setting up the transmitter as per our budget. We want your community to be part of our community radio station and will seek volunteers & schools to contribute community event dates and news stories. Our intention is hire a part-time employee to work with us as our Peace FM (CHCH) representative.

Please note that we play 12% local music and many of your artists are routinely played on Peace FM.

Your support is needed and would encourage a delegation to attend our offices in Chetwynd to visit and to tour our facilities so that you can look us over. By adding Hudson's Hope to our listening area will bind our Peace FM communities together.

We will entertain you!

Sincerely



Leo Sabulsky

Director/Volunteer Manager Peace FM

## Office Admin 2

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**Subject:** FW: Centennial Tree Planting Campaign IMPORTANT INFORMATION!

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**From:** LGMA Office <[Office@lgma.ca](mailto:Office@lgma.ca)>

**Sent:** March 7, 2019 2:55 PM

**Subject:** Centennial Tree Planting Campaign IMPORTANT INFORMATION!

### **CENTENNIAL TREE PLANTING CAMPAIGN:**

The Local Government Management Association of BC (LGMA) would like to thank you for agreeing to plant a tree in recognition of the impact that local government professionals make in communities across the province. This document provides an update with information and key dates relating to the Centennial Tree Planting campaign.

If you have any questions about the Tree Planting campaign, please contact [office@lgma.ca](mailto:office@lgma.ca).

### **TREE FUNDING:**

All participating local governments will receive a \$50 cheque from the LGMA to offset the cost of your tree.

If you do not want the \$50 cheque and would prefer the LGMA to order the tree directly for you, please confirm this by no later than March 20 at 4:30pm.

If we do not hear from you by **March 20**, we will assume you would like the \$50 cheque and will mail a cheque to your local government. Cheques will be mailed between the last week of March and the first week of April.

If you would like the LGMA to order your tree or questions about the cheque, please email [office@lgma.ca](mailto:office@lgma.ca).

### **PLAQUES:**

Plaques will be mailed to participating local governments by the LGMA on March 25, 2019. Plaques should arrive to your local government within 3-5 business days.

### **TREE PLANTING CEREMONIES:**

Please send the LGMA photos from your tree planting.

If you are planning a ceremony for your tree planting, we would appreciate it if you would send the LGMA photos of the event. These photos will be displayed at the Heritage Showcase at our 2019 Annual Conference (June 11-13 in Vancouver) and will be used when we report the success of the project to our funding partner BC Hydro.

LGMA  
Suite 710A– 880 Douglas Street  
Victoria, BC V8W 2B7  
T. 250.383.7032  
E. [office@lgma.ca](mailto:office@lgma.ca)  
Twitter: [@LGMABC](https://twitter.com/LGMABC)



## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-21	<b>Date:</b> March, 2019
<b>Meeting#:</b> CM031119	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Notice of Closed Session – March 11, 2019	

### BACKGROUND:

Council has historically not published closed meeting on the open agenda and the basis for the closed meeting. In order to continue to be transparent, when there is a closed meeting, a notice will be included on the open agenda with sufficient information to describe the reason for the closed meeting.

This will also provide Council with the opportunity to recess to a Closed Meeting to discuss whether or not the items properly belong in a Closed Session (Community Charter Section 90(1)(n)).

### DISCUSSION:

Closed Meetings will continue to be held at the end of a regular Council meeting.

Including a cover-report about a Closed Meeting is simply a place holder to make the public aware a closed meeting is taking place and a high-level description on the topics.

### BUDGET: N/A

### RECOMMENDATION / RESOLUTION:

That Council recess to a Closed Meeting for the purpose of discussing the following item(s):

Agenda Item – Property Disposition (CC Section 90 (1) (e))  
 Human Rights Complaint (CC Section 90(1) (g))  
 Request from BC Hydro (CC Section 90(1) (j)).

(e) the acquisition, disposition, or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

(g) litigation or potential litigation affecting the municipality

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

Section 21 (1) The head of a public body must refuse to disclose to an applicant information

(b) that is supplied, implicitly or explicitly, in confidence, and

(c) the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party

Report Approved by:

Chris Cvik, Interim CAO

**ICS**