



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, March 9, 2020

1. Call to Order:

2. Delegations:

D1	Glenda Farnden, STARS Foundation - Update	Page 1
D2	Library – Budget Update	

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 24, 2020 Regular Council Meeting Minutes	Page 3
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7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports

SR1	Operations Budget	Page 10
SR2	Groundwater Protection Plan	Page 49
SR3	Light Industrial Subdivision	Page 50
SR4	Transfer Site Maintenance Agreement	Page 53
SR5	Financial Assistance 2020	Page 61

10. Committee Meeting Reports:

11. Bylaws:

B1	Bylaw No. 915, 2020 - Fees and Charges	Page 163
B2	Bylaw No. 916, 2020 - Amendment to DA Thomas	Page 182
B3	Bylaw No. 912, 2020 – Road Closure - Beckman	Page 188

12. Correspondence:

C1	North Central Local Government Association - Nominations	Page 196
C2	2020 Northeast BC Community Coal & Energy Forum	Page 200
C3	TC Energy – Prince Rupert Gas Transmission Project	Page 201
C4	Concrete Totems	Page 203
C5	Library – 2019 Directors & Quantitative Reports; 2018 <i>Financial Information Act</i> Compliance Report	Page 206

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

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

ICS1	Notice of Closed Session	Page 249
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18. Adjournment



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Subject of presentation: _____

Purpose of presentation: ☒ information only
☐ requesting a letter of support
☐ requesting funding
☒ other (provide details)

Contact person (if different than above):

Telephone number: _____

Email address: _____

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

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: _____



REGULAR COUNCIL MEETING
February 24, 2020
6:00 P.M.
COUNCIL CHAMBERS

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Pat Markin
Councillor Kelly Miller
Councillor Valerie Paice
Councillor Leigh Summer
Youth Councillor Brenna Rice

Absent: Councillor Travous Quibell (*with notice*)

Staff: CAO, Chris Cvik
Corporate Officer, Jeanette McDougall
Director of Public Works, Mokles Rahman
Director, Protective Services, Bob Norton
Manager Public Works, Mark Sture

1. CALL TO ORDER

The meeting called to order at 6:00 p.m. with Mayor Heiberg presiding.

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions: SR9 – Water Conservation Plan
NB1 – Cyber Hacking
NB2 – Pedestrian Crosswalk
NB3 – BC Hydro Tour
CR1 – Peace River Regional District
– Outreach Meeting June 11, 2020

Councillor's Additions:

CAO Additions: None

4. ADOPTION OF AGENDA AS AMENDED

5. DECLARATION OF CONFLICT OF INTEREST

M1

6. ADOPTION OF MINUTES

M1 FEBRUARY 10, 2020 REGULAR COUNCIL MINUTES

Correction: D1 Hudson's Hope New Horizons Seniors Society
Replace "Older Folks Club" with "The Older Folks Club"

RESOLUTION NO. 034/20

M/S Councillors Paice / Gibbs

"That the minutes of the February 10, 2020 Regular Council Meeting be adopted as amended."

CARRIED

7. BUSINESS ARISING OUT OF THE MINUTES

- **Item C4: Grant Writer**
Mayor Heiberg provided an update on the Grant Writer that the District is contributing \$5,000 to through the PRRD for 2020 and is encouraging everyone to "spread the word" that this service is available.
- **Item C5: Caribou Recovery Initiative**
Mayor Heiberg provided an update on the Caribou Recovery Initiative and noted that a partnership agreement was recently signed between the Canadian government, the Province of BC the West Moberly First Nations and the Saulteau First Nations.

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 OPERATION OF THE COMMUNITY HALL

RESOLUTION NO. 035/20

M/S Councillors Markin / Gibbs

1. *That effective March 1, 2020, Council approves the District of Hudson's Hope assume the responsibility for the maintenance and operation of the Community Hall;*
2. *That Council approves that the District negotiate a user agreement with the District of Hudson's Hope Community Club for the operation of the kitchen; and*
3. *That Council direct Administration to work with the Hudson's Hope Lions Club on a Lease Agreement for Council's consideration on the continued use of space within the Community Hall by the Lions.*

CARRIED

SR2 THE OLDER FOLKS CLUB

RESOLUTION NO. 036/20

M/S Councillors Summer / Miller

1. *That Council approve amending the lease agreement between the District of Hudson's Hope and the Hudson's Hope New Horizons Society to reflect the new Club known as "The Older Folks Club"; and*

2. That Council approve a new five-year lease agreement with The Older Folks Club from April 1, 2019 - March 31, 2024; and

3. That Council approve the Service Provider Agreement between the District of Hudson's Hope and The Older Folks Club dated February 24, 2020, in respect to liability coverage through the Municipal Insurance Association of British Columbia.

CARRIED

SR3 DISTRICT PROPERTY – SALE TO BC HYDRO (BECKMAN ROAD)

RESOLUTION NO. 037/20

M/S Councillors Miller / Paice

"1. That Council approve the Site C Project – Purchase and Sale Agreement for Beckman Road; and

2. That Council authorize the CAO to execute the Purchase and Sale Agreement for Beckman Road on behalf of the District of Hudson's Hope."

CARRIED

SR4 BEATTIE LIFT STATION UPGRADE – GRANT APPLICATION

RESOLUTION NO. 038/20

M/S Councillors Miller / Paice

"1. THAT Council approves a grant application to be made for the Green Infrastructure Fund for upgrades to the Beattie Lift Station (over ground valve chamber); and

2. THAT Council will consider the costs of the project in conjunction with the preparation of the 2020 Capital Budget."

CARRIED

SR5 CHIEF ADMINISTRATIVE OFFICER MONTHLY REPORT

Received for Information.

SR6 CORPORATE OFFICER – MONTHLY REPORT

Received for Information.

SR7 PUBLIC WORKS – MONTHLY REPORT

Received for Information.

SR8 PROTECTIVE SERVICES – MONTHLY REPORT

Received for Information.

SR9 WATER CONSERVATION PLAN (UPDATE 2019)

RESOLUTION NO. 039/20

M/S Councillors Gibbs / Summer

"THAT Council approve the District of Hudson's Hope Water Conservation Plan (Update 2019)."

CARRIED

10. COMMITTEE MEETING REPORTS

11. BYLAWS

B1 BYLAW NO. 913, 2020 – DL148 ROAD CLOSURE

RESOLUTION NO. 040/20

M/S Councillors Gibbs / Summer

"THAT the District of Hudson's Hope Bylaw No. 913, 2020, Road Closure – DL148 be adopted as of February 24, 2020."

CARRIED

B2 BYLAW NO. 912, 2020 – ROAD CLOSURE – BECKMAN ROAD

RESOLUTION NO. 041/20

M/S Councillors Summer / Miller

"That District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road be read a first time as recommended in the report dated February 12, 2020, from the CAO regarding Road Closure Bylaw No. 912, 2020."

That Bylaw No. 912, 2020 be read a second time.

That Bylaw No. 912, 2020 be read a third time.

And that Public Notice of Council's intention to close Beckman Road and remove the road dedication be provided in accordance with Sections 26(3) and 40 of the Community Charter."

CARRIED

B3 BYLAW NO. 907, 2020 – CEMETERY MANAGEMENT

MAIN MOTION

"THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a first time."

THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a second time."

THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a third time."

AMENDMENT TO THE MAIN MOTION

"THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a first time; and

THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a second time."

MAIN MOTION AS AMENDED

The question was called on the Main Motion as Amended and reads as follows:

RESOLUTION NO. 042/20

M/S Councillors Miller / Gibbs

"THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a first time;

THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management, be read a second time."

CARRIED

B4 BYLAW NO. 915, 2020 – FEES AND CHARGES

RESOLUTION NO. 043/20

M/S Councillors Gibbs / Summer

"THAT the District of Hudson's Hope Bylaw No. 915, 2020 Fees and Charges be read a first time.

"THAT the District of Hudson's Hope Bylaw No. 915, 2020 Fees and Charges be read a second time.

"THAT the District of Hudson's Hope Bylaw No. 915, 2020 Fees and Charges be read a third time."

CARRIED

12. CORRESPONDENCE

C1 COMMUNITY HALL UPDATE

RESOLUTION NO. 044/20

M/S Councillors Miller / Summer

"THAT Staff send a letter to the Hudson's Hope Community Club advising that Council reviewed and discussed their letter dated February 12, 2020 and that the replacement of the freezer and refrigerator that are located in the Community Hall and that are the property of the District be referred to the 2020 budget discussions."

CARRIED

C2 BC HYDRO – GO FUND

A new GO Fund development is that individual organizations will only be able to apply three times now as opposed to having been able to apply many times previously. The fund is geared to organizations that carry on regular programming that promotes healthy food options, child development, family care, affordable transportation and affordable access to technology. The fund is not for capital or administration costs. Many Hudson's Hope orgs/clubs aren't geared for regular programming as they only host an event once or twice a year or they get together maybe once a month because they are a small group sharing a common interest. The GO Fund is heading into year 5 of 8 so the window is closing.

13. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES

CR1 PEACE RIVER REGIONAL DISTRICT – OUTREACH MEETING

Mayor Heiberg advised that the PRRD is holding an Outreach Meeting in Hudson's Hope on June 11, 2020.

14. OLD BUSINESS

15. NEW BUSINESS

NB1 Cyber Hacking

Mayor Heiberg noted that spam / malicious emails have been received by various Council members and Staff and cautioned to not click on the links contained within these emails and that the City of Dawson Creek was recently hacked and to always directly confirm (telephone face to face) with the person who sent the email request.

NB2 Pedestrian Crosswalk

Mayor Heiberg advised that the Crosswalk signal will be working once BC Hydro installs a power connection.

NB3 BC Hydro – Tour

Mayor Heiberg advised that BC Hydro is willing to give tours of some of its facilities / operations, eg switch yard, and requested that this item be added to the March 9, 2020 Council Agenda for discussion.

NB5 MAMMOGRAPHY CLINIC

Councillor Miller relayed that attendance at the mammography clinic could be improved.

16. PUBLIC INQUIRIES

Youth Councillor Brenna Rice advised that Student Council activities are being postponed until after Spring Break.

17. NOTICE OF CLOSED MEETING

18. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:10 pm.

DIARY

Conventions/Conferences/Holidays

Commercial Water Rate Increase-annual budget
Consideration

Diarized

08/04/19

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer

REQUEST FOR DECISION

RFD#: CC-2020-15	Date: March 1, 2020
Meeting#: CM022420	Originator: Chris Cvik
RFD TITLE: 2020 Operations Budget Discussion	

RECOMMENDATION / RESOLUTION:

1. That Council receive the draft 2020 Operations Budget for discussion.

BACKGROUND:

The Draft 2020 Operations budget is presented to Council for information and discussion. The budget will be finalized once the 2019 year-end balance information has been verified through the 2019 audit that being completed by KMPG, 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 include:

1. Transfers in from the General Fund (i.e., Year end Surplus from 2019) are not yet known and therefore do not appear in the 2020 General Revenue amounts.
2. For 2020, no new Permanent Positions are included in the draft Operations budget.
3. A large one-time grant of \$428,400 from the Site C Land Transactions is included in the budget. This amount has been included in the Land Fund Proceeds and could be used for construction of the Light Industrial Subdivision, utilized towards the Community Hall Replacement or held for future needs as determined by Council.
4. Moved all wages, overtime and training of different components of Public Works to Public Works Administration. Combined Groundskeeping with Parks.
5. Similarly, combined Water Treatment with Water Distribution, and combined Wastewater Treatment with Wastewater Collection.
6. Created a new account code for Asset Management.

7. An amount of \$46,400 considered for the registration of our new Wastewater Treatment Plant under licences and permits.
8. An amount of \$20,000 considered for Airstrip maintenance which is one-time expense.
9. An amount of \$20,000 considered as a place holder for Pool repair, which we may not spend.
10. Decrease in Peace River Agreement (PRA) Grant Funding by \$32,000 from 2019.
11. The General Government Services Expense Account "Contingency Fund" provides a funding source for unexpected/emergency items that may occur throughout the year. \$150,000 is allocated for 2020, whereas \$250,000 was allocated last year.

ALTERNATIVES:

1. Council provide feedback to Administration on any items it would like to see reflected in the budget.

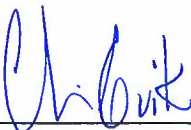
FINANCIAL:

The estimated \$2,361,802 shown in the draft budget for Property taxes is based on 2019 tax rates and 2020 assessed property values. In other words, it does not include any increase in tax rates.

Council should discuss increasing tax rates for all classes of property by 2% to keep up targeted inflation amounts. This would provide an additional \$47,236 in revenue that could be allocated to the Community Hall/Multi-use Centre Reserve. Property tax rates have NOT increased in the last several years.

Attachments:

1. 2020 Draft Operations Budget - Summary
2. 2020 Draft Operations Budget – Detailed
3. 2019 Budget to 2019 Actual Comparison



Chris Cvik, CAO

Account	Description	Period Actual	Budget 2019
GENERAL GOVERNMENT BUDGET			
TAXES			
01-10-1000-4002	PENALTIES	-9,969.49	-10,000
01-10-1000-4003	INTEREST ON ARREARS	-3,991.40	-2,000
01-10-1000-4004	INTEREST ON DELINQUENT	-830.21	-1,000
01-10-1000-4101	RESIDENTIAL TAXES	-347,373.07	-347,459
01-10-1000-4102	UTILITIES TAXES	-1,389,350.40	-1,389,350
01-10-1000-4103	MAJOR INDUSTRY TAXES	-190,454.60	-190,454
01-10-1000-4104	BUSINESS TAXES	-140,533.60	-140,534
01-10-1000-4105	RECREATIONAL/NON PROFIT TAXES	-3,965.70	-3,966
01-10-1000-4106	FARM TAXES	-7,293.88	-7,294
01-10-1000-4107	TWELVE MILE ELECTRICAL EXTENSION	-3,381.68	-2,536
01-10-1000-4110	1% REVENUE GRANT TAX	-12,298.89	-12,299
01-10-1000-4111	3% Franchise Fee	-13,530.23	-13,700
01-10-1000-4112	1% Eastlink	-1,635.59	-563
01-10-1000-4113	1% Fortis	-4,326.63	-4,327
01-10-1000-4114	1% Telus	-2,489.44	-2,489
	TOTAL REVENUE	-2,131,424.81	-2,127,971
GRANTS IN LIEU OF TAXES			
01-10-1001-4201	FEDERAL GOVERNMENT	-15,535.12	-8,500
01-10-1001-4202	PROVINCIAL GOVERNMENT	-3,993.22	-2,555
01-10-1001-4203	BC HYDRO GRANT IN LIEU	-145,819.72	-145,820
01-10-1001-4204	BC HYDRO DAMS/RESERVOIR	-1,561,700.00	-1,561,700
	TOTAL REVENUE	-1,727,048.06	-1,718,575
LEGISLATIVE EXPENSES			
EXPENSES			
01-10-1002-5001	INDEMNITIES	77,161.89	68,393
01-10-1002-5017	TRAVEL	39,224.92	25,500
01-10-1002-5019	LOCAL MEETINGS	952.35	2,000
01-10-1002-5039	ELECTIONS/REFERENDUMS	0.00	2,500
01-10-1002-5100	COMMUNICATIONS - PHONE,FAX,INTERNET	3,896.31	8,670
01-10-1002-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	3,744.01	5,000
01-10-1002-5107	LEGAL FEES	1,532.24	7,000
01-10-1002-5109	MEMBERSHIP & DUES	1,131.10	4,000
01-10-1002-5127	SCHOLARSHIP/GRAD EXPENSES	1,251.90	4,000
01-10-1002-5133	AWARDS - VOLUNTEER APPRECIATION	2,018.19	2,500
01-10-1002-5309	Staff Appreciation	4,077.65	6,000
	TOTAL EXPENSES	134,990.56	135,563
OTHER GOVERNMENT SERVICES			
GRANTS			

REVENUES			
01-10-1003-4206	PEACE RIVER AGREEMENT (FAIR SHARE)	-732,616.00	-732,616
01-10-1003-4207	STRATEGIC COMMUNITY INVEST GRANT	-303,236.00	0
01-10-1003-4208	FEDERAL GAS TAX GRANT	-195,834.75	-97,849
01-10-1003-4611	BCH CMA PARTNERING RELATIONS	-148,494.73	-5,000
	TOTAL REVENUE	-1,380,181.48	-835,465
EXPENSES			
01-10-1003-5038	GRANT IN AID (FINANCIAL ASSIST GRANTS)	37,662.68	50,700
	TOTAL EXPENSES	37,662.68	50,700
REVENUES			
01-10-1005-4001	Bank Interest	-76,868.42	-35,000
01-10-1005-4322	INSURANCE % (NEW HRZN/REC COMM/SKI CLUB)	-500.00	-750
01-10-1005-4324	BULLETIN ADS	-4,575.24	-5,500
01-10-1005-4405	MISCELLANEOUS	-46,991.90	-2,500
01-10-1005-4411	RETAIL SALES	-755.56	-2,000
01-10-1005-4506	General Surplus Fund	-950,000.00	-950,000
	TOTAL REVENUE	-1,079,691.12	-995,750
EXPENSES			
01-10-1005-5002	WAGES & OVERHEAD (GGS)	331,675.16	375,000
01-10-1005-5003	WAGES CASUAL (GGS)	17,318.16	18,000
01-10-1005-5009	CPP	74,311.84	0
01-10-1005-5010	EI	31,033.54	0
01-10-1005-5011	WCB	18,570.23	16,200
01-10-1005-5012	MEDICAL SERVICES PLAN (PYMT TO LIB ACCT)	14,202.08	53,100
01-10-1005-5013	PACIFIC BLUE CROSS/ DENTAL & EHC (PYMT TO LIB	109,876.80	72,300
01-10-1005-5017	TRAVEL	12,085.76	12,500
01-10-1005-5018	TRAINING & DEVELOPMENT	7,428.94	25,000
01-10-1005-5020	MUNICIPAL PENSION PLAN	145,271.08	0
01-10-1005-5024	CUSTODIAN WAGES	24,250.53	5,000
01-10-1005-5035	CLEARING ACCOUNT	647.51	0
01-10-1005-5043	Lieu of Benefits	9,873.32	0
01-10-1005-5100	COMMUNICATIONS- PHONE,FAX,INTERNET	22,618.24	12,000
01-10-1005-5101	NATURAL GAS	6,127.11	3,000
01-10-1005-5102	ELECTRICITY	4,097.50	4,810
01-10-1005-5103	POSTAGE	4,045.14	7,000
01-10-1005-5104	COURIER & FREIGHT	745.26	1,500
01-10-1005-5105	ADVERTISING	547.00	3,500
01-10-1005-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	1,168.00	4,000
01-10-1005-5107	LEGAL FEES	81,867.79	10,000
01-10-1005-5108	AUDIT FEES	40,649.00	40,500
01-10-1005-5109	MEMBERSHIP & DUES	3,982.01	3,500
01-10-1005-5110	INSURANCE	76,704.70	76,850

01-10-1005-5111	SUPPLIES	29,580.65	28,500
01-10-1005-5112	LICENCES & PERMITS	223.00	500
01-10-1005-5113	EQUIPMENTS RENTALS & LEASES	38,362.56	26,700
01-10-1005-5117	Protective Clothing/First Aid	0.00	500
01-10-1005-5118	BUILDING & MAINTENANCE SUPPLIES	5,609.05	15,000
01-10-1005-5124	CONTRACTED SERVICES (PHOTO COPIER MAINT)	148,180.81	95,000
01-10-1005-5128	SITE C EXPENSES	141,507.34	5,000
01-10-1005-5130	BANK CHARGES & PAYROLL COSTS	6,781.06	15,000
01-10-1005-5131	RETAIL SALES EXPENSE (GGS)	0.00	5,000
01-10-1005-5750	MFA PYMT: TWELVE MILE RD ELECTRICAL EXT.(INT)	397.59	398
01-10-1005-5751	MICELLANEOUS BANK CHARGES/NSF CHARGES	156.03	3,000
01-10-1005-5752	ADMIN/EI REBATE/OVRPYMTS	1,656.95	1,600
01-10-1005-5760	TRNS TO GENERAL CAPITAL EQUIP & MACH FUND C	90,032.00	90,032
01-10-1005-5761	TRNSF TO CAPITAL MACH & EQUIP PDW	797,444.00	797,444
01-10-1005-5764	MFA PAYMENT: 12 MILE (PRINCIPLE)	2,162.58	2,617
01-10-1005-5765	TRANSFER TO WATER FUND	170,000.00	170,000
01-10-1005-5766	TRANSFER TO SEWER FUND	400,138.00	400,000
01-10-1005-5767	TRANS TO GENERAL O&M FUND	240,000.00	240,000
01-10-1005-5769	TRANS TO PROTEC SERV M&E FUND	250,000.00	250,000
01-10-1005-5771	TRANS TO CEMETERY FUND	815.00	300
01-10-1005-5772	TRANSF TO COMMUNITY HALL FUND	30,000.00	30,000
01-10-1005-5774	CONTINGENCY FUND	175,537.55	250,000
	TOTAL EXPENSES	3,567,680.87	3,170,351
REVENUES			
01-10-1006-4313	HUNTING & FISHING LICENCES	-7,948.14	-10,500
01-10-1006-4319	TELUS TOWER RENTAL	-4,410.85	-4,025
01-10-1006-4320	ICBC COMMISSIONS	-139,148.83	-130,000
	TOTAL REVENUE	-151,507.82	-144,525
EXPENSES			
01-10-1006-5002	ICBC WAGES & OVERHEAD	52,397.17	57,850
01-10-1006-5017	TRAVEL EXPENSES	0.00	1,000
01-10-1006-5018	TRAINING & DEVELOPMENT- ICBC	0.00	5,000
01-10-1006-5131	RETAIL SALES (HUNTING & FISHING LIC)	7,393.94	10,500
	TOTAL EXPENSES	59,791.11	74,350
COLLECTION FOR OTHER GOVERNMENT			
REVENUE			
01-10-1009-4115	SCHOOL TAX	-2,636,914.99	-2,649,086
01-10-1009-4116	PEACE RIVER REGIONAL DISTRICT	-178,982.59	-179,010
01-10-1009-4117	PEACE RIVER REGION HOSPITAL	-224,709.13	-224,722
01-10-1009-4118	BC ASSESSMENT AUTHORITY	-35,612.66	-35,614
01-10-1009-4119	MUNICIPAL FINANCE AUTHORITY	-76.10	-76
01-10-1009-4120	POLICING TAX	-102,574.20	-102,580
	TOTAL REVENUE	-3,178,869.67	-3,191,088

EXPENSES			
01-10-1009-5050	SCHOOL TAX	2,521,480.31	2,649,086
01-10-1009-5051	PEACE RIVER REGIONAL DISTRICT	179,653.72	179,010
01-10-1009-5052	PEACE RIVER REGION HOSITAL	226,719.79	224,722
01-10-1009-5053	BC ASSESSMENT AUTHORITY	35,758.95	35,614
01-10-1009-5054	MUNICIPAL FINANCE AUTHORITY	76.92	76
01-10-1009-5055	POLICING TAX	0.00	102,580
	TOTAL EXPENSES	2,963,689.69	3,191,088
PROTECTIVE SERVICES BUDGET			
REVENUE			
01-12-1200-4318	OUT OF AREA RESPONSE FEES	-12,286.23	-5,000
	TOTAL REVENUE	-12,286.23	-5,000
EXPENSES			
01-12-1200-5002	WAGES & OVERHEAD (PROT SERV)	104,026.10	96,077
01-12-1200-5003	FIRE PROTECTION WAGES (DPW)	17,381.58	8,800
01-12-1200-5017	TRAVEL	185.74	1,500
01-12-1200-5018	STAFF TRAIN & DEV (PROT SERV)	3,123.60	8,000
01-12-1200-5022	VOLUNTEER STIPEND	21,707.62	20,000
01-12-1200-5023	VOLUNTEER TRAINING COURSES & MATERIALS	4,501.59	20,000
01-12-1200-5100	COMMUNICATIONS - FIRE DEPT	10,220.30	10,750
01-12-1200-5101	NATURAL GAS -FORTIS FIRE DEPT	1,576.76	2,500
01-12-1200-5102	ELECTRICTY	916.84	2,500
01-12-1200-5104	COURIER & FREIGHT CHARGES	69.53	500
01-12-1200-5109	MEMBERSHIP & DUES	1,046.00	1,200
01-12-1200-5110	INSURANCE VOLUNTEERS	5,403.00	5,600
01-12-1200-5111	SUPPLIES	4,174.22	2,000
01-12-1200-5112	LICENSES & PERMITS	5,981.00	1,000
01-12-1200-5113	LEASES	0.00	1,500
01-12-1200-5114	FUEL, OIL LUBRICANTS	0.00	600
01-12-1200-5115	VEHICLE OPERATING & MAINTENANCE	3,270.57	25,000
01-12-1200-5120	MATERIALS	30,636.80	30,000
01-12-1200-5123	VEHICLE INSPECTIONS	7,180.22	9,000
01-12-1200-5124	CONTRACTED SERVICES/BELL EXPRESS	12,517.86	17,000
01-12-1200-5200	O & M FIRE HALL	7,685.84	15,000
01-12-1200-5201	OPERATING & MAINTENANCE FIRE EQUIPMENT	4,795.05	10,000
01-12-1200-5202	DUTY OFFICER	7,000.00	6,000
01-12-1200-5204	SCBA&C	775.08	4,200
01-12-1200-5207	OUT OF AREA RESPONSE	85.35	2,500
01-12-1200-5209	PUBLIC RELATIONS	3,087.47	3,000
	TOTAL PROTECTIVE SERVICES	257,348.12	304,227
MUNICIPAL EMERGENCY PREPAREDNESS			
01-12-1201-5002	WAGES & OVERHEAD (MEP)	0.00	1,000

01-12-1201-5018	TRAINING & DEVELOPMENT	716.21	1,000
01-12-1201-5100	COMMUNICATIONS - MEP	1,272.67	1,800
01-12-1201-5111	SUPPLIES	0.00	250
01-12-1201-5120	MATERIALS & SUPPLIES	30.00	2,000
	TOTAL MUNICIPAL EMERGENCY PREPAREDNESS EXI	2,018.88	6,050
BYLAW/LANDS BUDGET			
BYLAW ENFORCEMENT			
REVENUE			
01-13-1300-4310	BUSINESS LICENCE	-4,212.40	-5,000
01-13-1300-4311	BYLAW FINES	0.00	-250
	TOTAL BYLAW ENFORCEMENT REVENUE	-4,212.40	-5,250
EXPENSES			
01-13-1300-5018	STAFF TRAINING & DEVELOPMENT	0.00	2,000
01-13-1300-5037	REMEDIAL ACTION (BITTERMAN)	0.00	3,000
01-13-1300-5100	COMMUNICATIONS PHONE, FAX, INTERNET	0.00	500
01-13-1300-5105	ADVERTISING	0.00	500
01-13-1300-5107	LEGAL FEES	0.00	3,000
01-13-1300-5108	ADJUDICATION EXPENSE	0.00	3,000
01-13-1300-5109	MEMBERSHIP DUES	0.00	500
01-13-1300-5111	SUPPLIES	0.00	200
01-13-1300-5120	MATERIAL & SUPPLIES	80.47	500
	TOTAL BYLAW ENFORCEMENT EXPENSES	80.47	13,200
ANIMAL CONTROL			
ANIMAL CONTROL REVENUE			
01-13-1301-4312	DOG LICENCES	-2,209.00	-2,000
	TOTAL ANIMAL CONTROL REVENUE	-2,209.00	-2,000
EXPENSES			
01-13-1301-5002	WAGES & OVERHEAD (ANIMAL CONTROL)	0.00	1,000
01-13-1301-5026	ANIMAL CONTROL CONTRACT WAGES	34,285.68	34,415
01-13-1301-5027	ANIMAL CONTROL EXPENSES	598.32	1,500
01-13-1301-5110	INSURANCE	2,000.00	1,865
01-13-1301-5116	UNIFORMS	0.00	250
01-13-1301-5120	MATERIAL & SUPPLIES	357.88	1,000
	TOTAL ANIMAL CONTROL EXPENSES	37,241.88	40,030
BUILDING INSPECTION			
BUILDING INSPECTION REVENUE			
01-13-1302-4315	BUILDING PERMITS	-970.00	-2,075
	TOTAL BUILDING INSPECTION REVENUE	-970.00	-2,075

EXPENSES			
01-13-1302-5124	CONTRACTED SERVICES	16,396.00	17,400
	TOTAL BUILDING INSPECTION EXPENSES	16,396.00	17,400
PUBLIC WORKS BUDGET			
PDW ADMINISTRATION REVENUE			
01-14-1007-4303	CARIP GRANT	-10,462.00	-10,000
01-14-1007-4317	CANADA STUDENT GRANT	-4,144.40	-4,000
	TOTAL PDW ADMINISTRATION REVENUE	-14,606.40	-14,000
PDW ADMINISTRATION EXPENSES			
01-14-1007-5002	WAGES & OVERHEAD (DPW ADMIN)	218,564.25	217,000
01-14-1007-5017	TRAVEL	3,930.13	10,000
01-14-1007-5018	TRAINING & DEVELOPMENT	6,790.79	10,000
01-14-1007-5029	OH & SAFETY EQUIPMENT	5,739.51	8,500
01-14-1007-5104	COURIER & FREIGHT CHARGES	2,520.87	3,500
01-14-1007-5105	ADVERTISING	0.00	2,000
01-14-1007-5109	MEMBERSHIP & DUES	899.13	2,000
01-14-1007-5110	INSURANCE	54,084.00	47,000
01-14-1007-5117	PROTECTIVE CLOTHING/FIRST AID	10,957.46	11,000
	TOTAL PW ADMINISTRATION EXPENSES	303,486.14	311,000
PUBLIC WORKS SHOP EXPENSES			
01-14-1400-5002	WAGES & OVERHEAD (PW SHOP)	183,501.57	165,000
01-14-1400-5003	WAGES CASUAL (PW SHOP)	2,495.72	15,414
01-14-1400-5004	OVERTIME (SHOP)	298.17	5,000
01-14-1400-5005	UNALLOCATED WGS (HOLIDAY/BNKED O/T)	96,506.26	0
01-14-1400-5006	STAND BY PAY	20,123.67	20,500
01-14-1400-5007	SICK PAY	81,544.10	15,000
01-14-1400-5008	STAT PAY	11,980.37	0
01-14-1400-5100	COMMUNICATIONS, PHONE, FAX, INTERNET	8,242.22	12,000
01-14-1400-5101	NATURAL GAS FORTIS	10,024.60	1,100
01-14-1400-5102	ELECTRICITY	3,520.23	18,780
01-14-1400-5111	SUPPLIES	8,342.60	6,500
01-14-1400-5112	LICENSES & PERMITS	1,091.00	1,100
01-14-1400-5121	SMALL TOOLS	2,995.32	2,500
01-14-1400-5124	CONTRACT SERVICES (LIB SEC)	2,744.30	3,000
01-14-1400-5300	O & M PUBLIC WORKS SHOP	30,692.84	46,000
	TOTAL PW SHOP EXPENSES	464,102.97	311,894
ROADS			
01-14-1401-5002	WAGES & OVERHEAD (RDS SURFACES)	68,844.16	65,000
01-14-1401-5003	WAGES CASUAL (RD SURF)	480.43	15,414
01-14-1401-5004	OVERTIME (SHOP)	238.79	50,000
01-14-1401-5102	STREET LIGHTING	37,739.92	35,000

01-14-1401-5113	EQUIPMENT RENTALS & LEASES (HWY SIGN RENTAL	0.00	9,500
01-14-1401-5114	FUEL	70,738.38	71,270
01-14-1401-5122	REPLACEMENT PARTS & EQUIPMENT	43,503.83	45,000
01-14-1401-5123	VEHICLE INSPECTIONS	2,080.00	4,000
01-14-1401-5301	O & M ROADS	96,478.09	140,000
	TOTAL ROADS EXPENSES	320,103.60	435,184
AIRSTRIp MAINTENANCE			
01-14-1402-5002	AIRPORT WAGES	416.99	0
01-14-1402-5102	ELECTRICITY	139.97	150
01-14-1402-5302	OPERATING & MAINTENANCE AIRSTRIp	500.00	1,000
	TOTAL AIRSTRIp MAINTENANCE	1,056.96	1,150
Groundskeeper Expenses			
01-14-1710-5002	Wages & Overhead (Groundskeeper)	43,094.71	55,000
01-14-1710-5120	Materials & Supplies	9,713.02	10,000
	TOTAL GROUNDSKEEPER EXPENSES	52,807.73	65,000
ENVIRONMENT & PUBLIC HEALTH BUDGET			
REVENUE			
01-15-1500-4301	RESIDENTIAL GARBAGE FEES	-85,471.13	-70,500
01-15-1500-4303	FUEL TREATMENT PROJECT	-184,120.19	-184,120
01-15-1500-4405	MISCELLANEOUS REVENUE (REPLCMT PARTS FOR TI	-298.67	-500
	TOTAL ENVIRONMENTAL REVENUE	-269,889.99	-255,120
EXPENSES			
01-15-1500-5002	WAGES & OVERHEAD (GARBAGE TRUCK)	43,335.54	62,000
01-15-1500-5003	WAGES CASUAL (GARBAGE TRUCK)	194.77	0
01-15-1500-5017	TRAVEL EXPENSES	0.00	1,500
01-15-1500-5018	ENVIRONMENTAL TRAINING	0.00	1,500
01-15-1500-5115	VEHICLE OPERATING & MAINTENANCE	950.00	5,000
01-15-1500-5307	Wages - Recycling	24,139.56	29,750
01-15-1500-5400	O & M ENVIRONMENTAL	1,050.33	15,000
01-15-1500-5401	LANDFILL FEES (CHETWYND)	32,597.11	25,000
01-15-1500-5402	LANDFILL CLEAN UP	10,594.28	9,500
01-15-1500-5403	ENERGY PLANS & PROJECTS	0.00	1,000
01-15-1500-5404	PINE BEETLE	9,816.08	9,814
	TOTAL ENVIRONMENTAL SERVICES EXPENSES	122,677.67	160,064
PUBLIC HEALTH REVENUE			
01-15-1600-4304	CEMETERY FEES	-8,338.00	-2,300
	TOTAL PUBLIC HEALTH REVENUE	-8,338.00	-2,300
PUBLIC HEALTH EXPENSES			
01-15-1600-5002	CEMETERY WAGES	9,521.11	0
01-15-1600-5017	TRAVEL	0.00	500

01-15-1600-5018	ENVIRONMENT TRAINING	0.00	1,000
01-15-1600-5500	CEMETERY EXPENSES	373.06	2,500
01-15-1600-5502	O & M PUBLIC HEALTH	192.97	3,000
	TOTAL PUBLIC HEALTH EXPENSES	10,087.14	7,000
RECREATION BUDGET			
REVENUE			
ARENA REVENUE			
01-17-1700-4401	DROP IN FEES	-1,081.23	-1,500
01-17-1700-4402	PASS FEES	-1,019.02	-2,200
01-17-1700-4404	RENTAL FEES	-14,738.08	-22,500
01-17-1700-4405	MISCELLANEOUS	-561.03	-500
01-17-1700-4411	RETAIL SALES	-1,014.75	-1,400
	TOTAL REVENUE	-18,414.11	-28,100
EXPENSES			
01-17-1700-5002	WAGES & OVERHEAD (ARENA)	42,897.66	67,100
01-17-1700-5003	WAGES CASUAL (ARENA)	31,805.41	15,414
01-17-1700-5004	OVERTIME (ARENA)	416.97	5,000
01-17-1700-5017	TRAVEL EXPENSES	0.00	1,500
01-17-1700-5018	TRAINING & DEVEL (ARENA)	0.00	3,000
01-17-1700-5031	SPECIAL EVENTS ARENA	2,182.95	3,000
01-17-1700-5100	COMMUNICATIONS PHONE, FAX, INTERNET	10,791.90	4,000
01-17-1700-5101	NATURAL GAS FORTIS ARENA	11,441.47	11,240
01-17-1700-5102	ELECTRICITY	24,482.17	27,500
01-17-1700-5104	COURIER & FREIGHT	0.00	500
01-17-1700-5111	SUPPLIES	1,092.85	3,500
01-17-1700-5131	RETAIL PURCHASES ARENA (VENDING/POP)	2,548.94	2,000
01-17-1700-5900	O & M ARENA EXPENSES	40,534.94	25,400
	TOTAL ARENA EXPENSE	168,195.26	169,154
SWIMMING POOL REVENUE			
01-17-1701-4317	CANADA STUDENT GRANT	-4,448.60	-3,040
01-17-1701-4401	DROP IN FEES	-2,661.15	-15,000
01-17-1701-4402	PASS FEES	-14,889.47	-8,000
01-17-1701-4403	LESSONS	-4,808.34	-3,200
01-17-1701-4404	RENTAL FEES	0.00	-400
01-17-1701-4411	RETAIL SALES POOL	0.00	-150
	TOTAL REVENUE	-26,807.56	-29,790
EXPENSES			
01-17-1701-5002	WAGES & OVERHEAD (PDW POOL)	26,402.09	22,500
01-17-1701-5003	WAGES SEASONAL (POOL)	112,840.24	140,000
01-17-1701-5004	OVERTIME (POOL)	987.20	5,000
01-17-1701-5017	TRAVEL EXPENSES	3,195.41	1,000

01-17-1701-5018	TRAINING & DEV (POOL)	3,733.67	3,200
01-17-1701-5100	COMMUNICATIONS PHONE,FAX,INTERNET	1,292.56	1,500
01-17-1701-5101	NATURAL GAS	12,018.16	14,200
01-17-1701-5102	ELECTRICITY	6,885.93	13,500
01-17-1701-5104	COURIER & FREIGHT	1,475.31	250
01-17-1701-5111	SUPPLIES	1,906.00	5,500
01-17-1701-5124	CONTRACTED SERVICES (LIB SEC)	512.50	600
01-17-1701-5901	O & M POOL	66,032.49	52,500
	TOTAL EXPENSES	237,281.56	259,750
VISITOR INFORMATION CENTER REVENUE			
01-17-1702-4205	TOURISM BC GRANT	-11,006.64	-10,000
01-17-1702-4411	RETAIL SALES	-1,240.14	-1,650
	TOTAL VISITOR INFORMATION CENTRE REVENUE	-12,246.78	-11,650
VISITOR INFO CTR EXPENSES			
01-17-1702-5002	WAGES & OVERHEAD (PDW INFO)	385.09	1,000
01-17-1702-5003	SEASONAL WAGES (INFO)	37,560.37	37,670
01-17-1702-5017	TRAVEL EXENSES	0.00	500
01-17-1702-5018	INFO CTR TRAINING	673.85	1,000
01-17-1702-5100	COMMUNICATIONS PHONE,FAX,INTERNET	4,483.87	4,200
01-17-1702-5102	ELECTRICITY	1,861.23	1,850
01-17-1702-5105	ADVERTISING - INFO CTR TOURISM	5,638.50	3,500
01-17-1702-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	6,245.77	9,500
01-17-1702-5109	MEMBERSHIPS & DUES	38.00	1,400
01-17-1702-5111	SUPPLIES	535.78	2,500
01-17-1702-5116	UNIFORMS	43.95	200
01-17-1702-5124	CONTRACT SERVICES	0.00	650
01-17-1702-5131	RETAIL SALES	77.70	1,000
01-17-1702-5903	O & M VISITORS CENTER	2,440.30	25,000
	TOTAL INFO CTR EXPENSE	59,984.41	89,970
CURLING CLUB REVENUE			
01-17-1703-4308	CURLING CLUB RENTAL/LEASE	-10,000.00	-10,000
	TOTAL CURLING CLUB REVENUE	-10,000.00	-10,000
CURLING CLUB EXPENSES			
01-17-1703-5002	CURLING CLUB WAGES	4,059.71	0
01-17-1703-5100	COMMUNICAITIONS	2,456.80	2,500
01-17-1703-5101	FORTIS	3,844.74	2,500
01-17-1703-5102	BC HYDRO	3,666.82	2,500
01-17-1703-5124	CONTRACT SERVICES	1,537.84	1,000
01-17-1703-5906	O & M CURLING RINK	11,305.30	14,000
	TOTAL CURLING CLUB EXPENSE	26,871.21	22,500
LIBRARY REVENUE			
01-17-1705-4307	LIBRARY IT MAINTENANCE COSTS	-9,598.80	-9,600

	TOTAL LIBRARY REVENUE	-9,598.80	-9,600
LIBRARY EXPENSES			
01-17-1705-5002	WAGES & OVERHEAD	432.67	1,500
01-17-1705-5038	GRANT IN AID	121,103.00	119,904
01-17-1705-5119	BUILDING REPAIRS & MAINTENANCE	15,918.55	55,000
01-17-1705-5124	CONTRACTED SERVICES (IT MNTHLY MAINT)	8,798.90	9,600
	TOTAL LIBRARY EXPENSES	146,253.12	186,004
PARKS REVENUE			
01-17-1706-4203	BC HYDRO/TREE PROGRAM	0.00	-2,000
	TOTAL PARKS REVENUE	0.00	-2,000
PARKS EXPENSES			
01-17-1706-5002	WAGES & OVERHEAD	28,197.59	0
01-17-1706-5003	WAGES CASUAL	35,608.78	43,868
01-17-1706-5101	NATURAL GAS	460.00	500
01-17-1706-5102	ELECTRICITY	1,748.28	2,200
01-17-1706-5121	SMALL TOOLS	31.01	500
01-17-1706-5124	CONTRACTED SERVICES	0.00	1,000
01-17-1706-5132	TREE PROGRAM EXPENSES	600.00	600
01-17-1706-5902	O & M PARKS	11,824.57	24,500
	TOTAL EXPENSES	78,470.23	73,168
CAMPGROUND REVENUE			
01-17-1707-4402	PASS FEES	-5,142.42	-6,000
01-17-1707-4405	MISCELLLANEOUS	-6,512.18	-4,500
01-17-1707-4406	ALWIN HOLLAND PASS	-1,887.84	-3,000
01-17-1707-4407	CAMERON LAKE PASS	-20,486.35	-25,000
01-17-1707-4409	DINOSAUR LAKE PASS	-13,764.86	-15,000
01-17-1707-4410	KING GETHING PASS	-2,081.32	-3,000
	TOTAL REVENUE	-49,874.97	-56,500
EXPENSES			
01-17-1707-5002	WAGES & OVERHEAD (CAMPGROUND PDW)	4,635.07	4,200
01-17-1707-5003	WAGES SEASONAL CAMPGROUND	53,261.30	52,500
01-17-1707-5004	OVERTIME (CMGRDS)	0.00	7,500
01-17-1707-5100	COMMUNICATIONS	116.02	150
01-17-1707-5111	SUPPLIES	61.36	150
01-17-1707-5113	EQUIPMENT RENTALS & LEASES	0.00	500
01-17-1707-5124	CONTRACTS (CAMPGRNDS)	2,295.20	2,500
01-17-1707-5905	O & M Campgrounds	11,037.50	10,000
	TOTAL CAMPGROUND EXPENSES	71,406.45	77,500
SPECIAL EVENTS REVENUE			
01-17-1708-4214	GRANTS - OTHER (CANADA DAY)	-23,017.00	-1,000
01-17-1708-4215	BCRPA FAMILY GRANT	-11,695.00	-8,000

01-17-1708-4321	SUMMER STUDENT WORK EXPERIENCE	-5,712.00	-1,500
01-17-1708-4330	WINTER CARNIVAL DONATIONS	-10,950.00	-10,000
01-17-1708-4331	DONATIONS	0.00	-5,000
	TOTAL REVENUE	-51,374.00	-25,500
EXPENSES			
01-17-1708-5002	WAGES RECREATION COORDINATOR	66,092.82	62,007
01-17-1708-5003	WAGES CASUAL	18,726.64	11,805
01-17-1708-5017	STAFF TRAVEL	1,708.20	5,000
01-17-1708-5018	STAFF TRAINING	1,238.30	5,000
01-17-1708-5021	WAGES PUBLIC WORKS	0.00	6,800
01-17-1708-5030	SPECIAL EVENTS CONTRACT & FIT FOR LIFE	11,860.10	14,000
01-17-1708-5031	SPECIAL EVENTS EXPENSES	24,513.72	30,000
01-17-1708-5100	COMMUNICATIONS PHONE,FAX,INTERNET	1,032.25	800
01-17-1708-5109	MEMBERSHIPS & DUES	400.00	1,000
01-17-1708-5111	SUPPLIES	86.81	2,200
01-17-1708-5308	WINTER CARNIVAL EXPENSES	9,415.41	22,000
01-17-1708-5311	SPECIAL PROJECTS: DESIGN & PRINTNG TRAIL MAPS	16,466.55	30,000
	TOTAL EXPENSES	151,540.80	190,612
MUSEUM EXPENSES			
01-17-1709-5038	GRANT IN AID	85,800.00	85,850
	TOTAL EXPENSES	85,800.00	85,850
NEW HORIZONS			
01-17-1711-5119	NEW HORIZONS BUILDING REPAIRS & MAINT	41.13	3,500
	TOTAL EXENSES	41.13	3,500
LANDS			
LANDS REVENUE			
01-18-1800-4316	LAND USE APPLICATION FEES	-34,609.44	-1,000
	TOTAL REVENUE	-34,609.44	-1,000
EXPENSES			
01-18-1800-5034	BYLAW	3,131.09	5,000
01-18-1800-5107	LEGAL FEES	0.00	1,000
01-18-1800-5303	SURVEY/MAPPING/GIS	0.00	1,000
01-18-1800-5304	GIS TRNG	0.00	3,000
	TOTAL EXPENSES	3,131.09	10,000
ECONOMIC DEVELOPMENT BUDGET			
REVENUES			
01-19-1900-4210	PROV GRANTS- OTHER (NDI/COMM REC)	-15,599.00	-1,000
01-19-1900-4405	MISCELLANEOUS	0.00	-500
	TOTAL REVENUE	-15,599.00	-1,500

EXPENSES			
01-19-1900-5002	WAGES & OVERHEAD EDO (XMAS LGHTS)	9,015.75	1,000
01-19-1900-5124	CONTRACT SERVICES	4,722.14	7,500
01-19-1900-5400	O & M ENVIRONMENTAL CTO SIGNS	6,503.33	5,000
	TOTAL EXPENSES	20,241.22	13,500
WATER TREATMENT BUDGET			
REVENUES			
04-40-4000-4501	USERS CHARGE	-113,984.23	-115,250
04-40-4000-4502	COMMERCIAL CHARGES	-87,281.75	-25,000
04-40-4000-4503	RESIDENTIAL CHARGES	-5,698.75	-6,200
04-40-4000-4506	WATER SURPLUS FUND	-419,078.00	-419,078
04-40-4000-4507	WATER USERS CHARGE METERED	-7,560.64	-8,500
04-40-4000-4512	WATER DISCOUNTS	3,331.30	3,200
	TOTAL REVENUE	-630,272.07	-570,828
EXPENSES			
04-40-4000-5002	WAGES & OVERHEAD	48,635.70	36,500
04-40-4000-5004	OVERTIME (WATER)	10,376.20	10,000
04-40-4000-5017	TRAVEL EXPENSE	38.71	5,500
04-40-4000-5018	TRAINING & DEVELOPMENT	3,133.10	8,000
04-40-4000-5100	COMMUNICATIONS PHONE,FAX,INTERNET	6,007.80	6,000
04-40-4000-5102	ELECTRICITY	37,238.00	40,000
04-40-4000-5104	COURIER & FREIGHT	514.25	750
04-40-4000-5112	LICENCES & PERMITS	1,473.74	2,500
04-40-4000-5113	EQUIPMENT RENTALS & LEASES	2,768.64	0
04-40-4000-5124	CONTRACTED SERVICES	1,360.25	10,000
04-40-4000-5126	CHEMICALS/SALT/CALCIUM	5,305.69	12,500
04-40-4000-5765	TRANS TO WATER FUND	0.00	317,028
04-40-4000-5800	O & M TREATMENT	68,720.68	65,000
	TOTAL EXPENSES	185,572.76	513,778
WATER PIPING & DISTRIBUTION REVENUE			
WATER PIPING & DISTRIBUTION REVENUE			
04-40-4001-4504	CONNECTION AND SERVICE CHARGES	0.00	-1,000
	TOTAL REVENUES	0.00	-1,000
EXPENSES			
04-40-4001-5002	WAGES & OVERHEAD & BP WELL WGS	36,280.11	35,000
04-40-4001-5004	OVERTIME (W P&D)	1,414.98	10,000
04-40-4001-5102	ELECTRICITY	11,848.73	11,050
04-40-4001-5805	BERYL PRAIRE WELL	40.65	2,000
	TOTAL EXPENSES	49,584.47	58,050
CAPITAL BUDGET			

WATER CAPITAL WORKS, M&E FUND			
REVENUE			
04-80-4000-4601	TRANSF FROM WATER FUND	-320,000.00	-320,000
04-80-4001-4611	BCH - CMA PARTNERING RELATIONS	-230,952.60	0
	TOTAL REVENUE	-550,952.60	-320,000
EXPENSES			
04-80-4001-5706	WATER INFRACTURE- CAPITAL	189,070.46	320,000
04-80-4001-5721	WATER WELL PROJECT MNGMT	146,607.26	0
04-80-4001-5722	WATER HYDROGEOLOGY	48,213.79	0
04-80-4001-5724	WELL DRILLER	398,516.40	0
04-80-4001-5726	MONITORING WELL (BCH)	33,919.86	0
	TOTAL EXPENSES	816,327.77	320,000
SEWER TREATMENT BUDGET			
REVENUE			
05-50-5000-4502	USERS CHARGE	-70,162.50	-70,600
05-50-5000-4505	LAGOON DUMPS	-5,550.00	-2,500
05-50-5000-4506	SEWER SURPLUS FUNE	-555,887.00	-555,887
05-50-5000-4508	SEWER USER CHARGE METERED	-3,914.34	-4,000
05-50-5000-4513	SEWER DISCOUNTS	2,065.00	2,300
	TOTAL REVENUE	-633,448.84	-630,687
EXPENSES			
05-50-5000-5002	WAGES & OVERHEAD SEWER	51,669.61	27,000
05-50-5000-5004	OVERTIME (SWR)	13,459.42	7,500
05-50-5000-5017	TRAVEL EXPENSES	1,427.67	1,500
05-50-5000-5018	TRAINING & DEVEOPMENT	699.00	6,000
05-50-5000-5100	COMMUNICATIONS PHONE, FAX INTERNET	749.00	1,500
05-50-5000-5104	COURIER & FREIGHT	122.08	500
05-50-5000-5112	LICENCES & PERMITS	530.62	1,000
05-50-5000-5124	CONTRACT SERVICES	929.00	2,500
05-50-5000-5766	TRANSFER TO SEWER CAPITAL	0.00	514,565
05-50-5000-5802	O & M SEWER & PIPING	24,439.19	45,000
	TOTAL EXPENSES	94,025.59	607,065
SEWER PIPING & DISTRIBUTION REVENUE			
05-50-5001-4504	CONNECTION & SERVICE CHARGES	0.00	-1,000
05-50-5001-4514	THOMPSON SEWER BYLAW NO# 877	-4,678.14	-4,678
	TOTAL REVENUE	-4,678.14	-5,678
EXPENSES			
05-50-5001-5002	WAGES & OVERHEAD	0.00	20,000

05-50-5001-5004	OVERTIME (S D&P)	0.00	5,000
05-50-5001-5100	COMMUNICATIONS	107.00	1,500
05-50-5001-5101	NATURAL GAS	1,607.99	1,800
05-50-5001-5102	ELECTRICITY	831.98	0
05-50-5001-5803	CONNECTION COSTS	7.48	1,000
	TOTAL EXPENSES	2,554.45	29,300
SEWER CAPITAL WORKS, M&E FUND			
REVENUE			
05-80-5000-4602	TRANSFER FROM SEWER FUND	-374,000.00	-374,000
	TOTAL REVENUE	-374,000.00	-374,000
EXPENSES			
05-80-5001-5707	SEWER INFRASTRUCTURE- CAPITAL	25,785.10	79,000
05-80-5001-5712	BEATTIE STREET LIFT STATION	42,572.32	295,000
	TOTAL EXPENSES	68,357.42	374,000
REVENUE			
08-80-1100-4604	EQUIPMENT & MACHINERY FUND	-554,974.00	-554,974
08-80-1100-4605	PROTECTIVE SERVICES RESERVE	-74,500.00	-74,500
08-80-1100-4608	LAND FUND	-100,000.00	-100,000
	TOTAL REVENUE	-729,474.00	-729,474
GENERAL CAPITAL WORK M&E FUND EXPENSES			
08-80-1100-5713	GENERAL GOVT SERV - EQUIP & MACH	22,249.20	38,000
08-80-1100-5714	REC CAPITAL - LAND & BUILDINGS	0.00	100,000
08-80-1100-5715	REC CAPITAL - EQUIP & MACH	15,788.94	16,974
08-80-1100-5717	DEPT OF PDW CAPITAL - MACH & EQUIP	396,120.61	500,000
08-80-1100-5719	PROT SERV CAPITAL - MACH & EQUIP	76,589.36	74,500
	TOTAL EXPENSES	510,748.11	729,474
	TOTAL REVENUE & EXPENSES	-1,984,975.77	1,000
	REPORT TOTALS	-1,984,975.77	1,000

2020 ANNUAL BUDGET					2019 BUDGET
WATER SEWER BUDGET					
<u>WATER TREATMENT & DISTRIBUTION REVENUE</u>					
04-40-4000-4501	Users Charge		-115,250		-115,250
04-40-4000-4502	Metered Commercial Water Stand		-40,000		-25,000
04-40-4000-4503	Residential Water Stand		-6,200		-6,200
04-40-4000-4507	Metered Commercial Buildings		-8,500		-8,500
04-40-4000-4512	Water Discounts		3,200		3,200
04-40-4000-4506	Water Surplus Fund		0		-419,078
04-40-4000-4603	Transfer from General Operating Fund		-85,655		0
			-252,405		-570,828
<u>WATER CONNECTION REVENUE</u>					
04-40-4001-4504	Connections		-1,000		-1,000
	TOTAL WATER CONECTION REVENUE		-1,000		-1,000
	TOTAL WATER REVENUE			-253,405	-571,828
WATER					
Expense					
04-40-4000-5002	Wages & Overhead		72,930		71,500
04-40-4000-5004	Overtime		20,400		20,000
04-40-4000-5017	Travel Expenses		5,500		5,500
04-40-4000-5018	Training & Development		8,000		8,000
04-40-4000-5100	Communications - Phone, Fax, Internet, etc.		6,120		6,000
04-40-4000-5102	Electricity - BC Hydro		51,050		51,050
04-40-4000-5104	Courier & Freight		765		750
04-40-4000-5112	Licenses & Permits		2,550		2,500
04-40-4000-5124	Contracted/Consulting Services		5,000		10,000
04-40-4000-5765	Transfer to Water Reserve Fund		0		317,028
04-40-4000-5800	O&M Treatment		81,090		79,500
	TOTAL WATER TREATMENT EXPENSES		253,405		571,828
	TOTAL WATER EXPENSE			253,405	571,828

	WASTE WATER REVENUE			2019 BUDGET
05-50-5000-4502	Unmetered User Charges		-70,165	-70,600
05-50-5000-4505	Lagoon Dumps: commercial ceased		-5,500	-2,500
05-50-5000-4506	Sewer Surplus Fund		0	-555,887
05-50-5000-4508	Metered Sewer Services		-4,000	-4,000
05-50-5000-4513	Sewer Discounts		2,200	2,300
05-50-5000-4603	Transfer from General Operating Fund		-120,140	0
	TOTAL SEWER TREATMENT REVENUE		-197,605	-630,687
	SEWER PIPING & COLLECTION REVENUE			
05-50-5001-4504	Connections		-1,000	-1,000
05-50-5001-4514	Thompson Sewer Bylaw#877		-4,678	-4,678
	TOTAL SEWER PIPING & DISTRIBUTION REVENUE		-5,678	-5,678
	TOTAL SEWER REVENUE			-203,283
	WASTE WATER EXPENSE			
05-50-5000-5002	Wages & Overhead		47,940	47,000
05-50-5000-5004	Overtime		12,750	12,500
05-50-5000-5017	Travel Expenses		1,500	1,500
05-50-5000-5018	Training & Development		6,000	6,000
05-50-5000-5100	Communications - Phone, Fax, Internet, etc.		3,030	3,000
05-50-5000-5101	Natural Gas		1,836	1,800
05-50-5000-5102	Electricity		1,000	0
05-50-5000-5104	Courier & Freight		500	500
05-50-5000-5112	Licenses & Permits (Mun wastewater reg 1 time 2020)		47,500	1,000
05-50-5000-5124	Contract/Consulting Services		5,000	2,500
05-50-5000-5766	Transfer to Sewer Fund		0	514,565
05-50-5000-5802	O&M Wastewater (2018 no billg till 2019 Golder)		64,900	45,000
	TOTAL SEWER TREATMENT EXPENSES		191,956	635,365
	TOTAL SEWER EXPENSES			191,956
				682,979

GENERAL GOVERNMENT SERVICES BUDGET				2019 BUDGET
	REVENUES			
	TAXES			
01-10-1000-4002	Penalties		-10,000	-10,000
01-10-1000-4003	Interest on Arrears		-2,000	-2,000
01-10-1000-4004	Interest on Delinquent		-1,000	-1,000
01-10-1000-4101	Residential Taxes	comp	-349,516	-347,459
01-10-1000-4102	Utilities Taxes	comp	-1,466,199	-1,389,350
01-10-1000-4103	Industry Taxes (Class Maj & Light)	comp	-252,793	-190,454
01-10-1000-4104	Business Taxes	comp	-141,705	-140,534
01-10-1000-4105	Recreational/Non Profit Taxes	comp	-684	-3,966
01-10-1000-4106	Farm Taxes	comp	-7,421	-7,294
01-10-1000-4107	Twelve Mile Ext Parcel Taxes or Light Industrial		-2,536	-2,536
01-10-1000-4110	1% BC Hydro		-119,611	-12,299
01-10-1000-4111	Fortis 3% Franchise Fee		-14,401	-13,700
01-10-1000-4112	1% Eastlink		-661	-563
01-10-1000-4113	1% Fortis		4,295	-4,327
01-10-1000-4114	1% Telus		2,430	-2,489
	TOTAL TAXES		-2,361,802	-2,127,971
	GRANTS IN LIEU OF TAXES			
01-10-1001-4201	Federal Government Grant		-7,700	-8,500
01-10-1001-4202	Provincial Government Grant		-5,500	-2,555
01-10-1001-4203	BC Hydro Grant in Lieu	2019	-145,820	-145,820
01-10-1001-4204	BC Hydro Dams/Reservoir	2019	-1,561,700	-1,561,700
	TOTAL GRANTS IN LIEU OF TAXES		-1,720,720	-1,718,575
	GRANTS			
01-10-1003-4206	Peace River Agreement		-702,000	-732,616
01-10-1003-4207	Strategic Community Investment Grant (Sml Com Grt)	2019	-303,236	-303,236
01-10-1003-4611	Site C Revenue (Proceeds fr Land Sls BCH)		-428,400	-5,000
01-10-1003-4208	Community Works Fund (Federal Gas Tax Grant)		-97,849	-97,849
	TOTAL GRANTS		-1,531,485	-1,138,701

					2019 BUDGET
	GENERAL GOVERNMENT SERVICES				
01-10-1005-4001	Bank Interest		-35,000		-35,000
01-10-1005-4322	Library/New Horizons (% Insurance Bldg)		-500		-750
01-10-1005-4324	Bulletin Ads		-5,500		-5,500
01-10-1005-4405	Miscellaneous Revenue		-8,000		-2,500
01-10-1005-4411	Retail Sales		-2,000		-2,000
01-10-1005-4506	General Surplus Fund		0		-950,000
	TOTAL GENERAL GOVERNMENT SERVICES		-51,000		-995,750
	COLLECTION FOR OTHER GOVERNMENT				
01-10-1009-4115	School Tax	2019	-2,649,086		-2,649,086
01-10-1009-4116	Peace River Region District	2019	-179,010		-179,010
01-10-1009-4117	Peace River Region Hospital	2019	-224,722		-224,722
01-10-1009-4118	BC Assessment Authority	2019	-35,614		-35,614
01-10-1009-4119	Municipal Finance Authority	2019	-76		-76
01-10-1009-4120	Police Tax	2019	-102,825		-102,825
	TOTAL COLLECTION FOR OTHER GOVERNMENT		-3,191,333		-3,191,333
	TOTAL GOVERNMENT REVENUE			-8,856,340	-7,074,595

	EXPENSES				2019 BUDGET
	LEGISLATIVE EXPENSES				
01-10-1002-5001	Indemnities		78,000		68,393
01-10-1002-5017	Council Travel Expenses		40,000		25,500
01-10-1002-5019	Local Meetings		2,000		2,000
01-10-1002-5039	Elections & Referendums		2,500		2,500
01-10-1002-5100	Communications		4,500		8,670
01-10-1002-5106	Publications (Hosting & Promotion)		4,000		5,000
01-10-1002-5107	Legal Fees		4,500		7,000
01-10-1002-5109	Council Memberships		4,000		4,000
01-10-1002-5127	Scholarship/Grad Expense		4,000		4,000
01-10-1002-5133	Awards - Volunteer Appreciation		2,500		2,500
01-10-1002-5309	Staff Appreciation		6,000		6,000
	TOTAL LEGISLATIVE EXPENSES		152,000		135,563

	GRANTS			2019 BUDGET
01-10-1003-5038	Grants in Aid - Financial Assistance Grants		50,700	50,700
			50,700	50,700
	GENERAL GOVERNMENT SERVICES EXPENSES			2019 BUDGET
01-10-1005-5002	Wages & Overhead		425,000	375,000
01-10-1005-5003	Wages Casual		0	18,000
01-10-1005-5011	WCB		18,950	16,200
01-10-1005-5013	PBC Dental & EHC; UBCM Life & ADD		137,500	72,300
01-10-1005-5017	Staff Business Travel		12,500	12,500
01-10-1005-5018	Training & Development		25,000	25,000
01-10-1005-5024	Custodian Wages/Casual		27,500	5,000
01-10-1005-5100	Communications - Phone, Fax, Internet, etc.		22,500	12,000
01-10-1005-5101	Natural Gas		5,650	3,000
01-10-1005-5102	Electricity		4,810	4,810
01-10-1005-5103	Postage		7,000	7,000
01-10-1005-5104	Courier & Freight		1,500	1,500
01-10-1005-5105	Advertising (admin)		2,000	3,500
01-10-1005-5106	Publications (Hosting & Promotion)		2,000	4,000
01-10-1005-5107	Legal Fees		35,000	10,000
01-10-1005-5108	Audit		45,000	40,500
01-10-1005-5109	Memberships & Dues		4,000	3,500
01-10-1005-5110	Insurance		80,000	76,850
01-10-1005-5111	Supplies		29,500	28,500
01-10-1005-5112	Licences & Permits		500	500
01-10-1005-5113	Equipment Rentals & Leases (photo cpr/mapr/car lease)		44,600	26,700
01-10-1005-5117	Protective Clothing/First Aid		500	500
01-10-1005-5118	Building Maintenance & Supplies		25,500	15,000
01-10-1005-5124	Contract Services (IT Partner/Temple/PC Maint)		68,840	95,000
01-10-1005-5128	Site C		5,000	5,000
01-10-1005-5130	Bank Charges & Payroll Costs		9,000	15,000

01-10-1005-5131	Retail Purchase for sales		5,000		5,000
01-10-1005-5710	Trans to Land Fund (BCH land sales)		378,400		0
01-10-1005-5750	MFA PYMT: 12 Mile Road		398		398
01-10-1005-5751	NSF Chqs & Misc Bank Charges		3,000		3,000
01-10-1005-5752	Admin Acct/Overpymnts/EI Rebate		1,650		1,600
01-10-1005-5760	Trans to Mach & Equip Office Fund		5,000		90,032
01-10-1005-5761	Transfer to Capital Mach & Equip Fund DPW		103,472		797,444
01-10-1005-5764	MFA Pymnt: 12 Mile Road		2,163		2,617
01-10-1005-5765	Transfer to Water Fund		85,655		170,000
01-10-1005-5766	Transfer to Sewer Fund		120,140		400,000
01-10-1005-5769	Transfer to Protective Services Mach & Equip Fund		126,100		250,000
01-10-1005-5770	Transfer fr Gen to Captial Projects (PRA grant)		672,000		240,000
01-10-1005-5771	Trans to Cemetery Fund		300		300
01-10-1005-5772	Trans to Community Hall Fund (fr PRA grant)		30,000		30,000
01-10-1005-5773	Trans to Tax Sale		0		0
01-10-1005-5774	Contingency Fund		150,000		250,000
	TOTAL GGS EXPENSE		2,722,628		3,117,251

OTHER GOVERNMENT SERVICES EXPENSES					
ICBC					
REVENUE					
01-10-1006-4313	Hunting & Fishing Licences		-8,350		-10,500
01-10-1006-4319	Tower Rental		-4,411		-4,025
01-10-1006-4320	ICBC Revenue		-110,000		-130,000
			-122,761		-144,525
EXPENSE					
01-10-1006-5002	ICBC Wages & Overhead		54,170		57,850
01-10-1006-5017	Travel Expenses		1,000		1,000
01-10-1006-5018	Training & Development		5,000		5,000
01-10-1006-5131	Hunting & Fishing Licences		10,500		10,500
	TOTAL OGS EXPENSE		70,670		74,350
	TOTAL ICBC			-52,091	-70,175
01-10-1009-5050	School Tax	2019	2,649,086		2,649,086
01-10-1009-5051	Peace River Region District	2019	179,010		179,010
01-10-1009-5052	Peace River Region Hospital	2019	224,722		224,722
01-10-1009-5053	BC Assessment Authority	2019	35,614		35,614
01-10-1009-5054	Municipal Finance Authority	2019	76		76
01-10-1009-5055	Police Tax	2019	102,825		102,825
	TOTAL COLLECTION FOR OTHER GOVERNMENT		3,191,333		3,121,158
	TOTAL GOVERNMENT SERVICES			6,116,661	4,109,898

PROTECTIVE SERVICES BUDGET				2019 BUDGET
REVENUE				
01-12-1008-4317	Summer Student Grant		-8,000	
01-12-1008-4318	Fire Response out of area		-11,500	-5,000
	TOTAL FIRE REVENUE		-19,500	-5,000
FIRE DEPT EXPENSES				
01-12-1200-5002	Wages & Overhead		103,900	96,077
01-12-1200-5003	Fire Protection Wages (DPW)		17,000	8,800
01-12-1200-5017	Travel Expense		1,500	1,500
01-12-1200-5018	Training & Development		8,000	8,000
01-12-1200-5022	Volunteer Stipend		20,000	20,000
01-12-1200-5023	Volunteer Training Course & Material		20,000	20,000
01-12-1200-5100	Communications - Phone, Fax, Internet, TV, etc.		11,000	10,750
01-12-1200-5101	Natural Gas		2,500	2,500
01-12-1200-5102	Electricity		2,500	2,500
01-12-1200-5104	Courier & Freight		500	500
01-12-1200-5109	Membership & Dues		1,500	1,200
01-12-1200-5110	Insurance		5,800	5,600
01-12-1200-5111	Office Supplies		2,000	2,000
01-12-1200-5112	Licenses & Permits (Radio lic)		5,000	1,000
01-12-1200-5113	Equipment Rentals & Leases		1,500	1,500
01-12-1200-5114	Fuel, Oil, Lubricants		650	600
01-12-1200-5115	Vehicle O&M/Repairs		25,000	25,000
01-12-1200-5120	Materials & Supplies		31,000	30,000
01-12-1200-5123	Inspections		10,000	9,000
01-12-1200-5124	Contract Services (IT Partner/Bell Exp)		17,000	17,000
01-12-1200-5200	O&M Fire Hall		15,000	15,000
01-12-1200-5201	O&M Fire Equipment		10,000	10,000
01-12-1200-5202	Wages & Overhead (Duty Officer)		6,500	6,000
01-12-1200-5204	SCBA&C		4,200	4,200
01-12-1200-5207	Out of Area Response Expenses		2,500	2,500
01-12-1200-5209	Public Relations		3,100	3,000
	Total Fire Dept Expense		327,650	304,227

	MUNICIPAL EMERGENCY PREPAREDNESS			2019 BUDGET
01-12-1201-5002	Wages & Overhead (MEP)		1,000	
01-12-1201-5018	Staff Training & Development		2,000	1,000
01-12-1201-5100	Communications - Phone, Fax, Internet, etc.		1,800	1,800
01-12-1201-5111	Office Supplies		250	250
01-12-1201-5120	EOC facility supplies & materials		2,000	2,000
	Total Municipal Emergency Preparedness Expense		7,050	5,050
	Total Protective Services Expense			334,700
				351,350
	BYLAW / LANDS BUDGET			
	REVENUE			
	BYLAW ENFORCEMENT			
01-13-1300-4310	Business Licences		-5,000	-5,000
01-13-1300-4311	Bylaw Fines		-250	-250
01-13-1300-4327	Remedial Action Requirement		0	0
	TOTAL BYLAW ENFORCEMENT REVENUE		-5,250	-5,250
	ANIMAL CONTROL			
01-13-1301-4312	Dog Licenses & Fines		-2,000	-2,000
	TOTAL BYLAW ENFORCEMENT REVENUE		-2,000	-2,000
	BUILDING INSPECTION			
01-13-1302-4315	Building Permits		-1,500	-2,075
	TOTAL BUILDING INSPECTION REVENUE		-1,500	-2,075
	TOTAL BYLAW REVENUE			-8,750
	BYLAW ENFORCEMENT EXPENSES			
01-13-1300-5018	Staff Training & Development		2,000	2,000
01-13-1300-5037	Remidial Action		0	3,000
01-13-1300-5100	Communications - Phone, Fax, Internet, etc.		500	500
01-13-1300-5105	Advertising		500	500
01-13-1300-5107	Legal Fees		3,000	3,000
01-13-1300-5108	Adjudication Expense		3,000	3,000
01-13-1300-5109	Memberships & Dues		500	500
01-13-1300-5111	Office Supplies		200	200
01-13-1300-5120	Material & Supplies		500	500
	TOTAL BYLAW ENFORCEMENT EXPENSES		10,200	13,200

	ANIMAL CONTROL EXPENSES			2019 BUDGET
01-13-1301-5026	Contract Wages		35,615	34,415
01-13-1301-5027	Contract Expenses		1,500	1,500
01-13-1301-5110	Insurance		2,100	1,865
01-13-1301-5116	Uniforms		250	250
01-13-1301-5120	Materials, Supplies & Services		1,000	1,000
	TOTAL ANIMAL CONTROL EXPENSES		40,465	39,030
	BUILDING INSPECTION EXPENSES			
01-13-1302-5124	Contract Services		17,400	17,400
	TOTAL BUILDING INSPECTION EXPENSES		17,400	17,400
	TOTAL BYLAW & BUILDING INSPECTION EXPENSES			68,065
				267,857

PUBLIC WORKS BUDGET			Revenue		2019 BUDGET
01-14-1007-4303	Carip Grant/Coop Discount rebate		-10,000		-10,000
01-14-1007-4317	Canada Student Grant	2019	-4,000		-4,000
	TOTAL REVENUE		-14,000		-14,000
	TOTAL PUBLIC WORKS REVENUE			-14,000	-14,804
	PUBLIC WORKS EXPENSES				
	ADMINISTRATION				
01-14-1007-5002	Wages & Overhead		716,321		698,850
01-14-1007-5003	Wages Casual		146,175		142,610
01-14-1007-5004	Overtime		69,188		67,500
01-14-1007-5005	Unallocated Wgs (Hol/Bnkd Time)		93,098		93,000
01-14-1007-5006	Stand by Pay		20,500		20,500
01-14-1007-5007	Sick Pay		22,500		15,000
01-14-1007-5008	Stat Pay				
01-14-1007-5017	Travel		14,350		14,000
01-14-1007-5018	Training & Development		15,888		15,500
01-14-1007-5029	OH & Safety Equipment (no wgs pst to 5002)		8,500		8,500
01-14-1007-5104	Courier & Freight		4,080		4,000
01-14-1007-5105	Advertising		2,000		2,000
01-14-1007-5109	Membership & Dues		2,000		2,000
01-14-1007-5110	Insurance (Fleet)		54,000		47,000
01-14-1007-5117	Protective Clothing/First Aid		11,220		11,000
01-14-1007-5124	Contract/Consulting Services (Peace Energy Solar Agrmt)		23,000		7,853
	TOTAL PW ADMINISTRATION EXPENSES		1,202,820	1,202,820	1,149,313
	ASSET MANAGEMENT				
01-14-1008-4329	BC GOVT GRANT		-10,000		
01-14-1008-4209	FCM GRANT		-50,000		
	TOTAL ASSET MANAGEMENT REVENUE		-60,000	-60,000	
	ASSET MANAGEMENT EXPENSES				
01-14-1008-5133	Munisight - Asset Planning		15,000		
01-14-1008-5134	Munisight - Asset Management Services		66,000		
01-14-1008-5135	Condition Assessment - CCTV		15,000		
01-14-1008-5136	Condition Assessment - Summer Student		0		
	TOTAL ASSET MANAGEMENT EXPENSES		96,000	96,000	

PUBLIC WORKS SHOP EXPENSES				
01-14-1400-5100	Communications - Phone, Fax, Internet, etc		12,240	12,000
01-14-1400-5101	Natural Gas		10,000	1,100
01-14-1400-5102	Electricity		4,000	18,780
01-14-1400-5112	Licenses & Permits		1,122	1,100
01-14-1400-5113	Leases (photocopier)		4,000	
01-14-1400-5300	O&M Public Works Shop		57,800	56,500
	TOTAL PW SHOP EXPENSES		89,162	89,480
PUBLIC WORKS EXPENSES				2019 BUDGET
ROADS				
01-14-1401-5102	Street Lighting		37,000	35,000
01-14-1401-5113	Equipment Leases/ Rentals		9,690	9,500
01-14-1401-5114	Fuel, Oils, Lubricants		72,695	71,270
01-14-1401-5122	Replacement Parts & Equipment		45,900	45,000
01-14-1401-5123	Vehicle Inspections		4,080	4,000
01-14-1401-5301	O&M Roads		152,800	140,000
	TOTAL PW ROADS EXPENSES		322,165	304,770
AIRSTRIP MAINTENANCE				
01-14-1402-5102	Electricity kwh		150	150
01-14-1402-5302	O&M Airstrip (Crack sealing & line painting)		20,000	1,000
	TOTAL AIRSTRIP MAINTENANCE		20,150	1,150
	TOTAL PUBLIC WORKS EXPENSES			1,634,297
				1,191,017

ENVIRONMENTAL & PUBLIC HEALTH BUDGET				2019 BUDGET
REVENUE				
ENVIRONMENTAL SERVICES REVENUE				
01-15-1500-4301	Residential Garbage Fees		-85,500	-70,500
01-15-1500-4302	UBCM Fuel Treatment		0	-184,120
01-15-1500-4405	Misc Revenue		-500	-500
TOTAL ENVIROMENTAL REVENUE			-86,000	-255,120
PUBLIC HEALTH				
01-15-1600-4304	Cemetery Fees		-2,300	-2,300
TOTAL PUBLIC HEALTH REVENUE			-2,300	-2,300
TOTAL ENVIRO & PUBLIC HEALTH REVENUE				-88,300
EXPENSE				
ENVIRONMENTAL SERVICES EXPENSES				
01-15-1500-5115	Vehicle O&M		5,100	5,000
01-15-1500-5400	O&M Environmental		15,300	15,000
01-15-1500-5401	Landfill fees (Chetwynd)		30,000	25,000
01-15-1500-5402	Landfill clean up		10,000	9,500
TOTAL ENVIRONMENTAL SERVICES EXPENSES			60,400	54,500
PUBLIC HEALTH EXPENSES				
01-15-1600-5500	Cemetery Expenses		2,500	2,500
01-15-1600-5502	O&M Public Health		3,500	3,000
TOTAL PUBLIC HEALTH EXPENSES			6,000	5,500
TOTAL ENVIRONMENTAL & HEALTH EXPENSES				66,400
				195,519

	RECREATION BUDGET				2019 BUDGET
	REVENUE				
	ARENA REVENUE				
01-17-1700-4401	Drop in Fees		-1,500		-1,500
01-17-1700-4402	Pass Fees		-2,200		-2,200
01-17-1700-4404	Rental Fees		-18,500		-22,500
01-17-1700-4405	Miscellaneous		-500		-500
01-17-1700-4411	Retail Sales - Vending Machines		-1,400		-1,400
	TOTAL ARENA REVENUE		-24,100		-28,100
	SWIMMING POOL				
01-17-1701-4401	Drop in Fees		-28,500		-15,000
01-17-1701-4402	Pass Fees		-15,200		-8,000
01-17-1701-4403	Lessons		-4,900		-3,200
01-17-1701-4404	Rental Fees		-400		-400
01-17-1701-4411	Retail sales Pool		-150		-150
01-17-1701-4317	Canada student Grant				-3,040
	TOTAL SWIMMING POOL REVENUE		-49,150		-29,790
	VISITOR INFORMATION CENTER				
01-17-1702-4205	Tourism BC Grant (NBC CTO/Destination BC)		-10,000		-10,000
01-17-1702-4411	Retail Sales		-1,650		-1,650
	TOTAL VISITOR INFORMATION CENTER REVENUE		-11,650		-11,650
	CURLING CLUB				
1-17-1703-4308	Rental		-10,000		-10,000
	Total Curling Club Revenue		-10,000		-10,000
	COMMUNITY HALL				
1-17-1704-4332	Rental		-2,500		
	Total Community Hall Revenue		-2,500		
	LIBRARY REVENUE				
01-17-1705-4124	Maintenance Fees (Less PRIS costs)		-9,600		-9,600
	Total Library Revenue		-9,600		-9,600

	PARK REVENUE			2019 BUDGET
01-17-1706-4203	BCH: TREE GRANT		0	-2,000
			0	-2,000
	CAMPGROUNDS			
01-17-1707-4402	Park Passes		-6,000	-6,000
01-17-1707-4405	Miscellaneous - Extra Firewood, Showers, etc.		-6,500	-4,500
01-17-1707-4406	Alwin Holland Day Pass		-3,000	-3,000
01-17-1707-4407	Cameron Lake Day Pass		-2,500	-25,000
01-17-1707-4409	Dinosaur Lake Day Pass		-1,500	-15,000
01-17-1707-4410	King Gething Day Pass		-3,000	-3,000
	TOTAL CAMPGROUNDS REVENUE		-22,500	-56,500
	SPECIAL EVENTS REVENUE			
01-17-1708-4214	Grants		-30,000	-1,000
01-17-1708-4215	Program Registration		-9,000	-8,000
01-17-1708-4321	Staffing Grants		0	-1,500
01-17-1708-4330	Winter Carnival Donations		-6,500	-10,000
01-17-1708-4331	Donations		-10,000	-5,000
	TOTAL SPECIAL EVENTS REVENUE		-55,500	-25,500
	TOTAL RECREATION REVENUE			-185,000
	LANDS			
01-18-1800-4316	Land Use Application Fees		-1,000	-1,000
			-1,000	-1,000
	TOTAL LANDS DEVELOPMENT REVENUE			-1,000.00
				-5,400

	EXPENSES			2019 BUDGET
	ARENA EXPENSES			
01-17-1700-5031	Special Events Expenses		3,000	3,000
01-17-1700-5100	Communications - Phone, Fax, Internet, etc.		4,000	4,000
01-17-1700-5101	Natural Gas		11,465	11,240
01-17-1700-5102	Electricity		28,050	27,500
01-17-1700-5111	Supplies		3,500	3,500
01-17-1700-5131	Retail Purchase Arena		2,500	2,000
01-17-1700-5900	O&M Arena		35,000	25,400
	TOTAL ARENA EXPENSES		87,515	76,640
	SWIMMING POOL EXPENSES			
01-17-1701-5003	Wages Seasonal/Casual		115,661	140,000
01-17-1701-5004	Overtime		1,000	5,000
01-17-1701-5017	Travel Expenses		3,200	1,000
01-17-1701-5018	Training & Development		3,800	3,200
01-17-1701-5100	Communications - Phone, Fax, Internet, etc.		1,500	1,500
01-17-1701-5101	Natural Gas		14,200	14,200
01-17-1701-5102	Electricity		7,500	13,500
01-17-1701-5104	Courier & Freight		1,500	250
01-17-1701-5111	Supplies		5,500	5,500
01-17-1701-5124	Contract Services		600	600
01-17-1701-5901	O&M Pool		73,550	52,500
	TOTAL SWIMMING POOL EXPENSES		228,011	237,250

	VISITOR INFORMATION CENTER EXPENSES			2019 BUDGET
01-17-1702-5003	Wages Seasonal		38,130	37,670
01-17-1702-5017	Travel Expenses		500	500
01-17-1702-5018	Training & Development		1,000	1,000
01-17-1702-5100	Communications - Phone, Fax, Internet, etc.		4,200	4,200
01-17-1702-5102	Electricity kwh		1,850	1,850
01-17-1702-5105	Advertising		7,000	3,500
01-17-1702-5106	Publications (Hosting/Promotions)		9,500	9,500
01-17-1702-5109	Memberships & Dues		1,400	1,400
01-17-1702-5111	Supplies		2,500	2,500
01-17-1702-5116	Uniforms		600	200
01-17-1702-5124	Contract Services		650	650
01-17-1702-5131	Retail Sales		1,000	1,000
01-17-1702-5903	O&M Visitor Information Center		25,000	25,000
	TOTAL VISITOR INFORMATION CENTER EXPENSE		93,330	88,970

	EXPENSES			2019 BUDGET
	CURLING CLUB EXPENSES			
01-17-1703-5100	Communication & Satellite		2,500	2,500
01-17-1703-5101	Natural Gas		4,000	2,500
01-17-1703-5102	Electricity		3,500	2,500
01-17-1703-5906	O&M		14,000	14,000
	TOTAL CURLING CLUB EXPENSES		24,000	21,500
	COMMUNITY HALL EXPENSES			
01-17-1704-5101	Natural Gas		3,000	0
01-17-1704-5102	Electricity		1,500	
01-17-1704-5907	O & M Community Hall		15,000	
	TOTAL COMMUNITY HALL EXPENSES		19,500	0
	LIBRARY EXPENSES			
01-17-1705-5038	Grant in Aid		122,314	119,904
01-17-1705-5119	Building O&M Exp		55,000	55,000
01-17-1705-5124	Contracted Services: IT Maintenance		9,600	9,600
01-17-1705-5124	Pris Costs		2,900	
	TOTAL LIBRARY EXPENSES		189,814	184,504
	PARKS EXPENSES			
01-17-1706-5101	Natural Gas		500	500
01-17-1706-5102	Electricity		2,200	2,200
01-17-1706-5120	Flowers & Supplies		10,200	
01-17-1706-5132	Tree Program - Rebate fully utilized		0	600
01-17-1706-5902	O & M Parks (Replcmt parts & equip)		30,000	24,500
	TOTAL PARKS EXPENSES		42,900	27,800

					2019 BUDGET
	CAMPGROUNDS EXPENSES				
01-17-1707-5100	Communication		150		150
01-17-1707-5111	Supplies		150		150
01-17-1707-5113	Equipment Rentals & Maintenance		500		500
01-17-1707-5905	O & M Campgrounds		13,100		10,000
	TOTAL CAMPGROUNDS EXPENSES		13,900		10,800
	SPECIAL EVENTS EXPENSES				
01-17-1708-5002	Wages Coordinator		62,007		62,007
01-17-1708-5003	Wages Casuals		5,000		11,805
01-17-1708-5017	Travel Expenses		3,000		5,000
01-17-1708-5018	Training & Development		3,000		5,000
01-17-1708-5030	Special Evnts Cont: Hiking, Fit for Life		14,000		14,000
01-17-1708-5031	Program and Special Events Expenses		28,000		30,000
01-17-1708-5100	Communications - Phone, Fax, Internet, etc.		1,000		800
01-17-1708-5109	Memberships & Dues		500		1,000
01-17-1708-5111	Supplies		1,000		2,200
01-17-1708-5308	Winter Carnival Expenses: 2019 -2020		22,000		22,000
01-17-1708-5311	Special Projects: Trail signage		5,000		30,000
	TOTAL SPECIAL EVENTS EXPENSES		144,507		183,812

					2019 BUDGET
	MUSEUM EXPENSES				
01-17-1709-5038	Grant in Aid (Historical Society)		86,708		85,850
	TOTAL MUSEUM EXPENSES		86,708		85,850
	NEW HORIZONS				
01-17-1711-5119	Building Expenses		10,000		3,500
			10,000		3,500
	TOTAL RECREATION EXPENSES			940,185.00	1,208,233
	LANDS				
01-18-1800-5034	Bylaw Development		5,000		5,000
01-18-1800-5107	Consultants/Legal Fees (Absetso tstg)		8,500		1,000
01-18-1800-5303	Survey/Mapping		1,000		1,000
01-18-1800-5405	Lucas Subdivision - Marketing/Grading		15,000		
			29,500		7,000
	TOTAL LANDS DEVELOPMENT EXPENSES			29,500.00	24,000
	ECONOMIC DEVELOPMENT BUDGET				
	REVENUE				
01-19-1900-4328	Active Communities:		0		-1,000
01-19-1900-4405	Miscellaneous		-500		-500
	TOTAL EDO REV		-500		-1,500
	TOTAL REVENUE			-500.00	-85,600
	EXPENSES				
01-19-1900-5400	Economic Dev (Signs/Xmas lights ect)		11,000		5,000
	TOTAL EDO EXP		11,000		5,000
	TOTAL EDO EXPENSES			11,000.00	52,100

REQUEST FOR DECISION

RFD#: CC-2020-23	Date: March 1, 2020
Meeting#: CM030920	Originator: Chris Cvik
RFD TITLE: Groundwater Protection Plan – Technical Advisory Committee	

RECOMMENDATION:

1. *THAT Council appoint two Councillors to participate on the Groundwater Protection Plan – Technical Advisory Committee (TAC).*

BACKGROUND:

A Groundwater Protection Plan is a policy document that directs local efforts to protect our sources of municipal drinking water. Policies in the Plan use a variety of approaches to manage, eliminate, or prevent activities that could threaten municipal drinking water sources.

As a result of our new well water source, it is important to be proactive and organize a Technical Advisory Committee with the mandate of preparing a draft Groundwater Protection Plan for Council's consideration. It is likely the Province would direct the District to do so anyway as the Province retains the right under the Drinking Water Protection Act.

Drinking Water Protection Plans

A Drinking Water Protection Plan is a legislative source protection tool that may provide special powers to local authorities to regulate activities in areas of concern for a community water supply system. Part 5 of the Drinking Water Protection Act outlines the requirements to designate an area for a Drinking Water Protection Plan, the Plan authority, and the planning and implementation process. The decision whether to initiate a DWPP is one for the Minister to make. Under Section 31, the Provincial Health Officer may make a recommendation to the Minister to designate an area by order for the purpose of developing a DWPP for the area. The PHO may only make such a recommendation if the following requirements under the Act are satisfied:

- *Based on monitoring or assessment results, the PHO is satisfied that a DWPP will assist in addressing or preventing a threat to drinking water that the PHO considers may result in a drinking water health hazard, and*
- *No other practical measures available under the DWPA are sufficient to address or prevent the drinking water hazard.*

SR2

A Drinking Water Officer may make a request to the PHO to consider making a recommendation to the Minister, if they can demonstrate the above criteria have been met. In addition, a local authority or a water supplier may request a Drinking Water Officer to make a request to the PHO on their behalf.

Guidelines and directives respecting drinking water protection

4 (1) *The minister may establish (a) guidelines that must be considered, and (b) directives that must be followed by drinking water officers and other officials in exercising powers and performing duties or functions under this Act and the [Public Health Act](#) in relation to drinking water. (2) The Provincial health officer must monitor compliance of drinking water officers with guidelines and directives established under this section.*

Source: http://www.bclaws.ca/civix/document/id/complete/statreg/01009_01 accessed February 27, 2020.

DISCUSSION:

Western Water Associates Ltd. would act as facilitators for the TAC as they have been directly involved in the well water project and have facilitated the development of other Groundwater Protection Plans. Other suggested members of the TAC would include:

- a. Northern Health
- b. Ministry Hydrogeologist
- c. Oil & Gas Commission Hydrogeologist
- d. District Staff (CAO and Director of Public Works)
- e. BC Hydro representative (not sure if they would be interested)
- f. L&M Engineering (pending room in the project budget)
- g. Two Elected Officials from the District of Hudson's Hope

Step 1 – Western Water Associates will prepare a draft Groundwater Protection Plan and distribute to the TAC Members for review (**end March**).

Step 2 - TAC Meeting #1. To be held in Hudson's Hope (**mid April**). During the meeting, Western Water will review the draft in detail with the TAC members. The intent of the meeting is to provide background and present the draft plan to the TAC. There are opportunities for questions and discussion in the meeting.

Step 3 – Following Meeting #1, TAC members are given approximately one month (**mid May**) to provide comments or input on the draft.

Step 4 - Based on input from the TAC, Western Water Associates Ltd. will edit the report as needed and prepare a final draft. NOTE: Western Water is not recommending a second TAC meeting, but this option remains available.

Step 5 – Present Final Draft Report to Council (**end of May**). Western Water or one of the TAC Committee Members can present to Council.

The estimated time commitment for the TAC members is between 8 – 16 hours.

ALTERNATIVES:

1. That Council direct Administration to see if there is a member of the Community who would like to participate on the Committee.

FINANCIAL:

Western Water Associate fees are covered by BC Hydro as part of the Site C – Water Source project. Staff will arrange for lunch and snacks for the TAC Meeting #1.

Report Approved by:



Chris Cvik, CAO

REQUEST FOR DECISION

RFD#: 2020MR05	Date: March 2, 2020
Meeting#: CM030920	Originator: Mokles Rahman
RFD TITLE: Light Industrial Subdivision – Report # 3 (Geotechnical and Survey)	

RECOMMENDATIONS:

1. That Council receive this report for information.

BACKGROUND:

On February 12, 2020, the Industrial Committee (the “Committee”) met to review the progress of the Light Industrial Subdivision detailed design work.

Part of the detailed design work is comprised of a geotechnical investigation and survey. Urban Systems (the “Consultant”) received quotations from three (3) geotechnical companies and three (3) survey companies.

DISCUSSION:

The project kick-off meeting for the detailed design of the Light Industrial Subdivision was held on February 10, 2020 with the participation of District staff and Urban Systems staff. The goal of the meeting was to discuss the overall scope of the work and the progress of the detailed design, particularly for the quotation that was received for a geotechnical investigation and survey for the Light Industrial Subdivision.

Geotechnical Investigation

Three (3) companies submitted quotations for a geotechnical investigation. As requested, the companies submitted quotes for a base geotechnical investigation and for an optional geotechnical investigation for all 3 phases.

Base geotechnical investigation: The scope of the base geotechnical investigation will include a detailed investigation for all infrastructure within the road right-of-way and one bore hole in each phase of the subdivision to know the suitability of the septic field in the subdivision. SNC Lavalin is the lowest and is within the approved budget.

Optional geotechnical investigation: The scope of an optional geotechnical investigation is to determine the suitability of the septic field in each lot of all three (3) phases of the subdivision. SNC Lavalin is the lowest, but is NOT within the approved budget. A detailed geotechnical investigation is required to know the suitability of a septic field in each lot of all three (3) phases of the subdivision which, at this moment, is not a must, as the future lot owner has to perform another detailed geotechnical investigation during the Development Permit and Building Permit stage to determine the suitability of the building construction.

Conclusion: A base geotechnical investigation will be done for all three (3) phases to determine the developability of the land, the suitability of the septic field, the design of municipal infrastructure, and the preparation of a more precise cost estimate.

Survey

Similarly, three (3) companies submitted a quotation for survey. The companies were asked to submit a quotation for topographic survey and legal survey.

Topographic survey: A topographic survey is required for the design and preparation of a cost estimate of all municipal infrastructure within the subdivision. As requested, proponents submitted phase wise quotes for all 3 phases. McElhanney is the lowest and is within the approved budget.

Legal survey: A legal survey is required for subdividing land with the required number of lots and which is a pre-condition for selling lots, issuance of development permits and building permits. The scope will include stake the corners of each lot. McElhanney is the lowest and is within the approved budget for Phases 1 & 2. A legal survey for Phase 3 is not required at this time.

Conclusion: A topographic survey will be done for all three (3) phases for the design and estimate, and a legal survey will be done for Phases 1 & 2 so that lots can be subdivided, sold and developed. The challenges of a legal survey are saving the property pins. As the development will be “cart before the horse”, we must come up with some mechanism to protect the pins as a full build-out may take several years. If we can save the property pins by permanent structure, the future lot owner would not subsequently be required to survey their lot to locate the survey stakes at the four corners of their property.

Schedule for Geotechnical and survey:

It would take approximately five (5) weeks for a geotechnical investigation and three (3) weeks for a survey. However, a survey cannot be started when the surface is under snow. In addition, some tree clearing may be required for the survey.

In addition to the progress on geotechnical and survey, status on the following items may be noted:

Tree clearing:

Tree clearing, stripping and rough grading of a new road right-of-way is not part of the scope of this project at this time. Tree clearing, stripping and rough grading would help with legal survey of the land.

Tree buffer:

The Industrial Committee discussed the options of keeping a ten (10) metre tree buffer either inside or outside of the lots. Urban Systems was requested to review both options and come up with conceptual plans showing a tree buffer with new lot sizes and the number of lots. The Committee is flexible on lot size and number of lots.

Power line:

The option of putting a power line underground was discussed. The estimated costs for an overhead power line would be around \$220,000 and underground would be \$320,000. The Committee decided to go with overhead power line as initially planned.

OCP / Zoning Bylaw Amendments:

The Committee is in favour of having OCP / Zoning Bylaw Amendments at 60% completion of the engineering drawings. A Public Hearing could be organized after the 1st and 2nd readings of the OCP / Zoning Bylaws. Both the OCP and Zoning Bylaw Amendments can take place concurrently.

FINANCIAL CONSIDERATIONS:

The proposed budget for the Detailed Design of the project is \$180,000, out of which the NDIT grant is \$144,000 and the matching contribution is \$36,000 which is under the 2020 Budget consideration.

Prepared by:



Mokles Rahman, Director of Public Works

Approved by:

Chris Cvik, CAO

REQUEST FOR DECISION

RFD#: 2020MR06	Date: March 2, 2020
Meeting#: CM030920	Originator: Mokles Rahman
RFD TITLE: Transfer Site Maintenance Service Agreement – Sole Source Contract	

RECOMMENDATIONS:

1. That Council approve entering into an agreement with Kevin Howard Contracting for the maintenance of the Transfer Site for three (3) years commencing March 27, 2020 and expiring March 26, 2023.
2. That Council waive the Purchasing Policy and approve a sole source contract to Kevin Howard Contracting.

BACKGROUND:

The District of Hudson's Hope (the "District") currently has a three (3) year Service Agreement with Kevin Howard Contracting (the "Contractor") for the maintenance of the Transfer Site, which expires on March 26, 2020.

DISCUSSION:

On March 27, 2017, the District of Hudson's Hope signed a Maintenance Services Agreement with Kevin Howard Contracting for maintenance services for the Transfer Site, which is located at Peace Canyon Drive, Hudson's Hope.

The Contractor has been maintaining the Transfer Site for the last three (3) years and has been diligent in providing services based on the need and budget of the District. The Contractor has the necessary equipment and staff resources to provide the services as per the need.

It is possible to tender the work out, however the chances are that we would not get a better price than for this Contractor as the company is local. During the last three (3) years the Contractor was charging \$70 per hour for this service, including equipment. The rate for the next three (3) years will remain the same.

In the sense of convenience, as this company is local, always available with short notice, it makes sense to sole source this work to Kevin Howard Contracting by waiving the Purchasing Policy.

ALTERNATIVES:

1. Waive the Purchasing Policy and provide a sole source contract to Kevin Howard Contracting for providing maintenance services for the Transfer Site.
2. Tender the work for the maintenance services. Note: there is no guarantee that we will receive more bids or that prices will be lower.

FINANCIAL CONSIDERATIONS:

Alternative 1 – The Contactor agreed to provide same level of service with the same hourly rate, which is \$70 per hour including all equipment costs.

Alternative 2 – Tender the work; there is no guarantee of lower price or more bids.

Prepared by:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, CAO

TRANSFER SITE MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT is dated for reference this _____, day of March, 2020.

BETWEEN:

Kevin Howard Contracting

P.O. Box 244
Hudson's Hope, BC
V0C 1V0
Tel: 250-783-5796

(the "*Contractor*")

AND:

DISTRICT OF HUDSON'S HOPE,

Box 330, 9904 Dudley Drive,
Hudson's Hope, B.C. V0C 1V0;
Fax (250) 783-5741

(the "*Municipality*")

WHEREAS:

The Municipality requires maintenance services at the Transfer Site located on Peace Canyon Drive, that property legally described as:

Survey Parcel ID: 11802861
Block C, NE ¼, Section 14, Township 81, Range 26, West of the 6th Meridian, Peace River District; and

Survey Parcel ID: 8358281
Block A, NE ¼, Section 14, Township 81, Range 26, West of the 6th Meridian, Peace River District

("the Land");

The Municipality agrees to acquire, as and when required, maintenance services at the Transfer Site from Kevin Howard Contracting, (the *Contractor*):

THE PARTIES AGREE as follows:

Contractor Services – "the Work"

1. The *Contractor* will provide the following services for the Municipality at the Transfer Site on an "as and when required" basis as per the instruction of the Foreman for the District of Hudson's Hope or his designate:

- (a) Arrange, place and keep tidy all Municipal solid waste materials in properly designated areas, which include, but is not limited to, household garbage, wood, metal, appliances and tires;
- (b) Arrange for the removal of all steel and metal items, which includes, but is not limited to, kitchen and household appliances.

Term

The term of this agreement will begin on March 27, 2020 and continue for three (3) years, terminating on March 26th, 2023.

Consideration

- 2. In consideration for receiving this service, the Municipality will pay to the *Contractor* an hourly rate of seventy (\$70.00) per hour: no other payments shall be given above this consideration. Payments are made upon receipt of invoice and shall be paid within 30 days. The *Contractor* acknowledges the sufficiency of this consideration.

Termination

- 3. Either the Municipality or the *Contractor* may terminate this agreement by giving the other three (3) months written notice.

Contractor's Covenants

- 4. The *Contractor* covenants:
 - (a) not to do anything, or permit anything to be done, that may in any way interfere with or damage or prevent operations or access to the Transfer Site;
 - (b) not to build or place any structure or place or remove any earth or other fill material from the Transfer Site without the permission of the CAO or his designate of District of Hudson's Hope;
 - (c) not to build or place anything that interferes with the access to the Transfer Site;
 - (d) shall acquire liability insurance, satisfactory to the District of Hudson's Hope, in the amount of three million (\$3,000,000.00) dollars.
- 5. Nothing in this contract implies an employer and employee relationship.
- 6. The *Contractor* accepts the responsibility of being the Prime Contractor in regard to WorkSafeBC and safety related legislative requirements.

7. Documents

7.1 Execution

- 7.1.1 The *Municipality* shall deliver the Contract Documents, in a form ready for signing, to the *Contractor* within 15 *Days* after the issuance of the Notice of

Award. The Contract will be a standard District of Hudson's Hope works agreement.

- 7.1.2 The Contractor shall sign the Contract Documents and return them to the Contract Administrator within 5 Days after receiving them and the Contract Administrator shall forward them to the Municipality for signing.

7.2 Interpretation

- 7.2.1 The intent of the Contract Documents is that the Contractor shall provide all materials, equipment and labour necessary for the complete performance of the Work as described in the Contract Documents. It is not intended, however, that the Contractor shall supply materials, equipment or labour not consistent with, covered by, or properly inferable from the Contract Documents.
- 7.2.2 The Contract Documents are complementary, and what is required by any one document shall be as binding as if required by all documents.
- 7.2.3 Words and abbreviations which have well-known technical or trade meanings are used in the Contract Documents in accordance with such recognized meanings.
- 7.2.4 If there is any inconsistency or conflict between the provisions of the Contract Documents then:
- (1) the Contract Documents shall govern and take precedence in the following order with the Agreement taking precedence over all other Contract Documents:
 - (a) Agreement
 - (b) Addenda
 - (c) General Conditions
 - (d) Executed Form of Tender
 - (e) Invitation to Tenderers
 - (f) All other Contract Documents;

8.1 Environmental Laws

- 8.1.1 The *Contractor* shall have due regard for the protection of the environment in the performance of the *Work* and shall not place any materials, or dispose of any materials, or perform any *Work* in a manner contrary to applicable Federal or Provincial or municipal environmental laws and regulations, either at the *Transfer Site*, or at any other place or property.

8.2 Contractor is "Prime Contractor"

- 8.2.1 Commencing on the effective date of the Notice to Proceed, as part of the Work the Contractor shall be the "prime contractor" as defined in the *Workers Compensation Act* and accordingly shall comply with all resulting requirements and obligations including coordination of the health and safety activities of all Contractor's subcontractors at the Transfer Site, and complying with the obligations of a prime contractor for a multi-employer workplace as prescribed by the applicable regulations.

8.3 Compliance with Workers Compensation Requirements

8.3.1 If at any time the performance of the *Work* is stopped because the *Contractor* unreasonably fails or refuses to comply with a regulation or order issued pursuant to the *Workers Compensation Act*, then such failure or refusal shall be considered a default under this *Contract*.

8.3.2 The *Contractor* shall indemnify the *Municipality* for any costs, fines, expenses and penalties that the *Municipality* is required to pay on account of the *Contractor* performing the *Work* in breach of any *Workers Compensation Act* order or regulation.

9. Payment

9.1 Payment will only be paid to the *Contractor* on a monthly basis, upon receipt of an invoice and such invoice will be paid within 30 days of receipt.

10. Required Insurance

10.1 Required Insurance

10.1.1 *Contractor* will at the *Contractor's* expense, carry with an insurance company or companies and under policies of insurance acceptable to and approved by *Municipality* the following insurance with limits not less than shown in the respective items:

- (1) Automotive Liability Insurance (Owned and Non-Owned Units) Limits: Bodily Injury and Property Damage – inclusive each accident \$3,000,000. The *Contractor* shall, at the *Contractor's* expense, throughout the term of the *Contract*, maintain such insurance as required under the Insurance (Motor Vehicle) Act of British Columbia. The *Contractor* shall provide the *Municipality* with a Certificate of Insurance, I.C.B.C. form No. APV 47, for owned or leased vehicles as evidence of third party motor vehicle insurance coverage.
- (2) Comprehensive General Bodily Injury and Property Damage Liability Insurance
Limits: Bodily Injury and Property Damage – inclusive \$3,000,000. The insurance shall include *Contractor's* Contingent Liability, and Contractual Liability of sufficient scope to include the liability assumed by the *Contractor* under the terms of this *Contract*, and Completed Operations Liability. The policy shall include the *Municipality* and the *Contract Administrator* as additional insured's with a cross liability clause. Any property damage deductible shall be for the account of the *Contractor* and shall not exceed \$2,500.00 for any one occurrence.
- (3) Insurance on *Contractor* supplied Equipment rented or owned by the *Contractor* to its full insurable value.

10.1.2 The above insurance policies listed in this Contract shall have the right of subrogation waived as against the *Municipality* and its respective employees, servants and agents.

- 10.1.3 Prior to commencement of any Work, the Contractor shall provide the *Municipality* with satisfactory evidence that the insurance required to be provided by *Contractor* under this *Contract* is in full force and effect.
- 10.1.4 The *Municipality* makes no representation or warranty with respect to the extent or adequacy of the insurance protection afforded by the policies above. It shall be the full responsibility of the *Contractor* to determine their own additional insurance coverages, that are necessary and advisable for its own protection or to fulfil its obligations under this *Contract*. Any such additional insurance shall be provided and maintained by the Contractor at the *Contractor's* own expense.
- 10.1.5 All policies referred to in this *Contract* shall provide that thirty (30) days' notice of cancellation will be given in writing to each insured, including the *Municipality*, otherwise the policies to remain in full force and effect until the Work has been completed. Notwithstanding the foregoing, the Comprehensive General Bodily Injury and Property Damage Liability Insurance referred to in Contract shall remain in full force and effect from the commencement of the performance of the Work for a period of not less than twelve (12) months following Total Performance, and with respect to completed operations coverage for a period of not less than 24 months following Total Performance.
- 10.1.6 The *Contractor* is responsible for ensuring that its Subcontractors comply with the same insurance requirements as outlined in this *Contract*.

Notice

- 11.1 Notices must be in writing. Notice is deemed to have been given if delivered by hand, faxed or sent by registered mail to a party at the address specified above for that party, or such other address of which either party may notify the other. Any notice to the *Municipality* must be marked to the attention of the Chief Administrative Officer.
- 11.2 Notices that are delivered by hand or faxed are deemed received on the same day. Notices that are mailed are deemed received five days after mailing, unless signed for on an earlier date.

IN WITNESS WHEREOF the parties have executed this Agreement as of the dates indicated below.

DATED this ____ day of _____, 2020.

Signed by the Contractor in the presence
of:

(Witness)

(Witness Address)

Contractor: Kevin Howard

DATED this ____ day of _____, 2020.

The DISTRICT OF HUDSON'S HOPE

Chief Administrative Officer (CAO)

Mayor

REQUEST FOR DECISION

RFD#: CC-2020-24	Date: March 1, 2020
Meeting#: CM030920	Originator: Chris Cvik
RFD TITLE: 2020 Financial Grant in Aid Requests	

RECOMMENDATION:

1. That Council approve Schedule A as the 2020 Financial Grant in Aid allocation.
2. That requests for "In-Kind" assistance be referred back to Administration to work with the requesting organization on a case-by-case basis.

BACKGROUND:

Based on our Financial Grant Assistance Policy, an amount not exceeding 10% of the annual municipal residential tax revenue will be budgeted for Financial Assistance Grants. Of the total amount budgeted, eighty-percent (80%) will be eligible for disbursement through the budget approval process and the remaining twenty-percent (20%) will remain unallocated for any request received throughout the year (based on updated Financial Assistance Grant Policy approved in January 2020).

The estimated residential taxes for 2020 are \$349,516. Ten-percent of this total is \$34,952. **Therefore \$27,962 is available for Financial Assistance Grants through the budget process** with \$6,990 remaining unallocated for requests throughout the year.

DISCUSSION:

There were eight (8) financial grant in aid requests received for consideration. It is Council's decision on how to allocate funds. Administration has provided a suggested break-down under Schedule A.

In addition, Administration is recommending that Council delegate the decision around the level of "In-Kind" support back to Administration to work directly with the societies making the requests. The reason is that some of the "In-Kind" requests exceed normal types of requests. For example, snow removal should not be undertaken as an "In-Kind" request as it sets a service expectation.

FINANCIAL:

Based on the allocation suggested by Administration, the estimated price is \$27,050.13 which is under the eighty-percent (\$27,962) maximum available through the budget. The breakdown is shown in Schedule A.

SR5

ALTERNATIVES:

That Council provide further direction to Administration on the allocation of funds and provision on "In-Kind" support.

ATTACHMENTS:

Schedule A
Financial Assistance Grant Policy.
Summary of 2020 Financial Assistance Grant Applications.
Copies of Individual Grant Applications.



Report Approved by:

Chris Cvik, CAO

Financial Assistance - 2020
Schedule A

Name	Amount Requested	Administration Recommendation
HH Health Care & Housing Society / Silver Willow Court	No amount stated - but overall project fundraising goal is \$50,000	\$10,000
HH Fall Fair Society	In Kind donation: 1,000 booklets printed colour; 500 Flyers printed colour	\$1,500
Double "H" Saddle Club	\$6,400	\$5,600
Hudson's Hope School	\$6,022	\$6,022
Hope for Health Society ("H4H")	In Kind donations orange safety cones, stop & slow signs utilize District office copier; porta-potties moved from Butler Ridge to race site & return; large tent setup; large sign sandwich boards; media and publicity support; staff support.	
	media & publicity support; small District tent; District hot chocolate backpack; Rec Coordinator assistance on day of event	
Friends of Hudson's Hope Society	\$3,397	\$3,397
Hudson's Hope Soccer	Soccer Tournament: Donate & setup equipment, Large sun tent & waiver; picnic tables (x8), garbage cans (x8). Pool passes: 300 passes (based on the Youth Rate of \$4.50, this works out to \$1,350.	
	Fees for home and away tournaments; est \$300.	\$300
Hudson's Hope Grad Society	Graduation Dinner: Approximately \$6,357.50. Student Graduation Trip: Approximately \$5,000. Society Incorporation Costs: \$231.50.	\$232
TOTAL FINANCIAL GRANT IN AID		\$27,050

FINANCIAL ASSISTANCE GRANT POLICY

Revised Council Resolution No. 001/20
Revised Effective Date: January 13, 2020

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

Section: Finance

Purpose:

The District of Hudson's Hope recognizes that valued contributions are being provided through volunteer efforts of the community organizations and agencies on behalf of the citizens. The Financial Assistance Grant demonstrates Council's commitment to working with groups that provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints of the District.

Policy:

In granting financial assistance to an organization for a Financial Assistance Grant, the District will take in to account the following objectives:

1. For purposes of budget preparation, an amount not exceeding 10% of the annual municipal residential tax revenue will be budgeted for Financial Assistance Grants.
2. Of the total amount budgeted to provide Financial Assistance Grants, eighty percent (80%) will be eligible for disbursement through the budget approval process and the remaining twenty percent (20%) will remain unallocated for any requests that may be subsequently received during the year.
3. *The primary purpose* of a financial assistance grant is to provide assistance to an organization for a specific capital project or local event that benefits the residents of the District of Hudson's Hope.
4. Providing financial assistance includes the donation of time, facilities and District inventory, for example, tents, tables and chairs.
5. Grants will not be provided for travel expenses.
6. The applicant organization must be registered as a Non-Profit Society or belong to a parent Non-Profit Society under the laws of British Columbia and/or Canada.
7. Upon completion of the project, the applicant must submit a final report to the District of Hudson's Hope outlining how funds were expended.

8. Assistance in the form of a grant will be made after the property tax deadline, which is early July of each year. If the applicant requires all or a portion of the funds prior to that time, the application should specifically request an earlier payment, which will be at the discretion of Council.
9. Preference will be given to an organization that benefits the Hudson's Hope community at large.
10. Priority may be given to the following categories:
 - a. Family
 - b. Youth
 - c. Disabled
 - d. Adult
 - e. Size of Group

Note: Individual groups are encouraged to apply through their Umbrella Group.

11. Priority for capital projects and events hosted in our community may be given to the following categories:
 - a. Local Events
 - b. Regional Events
 - c. Provincial Events
 - d. National Events

This policy does not apply to:

- a. Hudson's Hope Library
- b. Hudson's Hope Museums
- c. Hudson's Hope Community Hall
- d. Minor Sponsorships (Receptions, Luncheons, Dinners, etc.)
- e. Requests for promotional items (Pins, T-shirts, etc.)

Procedure:

1. Advertising will be through the District's social media (website, Facebook, PSA) or placed in the newspaper in January giving notice that the District of Hudson's Hope is accepting applications until February 15 for Financial Assistance Grants for the District's next budget year.
2. The application form for a financial assistance grant is attached to the policy.
3. An executive representative of the organization making the grant request must present the request to Council if requested.
4. The application in its entirety will be placed in a Council agenda.

5. At the discretion of Council, decisions pertaining to the approval of the grant requests may be made at the same meeting as the request is presented, however the Council decision will not be made during the delegation presentation and further Council may postpone the decision until a later date.
6. Requests for financial assistance must be approved by an affirmative vote of at least two-thirds of all Council Members.

APPLICATION FOR A GRANT

Date: _____ Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Mailing Address	City	Province	Postal Code
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	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Mailing Address	City	Province	Postal Code
Work Telephone	Home Telephone	Cell Telephone	Email Address

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



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

ORGANIZATION INFORMATION	
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Describe the purpose of your organization:

User Statistics	
Active Users	1,234
New Registrations	567
Returning Users	890
Churn Rate	15%
Average Session Duration	12:34
Peak Concurrent Users	2,500
Geographic Distribution	US: 60%, EU: 25%, Asia: 15%
Device Usage	Mobile: 70%, Desktop: 30%
Referral Sources	Search: 40%, Direct: 35%, Social: 25%
Feedback Score	4.5/5

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

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

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

[illegible]



REQUEST FOR GRANT		
Describe the reason for your grant application:		
Proposal is best characterized as:		
<input type="checkbox"/> Event	<input type="checkbox"/> Capital Project	
Participants/beneficiaries will primarily be:		
<input type="checkbox"/> Youth	<input type="checkbox"/> Seniors	<input type="checkbox"/> Disadvantaged Persons
This proposal's activities can best be described as related to:		
<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Recreation and Sports	<input type="checkbox"/> Environment, Social and Education
Attach the following information:		
<ul style="list-style-type: none"><input type="checkbox"/> Most recent Financial Statements including a Balance Sheet and Income Statement<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)<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)<input type="checkbox"/> Projected operating budget for the next year<input type="checkbox"/> 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

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:

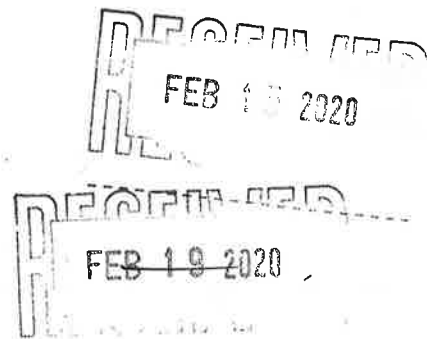
DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA

Financial Assistance - 2020 Grant Applications					
Name	Proposal	Participants/Beneficiaries	Activities	Amount Requested	Administration Comments
H/I Health Care & Housing Society / Silver Willow Court	Capital Project	Seniors	Environment, Social & Education	No amount stated - but overall project fundraising goal is \$50,000	Council approved \$17,000 towards window replacements in 2019.
H/I Fall Fair Society	Event	Youth, Senior, Disadvantaged	Arts & Culture; Recreation & Sports; Environment, Social & Education	In Kind donation: 1,000 booklets printed colour; 500 Flyers printed colour	District Administration does not support the in-kind request and would prefer Council provide a cash grant and the Society do their own printing
Double "H" Saddle Club	Capital Project	Youth, Senior, Disadvantaged	Recreation & Sports; Environment, Social & Education	\$6,400	The request includes in-kind requests that Administration does not support.
Hudson's Hope School	Event	Youth	Environment, Social & Education	\$6,022	NOTE: The grant request includes Transportation Expenses costs which are excluded in the Policy. The District provided a grant of \$2,500 in 2019 outside of Grant in Aid.
Hope for Health Society ("H4H")	Event	Runners & Walkers, all ages	Recreation & Sports	In Kind donations orange safety cones; stop & slow signs utilize District office copier; porta-potties moved from Butler Ridge to race site & return; large tent setup; large sign sandwich boards; media and publicity support; staff support. media & publicity support; small District tent; District hot chocolate backpack; Rec Coordinator assistance on day of event	Similar request as in 2019.
Friends of Hudson's Hope Society	Event	Youth, Senior, Disadvantaged	Environment, Social & Education	\$3,397	Grant request is to cover municipal taxes. Similar request as in 2019. Should really be applying for Permissive Tax Exemption.
Hudson's Hope Soccer	Event	Youth	Recreation & Sports	Soccer Tournament: Donate & setup equipment, Large sun tent & waiver; picnic tables (x8), garbage cans (x8) Fees for home and away tournaments; est \$300. Pool passes: 300 passes (based on the Youth Rate of \$4.50, this works out to \$1,350.	Switched from BC Soccer to Alberta Soccer this year
Hudson's Hope Grad Society	Event	Youth	Arts & Culture; Recreation & Sports; Environment, Social & Education	Graduation Dinner: Approximately \$6,357.50. Student Graduation Trip: Approximately \$5,000. Society Incorporation Costs: \$231.50.	Grads have registered as a Society to assist with fundraising.

APPLICATION FOR A GRANT



Date: FEB 14/2020

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization <u>HUDSON'S HOPE HOUSING + HEALTHCARE 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>121416879RR0001</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>DEANIS BEATTIE</u>	<u>250 262 1669</u>	
<u>VICE PRESIDENT</u>	<u>JAMES PAUGMAARD</u>	<u>778 821 1112</u>	
<u>TREASURER</u>	<u>DEBBIE BEATTIE</u>	<u>250 262 1669</u>	
<u>SECRETARY</u>	<u>LYNDA LUCHINSKI</u>	<u>250 783 0508</u>	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name <u>LYNDA LUCHINSKI</u>			
Mailing Address <u>Box 582</u>	City <u>HH</u>	Province <u>BC</u>	Postal Code <u>V0C 1V0</u>
Work Telephone <u>778 868 1523</u>	Home Telephone	Cell Telephone <u>250 783 0508</u>	Email Address <u>BERTHA.LUCHINSKI@BCENS.CA</u>

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:

Hudson's Hope Health Care & Housing Society's mission statements:

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 1000⁺ 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	housekeeper (part time)	240 hrs

REQUEST FOR GRANT

Describe the reason for your grant application:

The Hudson's Hope Health Care & Housing Society is Fundraising to replace the existing doors 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 washrooms & kitchen facilities).

We are looking to replace the doors on the units as well as entrance doors to improve efficiency & accessibility. We are currently setting up a fundraising strategy to obtain the \$50000+ goal. We will be reaching out to industry & seeking out grants. Assistance from the District would be greatly appreciated.

Please see attached papers for further information

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



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 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

Friday, February 14, 2020

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 doors at Silver Willow Court. The building was built in the early 1980s and the doors are the originals from that time. Since the window replacement last year, we have seen a reduction in drafts in the tenant's apartments as well as the common area, replacing the doors would help to increase the efficiency of the building further, as well as help the seniors to be able to access the building more easily.

We are currently working on a fundraising strategy to make the above project become a reality. This strategy would include seeking funds from industry as well as grants that may be available.

We have attached a copy of our financial statement (March 31.2019) 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 James Paulgaard (vice-chair of the society) or myself, Lynda Luchinski, 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,

Lynda Luchinski(secretary, Hudson's Hope Health Care & Housing Society).

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

Box 342, 10104-Ellis Crescent



Society Executive:

Dennis Beattie – chair

James Paulgaard – vice chair

Debbie Beattie – treasurer

Lynda Luchinski – secretary

Shawn Shephard – member at large

Britt Silk - member at large

Elizabeth Haagsman - member at large

Connie Brown - member at large

HUDSON'S HOPE HEALTHCARE AND HOUSING SOCIETY

**CONSOLIDATED FINANCIAL STATEMENT
(unaudited)**

MARCH 31, 2019

HUDSON'S HOPE HEALTH CARE AND HOUSING FINANCIAL STATEMENTS
TABLE OF CONTENTS
MARCH 31, 2019
(unaudited)

Management's Responsibility for Financial Reporting

Review Engagement Report

CONSOLIDATED FINANCIAL STATEMENTS

Consolidated Statement of Financial Position
Consolidated Statement of Revenues and Expenditures
Consolidated Statement of Cash Flows
Notes to the Consolidated Financial Statements

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying financial statement of the Hudson's Hope Health Care and Housing Society for the 2019 fiscal year 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 for the 2019 fiscal year 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 CHAIR


Director TREASURER

**HUDSON'S HOPE HEALTHCARE AND HOUSING SOCIETY
MARCH 31, 2019**

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, 2019 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 preceeding 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 4, 2019

HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
MARCH 31, 2019
(unaudited)

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT		
Cash	\$ 56,239	\$ 82,154
Restricted cash - note 3	292,028	290,260
Accounts receivable	<u>11,682</u>	<u>10,604</u>
	359,949	383,018
PROPERTY, PLANT & EQUIPMENT - notes 1 and 3	<u>408,312</u>	<u>408,312</u>
	<u>\$ 768,261</u>	<u>\$ 791,330</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 2,939	\$ 3,915
Damage deposit on hand	<u>1,695</u>	<u>2,542</u>
	4,634	6,457
EQUITY		
SURPLUS	763,627	784,873
EQUITY IN CAPITAL ASSETS	<u>-</u>	<u>-</u>
	<u>763,627</u>	<u>784,873</u>
	<u>\$ 768,261</u>	<u>\$ 791,330</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, 2019
(unaudited)

	<u>2019</u>	<u>2018</u>
REVENUES		
Donations	\$ 14,702	\$ 37,000
Interest	983	3,923
Rentals	70,261	72,764
Expense recoveries	<u>892</u>	<u>306</u>
	86,838	113,993
EXPENDITURES		
Capital expenditures	31,822	31,946
Donations	2,700	21,318
Insurance and licenses	9,399	7,352
Office supplies	3,163	4,242
PharmaSafe rental	1,266	-
Professional fees	6,033	12,475
Property taxes	1,575	2,175
Repairs and maintenance	11,855	13,123
Telephone and utilities	16,375	14,604
Wages and benefits	<u>23,896</u>	<u>23,643</u>
	<u>108,084</u>	<u>130,878</u>
EXCESS OF REVENUES OVER EXPENDITURES	(21,246)	(16,885)
SURPLUS, BEGINNING OF YEAR	<u>784,873</u>	<u>801,758</u>
SURPLUS, END OF YEAR	<u>\$ 763,627</u>	<u>\$ 784,873</u>

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, 2019
(unaudited)

	<u>2019</u>	<u>2018</u>
OPERATING ACTIVITIES		
Excess of revenues over expenditures for the year	\$ (21,246)	\$ (16,884)
Non-operating items:		
Changes in non-cash operating working capital:		
Due from Government Agencies	(1,078)	(2,000)
Accounts payable and accrued liabilities	(976)	(1,805)
Damage deposits on hand	<u>(847)</u>	<u>350</u>
	(24,147)	(20,339)
INVESTING ACTIVITIES		
DECREASE IN CASH DURING THE YEAR	(24,147)	(20,339)
CASH, BEGINNING OF YEAR	<u>372,414</u>	<u>392,753</u>
CASH, END OF YEAR	<u>\$ 348,267</u>	<u>\$ 372,414</u>
Cash represented by:		
Cash	\$ 56,239	\$ 82,154
Restricted Cash	<u>292,028</u>	<u>290,260</u>
	<u>\$ 348,267</u>	<u>\$ 372,414</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, 2019
(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>2019</u>	<u>2018</u>
	\$ 228,608	\$ 219,310
	<u>63,420</u>	<u>70,950</u>
	<u>\$ 292,028</u>	<u>\$ 290,260</u>

3. CAPITAL ASSETS

	<u>Cost</u>	<u>Accum Amort</u>	<u>NBV 2019</u>	<u>NBV 2018</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.

Experience the difference.



QUOTE

012120-0128

JANUARY 21, 2020

Hudson's Hope Housing Society

JOB #

10104 Ellis Crescent

Hudson's Hope

Quote valid for 30 days

250-783-0952

Dennis

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Supply and install 3 steel insulated doors with expandable steel Jamb, with 22 X 36 tempered low E on clear tempered, Keyed Entry panic hardware. One of these doors to have Electric strike for handy cap operator. NOTE Reuse and reinstall existing door closures and the handy cap operator Includes travel Expenses		8197.96
		SUBTOTAL	8197.96
		GST	409.90
		PST	
		TOTAL	8607.86

All special orders require a 50% deposit.

Thank you for your business!

Questions? Please contact: Peter Fehr | peter@peaceglass.ca

- This is a quotation on the goods named, subject to the conditions noted herein and valid for the duration noted above.
- Purchaser acknowledges they are responsible for paying the PST on all materials to be installed under this agreement, as provided for under Section 80 of the Provincial Sales Tax Act.

To accept this quotation, please sign here and return: _____

PHYSICAL ADDRESS: 10267 West Bypass Road, Fort St. John, BC
MAILING ADDRESS: Site 2 Comp 12 SS 2, Station Main, Fort St. John, BC V1J 4M7
P 250-787-8888 | F 250-787-8887 | peaceglass.ca



**ALL WEATHER
WINDOWS**

Customer Quote

QUOTE NUMBER: SQEEH002535-1

QUOTE NAME: Silver Willow (Hudsons Hope Housing) Doors only

PURCHASE ORDER:

SUPPLIER:Peace Glass Ltd
SS 2 Site 2 Comp 12 Station
Main

Fort St. John BC V1J 4M7

Phone:

Fax:

SALES CONTACT:Peter Fehr
Phone: 2507878888
Mobile:
Fax:
E-mail:
peter@peaceglass.ca**CLIENT:**

RENO

Phone:

Fax:

SHIP TO:

Same as Bill-to

SHIP TO CONTACT:Phone:
Mobile:
Fax:
E-mail:

Created Date: 1/6/2020 10:42:53 PM

Ordered Date:

Requested Date:

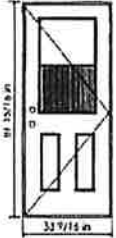
Phone:

Fax:

Email:

CORE ORDER NUMBER:

COMMENTS

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
1	6	Entry and Garden Doors		
RO: 34 9/16W x 82 7/16H OSM: 33 9/16W x 81 15/16H BM OSM: 33 9/16W x 81 15/16H		Series: Strong Arm Entry Door - Single Door	Customer:	
		Unit Information Row 1 - Unit 1: 2' 8" W x 6' 8" H - Right Hinged Operating	\$910.56	\$5,463.33
		Options Grilles: No Grille Colour: Exterior: Jamb Wrap - Yes / White Door Swing: Inswing Slab Type: Steel - Prefinished White Door Configuration: Venting / No Caming / 106 Venting Lite Low E - No Grille (22 x 36) / Insert Frame Type: Standard / Visible Panel: 2 Panel Interior Options: Wood / 6 9/16" Jamb / Paint Grade Exterior Options: Brickmould: 1" Aluminum Brickmould - with Fin / White / Aluminum Sill Hinge Type: Regular / Satin Chrome Sashlocks unavailable Lockset: 2 1/8" / Deadbolt: 2 1/8" / Center to Center: 5 1/2" / BackSet: 2 3/8" / Striker Plate: Double / Satin Chrome Approx. Weight: 63 kg / 138.89 lbs To move our products in ideal conditions we recommend 1 person per 45 KG's / 100 LB's		
		Energy Star Row 1 - Unit 1: Zone: 1 2 / Energy Rating: N/A / UValue: 1.19 (Metric/SI) 0.21 (U.S./I-P) / SHGC: 0.11 / CPD: N/A		
COMMENTS				

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1 of 4

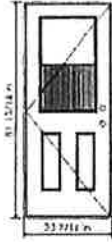
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All Weather Windows CORE



Customer Quote

QUOTE NUMBER: SQEEH002535-1

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
2	4	Entry and Garden Doors Series: Strong Arm Entry Door - Single Door Unit Information Row 1 - Unit 1: 2' 8" W x 6' 8" H - Left Hinged Operating Options Grilles: No Grille Colour: Exterior: Jamb Wrap - Yes / White Door Swing: Inswing Slab Type: Steel - Prefinished White Door Configuration: Venting / No Caming / 106 Venting Lite Low E - No Grille (22 x 36) / Insert Frame Type: Standard / Visible Panel: 2 Panel Interior Options: Wood / 6 9/16" Jamb / Paint Grade Exterior Options: Brickmould: 1" Aluminum Brickmould - with Fin / White / Aluminum Sill Hinge Type: Regular / Satin Chrome Sashlocks: unavailable Lockset: 2 1/8" / Deadbolt: 2 1/8" / Center to Center: 5 1/2" / BackSet: 2 3/8" / Striker Plate: Double / Satin Chrome Approx. Weight: 63 kg / 138.89 lbs To move our products in ideal conditions we recommend 1 person per 45 KG's / 100 LB's Energy Star Row 1 - Unit 1: Zone: 12 / Energy Rating: N/A / U-Value: 1.19 (Metric/SI) [0.2] (U.S./I-P) / SHGC: 0.11 / CPD: N/A	Customer: \$910.56	\$3,642.22
COMMENTS				



All windows and doors are viewed from the exterior

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
3	10	Door install Labor and material to install 10 exterior doors in suites. Includes trimming exterior with smart trim door to sliding, seal and foam insulate, trim interior with primed pine trim. Clean up and removal of the old doors. / 4 L/H & 6 R/H doors	Customer: \$567.50	\$5,675.00
COMMENTS				



Customer Quote

QUOTE NUMBER: SQEEH002535-1

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
4	1	Door Closures Supply and install 10 C 54 A door closures. One door closure in each suite, including travel expense	Customer: \$1,925.00	\$1,925.00

COMMENTS

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
5	1	Travel expense Travel expense to install and finish 10 exterior doors. Room Location: exterior doors	Customer: \$1,720.00	\$1,720.00

COMMENTS

Printed By: Peter Fehr

3 of 4

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All Weather Windows CORE



**ALL WEATHER
WINDOWS**

Customer Quote

QUOTE NUMBER: SQEEH002535-1

QUOTE NAME: Silver Willow (Hudsons Hope Housing) Doors only		CLIENT:
Window Count:	0.00
Door Count:	10.00
Subtotal:	\$18,425.54
Adjusted Subtotal:	\$18,425.54
Freight:	\$0.00
Freight Subtotal:	\$18,425.54
GST:	\$921.28
PST:	\$0.00
Total:	\$19,346.82

SUBMITTED BY: _____

ACCEPTED BY: _____

DATE: _____

*DOORS
AND
CLOSURES*

DISCLAIMER: 1. This quotation is valid for 30 days unless otherwise stated in writing, and is subject to product change and availability. If this quotation contains items with zero dollars it is considered to be incomplete. 2. A purchase order referencing this quotation number or an authorized signed copy of this quotation confirms acceptance of the details contained within this quotation. 3. Verbal agreements and representations made by All Weather Windows (AWW) sales staff will not be accepted and will not form part of this quotation. 4. Product pricing is FOB All Weather Window's Edmonton Plant unless otherwise stated. 5. All applicable freight charges and taxes are extra including AWW's standard freight charge where applicable. 6. Acceptance of this order based on this quotation is subject to normal credit approval. 7. All Weather Windows Product Warranty is outlined and stated in the approved AWW Warranty Guide. 8. Production lead times start from the approval date of this quotation. Production lead times are used to estimate the delivery of the product and AWW will not be held financially responsible for variances from the estimated production lead time. 9. Line item comments on this quotation do not pass through to manufacturing. 10. It is the customer's responsibility to ensure code and spec compliance. Building code requirements may effect changes to product and pricing.



Printed By: Peter Fehr

4 of 4

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All Weather Windows CORE



**ALL WEATHER
WINDOWS**

Customer Quote

QUOTE NUMBER: SQEEH002535-2

QUOTE NAME: Silver Willow (Hudsons Hope Housing) doors & storm

PURCHASE ORDER:

SUPPLIER:

Peace Glass Ltd
SS 2 Site 2 Comp 12 Station
Main

Fort St. John BC V1J 4M7
Phone:
Fax:

SALES CONTACT:

Peter Fehr
Phone: 2507878888
Mobile:
Fax:
E-mail:
peter@peaceglass.ca

CLIENT:

RENO

Phone:
Fax:

SHIP TO:

Same as Bill-to

Phone:
Fax:
Email:

SHIP TO CONTACT:

Phone:
Mobile:
Fax:
E-mail:

Created Date: 1/10/2020 9:55:38 PM
Ordered Date:
Requested Date:

CORE ORDER NUMBER:

COMMENTS

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
1	6	<p>Entry and Garden Doors</p> <p>Series: Strong Arm Entry Door - Single Door</p> <p>Unit Information Row 1 - Unit 1: 2' 8" W x 6' 8" H - Right Hinged Operating</p> <p>Options Grilles: No Grille Colour: Exterior: Jamb Wrap - Yes / White Door Swing: Inswing Slab Type: Steel - Prefinished White Door Configuration: / 6 Panel Interior Options: Wood / 6 9/16" Jamb / Paint Grade Exterior Options: Brickmould: 1" Aluminum Brickmould - with Fin / White / Aluminum Sill Hinge Type: Regular / Satin Chrome Sashlocks unavailable Lockset: 2 1/8" / Deadbolt: 2 1/8" / Center to Center: 5 1/2" / BackSet: 2 3/4" / Striker Plate: Double / Satin Chrome Approx. Weight: 44 kg / 97 lbs</p> <p>Energy Star Row 1 - Unit 1: Zone: 12 / Energy Rating: N/A / U-Value: 0.79 (Metric/SI) 0.11 (U.S./I-P) / SHGC: 0.01 / CPD: N/A</p>	<p>Customer:</p> <p>\$693.14</p>	\$4,158.84

COMMENTS

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1 of 5

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All Weather Windows CORE

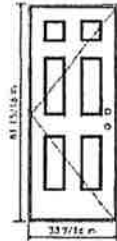


ALL WEATHER
WINDOWS

Customer Quote

QUOTE NUMBER: SQEEH002535-2

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
2	4	Entry and Garden Doors Series: Strong Arm Entry Door - Single Door Unit Information Row 1 - Unit 1: 2' 3" W x 6' 3" H - Left Hinged Operating Options Grilles: No Grille Colour: Exterior: Jamb Wrap - Yes / White Door Swing: Inswing Slab Type: Steel - Prefinished White Door Configuration: / 6 Panel Interior Options: Wood / 6 9/16" Jamb / Paint Grade Exterior Options: Brickmould: 1" Aluminum Brickmould - with Fin / White / Aluminum Sill Hinge Type: Regular / Satin Chrome Sashlocks unavailable Lockset: 2 1/8" / Deadbolt: 2 1/8" / Center to Center: 5 1/2" / BackSet: 2 3/4" / Striker Plate: Double / Satin Chrome Approx. Weight: 44 kg / 97 lbs Energy Star Row 1 - Unit 1: Zone: 1 2 / Energy Rating: N/A / U-Value: 0.79 (Metric/SI) 0.11 (U.S./I-P) / SHGC: 0.01 / EPD: N/A	Customer: \$693.14	\$2,772.56
COMMENTS				



All windows and doors are viewed from the exterior

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
3	1	Travel expense Travel expense to install and finish 10 exterior doors. Room Location: exterior doors	Customer: \$1,720.00	\$1,720.00
COMMENTS				



Customer Quote

QUOTE NUMBER: SQEEH002535-2

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
4	10	Door install Labor and material to install 10 exterior doors in suites. Includes trimming exterior with smart trim door to siding, seal and foam insulate, trim interior with primed pine trim. Clean up and removal of the old doors. /4 L/H & 6 R/H doors	Customer: \$567.50	\$5,675.00

COMMENTS

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
5	6	Storm doors Self storing 32 x 80 Right hand storm doors	Customer: \$460.00	\$2,760.00

COMMENTS

LINE#	QTY	PRODUCT DESCRIPTION	PRICING	TOTALS
6	1	Travel expense Travel expense to install 10 storm doors Room Location: Storm doors	Customer: \$520.00	\$520.00

COMMENTS

Printed By: Peter Fehr

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All Weather Windows CORE



Customer Quote

QUOTE NUMBER: SQEEH002535-2

LINE#	QTY		PRODUCT DESCRIPTION	PRICING	TOTALS
7	1		Door closures Supply and install 10 C 5-A door closures. One in each of 10 suites including travel expense.	Customer: \$1,925.00	\$1,925.00

COMMENTS

LINE#	QTY		PRODUCT DESCRIPTION	PRICING	TOTALS
8	4		Storm doors Self storing 32 x 80 left hand storm doors	Customer: \$460.00	\$1,840.00

COMMENTS

Printed By: Peter Fehr

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All Weather Windows CORE



Customer Quote

QUOTE NUMBER: SQEEH002535-2

QUOTE NAME: Silver Willow (Hudsons Hope Housing) doors & storm		CLIENT:
Window Count:	0.00
Door Count:	10.00
Subtotal:	\$21,371.41
Adjusted Subtotal:	\$21,371.41
Freight:	\$0.00
Freight Subtotal:	\$21,371.41
GST:	\$1,068.57
PST:	\$0.00
Total:	\$22,439.98

SUBMITTED BY: _____

*DOORS + STORM
DOORS
CLOSURES*

ACCEPTED BY: _____

DATE: _____

DISCLAIMER: 1. This quotation is valid for 30 days unless otherwise stated in writing, and is subject to product change and availability. If this quotation contains items with zero dollars it is considered to be incomplete. 2. A purchase order referencing this quotation number or an authorized signed copy of this quotation confirms acceptance of the details contained within this quotation. 3. Verbal agreements and representations made by All Weather Windows (AWW) sales staff will not be accepted and will not form part of this quotation. 4. Product pricing is FOB All Weather Window's Edmonton Plant unless otherwise stated. 5. All applicable freight charges and taxes are extra including AWW's standard freight charge where applicable. 6. Acceptance of this order based on this quotation is subject to normal credit approval. 7. All Weather Windows Product Warranty is outlined and stated in the approved AWW Warranty Guide. 8. Production lead times start from the approval date of this quotation. Production lead times are used to estimate the delivery of the product and AWW will not be held financially responsible for variances from the estimated production lead time. 9. Line item comments on this quotation do not pass through to manufacturing. 10. It is the customer's responsibility to ensure code and spec compliance. Building code requirements may effect changes to product and pricing.

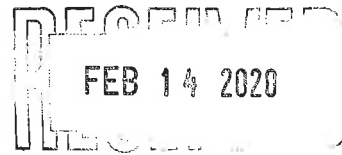


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All Weather Windows CORE

APPLICATION FOR A GRANT



Date: February 2, 2020

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization <u>Hudson's Hope Fall Fair Committee Society</u>			
Mailing Address <u>P.O. Box 415</u>	City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C1V0</u>
SOCIETY INFORMATION			
Society Registration Number <u>50062986</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>Lauren Schroeder</u>	<u>250-263-2307</u>	
<u>Vice President</u>	<u>Shawn Shepard</u>	<u>778-204-0325</u>	
<u>Secretary</u>	<u>Cait Vince</u>	<u>250-793-6691</u>	
<u>Treasurer</u>	<u>Amanda Brown</u>	<u>778-204-6865</u>	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name <u>Amanda Brown</u>			
Mailing Address <u>P.O. Box 153</u>	City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C1V0</u>
Work Telephone	Home Telephone	Cell Telephone <u>778-204-6865</u>	Email Address <u>Panda.brown89@gmail.com</u>

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:

- A. To encourage through an annual family event, the exhibition of locally grown or produced goods and products;
- B. To encourage people of any age to learn different crafts and skills
- C. To excite beginners to try new skills that can enhance their life skills and self-sufficiency; and
- D. To enjoy the variety of talents and efforts put forth by our neighbours and to honour accomplishments.

User Statistics

1. 450+ The number of persons that are served by your organization annually.
2. 6 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 200+ 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>0</u>		

REQUEST FOR GRANT

Describe the reason for your grant application:

In-kind Printing - 1000 Booklets - Colour
- 500 Flyers - Colour, Double sided

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. 10 / 20

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

Hudson's Hope Fall Fair				
2019 Comparative Income Statement				
		Budget		Actual
Revenue				
Grants		9000		4800
Auction		1500		1075
Bank Interest		5		4.56
Inkind Donations		2000		3346
Donations		3000		2450
Gate		250		985
Registrations		300		75
Vendors		400		270
Dinner		2500		920
Total Revenue		18955		13925.56
Expenses				
Banking Fee + Cheques	-			75
Office Equipment		1200		1425
AHA Membership Fees		30		40
Tents		1000		1954
Brochures		100		0
Grads		300		0
Insurance		500		600
Misc.		200		679
Prizes		500		1165
Ribbons		250		506.24
Tags		100		126
Train Fuel		30		30
Wagon Rides		300		350
Pizza Dinners		150		213.72
AGM		110		120
Rodeo Grounds		500		250
Shirts/Wristbands		300		780
Music		3000		3000
Dinner		1700		1650
Engraving		60		75
Sheep Panels		2000		0
Lions Van		110		100
Secan		2500		0
Total Expenses		14940		13063.96

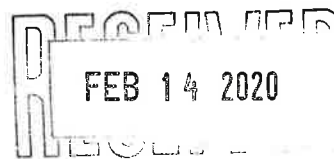
	Inkind	Monetary
Lauren	2516	1100
Cait	780	700
Amanda	50	650
	3346	2450

**Hudson's Hope Fall Fair
2020 Comparative Income Statement**

Revenue	Budget	Actual
Grants	4250	
Live and Silent Auction	1000	
Bank Interest	5	
Inkind Donation	3500	
Donations	3400	
Gate	200	
Registrations	70	
Vendors	350	
Dinner	1200	
Totals	13975	

Expenses	Budget	Actual
AHA Membership Fees	30	
Junior Helpers	300	
Insurance	650	
Misc.	500	
Brochures and Flyers	200	
Office Supplies	500	
Prizes	1500	
Train Fuel	30	
Wagon Rides	300	
Pizza Dinners	150	
AGM	110	
Rodeo Grounds	250	
Shirts/Wristbands	300	
Music	4000	
Dinner	2000	
Engraving	60	
Lions Van	110	
Website	250	
Hall Upgrades	1250	
Storeage Rental	360	
Totals	12850	

APPLICATION FOR A GRANT



Date: Feb. 01 2020

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 <i>(the number the organization puts on charitable donation receipts)</i>	
S0008206		800384117BC0001	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
President	Terylee Fieber	(250) 263-7809	
Vice President	Liza Rhymer	(250) 783-5552	
Secretary	Robin Milliken/Elisabeth Haagsman	(250) 783-5611	
Treasurer	Debbie Beattie	(250) 262-1669	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Elisabeth Haagsman			
Mailing Address	City	Province	Postal Code
PO Box 307	Hudson's Hope	BC	V0C 1V0
Work Telephone	Home Telephone	Cell Telephone	Email Address
(250) 783-1084	(250) 783-9955	(250) 783-1084	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 providing 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 place 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 brining 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. 25+ 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	

REQUEST FOR GRANT

Describe the reason for your grant application:

Please see attached request for grant letter

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. 01, 2020

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



DOUBLE "H" SADDLE CLUB

Safety is our main concern regarding the continuous upgrade at the indoor arena. Due to the high snow volume in the past several years (excluding this year) we believe it is to the best interest for the Double H Saddle Club members to build two sheltered entrance way (enclosed overhang) onto the north/south side of the indoor riding arena. These entrance ways will keep the snow from accumulating in front of the current man doors.

In the past several years a lot of the snow from the breezeway roof has blown down along the man door on the north side which made it difficult to exit this door. At times, up to three feet of snow accumulated in front of the door while in use of the building. We feel that this is a safety issue and we would like to resolve this ongoing problem.

This added on enclosed overhang will be about 4'x6' wide with a small roof and tin walls. We would also like to use a portion of this grant to cover up the exposed OSB board along the east wall on the breezeway. This will keep the walls maintenance free and longevity of the building extended. And its pleasing to the eye. See quote attached from local contractor.

Total Monetary Grant: \$6400

The DHSC would also like to include in this grant:

- \$800 towards "Hire a Grad 2021" for lawn mowing upkeep around the buildings at the DHSC for summer of 2020 (included in total)
- waiver of building permit fees (see attached letter from district)
- use of municipal picnic tables and chairs
- to have the porta-potties transported from Butler Ridge Energy Services to the rodeo grounds and returned afterwards
- snowplowing to access the arena and horse pens winter 2020-2021
- mowing of ditches along both sides of the indoor and outdoor municipal right-of-way
- weed control particularly for Canada Thistle along the DHSC outdoor racetrack and grounds
- purchase and installation of "Caution Horse and Rider, Slow Down" sign

We are a non-profit society, completely run by volunteers. The approval of this Financial Assistance Grant would be wonderful.

Thank you for your consideration!



Shawn Shepherd

Hudson's Hope B.C
10122 Paquette Street
VOC 1V0

ESTIMATE

DATE

FEB 12/20

BILL TO

Double "H" Saddle Club
P.O. 25
Hudson's Hope B.C.
VOC 1V0

DESCRIPTION	QTY	UNIT \$	AMOUNT
To build covered entrance ways to 2 existing man doors.			
Structure to be framed 2 x 6 construction .			
Concrete slabs or solo tubes to support structure.			
Metal cladding to match existing and type .			
To clad exterior areas where incomplete. lete.			
Cladding to mach best color and type.			
Materials and labour			\$5,600.00
Does Not include permit cost			
Estimate is only good for 90 days			
			\$5,600.00

Thank you for your business!

TOTAL

\$5,600.00

2018/2019 Financial Report
Submitted by: Lindsay Gunderson - Treasurer

DOUBLE H SADDLE CLUB 2018-2019					
	INCOME			EXPENSES	
ADMIN	\$14.05			\$1,082.05	
MEMBERS	\$2,385.00				
STALLS	6950				
INDOOR	49,567.61			66,952.35	
TOTAL	\$58,916.66			\$68,034.40	
	INCOME	-\$9,117.74			

BC HYDRO YEAR	FORTIS
1,605.00	458.95
	INSURANCE
	6,904.00

Areas of note:

Bleacher Project

Total Cost: \$4,835.00
(\$2000.00 Grad Class 2020
\$2,835.00 Big Top Rentals)

Grants: \$3,505.20
DHSC Portion: \$1,329.80

NDIT 2018 - paid out the remaining \$19,950.00 to Big Top Rentals

NDTI 2019
\$4000 - Shawn Shepherd
\$20,583.15 - D. Bauer
Advanced \$ 14,291.58 from NDTI

awaiting approx \$7690.42

DHSC Portion approx \$2,601.15

***** We have yet to receive payment from the following:
Rod and Gun Club from the Spring event (Bartending)
Fall School Contract \$2600*****

DOUBLE H SADDLE CLUB OUTDOORS		
INCOME		EXPENSES
\$7,513.32		\$5,269.93
TOAL INCOME		\$2,243.39

CONCESSIONS INCOME		CONCESSION EXPENSE	
\$6,073.82		\$3,942.21	
CONCESSION TOTAL			
\$2,131.61			

DONATION
\$1,050.00
ADVERTISING
\$1,000.00
RENTAL
\$550.00

Cheque Book Balances	
Chequings	20,592.15
Savings	2,687.04

Projected Operational Budget for 2020

Double "H" Saddle Club

Admin \$7,100.00

HUB Insurance -Building
Capri Insurance- Directors and officers
HCBC Insurance- Horse Council BC
BC Society Registration
Banking Fees
Misc.

Utilities \$2,800.00

BC Hydro
Fortis BC

Concession \$3,500.00

Maintenance \$3,500.00

Grounds Keep
Building Upkeep
Pen Upkeep
Snowplowing
Rodeo Grounds

Total Projected Operational Budget for 2020 \$16,900.00

Projected Income for 2020

Double "H" Saddle Club

Income Total \$20,500.00

Arena Rental \$6000

Stall Rental \$7000

Concession \$2300

Indoor Riding/Heat \$200

Memberships \$2500

Sponsorships/Donations \$2500

Expenses Total \$16,900.00

Admin \$7,100.00

Utilities \$2,800.00

Concession \$3,500.00

Maintenance \$3,500.00

Total projected income for 2020 \$3,600.00

Projected Operational Budget for 2021

Double "H" Saddle Club

Admin \$7,500.00

HUB Insurance -Building
Capri Insurance- Directors and officers
HCBC Insurance- Horse Council BC
BC Society Registration
Banking Fees
Misc.

Utilities \$3,000.00

BC Hydro
Fortis BC

Concession \$3,500.00

Maintenance \$4,000.00

Grounds Keep
Building Upkeep
Pen Upkeep
Snowplowing
Rodeo Grounds

Total Projected Operational Budget for 2021 \$18,000.00



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 1, 2019 05:02 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:

4673 BERYL PRAIRIE
PO BOX 339
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

FIEBER, TERYLEE

Delivery Address:

PO BOX 137
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

MILLIKEN, ROBIN

Delivery Address:

12702 CARTER ST
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

RHYMER, LIZA

Delivery Address:

9235 POLLON AVE.
PO BOX 4 PO
HUDSON'S HOPE BC V0C 1V0

" SOCIETIES ACT "

CANADA:
Province of British Columbia. }



No. 8206

Certificate of Incorporation

I hereby certify that

" DOUBLE "H" SADDLE CLUB "

has this day been incorporated as a Society under the " Societies Act."

The locality in which the operations of the Society will be chiefly carried on is

Hudson Hope, Province of British Columbia.

GIVEN under my hand and Seal of Office at Victoria, Province of
British Columbia, this sixteenth day

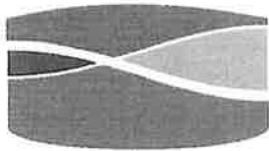
of December, one thousand nine hundred
and sixty-eight

CERTIFIED TRUE COPY OF A DOCUMENT
FILED WITH THE REGISTRAR OF COMPANIES

MAR 14 2017


CAROL PREST
REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA

A. H. HALL
Registrar of Companies.



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

December 13, 2019

Via email: dhsaddleclub@gmail.com

Double H Saddle Club
12550 Carter Street
Hudson's Hope, BC
V0C 1V0

Attention: Elisabeth Haagsman

Re: Double H Saddle Club – Request for Waiver of Building Permit Application Fee

Thank you for your letter of November 21, 2019 where you requested a waiver for a Building Permit Application Fee that the District issued to you on January 8, 2019 in the amount of \$304.75. Council for the District of Hudson's Hope is pleased to advise that your request was approved at its meeting held December 9, 2019.

The District would also like to advise the Double H Saddle Club that, going forward, requests for fee waivers or other forms of financial assistance are to be applied for through the District's annual Financial Assistance program, which will be advertised shortly and will have a deadline of mid-February 2020.

Council for the District appreciates the community benefits that are provided by the volunteer efforts of local community groups and again, is pleased to be able to support the Double "H" Saddle Club.

Regards,
DISTRICT OF HUDSON'S HOPE


Dave Heiberg, Mayor

April 11/18

To Whom it may concern:

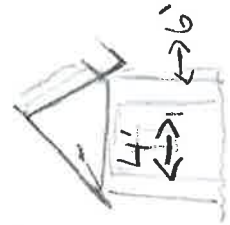
Hi my name is Deb Guelly, I am a professional Barrel Racer. I have made the Canadian Finals Rodeo 22 times, the National Finals 6 times, 5 time Canadian Champion, Silver medal winner 2002 Olympic Games Salt Lake City. I grew up in Hudson's Hope B.C. I spent countless hours at the rodeo grounds growing 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. Being 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.





4' x 6' COVERED OVERHANG
WITH TIN

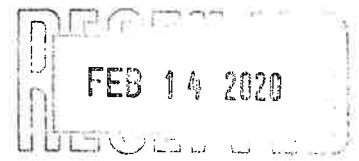




OSB TO BE COVERED
WITH MATCHING TIN



OSB TO BE COVERED
WITH MATCHING TIN.



DOUBLE "H" SADDLE CLUB



District of Hudson's Hope Financial Assistance Grant Report 2019

Dear DOHH,

The Double "H" Saddle Club would like to thank you for the 2019 Financial Assistance Grant.

As you can see by the picture included with this report, the DHSC has 15 huge tack lockers to rent out to its members. 10 out of 15 have already been rented which brings an income to the club yearly and keeps the indoor riding arena clutter and trip free. Thanks to the quick removal of the bleachers by the Grad 2020 we also have enough room for a tie up area. This tie/tack area will keep the horses out of the riding area and at a much safer separation distance from local community members.

A huge portion of the disassembled bleacher lumber was repurposed as handrails for the existing bleachers, tack lockers and obstacles for our fun days. We welcome you to have a look at the indoor riding arena, anytime.

"Thank You!"

Sincerely,

DHSC Board of Directors and Members





PERIOD ENDING:
AUGUST 31, 2019

NUMBER OF IMAGES:
5

MEMBER NUMBER:
101000622340

2019-08-16 Chq#:1405 \$46.19

DOUBLE H SADDLE CLUB
PO Box 25
Hudson Hope, BC V0C 1V0
Tel: (250) 763-0230

DATE 2019-08-20

PAY TO THE ORDER OF Perce Pioneer Properties Ltd \$46.19

Forty Six 19 DOLLARS 00

FOR Firehose supplies for watering indoor. FOR Joan Stuber
FOR Anderson

⑆001405⑆ ⑆16730⑆809⑆ 101000622340⑆

2019-08-23 Chq#:1408 \$2,835.00

DOUBLE H SADDLE CLUB
PO Box 25
Hudson Hope, BC V0C 1V0
Tel: (250) 763-0230

DATE 2019-08-14

PAY TO THE ORDER OF Big Top Rentals \$2835.00

Twenty eight hundred thirty five 00 DOLLARS 00

FOR locker removal + instal of lockers FOR Joan Stuber
FOR Anderson

⑆001408⑆ ⑆16730⑆809⑆ 101000622340⑆

2019-08-21 Chq#:1409 \$250.00

DOUBLE H SADDLE CLUB
PO Box 25
Hudson Hope, BC V0C 1V0
Tel: (250) 763-0230

DATE 2019-08-14

PAY TO THE ORDER OF Hubb International Insurance Corp. \$250.00

Two Hundred & Fifty 00 DOLLARS 00

FOR Gymkhana special event insurance FOR Joan Stuber
FOR Anderson

⑆001409⑆ ⑆16730⑆809⑆ 101000622340⑆

2019-08-30 Chq#:1410 \$2,091.87

DOUBLE H SADDLE CLUB
PO Box 25
Hudson Hope, BC V0C 1V0
Tel: (250) 763-0230

DATE 2019-08-20

PAY TO THE ORDER OF RCWC \$2,091.87

TWO THOUSAND and NINETY ONE 87 DOLLARS 87

FOR groceries for fall fair concession FOR Joan Stuber
FOR Anderson

⑆001410⑆ ⑆16730⑆809⑆ 101000622340⑆ ⑆0000209187⑆

2019-08-27 Chq#:1411 \$59.70

DOUBLE H SADDLE CLUB
PO Box 25
Hudson Hope, BC V0C 1V0
Tel: (250) 763-0230

DATE 2019-08-20

PAY TO THE ORDER OF ROBIN MILLIKEN \$59.70

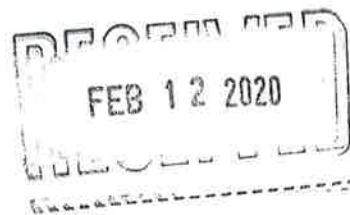
FIFTY-NINE 70 DOLLARS 70

FOR groceries for fall fair concession FOR Joan Stuber
FOR Anderson

⑆001411⑆ ⑆16730⑆809⑆ 101000622340⑆

RECEIPT
RECUC

RECEIVED FROM REGU DE	DATE		
	June 20 2019		
	Double H Saddle Club	\$	2000 -
	Two thousand dollars	xx	100 DOLLARS
FOR POUR	Bleacher dismantled & moved across to Hudson's Hwy Thank you!		
TAX REG. NO. N° DE TAXE	BY PAR	B.J. 2nd Class 2019	
SDCT/ISE			



APPLICATION FOR A GRANT

Date: February 11, 2020

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization Hudson's Hope School			
Mailing Address Box 390	City Hudson's Hope	Province B.C.	Postal Code V0C 1V0
SOCIETY INFORMATION			
Society Registration Number		Charity's BN (Business Number) / Registration Number <i>(the number the organization puts on charitable donation receipts)</i>	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name Derrek Beam			
Mailing Address Box 471	City Hudson's Hope	Province B.C.	Postal Code V0C 1V0
Work Telephone 250 783 9994	Home Telephone 250 783 3044	Cell Telephone 250 783 0886	Email Address dbeam@prn.bc.ca

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

ORGANIZATION INFORMATION

Describe the purpose of your organization:

The HHES Work Ethics Honour Roll gives grade 7-12 students a goal to strive for every reporting term. Students who achieve excellent attendance, promptness, and "good" work habits in all courses, as well as displaying "HAWKS" behaviour, earn their way onto the Honour Roll. For each term, students are recognized for their achievement, and can also participate in a reward event. Term One is traditionally a trip to FSJ for a movie. Term 2 is traditionally a trip to Powder King. Term 3 is traditionally a trip to Moberly Lake Golf Course.

Students who make all reporting terms earn "Principal's Work Ethic's Honour Roll". The preferred trip has been to Grande Prairie for some healthy activities.

This Honour Roll is MUCH more than simply a "reward program". It teaches Goal Setting, healthy daily habits, positive mindset, perseverance, connectedness, identity, and contributes to academic achievement. It has been a foundation for the positive culture we have built in our school.

User Statistics

1. 250 The number of persons that are served by your organization annually.
2. 20 The number of members in your organization/society.

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

1. 20 the number of volunteers and 2000 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	2400
10	Teacher	2000
10	EA	2000

REQUEST FOR GRANT
Describe the reason for your grant application:
No public funding is provided to support this type of programming. Due to our location, transportation costs are very high for our reward trips. In addition, many families cannot afford to provide all of the funds for students to participate in numerous activities provided.
The "Principal's Work Ethic's Honour Roll" is the most challenging for students to earn, and also has the most challenging costs. Last year's budget is attached.
The Work Ethic's Honour Roll is quite possibly the most important program for our students. It has helped students to learn daily healthy routines, set goals, work together, identify with their school, connect with peers and staff, and build life long memories. Hudson's Hope School has the highest graduation rates in the province for the last 10 years. I believe that this program is a key factor in our students' success.
I would greatly welcome the opportunity to provide a 15 minute presentation on the Work Ethic's Honour Roll program to our Mayor and Council at your request.
This year, we are requesting the following grant:
Work Ethics Honour Roll #1 (Nov 2020) - \$710.00 (cost of movie, excluding transportation).
Work Ethics Honour Roll #2 (Feb 2020) - \$1377 (Powder King - lift tickets & rentals)
Work Ethics Honour Roll #3 (May 2020) - \$435.00 Moberly Lake Golf (Based on last year's cost. Greens/rentals)
Principals Work Ethics (June 2020) - \$3500 (Accommodations, Laser Tag, Jump Yard, Mini-Golf, East Link)
Total Request: \$6022.00
Proposal is best characterized as:
<input checked="" type="checkbox"/> Event <input type="checkbox"/> Capital Project
Participants/beneficiaries will primarily be:
<input checked="" type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Disadvantaged Persons
This proposal's activities can best be described as related to:
<input type="checkbox"/> Arts and Culture <input type="checkbox"/> Recreation and Sports <input checked="" type="checkbox"/> Environment, Social and Education
Attach the following information:
<input checked="" type="checkbox"/> Most recent <u>audited</u> Financial Statements including a Balance Sheet and Income Statement
<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)
<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)
<input type="checkbox"/> Projected operating budget for the next year
<input type="checkbox"/> Copy of Non-Profit Society Registration papers

February 12th, 2020

RE: Financial Grant Report – Hudson's Hope School

Greetings;

Thank you for supporting Hudson's Hope School with a \$2500 grant towards the Hudson's Hope School Work Ethics Honour Roll Program. The W.E. Honour Roll Program provides recognition activities for students who show exemplary work habits each reporting term. Generally the trips are:

Term One – Private Movie Booking in Fort St. John Theater.

Term Two – Ski/Snowboard day at Powder King.

Term Three – Golfing at Moberly Lake Golf Course.

Term Four – (Students must make all three of the above to earn this one). Usually a trip to Grande Prairie for swimming, Trampoline Park, Laser Tag, etc.)

For the 2018-19 school year, the \$2500.00 funding from the District of Hudson's Hope was utilized towards the Final Work Ethics Trip in June, specifically towards the fees for the accommodations & activities. Your support allowed us to reduce the overall fees to students to \$20.00, rather than \$50.00.

Revenue:

Student Charges: 35 students @ \$20.00 each = **\$700**

Transportation Budget: \$3600.00

DoHH Grant: \$2500

Total Revenue: \$6800

Expenses:

Transportation: \$3600.00

Accommodations: \$1046.40

East Link Center (including Flo rider rental): \$501.60

Laser Tag \$795.00

Laser Tag – Lunch - \$135.00

Jump Yard \$825.02

Mini-Golf 125.00

Total Expenses: \$7027.60

Balance: - \$227.60

Once again, thank you very much for supporting our students!

Sincerely,



Derrek Beam,
Principal, Hudson's Hope School


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.

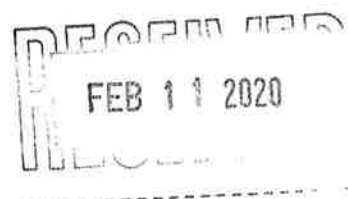
APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA



APPLICATION FOR A GRANT

Date: Thursday, February 06, 2020

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	Name	Telephone Number
Chair	William Lindsay	250-783-5557
Secretary	Greta Goddard	250-783-0855
Treasurer	Colleen Gillie	250-783-2330

Other Active Members:

Dr. David Courtney	Lynda Luchinski
Fiona McLay-Courtney	Grace Okada

LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM

Contact Name: Greta Goddard

Mailing Address: PO Box 687, Hudson's Hope, BC, V0C 1V0

Home Telephone: (250) 783-5338

Email Address: rgfequet@pris.ca

Cell Telephone: (250) 783-0855

GRANT APPLICATION

☐ New Grant Application

☒ Application for Event Previously Supported

ORGANIZATION INFORMATION

Describe the purposes of your organization:

- 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;
- 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 students to assist, and provide them with 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 7 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, 2018 and 2019.

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 and 2019, our numbers dropped slightly. 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 large tent erected on site for the event (if weather dictates)
- 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 backpack 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.

Thursday, February 06, 2020
Signature of Applicant

Grote Kellard

W. Hindray

HOPE FOR HEALTH SOCIETY
BALANCE SHEET
As at March 31, 2019

ASSETS	
Current Assets	
NPSCU Chqing 952	\$ 4,007.98
NPSCU Equity Shares	\$ 29.25
Grant monies in transit	\$ 400.00
Total Current Assets	\$ 4,437.23
TOTAL ASSET	\$ 4,437.23

LIABILITIES	
Current Liabilities	
Deferred grant monies rec'd this year	\$ -
Accounts Payable	\$ -
Total Current Liabilities	\$ -
TOTAL LIABILITIES	\$ -
EQUITY	
Equity	
Unspent Funds - Previous Year	\$ 7,931.76
Current Earnings	-\$ 3,494.53
Total Equity	\$ 4,437.23
TOTAL EQUITY	\$ 4,437.23
LIABILITIES AND EQUITY	\$ 4,437.23

Hope For Health
Income Statement 01-04-2018 to 31-03-2019

REVENUE

Revenue

Grant Funding	6,500.00
Donations Revenue	450.00
Fund Raising Revenue	0.00
Event Revenue	3,180.00
Interest Revenue	5.11
Total Revenue	<u>10,135.11</u>

TOTAL REVENUE

10,135.11

EXPENSE

Expenses

Bank Charges & Interest	78.00
Advertising & Promotions	0.00
Business Fees & Licenses	52.50
Commissions on Event Registration	315.00
Donations Expense	750.00
Event Supplies, Small Equip & Materials	4,245.04
Honorariums	200.00
Insurance	209.90
Office Supplies/Postage/Admin	123.38
Other Subsidies	0.00
Travel Costs	965.21
Venue Rent	0.00
Wage/Contract Costs	6,690.61
Total Expenses	<u>13,629.64</u>

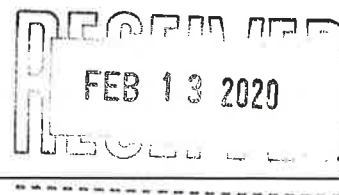
TOTAL EXPENSE

13,629.64

NET INCOME

-3,494.53

APPLICATION FOR A GRANT



Date: February 07, 2020

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization FRIENDS OF HUDSON'S HOPE SOCIETY			
Mailing Address Box 247	City Hudson's Hope	Province BC	Postal Code VOC1V0
SOCIETY INFORMATION			
Society Registration Number 895889715 RR0001		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	LYNNEA STACEY	250-783-0883	
Vice President	BARB FROCKLAGE	250-601-0027	
Secretary/Treasurer	Edith ROSA	250-793-0498	
Food Bank Director	MAUREEN GRAHAM	250-783-0967	
Director	JULIE BIEVER	250-783-0597	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name PATTI CAMPBELL			
Mailing Address Box 24	City Hudson's Hope	Province BC	Postal Code VOC1V0
Work Telephone 250-783-0977	Home Telephone	Cell Telephone 250-783-0977	Email Address fohh15@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 purpose of our organization is to operate a year round food bank, Christmas Hamper program, financially assist residents with medical travel and expenses, provide all units at no cost to at risk residents, disaster relief, addiction services and disability services.

User Statistics

1. 55-70 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. 3 the number of volunteers and 1000+ 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>ADMINISTRATOR</u>	<u>1960.</u>

REQUEST FOR GRANT

Describe the reason for your grant application:

We would like to Apply for the Grant to cover our municipal taxes. Last year they amounted to \$3396.63. This would be a tremendous benefit to us; allowing us to put these funds into our programs.

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

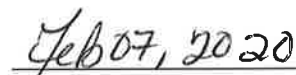
Attach the following information:

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- ☐ 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
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



Friends of Hudson's Hope Society
PO Box 247
Hudson's Hope BC
V0C 1V0

District of Hudson's Hope
Hudson's Hope BC
V0C 1V0

February 12, 2020
RE: Grant Funding

The Friends of Hudson's Hope Society received a grant in the amount of \$3396.63 from the District of Hudson's Hope in 2019. These funds were used to pay our property taxes in the amount of \$ 3396.63.

Sincerely,



Patti Campbell, Administrator

FRIENDS OF HUDSON'S HOPE SOCIETY

**FINANCIAL STATEMENTS
DECEMBER 31, 2018**

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

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

June 11, 2019

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, 2018** 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, 2018**

	2018	2017
ASSETS		
CURRENT ASSETS		
Bank - 537563	39,668.01	51,080.01
Bank - 516476	6,302.45	4,029.88
Bank - 700633	33,293.53	23,750.22
Cash	1,517.80	1,194.20
Lake View Shares	169.53	161.04
Accounts Receivable	384.00	398.00
TOTAL Current Assets	81,335.32	80,613.35
FIXED ASSETS		
Land & Buildings	149,742.39	149,742.39
Equipment - Computer	1,293.78	1,293.78
Equipment - Other	61,486.96	61,486.96
TOTAL Fixed Assets	212,523.13	212,523.13
TOTAL ASSETS	<u>293,858.45</u>	<u>293,136.48</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	-1.00	2,128.74
TOTAL Current Liabilities	-1.00	2,128.74
TOTAL LIABILITIES	-1.00	2,128.74
CAPITAL		
Society's Equity	44,676.23	44,676.23
Retained Earnings	246,331.51	225,677.74
Year-to-Date Earnings	2,851.71	20,653.77
TOTAL CAPITAL	293,859.45	291,007.74
TOTAL LIABILITIES & CAPITAL	<u>293,858.45</u>	<u>293,136.48</u>

**FRIENDS OF HUDSON'S HOPE SOCIETY
RECEIPTS AND DISBURSEMENTS
DECEMBER 31, 2018**

	2018	2017
RECEIPTS		
Revenues Thrift Shop	58,720.98	62,476.86
Donations	21,188.57	22,899.23
Revenues Laundry	17,307.61	18,963.32
Earned Interest	198.53	200.51
Food Bank Donations	0.00	40,250.00
Grants	0.00	5,000.00
Revenues Misc.	<u>2,892.11</u>	<u>515.00</u>
TOTAL RECEIPTS	<u>100,307.80</u>	<u>150,304.92</u>
DISBURSEMENTS		
Accounting & Legal	596.49	789.66
Advertising	232.62	781.53
Equipment - Rep,Lic & Ins	448.23	366.00
Equipment - Rental	529.80	585.80
Hampers - Christmas	4,958.29	16,351.73
Food Bank	13,152.32	30,982.50
Interest & Bank Charges	952.06	527.40
Laundry Supplies	352.58	283.94
Medic Aid	310.80	2,971.00
Medical Assistances	6,981.12	1,944.11
Office Expense	1,889.20	1,316.89
Prior Period Adjustments	162.04	0.00
Repairs & Maintenance - Bldgs	1,500.53	1,493.34
Supplies	1,510.27	1,450.56
Tax, Licence & Insurance	9,233.83	9,021.77
Telephone & Utilities	7,619.46	9,348.07
Wages & Benefits	<u>47,026.45</u>	<u>51,436.85</u>
TOTAL DISBURSEMENTS	<u>97,456.09</u>	<u>129,651.15</u>
OPERATING PROFIT	<u>2,851.71</u>	<u>20,653.77</u>
EXCESS OF RECEIPTS (DISBURSEMENTS)	<u><u>2,851.71</u></u>	<u><u>20,653.77</u></u>



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*

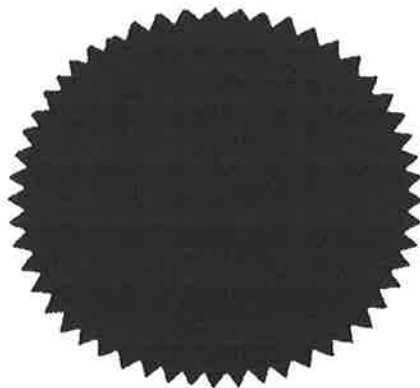
Issued under my hand at Victoria, British Columbia

on January 16, 2001

A handwritten signature in cursive script, reading "J. Powell".

JOHN S. POWELL

Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA



Friends of Hudson's Hope Society

Profit & Loss

02/10/20

Accrual Basis

January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
095 · Fundraising Income	2,674.03
160 · Interest Earned	157.50
099 · Donations	34,102.45
100 · Laundromat Income	
101 · Laundromat Income Cash	17,126.51
102 · Laundromat Income Contract	2,811.00
Total 100 · Laundromat Income	19,937.51
120 · Thrift Store Income	
121 · Thrift Store Income Cash	30,785.70
122 · Thrift Store Income Debit	17,993.36
Total 120 · Thrift Store Income	48,779.06
Total Income	105,650.55
Gross Profit	105,650.55
Expense	
308 · Property Taxes	3,396.63
200 · Thrift Store Expenses	
201 · Debit Machine Fees	581.54
202 · Debit Machine Rental	529.80
203 · Electricity	1,251.68
204 · Natural Gas	1,982.24
205 · Telephone	1,280.87
206 · Supplies	845.42
Total 200 · Thrift Store Expenses	6,471.55
250 · Laundromat Expenses	
251 · Electricity	1,307.73
252 · Natural Gas	1,749.61
253 · Machine Repair & Maintenance	560.00
254 · Supplies	264.74
256 · Water & Sewer	793.26
Total 250 · Laundromat Expenses	4,675.34
300 · Garbage collection	148.00
302 · Insurance	5,058.40
303 · Office Expense	2,100.58
304 · Payroll	38,301.73
305 · Payroll Remittance	12,339.36
306 · Work Safe BC	399.63
307 · General Maintenance & Repairs	15,477.06
310 · Legal & Accounting	1,106.07
311 · Bank Fees	234.00
400 · Medical Expenses	
404 · Medical Needs	161.44
403 · Medical Travel and Treatment	7,375.61
401 · MedicAid Response Systems	1,958.90
402 · Prescriptions	2,091.94
Total 400 · Medical Expenses	11,587.89
500 · Food Bank	13,750.00
502 · Food Bank Rental	6,000.00
501 · Christmas Hamper Program	15,490.00
Total Expense	136,536.24
Net Ordinary Income	-30,885.69

2:17 PM

02/10/20

Accrual Basis

Friends of Hudson's Hope Society

Profit & Loss

January through December 2019

	Jan - Dec 19
Other Income/Expense	
Other Income	
096 · Grant Funding Received	
096B · Furnace Repair Grant Funding	650.00
096A · Fresh Food Program	1,808.32
096 · Grant Funding Received - Other	4,229.95
Total 096 · Grant Funding Received	6,688.27
Total Other Income	6,688.27
Other Expense	
505 · Volunteer Appreciation Gifts	276.19
Total Other Expense	276.19
Net Other Income	6,412.08
Net Income	-24,473.61

8:47 AM

02/11/20

Accrual Basis

Friends of Hudson's Hope Society **Profit & Loss Budget Overview** January through December 2020

	Ja...	Fe...	Ma...	Ap...	Ma...	Ju...	Jul...	Aug...	Se...	Oc...	No...	Dec 20	TOTAL Jan - Dec...
Ordinary Income/Expense													
Income													
095 · Fundraising Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
160 · Interest Earned	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
099 · Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
100 · Laundromat Income												30,000.00	30,000.00
101 · Laundromat Income Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
102 · Laundromat Income Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Total 100 · Laundromat Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,000.00	24,000.00
120 · Thrift Store Income													
121 · Thrift Store Income Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00
122 · Thrift Store Income Debit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Total 120 · Thrift Store Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	60,000.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118,150.00	118,150.00
Gross Profit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118,150.00	118,150.00
Expense													
308 · Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,396.63	3,396.63
200 · Thrift Store Expenses													
201 · Debit Machine Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
202 · Debit Machine Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	530.00	530.00
203 · Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00
204 · Natural Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,900.00	1,900.00
205 · Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,280.00	1,280.00
206 · Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00
Total 200 · Thrift Store Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,310.00	6,310.00
250 · Laundromat Expenses													
251 · Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
252 · Natural Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	1,700.00
253 · Machine Repair & Maintance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
254 · Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
256 · Water & Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00
Total 250 · Laundromat Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,650.00	4,650.00

8:47 AM

02/11/20

Accrual Basis

Friends of Hudson's Hope Society
Profit & Loss Budget Overview
 January through December 2020

	Ja...	Fe...	Ma...	Ap...	Ma...	Ju...	Jul...	Au...	Se...	Oc...	No...	Dec 20	TOTAL Jan - Dec...
300 · Garbage collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
301 · Snowplowing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
302 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
303 · Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
304 · Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,000.00	38,000.00
305 · Payroll Remittance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00
306 · Work Safe BC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00
307 · General Maintance & Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
310 · Legal & Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
311 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
400 · Medical Expenses													
403 · Medical Travel and Treatment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	8,000.00
401 · MedicAid Response Systems	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
402 · Prescriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Total 400 · Medical Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00
500 · Food Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,000.00	13,000.00
502 · Food Bank Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
501 · Christmas Hamper Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120,656.63	120,656.63
Net Ordinary Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,506.63	-2,506.63
Other Income/Expense													
Other Expense													
505 · Volunteer Appreciation Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.00	-200.00
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,706.63	-2,706.63

APPLICATION FOR A GRANT

RECEIVED
FEB 13 2020

Date: Feb. 12, 2020

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>[REDACTED]</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>250-783-1071</u>	
<u>Vice President</u>	<u>Cheryl Baytaluke</u>	<u>250-783-2366</u>	
<u>Treasurer</u>	<u>Heidi Naisby</u>	<u>250-783-9385</u>	
<u>Secretary</u>	<u>Leon Beebe</u>	<u>250-783-0755</u>	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name <u>JASON NAISBY</u>			
Mailing Address <u>Po Box #144</u>	City <u>Hudson's HOPE</u>	Province <u>BC</u>	Postal Code <u>V0C-1V0</u>
Work Telephone <u>250-783-5112</u>	Home Telephone <u>250-783-9385</u>	Cell Telephone <u>250-783-1071</u>	Email Address <u>hhsoccer@live.ca</u>

NOTE 1

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

NOTE 1 : We switched from BC Soccer to Alberta Soccer Association this year. We are waiting for Society # / Charity Registration # from ASA. To be updated.

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.

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



REQUEST FOR GRANT

Describe the reason for your grant application:

We seek assistance with one or more of the following items:

① HOME SOCCER TOURNAMENT

SATURDAY JUNE 6 and SUNDAY JUNE 7, 2020

We (HH Soccer) would like the District of Hudson's Hope to donate and set up the following equipment on Friday June 5:

- LARGE SUN TENT + WAIVER
- Picnic tables (x8)
- Garbage CANS (x8)

② TOURNAMENT FEES We (HH Soccer) are asking for the DOHH to cover player tournament fees for home and away tournaments. This will help all of our players to attend the 3 tournaments that we participate in - Hudson's Hope, Chetwynd and Tumbler Ridge. Estimated cost approximately \$300

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

③ POOL PASSES We would like to hand out pool passes to all players who participate in our home soccer tournament. This is potentially 300 passes.

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



HH Soccer
2020
(4)

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. 12, 2020

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.

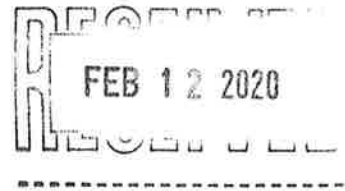
APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

VOC 1V0, CANADA



Final Report for 2019 District of Hudson's Hope Financial Assistance Grant

Summary:

Hudson's Hope soccer "Trappers" held our annual home Youth soccer tournament on Saturday June 1 and Sunday June 2, 2019.

Saturday was for players in the Under 6, U8, U10 and U12 divisions. Sunday was for players in the U14 and U16 divisions.

Over 300 youth soccer players tackled, trapped, dribbled and scored over the course of the 2 day event.

If each player brought only 1 parent that is a minimum of 600 people participating and enjoying Hudson's Hope, as well as adding commerce to our local economy.

The District of Hudson's Hope set up the large municipal sun tent early in the season so it was available for us to use.

Also, DOHH provided picnic tables and garbage cans that were well used.

DOHH staff checked in with us over the course of our tournament to make sure that everything was running smoothly and that was very much appreciated.

Thanks, Jason Naisby
HH Soccer President
250-783-1071



APPLICATION FOR A GRANT

RECEIVED
FEB 15 2020

Date: FEB. 10, 2020

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization <u>HUDSON'S HOPE GRAD SOCIETY</u>			
Mailing Address <u>PO Box # 144</u>	City <u>Hudson's Hope</u>	Province <u>B.C.</u>	Postal Code <u>VOC-1V0</u>
SOCIETY INFORMATION			
Society Registration Number <u>50072649</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>CHAIR</u>	<u>JASON NAISBY</u>	<u>250-783-1071</u>	
<u>SECRETARY</u>	<u>STACEY RESCHKE</u>	<u>250-783-0643</u>	
<u>TREASURER</u>	<u>LYNDAY DEITNER</u>	<u>250-783-0948</u>	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name <u>JASON NAISBY</u>			
Mailing Address <u>PO Box # 144</u>	City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>VOC-1V0</u>
Work Telephone <u>250-783-5112</u>	Home Telephone <u>250-783-9385</u>	Cell Telephone <u>250-783-1071</u>	Email Address <u>JAYNAISBY@HOTMAIL.COM</u>

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 Grad Society's purpose is to support fundraising for the annual Hudson's Hope School Graduation Dinner/ Ceremony; as well as for the annual HHESS Student Graduation Trip. Grad 2021 is doing fundraising from January – December 2020.

Our goal is to provide the Graduating students of Hudson's Hope Elementary Secondary School with a memorable and enjoyable Graduation dinner and ceremony. This is a student and parent organized event that occurs every June as the Graduating students finish their Grade 12 year of school. The event is hosted at the HHESS school gym and welcomes members of the community as well as friends and family from across the province of BC and beyond.

In addition to the Graduation ceremony and dinner, the Grads organize and participate in an educational Grad trip each year. The Grad trip is a once in a lifetime opportunity for the Graduating class to experience life outside of Hudson's Hope- culture, lifestyle and recreation. Many students who have graduated from HHESS look back on this trip as one of the defining moments of their high school years.

User Statistics

1. 10 The number of persons that are served by your organization annually.

2. 10 The number of members in your organization/society.

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

1. 30 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. N/A

Number	Title	Paid Hours Per Year



REQUEST FOR GRANT

Describe the reason for your grant application:

See the next page for detailed description.

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

NOTE
1

1. We are currently setting up a bank account with NPSCL. All monies raised go towards activities detailed in this application.

REQUEST FOR GRANT

Describe the reason for your grant application:

Hudson's Hope Grad Class of 2021 is seeking financial assistance with the following items. Your contribution can be specified to go towards one or more:

1. Hudson's Hope School Graduation Dinner/ Ceremony

- Our goal is to raise approximately \$6,000 for this event
- School staff (Principal, Teachers, Support Staff) and Dignitaries (MC, Scholarship Presenters, Superintendent) do not have the cost of their meals covered- this amounts to approximately \$400
- Slideshow/sound/light technician costs approximately \$300
- Detailed breakdown of Grad Dinner & Ceremony Expense Sheet Estimate for Grad 2021 attached to this application

2. HHESS Student Graduation Trip

- Our goal is to raise approximately \$5,000 for this event
- In addition, students are asked to contribute \$500, and families contribute \$500
- We aim to make this trip a mix of education, culture and recreation- for example, a trip to Mexico may include day trips to Museo Nacional de Antropologia (one of the world's most comprehensive natural history museums) or Chichen-Itza (built by the Mayan people, one of the Seven Wonders of the World)
- HH Council could specify the details or requirements of an educational trip, to qualify for funding- HH Grad 2021 is open for suggestions
- We would enjoy giving a slideshow trip review at a Council meeting

3. Other costs associated with Grad 2021 Fundraising

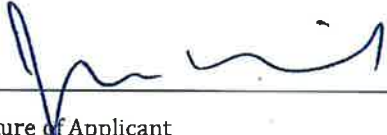
- The cost of setting up "Hudson's Hope Grad Society" was \$131.50
- We hope to be able to access funding via grant applications, using our Society #
- Other miscellaneous costs such as printer paper and ink, totalling approximately \$100



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. 10, 2020
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



BRITISH
COLUMBIA

Number: S0072649

Societies Act
CERTIFICATE OF INCORPORATION

HUDSON'S HOPE GRAD SOCIETY

I Hereby Certify that ~

HUDSON'S HOPE GRAD SOCIETY was incorporated under the *Societies Act* on January 29, 2020 at 12:51 PM Pacific Time.



*Issued under my hand at
Victoria, British Columbia*

A handwritten signature in black ink, appearing to read "Carol Prest".

CAROL PREST

REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA
CANADA

7

Grad Dinner & Ceremony Expense Sheet Estimate - Grad 2021

1. Grad Dinner: (Note - families pay/plate for invited family & friends)

Meal @ \$15.00/Plate 2020 (+50¢/plate/year thereafter)	#	\$\$
Graduating Students @ 15.50/plate	10	\$155
Escorts	10	\$155
School Staff (Principal, Teachers, Support Staff)	15	\$232.50
Dignitaries (MC, Scholarship Presenters, Superintendent.)	10	\$155
Table covering		
Seating cards		
Disposable plates, cups, cutlery & napkins		
		+ \$200
Total		\$897.50

2. Gowns & Souvenirs:

Gown - Rental @ \$17.00 each } combined	10	\$1700
Souvenir Caps & Tassels - Purchase		
Grad/Escort Souvenir Glasses @ ± \$20 ea	10	\$200
Total		\$1900.00

3. Decorations: (Note: The school has lights, table cloths & misc other items to use)

Craft Paper		\$100
Paint		\$50
Duc Tape		\$200
Lights		\$500
Table Centerpieces	35x \$10	\$350
Grad Portrait Posters	10x \$20	\$200
Balloons		\$250
Total		\$1550.00

4. Ceremony:

Grad Programs @ \$1 ea	300	\$300.00
Invitations		
Slideshow/Sound/Light Technician		\$300
Candles/Lanterns @ \$10/student	10	\$100
MC Gift } combined		\$100
Total		\$800.00

5. Other:

Boutonniere/Corsage		
Photographer		± \$1200
Total		± \$1200

+ \$6357.50

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: March 4, 2020
SUBJECT: BYLAW NO. 915, 2020 – FEES AND CHARGES

RECOMMENDATIONS:

***"THAT** the District of Hudson's Hope Bylaw No. 915, 2020 Fees and Charges be adopted as of March 9, 2020."*

BACKGROUND:

The proposed District of Hudson's Hope Fees and Charges Bylaw No. 915, 2020 was brought before Council for the first three readings on February 24, 2020. This Bylaw repeals No. 904, 2019 Fees and Charges to reflect the following as itemized in the report to Council dated February 24, 2020:

- Improved formatting
- Updated Table of Contents to include all Schedules
- Schedule "B", Section 2.2: the fee for a curb stop amount was stated as "Two Hundred Dollars", however it was followed in brackets by "(\$250.00)". Research of previous bylaws and reports did not indicate the correct amount. The Director of Public Works suggests that the amount be Two Hundred and Fifty dollars (\$250.00).
- Schedule "E": Updated Schedule "E" Cemetery Services Fee to reflect the following changes: Care Fund Contribution amounts for the Columbarium and Memorials as per the Consumer Protection BC requirements.
- Schedule "D": Added "35.00 for 10 Lessons" to Table 6.0 Swimming Lessons because otherwise it appears that the fee is \$35.00 per 0.5 hour.

Bylaw No. 904, 2019 Fees and Charges will be repealed upon adoption of Bylaw No. 915, 2020.


Attachments:

- *Proposed Bylaw No. 915, 2020 Fees and Charges*

ADMINISTRATOR'S COMMENTS:



Chris Cvik, Chief Administrative Officer



Jeanette McDougall, Corporate Officer

B1



HUDSON'S
HOPE

PLAYGROUND OF THE PEACE



Fees and Charges Bylaw

Bylaw No. 915, 2020

WHEREAS 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. 915, 2020."
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 is repealed: District of Hudson's Hope Fees and Charges Bylaw No. 904, 2019.
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 portion of this Bylaw.

Read a first time this 24th day of February , 2020.

Read a second time this 24th day of February , 2020.

Read a third time this 24th day of February, 2020.

Adopted this day of , 2020.

Dave Heiberg
Mayor

Jeanette McDougall
Corporate Officer

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SCHEDULE A

Development Application Fees

Table A-1

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

- .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 Regulation 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 and Fifty Dollars (\$250.00) if turn on and/or turn off is completed within three (3) hours. An additional call out charge of Two Hundred and Fifty 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 1.82 cents per Imperial Gallon or \$4.00 per cubic meter.

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 mail.
- .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.

SCHEDULE D

Pool Fees & Charges

1.0 Facility Rates

Base Rates	One Hour Programs *	Daily	10 Pass ***	1 Month	Season Pass
Child	\$2.50	\$3.50	\$28.00	\$28.00	\$63.70
Youth	\$3.50	\$4.50	\$36.00	\$36.00	\$81.90
Adult	\$5.00	\$6.00	\$48.00	\$48.00	\$109.20
Senior	\$3.50	\$4.50	\$36.00	\$36.00	\$81.90
Family **	\$10.00	\$12.00	\$96.00	\$96.00	\$218.40

* 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 per additional child or youth.

*** 10 Pass does not expire; remaining punches are valid for future seasons.

10 Pass offer a 20% discount off the day rate. 1 Month pass is the cost of 8-day visits. The season pass offers a 30% savings when compared to purchasing 1 month passes over the course of the season.

3.0 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

4.0 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		\$39.39
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

5.0 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

6.0 SWIMMING LESSONS (\$35.00 for 10 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

7.0 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	1 hour	\$30.00	\$30.00	\$1.50		\$31.50

8.0 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

Cemetery Services Fees

In Ground Burials				
Type	Right of Interment	Care Fund Contribution	Preparation & Placement	Total
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

* 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
(removed liner – that is cemetery bylaw not fees?)

Columbarium Interments				
Location	Right of Interment	Care Fund Contribution	Preparation & Placement	Total
Double Niche 1 st Interment (Top two (2) rows)	\$500.00	\$50.00	\$50.00	\$600.00
Double Niche 1 st Interment (Bottom two (2) rows)	\$470.00	\$47.00	\$50.00	\$567.00
Double Niche 2 nd Interment	n/a	n/a	\$50.00	\$50.00

Memorials				
	Memorial	Installation Fee	Care Fund Contribution	Total
Ground Memorial	n/a	\$145.00	\$10.00	\$155.00
Columbarium Memorial Plate	n/a	\$20.00	\$10.00	\$30.00
Columbarium Memorial Plate (Second name)	n/a	\$20.00	\$10.00	\$30.00

Miscellaneous Fees	
Grave Liners	
- Burial	\$450.00
- Cremation (Ground Burial)	\$40.00
Exhumation or Disinterment	Preparation & Placement Fee x two (2)
Interments on Saturday, Sunday or Statutory Holidays or after 3:30 pm Monday to Friday	Preparation & Placement Fee x two (2)
Administration Fee	\$10.00
Handling Fee	\$50.00

SCHEDULE F

Animal Control Fees

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

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

Arena Fees

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

10 X 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

Office Fees

Administrative Fees	
NSF Cheque	\$30.00
Property Tax Certificate	\$20.00

Bulletin Advertising	
"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	\$80.00
Full page ad – 6 month prepaid rate	\$400.00
Full page ad – 1 year prepaid rate	\$720.00

Photocopying	
Photocopies – all sizes (black and white)	\$.50
Photocopies – all sizes (color)	\$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

Campground Fees

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

REQUEST FOR DECISION

RFD#: CC-2020-20	Date: March 1, 2020
Meeting#: CM030920	Originator: Chris Cvik
RFD TITLE: <i>District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020 DA Thomas Road</i>	

RECOMMENDATION:

1. That *District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road* (the "**Amendment Bylaw**") be read a first time as recommended in the report dated March 1, 2020, from the CAO regarding Road Closure Bylaw No. 911, 2019.
2. That the Amendment Bylaw be read a second time.
3. That the Amendment Bylaw be read a third time.
4. That public notice of Council's intention to close a part of DA Thomas Road as shown in Plan EPP93280, remove its dedication as highway, and dispose of the property be in accordance with s. 94 of the *Community Charter*.

BACKGROUND:

At the Council Meeting on December 9, 2019, Council enacted *District of Hudson's Hope Road Closure Bylaw No 911, 2019, DA Thomas Road* (the "**DA Thomas Road Closure Bylaw**").

At the Council Meeting on February 24, 2020, Council passed the following resolutions:

1. *That Council approve the Site C Project – Hudson's Hope Master Lands Agreement and accompanying sub-agreements.*
2. *That Council authorize the CAO to execute the Master Lands Agreement and the accompanying sub-agreements on behalf of the District.*

DISCUSSION:

Following the February 24, 2020 Council Meeting, BC Hydro notified Administration of an updated survey plan in respect of the DA Thomas Road Closure Bylaw and indicated that it would need to be amended to reflect the updated document, which is incorporated in the attached draft Amendment Bylaw.

Our external legal counsel, Lindsay Parcels, who has been reviewing the draft land agreements, has provided legal advice in respect of the Amendment Bylaw and this

process will include Public Notice in accordance with s. 94 of the *Community Charter*, which is required by s. 26 and s.40 of the *Community Charter* (i.e., advertising in the local paper for two consecutive weeks).

FINANCIAL:

BC Hydro has indicated they will pay for the additional advertising expense of having to run the Public Notice documents again for two consecutive weeks. BC Hydro also covered the initial advertising cost.

After DA Thomas Road is closed in accordance with the road closure bylaw and its highway dedication is removed, the property will be registered in the name of the District. The District will sell the property to BC Hydro for a nominal sum (approximately \$1.00). The rationale for the nominal value is due to the blanket covenant that will be registered in favour of the District for permanent public access to the recreational area and a walking trail that is being built and maintained by BC Hydro.

Attachments:

1. *District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road*
2. *Amended Draft Public Notice*

Report Approved by:



Chris Cvik, CAO



BYLAW NO. 916, 2020

A Bylaw to Amend District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road

WHEREAS pursuant to Section 40 of the *Community Charter*, Council may enact a bylaw to close a highway and remove its highway designation.

AND WHEREAS the municipal council has enacted *District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road* (the "**2019 Bylaw**");

AND WHEREAS the municipal council now wishes to amend the 2019 Bylaw;

AND WHEREAS notice of the proposed adoption of this Bylaw has been published in a newspaper for two consecutive weeks prior to adoption and Council has provided an opportunity for persons who consider they are affected to make presentations to Council.

NOW THEREFORE, the Council of the District of Hudson's Hope enacts as follows:

1 Citation

- 1.1 This Bylaw may be cited as *District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road*.

2 Amendment of 2019 Bylaw

- (a) Section 2.1 of the 2019 Bylaw is amended by deleting the section in its entirety and inserting the following:

- 2.1 That the approximately 4.09 Hectares of DA Thomas Road outlined in bold and shown in reference plan EPP93280, a copy of which is attached hereto as Schedule A and forms a part of this Bylaw, is hereby stopped up and closed to traffic of all kinds and its dedication as highway is removed.

- (b) Schedule A of the 2019 Bylaw is deleted and replaced with the reference plan attached to this Bylaw as Schedule A.

Read a first time this 9th day of March, 2020.

Read a second time this 9th day of March, 2020.

Read a third time this 9th day of March, 2020.

Adopted this _____ day of April, 2020.

Dave Heiberg
Mayor

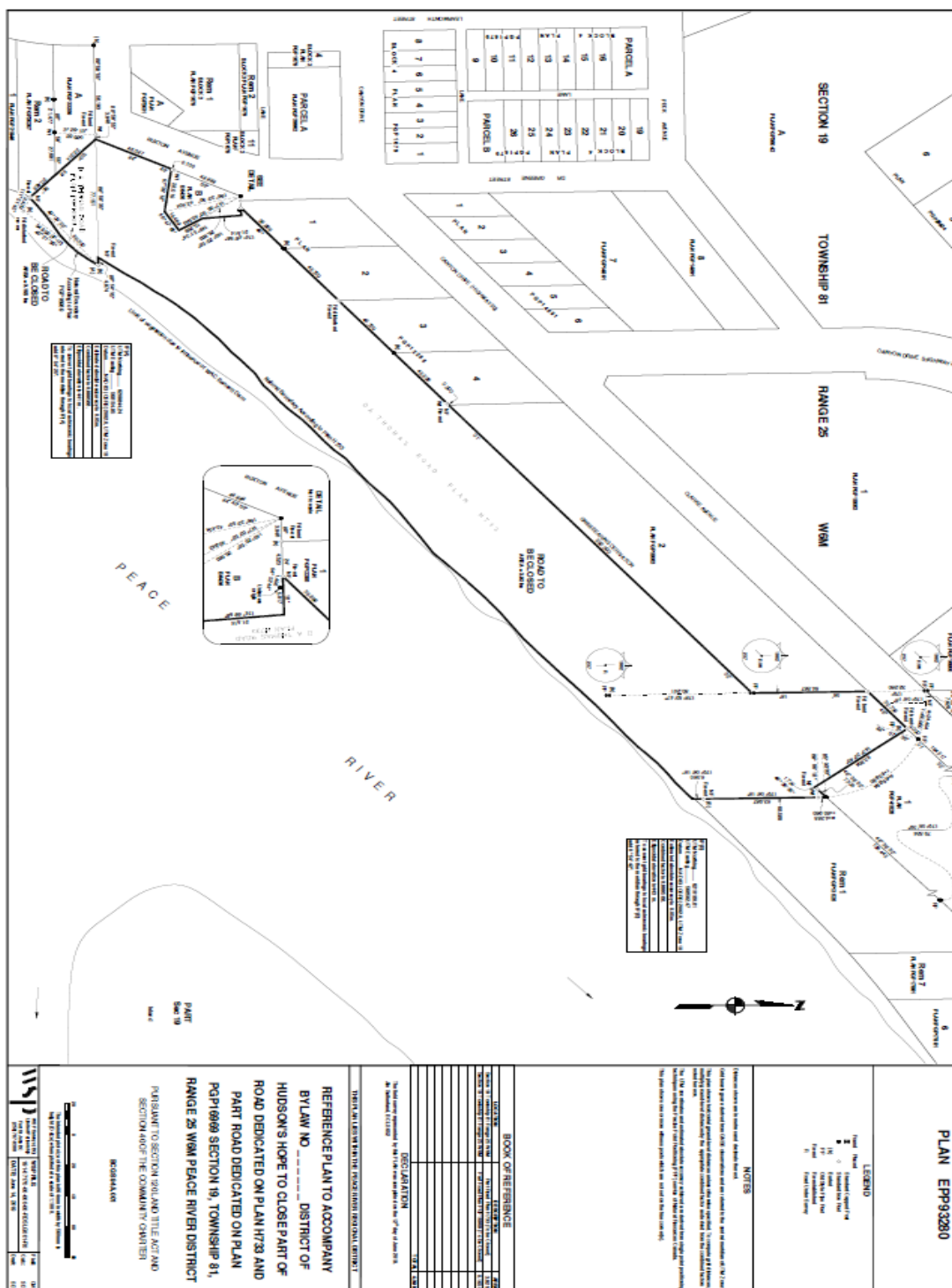
Jeanette McDougall,
Corporate Officer

Certified a true copy of Bylaw No. _____, 2020

this ____ day of _____.

Corporate Officer

Schedule A



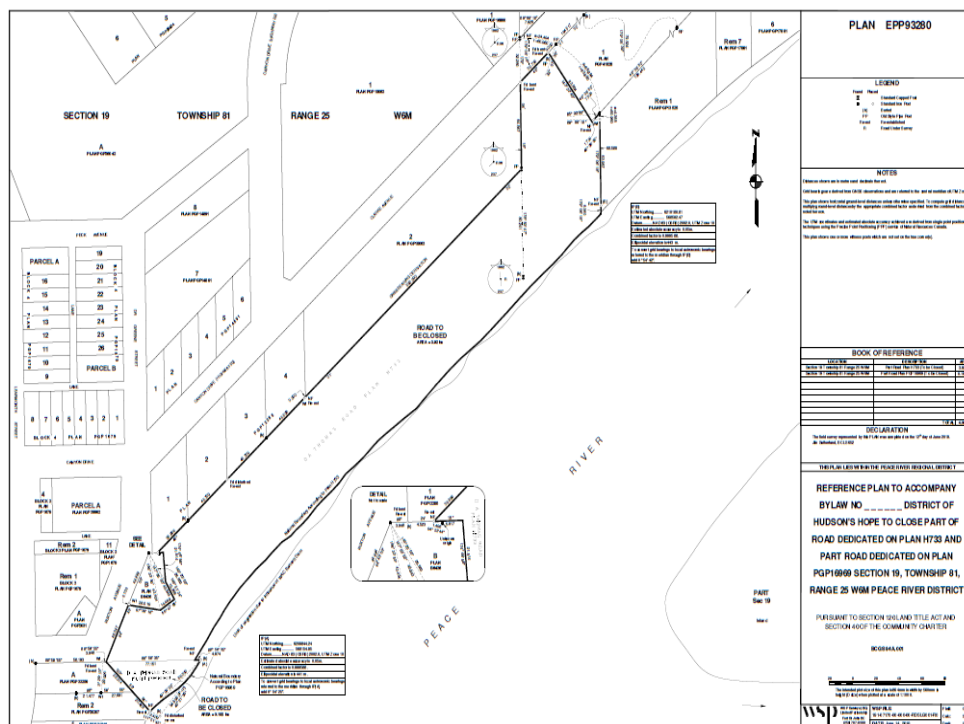
PUBLIC NOTICE

Notice of Intention – Road Closing Bylaw and Property Disposition

When: Tuesday, April 14, 2020 at 6:00 p.m.

Where: Council Chambers, District Office, 9904 Dudley Drive, Hudson's Hope, B.C.

The District of Hudson's Hope intends to amend District of Hudson's Hope *Road Closure Bylaw No. 911, 2019, DA Thomas Road*, adopted pursuant to Section 40 of the *Community Charter*, by adopting the *District of Hudson's Hope Road Closure Amendment Bylaw No. 916, 2020, DA Thomas Road* (the "Amendment Bylaw"). The Amendment Bylaw will close a part of DA Thomas Road (approximately 4.09 ha.) and remove the road dedication of such property shown as follows:



After the road is closed, the District of Hudson's Hope intends to sell the property to the BRITISH COLUMBIA HYDRO AND POWER AUTHORITY for a nominal fee of \$1.00 for consolidation with other BC Hydro owned property as part of the Site C Project.

Before making its decision, the Council will hear from all persons who have an interest in this matter. Written briefs may be submitted to the municipal office on or before the date and time of the meeting or verbal presentations may be made to the Council during the meeting.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: March 9, 2020
SUBJECT: Bylaw No. 912, 2020 – Road Closure – Beckman Road

RECOMMENDATIONS

Recommendation No. 1:

THAT Council rescind the following resolution:

RESOLUTION NO. 041/20

M/S Councillors Summer / Miller

"That District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road be read a first time as recommended in the report dated February 12, 2020, from the CAO regarding Road Closure Bylaw No. 912, 2020.

That Bylaw No. 912, 2020 be read a second time.

That Bylaw No. 912, 2020 be read a third time.

And that Public Notice of Council's intention to close Beckman Road and remove the road dedication be provided in accordance with Sections 26(3) and 40 of the Community Charter."

CARRIED

Recommendation No. 2:

"THAT District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road be read a first time as recommended in the report dated February 12, 2020, from the CAO and in the report dated March 9, 2020 from the Corporate Officer;

THAT Bylaw No. 912, 2020 be read a second time.

THAT Bylaw No. 912, 2020 be read a third time.

AND that Public Notice of Council's intention to close Beckman Road and remove the road dedication be provided in accordance with Sections 26(3) and 40 of the Community Charter."

BACKGROUND

A proposed bylaw (District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road) was brought before Council on February 24, 2020 for the first three readings, which Council approved. It was subsequently discovered that the map provided in the proposed bylaw on February 24, 2020 was not sufficient to meet requirements of the Land Titles Office, hence the recommendation to rescind the original motion and bring forward the current recommendation for the first three readings for essentially the same proposed bylaw, except the current version contains an updated map that does meet the requirements of the Land Titles Office.

Public Notice advertising had not yet taken place for the initial proposed Bylaw; advertising for the current proposed Bylaw will be in accordance with the s. 94 of the *Community Charter* and s. 26 of the *Community Charter*, the latter of which addresses the requirement for Notice of a proposed property disposition; and Council has the authority to adopt a bylaw that permanently closes a road and removes a road / highway dedication in accordance with s. 40 of the *Community Charter*.

The initial report that was brought before Council on February 24, 2020 regarding this matter is attached for reference.

ALTERNATIVE OPTIONS:

THAT Council not approve the first three readings of the proposed *District of Hudson's Hope Road Closure Bylaw No. 912, 2020*.

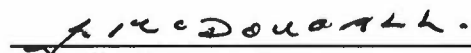
ATTACHMENTS

- *The report to Council, February 24, 2020 regarding the proposed District of Hudson's Hope Road Closure Bylaw No. 912, 2020 – Beckman Road*
- *The current proposed District of Hudson's Hope Road Closure Bylaw No. 912, 2020 – Beckman Road*
- *The draft Public Notice dated April 14, 2020 pertaining to the current proposed District of Hudson's Hope Road Closure Bylaw No. 912, 2020 – Beckman Road*

ADMINISTRATOR'S COMMENTS:



Chris Cvik, CAO



Jeanette McDougall,
Corporate Officer

REQUEST FOR DECISION

RFD#: CC-2020-02	Date: February 12, 2020
Meeting#: CM021020	Originator: Chris Cvik
RFD TITLE: District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road	

RECOMMENDATION:

1. That District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road be read a first time as recommended in the report dated February 12, 2020, from the CAO regarding Road Closure Bylaw No. 912, 2020.
2. That Bylaw No. 912, 2020 be read a second time.
3. That Bylaw No. 912, 2020 be read a third time.
4. And that Public Notice of Council's intention to close Beckman Road and remove the road dedication be provided in accordance with Sections 26(3) and 40 of the *Community Charter*.

BACKGROUND:

To present for Council's consideration a Bylaw to close and remove the road dedication from Beckman Road (approximately 760 meters) to facilitate the sale of the land to BC Hydro as part of the Site C Project.

There is one remaining property owner at the end of Beckman Road. The District will continue to maintain Beckman road while residents live there and count on the District to provide access.

DISCUSSION:

Section 40 of the *Community Charter* outlines the process for the permanent closure of a road and the removal of a highway dedication. This includes:

- (1) A council may, by bylaw, close all or part of a highway that is vested in the municipality to all or some types of traffic.
- (2) A council may, by bylaw, remove the dedication of a highway
 - (a) that has been closed by a bylaw under subsection (1) (a), or
 - (b) that is to be closed by the same bylaw, or by a bylaw adopted by the council at the same time.

- (3) Before adopting a bylaw under this section, the council must
- (a) give notice of its intention in accordance with section 94 [public notice], and
 - (b) provide an opportunity for persons who consider they are affected by the bylaw to make representations to council.

Section 26 of the *Community Charter* addresses the Notice of proposed property disposition. This includes:

- (1) Before a council disposes of land or improvements, it must publish notice of the proposed disposition in accordance with section 94 [public notice].
- (2) In the case of property that is available to the public for acquisition, notice under this section must include the following:
 - (a) a description of the land or improvements;
 - (b) the nature and, if applicable, the term of the proposed disposition;
 - (c) the process by which the land or improvements may be acquired.
- (3) In the case of property that is not available to the public for acquisition, notice under this section must include the following:
 - (a) a description of the land or improvements;
 - (b) the person or public authority who is to acquire the property under the proposed disposition;
 - (c) the nature and, if applicable, the term of the proposed disposition;
 - (d) the consideration to be received by the municipality for the disposition.

FINANCIAL:

Once the road is closed and removal of highway dedication filed with Land Title Office, the property will be registered in the name of the District. The portion of Beckman Road not being sold to BC Hydro will be resumed by the Province – Ministry of Transportation and Infrastructure.

Attachments:

- 1. District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road
- 2. Draft Public Notice

Report Approved by:



Chris Cvik, CAO



BYLAW NO. 912, 2020

A Bylaw to close Beckman Road, District of Hudson's Hope

District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road

WHEREAS pursuant to Section 40 of the *Community Charter*, Council may adopt a bylaw to close a highway and remove its highway designation.

AND WHEREAS notice of adoption of this Bylaw has been published in a newspaper for two consecutive weeks prior to adoption and Council has provided an opportunity for persons who consider they are affected to make presentations to Council.

NOW THEREFORE, the Council of the District of Hudson's Hope enacts as follows:

1 Citation

- 1.1 This Bylaw may be cited as District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road.

2 Legal Description

- 2.1 That the approximately 2.39 Hectares of Beckman Road outlined in bold and shown in the reference plan EPP93282, a copy of which is attached hereto as Schedule A and forms a part of this Bylaw, is hereby stopped up and closed to traffic of all kinds and its dedication as highway is removed.

3 Authorization

- 3.1 The Mayor and Corporate Officer are hereby authorized to execute all documentation necessary to give effect to the provisions of this Bylaw, including the plan attached hereto.

4 Severability

- 4.1 If a portion of this Bylaw is found invalid by a Court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a First Time this 9th day of March, 2020

Read a Second Time this 9th day of March, 2020

Read a Third Time this 9th day of March, 2020

Adopted this this ____ day of April, 2020

Dave Heiberg
Mayor

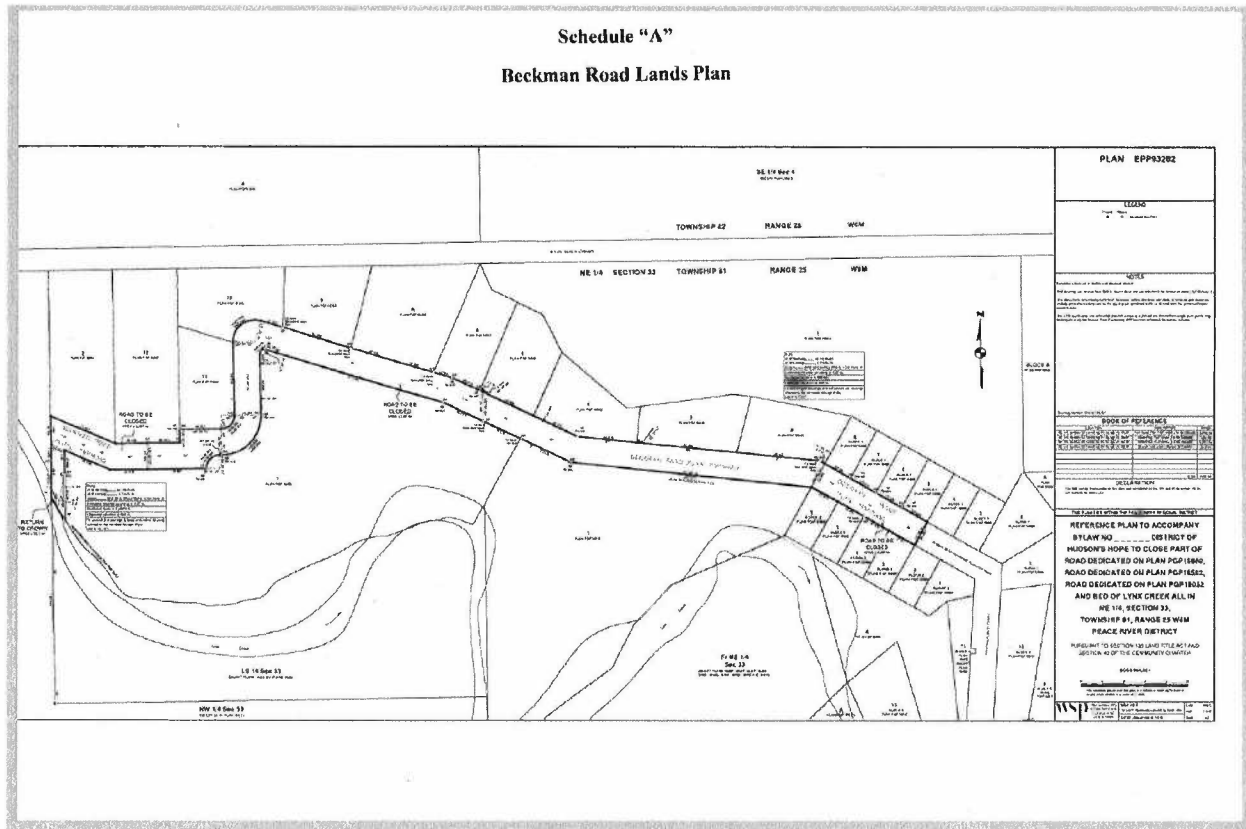
Jeanette McDougall,
Corporate Officer

Certified a true copy of Bylaw No. 912, 2020

this ____ day of _____.

Corporate Officer

Map 1
Plan EPP93282



PUBLIC NOTICE

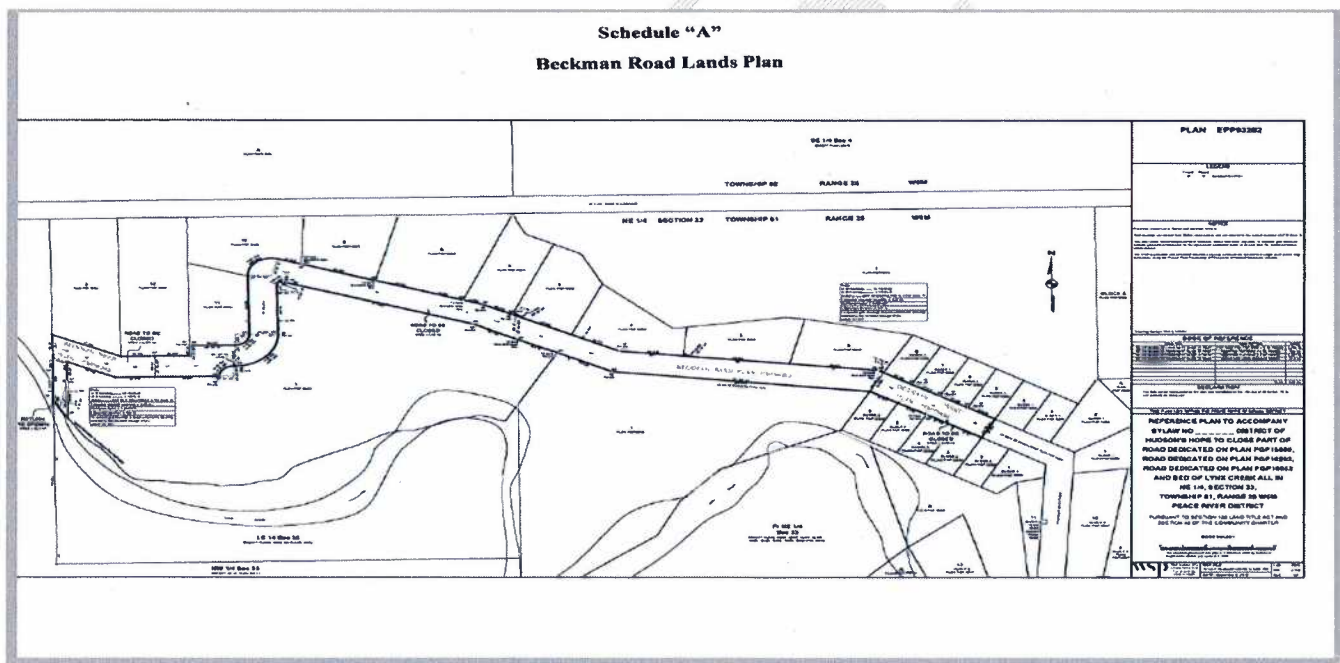
Notice of Intention – Road Closing Bylaw and Property Disposition

When: Tuesday, April 14, 2020 at 6:00 p.m.

Where: Council Chambers, District Office, 9904 Dudley Drive, Hudson's Hope, B.C.

The District of Hudson's Hope intends to enact *District of Hudson's Hope Road Closure Bylaw No. 912, 2020, Beckman Road* (the "Bylaw"). The Bylaw will close a portion of Beckman Road (approximately 2.39 ha) and remove the road dedication of such property shown as follows:

Plan EPP93282



After the road is closed, the District of Hudson's Hope intends to sell the property to the BRITISH COLUMBIA HYDRO AND POWER AUTHORITY for \$20,000 as part of the Site C Project. The remaining portion of Beckman Road will be resumed by the Province of British Columbia – Ministry of Transportation and Infrastructure.

Before making its decision, the Council will hear from all persons who consider they are affected by the bylaw and sale to make representations to council. Written briefs may be submitted to the municipal office on or before the date and time of the meeting or verbal presentations may be made to the Council during the meeting.

To: NCLGA Members
ATTN: ELECTED OFFICIALS

Re: Call for Nominations for Executive Positions on the NCLGA

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- 1st Vice-President
- 2nd Vice-President
- Director-at-Large (3 positions)

2. Qualifications for Office

Each candidate must be an elected official from a NCLGA member local government or First Nation.

3. Nomination Process

A candidate must be nominated by two elected officials from a NCLGA member local government or First Nation, using the attached nomination and consent form.

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all NCLGA members for their consideration, in mid-April. To be included in this report, nominations must be received by **March 15, 2020**. Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention. Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Convention Program for time. As with advance nominations, a candidate must be nominated by two elected officials from a NCLGA member local government or First Nation.

6. Process for Elections (2 Ballots will be held)

If there is more than one nomination received for any Table Officer Position, there will be an election for that position. Otherwise, Table Officer positions will be filled by acclamation.

The **first ballot** will be for:

- President
- First Vice-President
- Second Vice-President

Any unsuccessful candidate from the first ballot may choose to put their name forward for the **second ballot**, which will be for the three (3) Director at Large positions.

Information on the responsibilities and commitment of NCLGA Executive members is attached as Appendix A.

C1

NOMINATION & CONSENT FORM FOR 2020/2021 NCLGA EXECUTIVE

We are qualified under the NCLGA Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Elected Position (Mayor/Chief/Councillor/Director): _____

Mun/RD/First Nation: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Elected Position: _____ Elected Position: _____

Mun/RD/First Nation: _____ Mun/RD/First Nation: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the NCLGA Bylaws. I will also forward by **March 13, 2020** to the NCLGA the following documentation:

- Nomination & Consent Form completed and signed
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG)
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Elected Position: _____

Mun/RD/First Nation: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the NCLGA Staff: admin@nclga.ca.

Submission Deadline: March 13, 2020

¹ Nominations require two elected officials of members of the NCLGA.

Terms of Reference for Positions on the Executive of the North Central Local Government Association:

Candidates for the North Central Local Government Association Executive must be nominated by an NCLGA member local government or First Nation community.

General obligations for Executive committee members:

- Members of the NCLGA Executive are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Executive members will be expected to attend 4 – 6 “In person” meetings throughout the year. Most meetings are held in Prince George, but it may be necessary for meetings to be held in other locations. Members will also be expected to attend “conference call” meetings, as needed.
- Executive members will confirm attendance or express regrets for all scheduled meetings.
- Each Executive member will sit on at least one working committee. Meetings will be held by phone, or in person in conjunction with an Executive meeting. E-mail communication will also be used.
- Executive members will be aware of, and follow NCLGA policy and by-laws.
- Executive members will be required to use e-mail and the Internet for internal board communications.

In addition to the general requirements listed above, specific obligations are attached to the following positions. (There are no additional obligations attached to the position of Director at Large):

President:

- Chair meetings of the NCLGA Executive.
- Act as the main spokesperson for the Association when speaking to the media, membership, public, and other levels of government.
- Act as the Area Association representative on the UBCM Board of Directors.
- Provide direction to staff between Executive meetings.
- Ensure Executive input into the content of media releases.

First Vice President: Acts on behalf of the President in his/her absence. Sits as a table officer on the Executive Committee and on either the Finance or Governance Committees, subject to their interest and experience.

Second Vice President: Acts on behalf of the President in the absence of the Vice-President. Sits as a table officer on the Executive Committee and on either the Finance or Governance Committees, subject to their interest and experience.

Regional Representative: In addition to the general requirements, the Regional Representative is responsible for the following:

- Providing a conduit between the membership (municipal councils and regional boards) and the Executive by reporting out to the members within their area and by bringing the concerns of these members to the Board table.
- Bringing the perspective of the members within the region to the Board table.
- With the approval of the President, may be asked to speak on behalf of the Association to the members, media, public, or other levels of government.

A Note about Regional Representatives:

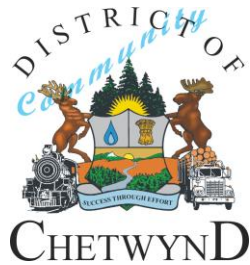
In regards to the NCLGA **Regional Representative** positions, our bylaws were revised in 2011 and under the revised bylaw Regional Representatives shall be ***appointed*** by their respective Regional District or Regional Municipality. NCLGA requests that the names of these appointees be submitted by March 27, 2020.

Regional Representative Appointee Nominations for Executive Positions:

NCLGA accepts nominations for Regional Representative Appointees who would like to run for any of the Table Officer positions or Director at Large positions. If a Regional District chooses to nominate their appointee for one of the other Executive Positions, they should appoint a **substitute representative** and notify NCLGA of their choice prior to our AGM in May.

In the event that the Regional Representative is successfully elected to a Table Officer or Director at Large position, the substitute appointee will automatically step into the position.

Please note: Only those nominated for executive positions by the deadline for advance nominations will have their biography and photograph included in the Annual Report Book.



February 24, 2020

Mayor and Council
District of Hudson's Hope
Box 330
Hudson's Hope, BC
V0C 1V0

Re: 2020 Northeast British Columbia Community Coal & Energy Forum

Dear Mayor and Council:

This is your personal invitation to attend the 15th Annual Northeast British Columbia Community Coal & Energy Forum to be hosted by the District of Chetwynd and the District of Tumbler Ridge in Chetwynd, BC on September 9th and 10th, 2020.

The Coal Forum tours and reception will be held September 9th, and September 10th will be a full day discussing energy, coal mining industry and related topics including the regulatory environment, community impacts, markets, industry opportunities, transportation and careers.

Your attendance at this Forum is important to local government and industries in our area and we sincerely hope you can attend; we look forward to hearing from you soon. Please contact Ellen McAvany at (250) 401-4113 or email emcavany@gochetwynd.com with requests.

Allen Courtoreille, Mayor
District of Chetwynd

Keith Bertrand, Mayor
District of Tumbler Ridge



Northeast British Columbia
COAL & ENERGY FORUM

C2

TC Energy
450 - 1 Street S.W. Calgary, AB
Canada, T2P 5H1
Tel: 403-920-7370 Fax: 403-920-2334
princerupertgas@transcanada.com



March 2, 2020

District of Hudson's Hope
Box 330, 9904 Dudley Drive
Hudson's Hope, BC V0C 1V0
cao@hudsonshope.ca

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)

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 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 community of Hudson's Hope, BC. to the proposed Pacific Northwest LNG liquefied natural gas export facility on Lelu Island, near Port Edward, BC. The current permit approval will expire on June 17, 2020, 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:

Tammy Dickson – Project Coordinator (Land)

Email: tammy.dickson@roynorthern.com

Sheri Wannamaker – Senior Land Rep

Email: sheri_wannamaker@tcenergy.com

Roy Northern Land & Environmental

Phone: 250-261-2300

Prince Rupert Gas Transmission Limited Partnership

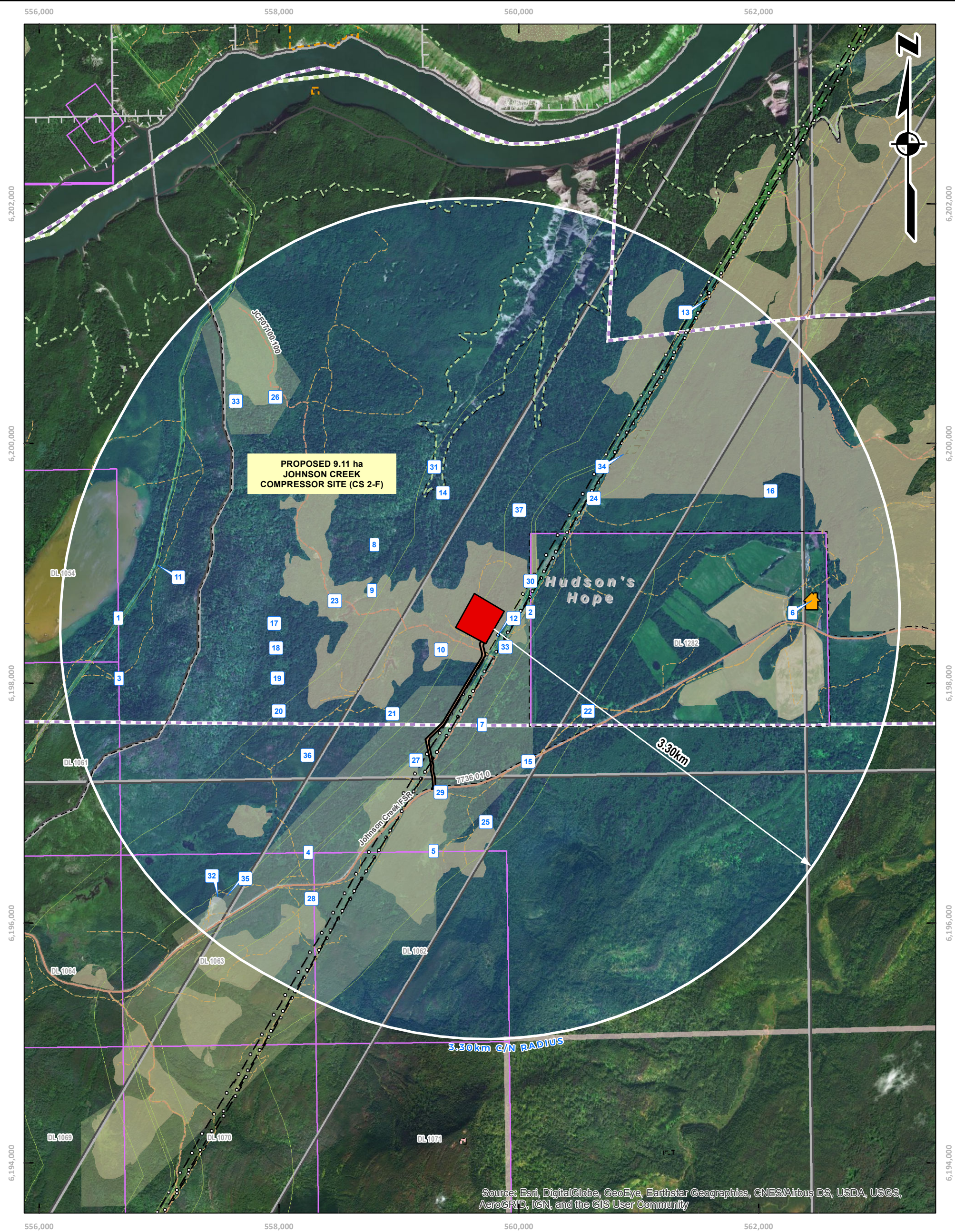
Phone: 403-920-3767

Sincerely,

A handwritten signature in blue ink, appearing to read "Wannamaker", with a stylized flourish at the end.

Sheri Wannamaker

C3



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

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

TransCanada
In business to deliver

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**

0 375 750 1,500 2,250 3,000 m

SCALE 1:30,000
(NAD 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.

wsp

WSP FILE NO.: 130402CM17R7_SK17R4.mxd

B.C.G.S.: 930.100

REF. NO.: 130402SK17R4

JOB NO.: 010042349	REVISION 7
DATE: Feb. 13, 2020	
DRAWN BY: LLW	
CHECKED BY: [Signature]	
Page 202 of 249	
IMAGE: 2010	

The two concrete totems that stand at each end of the Peace River Bridge were created by the late, world class sculptor, Gerhard Class. Class was born in Germany and studied in Strasbourg, Karlsruhe and Wundiedel, Germany. He came to Canada in 1951 and taught sculpturing at the Emily Carr Institute of Art (then the Vancouver School of Art) and at the University of British Columbia.

During his career Mr. Class won many international competitions. His work can be viewed publicly at UNBC in front of the Music Building (a tuning fork), the Vancouver Art Gallery, Art Gallery of Greater Victoria-collections, the East Asiatic Building, Vancouver and Victoria Centennial Museum and Archives Building and Victory Square, Vancouver. His work is also housed in private collections around the world and at each end of the Peace River Bridge just outside of Hudson's Hope.

“Specific Subject Matter”



and stand twenty feet high. The work was done partly on site and partly in Mr. Class' studio. Class was chosen by the bridge architect who requested that Class deal with “specific subject matter”.

The Peace River Bridge installation was a commission completed in October 1964. The two totems are built of concrete



The subject matter is depicted in reliefs that commemorate historic events of the Peace River such as Alexander Mackenzie's trek, Hudson's Hope, the Pine Pass, Twelve Foot Davis, Prince George Railway, First Nations, local wildlife plus other themes not shown in this brochure.

There is also a cenotaph at the site with information about the bridge designers.



Constraints

Class' endeavour was constrained by a limited budget and the fall weather. As concrete was the medium used and because it was cast in October the sculptures had to be protected until the concrete cured. In his words, "I would have liked a bigger budget to increase the size of the sculpture for a better relationship of scale between the bridge (uprights) and the work".

In past decades the sculptures have been featured in various promotional print media and there is a painting by a local artist, hanging in the offices of the Peace River Regional District, of the sculpture that stands on the Hudson's Hope side.



Hudson's Hope is very fortunate to have this world class artwork within its boundaries.



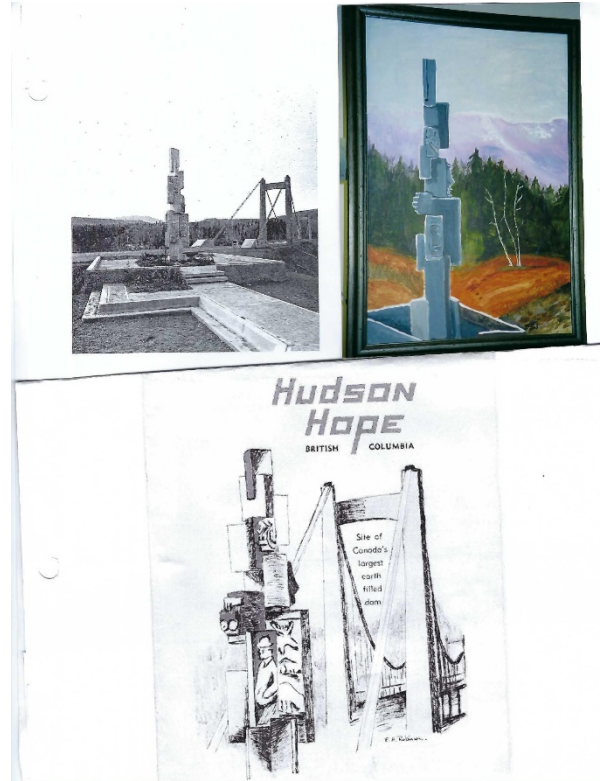
Concrete Totems

by

Gerhard Class

(1924 – 1997)

Peace River Bridge
Hudson's Hope
British Columbia



In May of 2005 The Arts and Cultural Society on the Edge entered into an agreement with the District of Hudson's Hope, with the blessing of MOTI, to install brass plaques on the statues to commemorate the works.
(Documentation upon request)

Many years have gone by and one of the plaques is missing. I have contacted MOTI to see if they have it but they don't, although I believe they have one of the cement motifs.

I would like to request that council consider replacing the missing plaque. The original cost was approx. \$255 approx. for one. An estimate from a Canadian company, www.watsonsengraving.com, \$235 + hst plus \$35 shipping so the cost is not too much more than the original.

Respectfully submitted,

Councillor Patricia Markin

Highlights

Director's Report: Total 2019

There has been a steady increase in our daily patron rate. The annual average was 23.0 patrons per day, up from 2018 which was 20.0. The first half of the year the average was 21.9 patrons per day, the remainder of the year was 24.4. Patron numbers really picked up in the last quarter as we saw an average of 27.6 patrons per day. Programs have brought in more people per session compared to 2018. In 2019 we averaged 9.2 patrons per session while in 2018 there were 6.5 per session.

Circulation- Sitka Results	Monthly	1 year ago
Adult Fiction	1222	1249
Adult Non-fiction	966	943
Adult Paperbacks	508	539
Adult Room	1257	1000
Audio Books	34	31
Book Club Sets BCC	523	476
Junior Fiction	388	458
Junior Non-fiction	346	249
Junior Paperback	482	575
Junior Room	107	152
Kids Room	2041	2191
Reference	4	6
Stacks HH	4	10
YA Room	572	547
Stacks	569	171
Sitka ILL	595	515
Total	9618	9112

Patron Statistics		
Internet Users:		538
New Members:		65
BC One Card	items=41 cards=2	43
Patrons:		6106
Tot. Prog. sessions	198 attendees	1815
StoryTime	sessions 33	307
Library Club	34	445
Tween Club	34	77
Teen Club	34	447
Lego Club	28	40
Author	2	61
Kids ProD Camps	6	54
Summer Reading Clubs	21	125
Other programs	6	259
Materials processed: collection additions		1321
Zinio Magazines		93
RBDigital ebooks eaudiobooks		33
Library to Go	Loans	547
Library to Go	Titles	404
Library to Go	current waiting list	52
Library to Go	average days wait	46
historical average days to wait		
Reference transactions; Helping Hands		37
Computer reference transactions		31
Phone/Email/text reference transactions		31

Adult	225
97.84%	5.98%
YA	25
102.44%	4.57%
Children	-150
94.25%	-6.85%
125.70%	
109.68%	
109.87%	
84.72%	
138.96%	
83.83%	
70.39%	
93.15%	
66.67%	
40.00%	
104.57%	
332.75%	
115.53%	
105.55%	
Misc.	517
43.89%	
YP	-111
-7.74%	

9.2

Year to date - loans	
2018	2019
9112	9618
difference	5.55%

Average Monthly Circ:	
2018	2019
759	802
difference	5.55%

Revenue:	
Fines	\$604.65
Photocopy	\$460.40
Sales	\$423.30
Fax	\$125.00
Damaged	\$137.15
Donations	\$830.32
Deposit	\$80.00
Deposit R	\$40.00
Coffee	\$4.00
Out of Jail	\$140.00
Book Sale	\$210.08
Total Op Rev	\$3,054.90
Grants	\$20,757.16

Interlibrary loans:		requested
Borrower	244	364
Lender	801	1024
S. Borrow	595	
Sitka Lend	2138	
Book Club	2810	
Total	6588	
Last Year	5917	
difference	111.34%	

C5

SUB-ACCOUNTS

Oct-19

Fund Raising

Chequing/Savings

Inter fund control account	184.44		
Petty cash			
Gst receivable			
NPS&CU savings	6,224.82	Savings	6,224.82
Retained Earnings	5,156.68		
REVENUE:	Actual		
Bank interest	28.74		
Donations	50.00		
Fund Raising	2,083.84		
Miscellaneous income			
Other income			
Total Revenue Fund Raising	2,162.58		
EXPENSES:			
Advertising & Promotion			
Refundable Expenses			
Bank adjustment			
Bank Charges			
Fund Raising Expense	992.55		
Furniture Expense	60.00		
Miscellaneous	226.33		
Total Expenses Fund Raising	1,278.88		0.00
		Total	6,224.82
Net Income/Loss	883.70		

LITERACY GRANT

Inter fund control account	31.25		
GST Receivable			
NPS&CU Savings	3,482.69	Savings	3,482.69
Retained Earnings	3,611.92		
Revenue Literacy Grant			
Literacy Grant			
Interest income	12.57		
Other Income			
Total Revenue Literacy Grant	12.57		
EXPENSES:			
Bank Charges			
Collections Expense	140.00		
Computer Expense			
Miscellaneous Expense			
Programs Expense	33.05		
Promotions Expense			
Staff Expense			
Supplies Expense			
Wages			
Total Expenses Literacy Grant	173.05		0.00
		Total	3,482.69
Net Income/Loss	-160.48		

Book sale for patron LL	1,037.53		November 22/19
Book sale for patrons		49.95	November 30/19
YA canteen		153.25	December 31/19
Book Sale for patrons	42.25	42.70	December 31/19
Total Miscellaneous expense/revenue	3,287.24	4,124.08	

Hudson's Hope Public Library
Income Statment (Cash Basis)
Comparison Statement of Actual to Budget
Month End: December 31, 2019
Received Adjusted Budget Original Budget

OPERATING REVENUE

Law matters Grant	2500.00	2500.00	
Municipal Grant	122,122.00	122,122.00	121,103.00
Provincial Book Grant	4,093.00	4,093.00	4,093.00
BC One Card Grant	6,350.00	6,350.00	6,350.00
LSB - ILL Grant	5,793.00	5,793.00	5,904.10
Book Club Administration	5,520.59	5,520.59	5,500.00
Equity Grant	1,571.00	1,571.00	1,571.00
Other Grants	15,925.00	15,925.00	
Interest Income	360.59	360.59	520.00
Nelf Subsidies	2,332.16	2,332.16	2,000.00
Operational Surplus 2018	5,984.91	5,984.91	
Subtotal Operating Revenue	172,552.25	172,552.25	147,041.10

Other Revenue

Book Club Revenue	650.00	650.00	500.00
Fines	604.65	604.65	900.00
Photocopy	460.40	460.40	900.00
Fax	125.00	125.00	600.00
Sales	423.30	423.30	850.00
Donations	830.32	830.32	1050.00
Deposits	80.00	80.00	
Misc. (tracked in sub-accounts)	4,124.08	4124.08	600.00
Lost & Damaged Books	137.15	137.15	100.00
Subtotal Other Revenue	7,434.90	7434.90	5500.00

TOTAL OPERATION REVENUE	179,987.15	179,987.15	152,541.10
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OPERATING EXPENSE

Personnel	Spent	Adjusted Budget	Original Budget
Director	44,630.79	44,729.28	43,044.00
Children's Programmer	6,725.27	6,730.34	16,279.20
Library Clerk/Bookkeeper	24,672.73	24,645.20	20,748.00
Custodian	2,683.84	2,694.00	4,228.25
Young Adult Programmer	22,709.39	22,699.54	17,768.80
Casual Employee	3,601.90	3,591.41	
Courier	1,996.80	1,996.80	1,996.80
Extra Hour Bank		904.86	4,301.38
EI Expense	2,382.05	2,811.84	2,811.84
CPP Expense	4,412.60	5,151.22	5,151.22
Medical expense	1,890.93	1,890.93	
WCB Expense	152.54	151.02	151.02
Staff Conferences & Meetings	510.00	375.00	0.00
Staff Travel	1,475.06	1,200.00	0.00
Staff Training	262.99	600.00	600.00
Nelf Subsidized	0.00	0.00	1,200.00
Total Personnel Expenses	118,106.89	120,171.44	118,280.51

Library Board

Board Conferences & Meetings

Hudson's Hope Public Library
Income Statment (Cash Basis)
Comparison Statement of Actual to Budget
Month End: December 31, 2019

Board Training	0.00	10.00	88.00
Library Memberships	312.28	300.00	300.00
Board Travel	0.00		
Nelf Subsidized	0.00	3.00	300.00
Total Library Board Expenses	312.28	313.00	688.00

Reading Materials	Spent	Adjusted Budget	Original Budget
Adult Books (Hard Cover)	1,559.95	1,536.88	1,496.88
Adult Paperbacks	439.95	527.76	527.76
Adult Non-Fiction	3,687.88	3,602.32	1,102.32
Adult DVD	422.81	394.57	343.08
Adult Audio Books	204.51	217.86	217.86
Processing & memberships	30.00	63.00	63.00
Easy Audiobooks	110.31	99.32	91.32
Easy Board Books	115.72	110.52	110.52
Easy Books	746.63	665.26	625.26
Easy DVD's	264.54	253.04	233.04
Periodicals / Magazines	684.00	750.00	750.00
Junior Fiction (HC)	374.30	320.56	280.56
Junior paperbacks	228.47	274.14	274.14
Junior Non-Fiction	342.75	351.92	351.92
Graphic Novels	405.76	364.40	284.40
Junior Audio Books	79.14	194.88	194.88
YA DVD	288.12	301.00	261.00
YA Fiction (HC)	662.13	586.24	586.24
YA Paperback	430.19	442.48	342.48
YA Audiobooks	146.59	229.86	229.86
Database Expense	1,827.36	1785.00	1785.00
Book Replacement	102.12	102.12	50.00
Total Reading Materials Expense	13,153.23	13,173.13	10,201.52

Administration	Spent	Adjusted Budget	Original Budget
Bank Adjustments		1.00	1.00
Book Club Expense	5,615.84	6,000.00	6,000.00
Office Supplies	2,696.56	2,700.00	2,700.00
Postage & Freight	3,372.20	3,200.00	3,200.00
Computer Supplies	201.01	250.00	250.00
Computer Software	933.04	1,760.00	1,760.00
Advertising & Promotion	169.65	200.00	200.00
Promotions-Books	43.82	50.00	50.00
Deposit returns	40.00		
Young Adult Programs	383.54	300.00	300.00
Children Programs	357.70	400.00	400.00
Summer Reading	294.21	300.00	300.00
Grade 1 books	65.73	100.00	100.00
Adult Programs	141.56	100.00	100.00
Author Presentations	250.00		
Custodial Expense	207.69	200.00	200.00
Accounting	3,250.00	2,800.00	2,800.00
Misc. (tracked in sub-accounts)	3,287.24	4,124.08	100.00
NELF Initiatives		250.00	250.00

Hudson's Hope Public Library
Income Statment (Cash Basis)
Comparison Statement of Actual to Budget
Month End: December 31, 2019

Technical Support	9,598.80	10,500.00	10,500.00
Bank Charges	98.23	300.00	300.00
Insurance	414.00	600.00	600.00
Website Expense	289.39	288.00	288.00
Total Administration Expense	31,710.21	34,423.08	30,399.00

Utilities

Electricity	3,172.49	2,277.00	2,277.00
Gas	1,524.87	1,812.50	1,812.50
Telephone & Fax	1,701.05	1,470.00	1,470.00
Total Utilities Expense	6,398.41	5,559.50	5,559.50

Other Grants

Other Grants Expense	3,846.29	3,846.29	
Other Grants total	3,846.29	3,846.29	

TOTAL OPERATION EXPENSE	173,527.31	177,486.44	165,329.54
--------------------------------	-------------------	-------------------	-------------------

		SURPLUS
<u>Chequing Accounts</u>	<u>Balance</u>	
Main Account Chequing #101	-	Miscellaneous
Platinum Plan Organization 200	87,298.84	
Platinum Plan Capital Reserve 201	12,022.31	Operational Reserve
Literacy Grant #202 Savings	3,485.97	Surplus to carry over
Fund Raising #203 Savings	6,307.99	
Building Grant #204 Savings	22,375.66	
Total Chequing	131,490.77	

Hudson's Hope Public Library
Income Statment (Cash Basis)
Comparison Statement of Actual to Budget
Month End: December 31, 2019

Difference

0.00	100%
0.00	100%
0.00	100%
0.00	100%
0.00	100%
0.00	100%
0.00	100%
0.00	100%
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0.00	100%

98.49	100%
5.07	100%
(27.53)	100%
10.16	100%
(9.85)	100%
(10.49)	0%
0.00	100%
904.86	0%
429.79	85%
738.62	86%
0.00	100%
(1.52)	101%
(135.00)	0%
(275.06)	0%
337.01	44%
0.00	0%
<hr/>	
2,064.55	98%

0.00 0%

Hudson's Hope Public Library
Income Statment (Cash Basis)
Comparison Statement of Actual to Budget
Month End: December 31, 2019

10.00	0%
(12.28)	104%
0.00	0%
3.00	0%
<hr/> 0.72	100%

(23.07)	102%
87.81	83%
(85.56)	102%
(28.24)	107%
13.35	94%
33.00	48%
(10.99)	111%
(5.20)	105%
(81.37)	112%
(11.50)	105%
66.00	91%
(53.74)	117%
45.67	83%
9.17	97%
(41.36)	111%
115.74	41%
12.88	96%
(75.89)	113%
12.29	97%
83.27	64%
(42.36)	102%
0.00	100%
<hr/> 19.90	100%

1.00	0%
384.16	94%
3.44	100%
(172.20)	105%
48.99	80%
826.96	53%
30.35	85%
6.18	88%
(40.00)	0%
(83.54)	128%
42.30	89%
5.79	98%
34.27	66%
(41.56)	142%
(250.00)	0%
(7.69)	104%
(450.00)	116%
836.84	80%
250.00	0%

Hudson's Hope Public Library
Income Statment (Cash Basis)
Comparison Statement of Actual to Budget
Month End: December 31, 2019

901.20	91%
201.77	33%
186.00	69%
(1.39)	100%
<hr/> 2,712.87	92%

(895.49)	139%
287.63	84%
(231.05)	116%
<hr/> (838.91)	115%

<hr/> 0.00
0.00

3,959.13	98%
----------	-----

<hr/> <hr/> 6,459.84

tracked in subaccounts

2,064.55
4,395.29



Ministry of
Education

Libraries Branch

MEMORANDUM

To: Tamara McLeod, Executive Director
Financial Management Branch
Ministry of Finance
Office of the Comptroller General,
PO Box 9413 Stn Prov Govt
Victoria BC V8W 9V1

Date: May 22, 2019

From: Amber Norton
Library Director
9905 Dudley Drive
PO Box 269
Hudson's Hope, BC
V0C1V0

Re: ***Financial Information Act Compliance Report***

I am pleased to provide this report on compliance with the *Financial Information Act* for those corporations with fiscal year ending 2018 for which the Ministry of Education is responsible. A copy of the Statement of Financial Information has been electronically forwarded to the Legislative Library.

As of the date of this memo, the following corporations have materially complied with the *Financial Information Act* and the *Financial Information Regulation*:

Hudson's Hope Public Library Association

The following corporations have not complied (please enter none if all corporations have complied):

none

For information regarding this report please contact:

Amber Norton

Sincerely,

A handwritten signature in blue ink, appearing to read "Amber Norton".

Amber Norton – Library Director

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2018

Documents are in the following order:

- 1) Table of Contents
- 2) Financial Information Act Submission Checklist
- 3) Board Approval Form
- 4) Management Report
- 5) Financial Statements
 - a. Statement of Revenue and Expenditures
 - b. Statement of Assets and Liabilities
- 6) Schedule of Debt
- 7) Schedule of Guarantee and Indemnity Agreements
- 8) Schedule of Remuneration and Expenses
- 9) Statement of Severance Agreements
- 10) Statement of Changes in Financial Position
- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2018

Due Date: May 15th, 2019

a)	<input checked="" type="checkbox"/>	Approval of Statement of Financial Information
b)	<input checked="" type="checkbox"/>	A Management Report signed and dated by the Library Board and Library Director
An operational statement including:		
c)	<input checked="" type="checkbox"/>	i) Statement of Income
	<input checked="" type="checkbox"/>	ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited ¹ financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited ¹ financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited ¹ financial statements) If there is no debt, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
f)	<input checked="" type="checkbox"/>	Schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. If no agreements, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
Schedule of Remuneration and Expenses, including:		
	<input checked="" type="checkbox"/>	i) An alphabetical list of employees (first and last names) earning over \$75,000
	<input checked="" type="checkbox"/>	ii) Total amount of expenses paid to or on behalf of each employee under 75,000
	<input checked="" type="checkbox"/>	iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
g)	<input checked="" type="checkbox"/>	iv) A list, by name and position, of Library Board Members with the amount of any remuneration paid to or on behalf of the member.
	<input checked="" type="checkbox"/>	v) The number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required.
Schedule of Payments for the Provision of Goods and Services including:		
h)	<input checked="" type="checkbox"/>	i) An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.

¹ Municipal Libraries and Regional Library Districts must provide audited financial statements as per the *Libraries Act* section 11(2) and 26(2) (a). Audited statements are not required for the SOFI but if available, please include them.

As per the *Libraries Act* section 40(3)(a) Public Library Associations must prepare annual financial statements in accordance with generally accepted accounting principles. This also applies to Library Federations.

Financial Information Regulation, Schedule 1

Checklist – Statement of Financial Information (SOFI)

For the Corporation:

Corporate Name: HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION Contact Name: AMBER NORTON
 Fiscal Year End: 2018 Phone Number: (250) 783-9714
 Date Submitted: May 23, 2019 E-mail: director.hhpl@pn's.ca

For the Ministry:

Ministry Name: _____ Reviewer: _____
 Date Received: _____ Deficiencies: Yes ☐ No ☐
 Date Reviewed: _____ Deficiencies Addressed: Yes ☐ No ☐
 Approved (SFO): _____ Further Action Taken: _____

Distribution: Legislative Library ☐ Ministry Retention ☐

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
General					
1 (1) (a)	Statement of assets and liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (b)	Operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (c)	Schedule of debts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (d)	Schedule of guarantee and indemnity agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (e)	Schedule of employee remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (f)	Schedule of suppliers of goods and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Statement of Assets & Liabilities					
2	<ul style="list-style-type: none"> A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and Show changes in equity and surplus or deficit due to operations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operational Statement					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> a Statement of Income or Statement of Revenue and Expenditures, and a Statement of Changes in Financial Position 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 (2) 3 (3)	<ul style="list-style-type: none"> The Statement of Changes in Financial Position may be omitted if it provides no additional information The omission must be explained in the notes 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule of Debts					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4 (3) 4 (4)	<ul style="list-style-type: none"> The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information The omission must be explained in a note to the schedule 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	#6 schedule of debt

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Guarantee and Indemnity Agreements					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (2)	State the entities involved, and the specific amount involved if known	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (3) 5 (4)	<ul style="list-style-type: none"> The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information The omission must be explained in a note to the schedule 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and the range of equivalent months' compensation for them (see Guidance Package for suggested format)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule of Suppliers of Goods or Services (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Inactive Corporations					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Approval of Financial Information					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at http://www.gov.bc.ca/cas/popt/)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Hudson's Hope Public Library Association</i>		FISCAL YEAR END (YYYY) December 31, 2018
LIBRARY ADDRESS PO Box 269		TELEPHONE NUMBER 250-783-9414
CITY Hudson's Hope	PROVINCE British Columbia	POSTAL CODE V0J 1V0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Lorna Winnicky		TELEPHONE NUMBER 250-783-9414
NAME OF THE LIBRARY DIRECTOR Amber Norton		TELEPHONE NUMBER 250-783-9414

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information of the year ended December 31, 2018 for Hudson's Hope Public Library Association as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED (DD-MM-YYYY)



23/05/19

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



23-05-2019

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2018

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

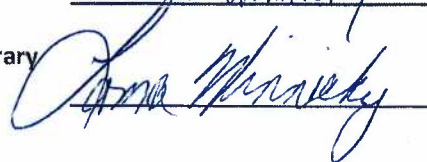
Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external accountants, KPMG LLP, compile our financial statements and income tax returns from the records that we provide. Their engagement includes the adjusting of errors that come to their attention, and questions, comments, and suggestions concerning our accounting systems and internal control.

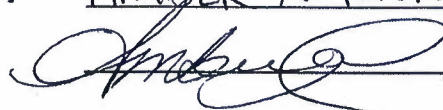
On behalf of Hudson's Hope Public Library Association

Name, Chairperson of the
Library Board [Print]
Signature,
Chairperson of the Library
Board

Lorna Wimicky


Date
(MM-DD-YYYY) 23-05-2019

Name,
Library Director [Print]
Signature,
Library Director

AMBER NORTON


Date
(MM-DD-YYYY) 23-05-2019

Consolidated Financial Statements of

**HUDSON'S HOPE PUBLIC
LIBRARY ASSOCIATION**

And Notice to Reader Report thereon

Year ended December 31, 2018
(Unaudited - see Notice to Reader)



KPMG LLP
177 Victoria Street, Suite 400
Prince George BC V2L 5R8
Canada
Tel 250-563-7151
Fax 250-563-5693

NOTICE TO READER

On the basis of information provided by management, we have compiled the consolidated statement of financial position of Hudson's Hope Public Library Association as at December 31, 2018 and the consolidated statements of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these consolidated financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these consolidated financial statements may not be appropriate for their purposes.

KPMG LLP

Chartered Professional Accountants

Prince George, Canada

May 14, 2019



KPMG LLP
177 Victoria Street, Suite 400
Prince George BC V2L 5R8
Canada
Tel 250-563-7151
Fax 250-563-5693

PRIVATE & CONFIDENTIAL

Ms Amber Norton
Hudson's Hope Public Library Association
Box 269 9905 Dudley Drive
Hudson's Hope, BC VOC 1V0

May 22, 2019

Dear Amber:

FINANCIAL STATEMENTS

We enclose a copy of the financial statements of Hudson's Hope Public Library Association (the "Charity") with our Notice to Reader, for the fiscal period ended December 31, 2018.

REGISTERED CHARITY INFORMATION RETURN

We enclose the following income tax return of Hudson's Hope Public Library Association (the "Charity") for the period ended December 31, 2018:

<input checked="" type="checkbox"/> T3010 Registered Charity Information Return

We have prepared the tax return based on our understanding of the information provided to us by the Charity and we recommend that you review the tax return to ensure that all of the relevant facts are properly disclosed. When you are satisfied that the tax return are in order, one copy of each return should be retained for your records (the copy stamped "Client Copy") and the remaining copies should be completed by an authorized signing officer of the Charity and filed as described below.

DUE DATE OF RETURNS AND PAYMENTS

All returns must be filed with the respective taxing authorities by the due date if late filing penalties are to be avoided.



Hudson's Hope Public Library Association
May 22, 2019

T3010 REGISTERED CHARITY INFORMATION RETURN FILING INSTRUCTIONS

Before mailing the return, ensure bar code labels are peeled off from the Registered Charity Basic Information Sheet (Form TF725) and attach them to the T3010 and any other schedule(s) as noted on the top right hand corner of the relevant forms.

Signature

 The certification section of page - should be completed and signed.

Mailing

 The Registered Charity Basic Information Sheet and one copy of the Form T3010 should be mailed to the Charities Directorate, Canada Revenue Agency, Ottawa ON K1A 0L5.

NOTICES OF ASSESSMENT

If the Charity receives a Notice of Assessment which does not agree with the return(s) prepared by us, please contact us so that we can determine whether any action should be taken. The Charity has 90 days from the date of mailing of the Assessment in which to object. Failure to respond within the prescribed time limit will cause the Charity to lose its right to object to the Assessment.

ATTACHMENTS

- A copy of the final trial balance and adjusting journal entries in order to update the accounting records.
- Selected financial records for the period ended December 31, 2018 which you provided to us are enclosed.

Should you have any questions or if we can be of any further assistance, please do not hesitate to contact us.

Yours truly,



Colleen Ballantyne, CPA, CMA
Senior Manager
250-614-4001

/mt
Enclosures

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Financial Position

December 31, 2018, with comparative information for 2017
(Unaudited - see Notice to Reader)

	2018	2017
Assets		
Current assets:		
Cash	\$ 111,387	\$ 107,261
Capital reserve cash	13,586	13,519
Sales tax receivable	1,234	1,180
	<u>126,207</u>	<u>121,960</u>
Tangible capital assets:		
Equipment	114,578	114,131
Furniture and fixtures	44,659	44,659
Library materials	359,486	380,183
	<u>518,723</u>	<u>538,973</u>
	<u>\$ 644,930</u>	<u>\$ 660,933</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 2,957	\$ 2,959
Net assets:		
Invested in tangible capital assets	532,309	552,492
Internally restricted	32,140	31,175
Unrestricted	77,524	74,307
	<u>641,973</u>	<u>657,974</u>
	<u>\$ 644,930</u>	<u>\$ 660,933</u>

See accompanying note to consolidated financial statements.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Operations

Year ended December 31, 2018, with comparative information for 2017
(Unaudited - see Notice to Reader)

	2018	2017
Revenue:		
Grant	\$ 155,127	\$ 140,631
Book club	7,669	7,505
Nelf Subsidies	479	1,679
Donations	877	11,200
Miscellaneous	2,621	4,371
Interest	352	589
Building fund	111	125
Capital fund	68	97
Fundraising	5,222	674
Literacy grant	34	17
	172,560	166,888
Expenditures:		
Advertising	221	604
Computer and website support	12,170	10,740
Insurance	600	600
Interest and bank charges	454	308
Library programs	999	1,614
Memberships	283	293
Nelf expenses	400	250
Office and general	11,588	11,257
Periodicals	641	703
Postage and freight	3,147	2,634
Professional fees	3,040	3,400
Reading materials	1,783	7,080
Salaries and benefits	116,027	117,217
Training	167	1,160
Travel	-	1,836
Utilities	5,071	5,261
Building fund	-	14
Capital fund	29,169	-
Fundraising	2,276	512
Literacy grant	525	10
	188,561	165,493
Excess (deficiency) of revenue over expenditures	\$ (16,001)	\$ 1,395

See accompanying note to consolidated financial statements.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Changes In Net Assets

Year ended December 31, 2018, with comparative information for 2017
(Unaudited - see Notice to Reader)

	Invested in Tangible Capital Assets	Unrestricted	Internally Restricted	Total 2018	Total 2017
Balance, beginning of year	\$ 552,492	\$ 74,307	\$ 31,175	\$ 657,974	\$ 656,579
Revenue over (under) expenditure for the year	(29,101)	10,534	2,566	(16,001)	1,395
Purchase of tangible capital assets	8,510	(8,510)	-	-	-
Transfers	408	1,193	(1,601)	-	-
Balance, end of year	\$ 532,309	\$ 77,524	\$ 32,140	\$ 641,973	\$ 657,974

Note

The recognition, measurement, presentation and disclosure principles in these financial statements may not be in accordance with the requirements of any of the financial reporting frameworks in the CPA Canada Handbook - Accounting.



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Registered Charity Information Return

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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.

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

Complete the following:

1. Charity name:

Hudson's Hope Public Library Association

2. Return for fiscal period ending:

Year Month Day

2018-12-31

3. BN/registration number:

118964774RR0001

4. Web address (if applicable):

A1 Was the charity in a subordinate position to a head body? **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 during 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:

Library services to the public.

New programs:

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Canada

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BN/registration number 118964774RR0001 Fiscal period end 2018-12-31

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations? 2000 ☐ Yes ☒ No
If yes, you must complete Form T1236, Qualified Donees Worksheet/Amounts provided to other organizations.

C4 Did the charity carry on, fur d, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? 2100 ☐ Yes ☒ No
If yes, you must complete Schedule 2, Activities outside Canada.

C5 Political activities

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A political activity is any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

(a) Did the charity carry on any political activities during the fiscal period, including making gifts to qualified donees that were intended for political activities? 2400 ☐ Yes ☒ No
If yes, you must complete Schedule 7, Political activities, Tables 1 and 2.
(b) Total amount spent by the charity on these political activities. 5030 \$
(c) Of the amount at line 5030, the total amount of gifts made to qualified donees. 5031 \$
(d) Total amount received from outside Canada that was directed to be spent on political activities. 5032 \$
If you entered an amount on line 5032 you must complete Schedule 7, Political activities, Table 3.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

2500 <input type="checkbox"/> Advertisements/print/radio/TV commercials	2570 <input checked="" type="checkbox"/> Sales	2620 <input type="checkbox"/> Telephone/TV solicitations
2510 <input type="checkbox"/> Auctions	2575 <input type="checkbox"/> Internet	2630 <input type="checkbox"/> Tournament/sporting events
2530 <input type="checkbox"/> Collection plate/boxes	2580 <input checked="" type="checkbox"/> Mail campaigns	2640 <input type="checkbox"/> Cause-related marketing
2540 <input type="checkbox"/> Door-to-door solicitation	2590 <input type="checkbox"/> Planned-giving programs	2650 <input type="checkbox"/> Other
2550 <input type="checkbox"/> Draws/lotteries	2600 <input checked="" type="checkbox"/> Targeted corporate donations/sponsorships	2660 Specify: _____
2560 <input checked="" type="checkbox"/> Fundraising dinners/galas/concerts	2610 <input type="checkbox"/> Targeted contacts	

C7 Did the charity pay external fundraisers? 2700 ☐ Yes ☒ No
If yes, you must complete the following lines, and complete Schedule 4, Confidential data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. 5450 \$
(b) Enter the amounts paid to and/or retained by the fundraisers. 5460 \$
(c) Select the method of payment to the fundraiser:
2730 ☐ Commissions 2750 ☐ Finder's fee 2770 ☐ Honoraria
2740 ☐ Bonuses 2760 ☐ Set fee for services 2780 ☐ Other
2790 Specify: _____

(d) Did the fundraiser issue tax receipts on behalf of the charity? 2800 ☐ Yes ☒ No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? 3200 ☐ Yes ☒ No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? 3400 ☒ Yes ☐ No
If yes, you must complete Schedule 3, Compensation.

C10 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada and was not any of the following: 3900 ☐ Yes ☒ No
• a Canadian citizen, nor
• employed in Canada, nor
• carrying on a business in Canada, nor
• a person having disposed of taxable Canadian property?

If yes, you must complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.

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- C11** Did the charity receive any non-cash gifts for which it issued tax receipts? **4000** ☐ Yes ☒ No
If yes, you must complete Schedule 5, Non-cash gifts.
- C12** Did the charity acquire a non-qualifying security? **5800** ☐ Yes ☒ No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) **5810** ☐ Yes ☒ No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? **5820** ☐ Yes ☒ No
- C15** Did the charity have direct partnership holdings at any time during the fiscal period? **5830** ☐ Yes ☒ No

Section D: Financial information

Fill out either Section D or Schedule 6, Detailed financial information.

If any of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
(b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
(c) The charity had permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

- D1** Was the financial information reported below prepared on an accrual or cash basis? **4020** ☐ Accrual ☐ Cash

D2 Summary of financial position:

Using the charity's own financial statements, enter the following:

Did the charity own land and/or buildings? **4050** ☐ Yes ☐ No

Total assets (including land and buildings) **4200** \$

Total liabilities **4350** \$

Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? **4400** ☐ Yes ☐ No

D3 Revenue:

Did the charity issue tax receipts for gifts? **4490** ☐ Yes ☐ No

If yes, enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts **4500** \$

Total amount of 10 year gifts received **4505** \$

Total amount received from other registered charities **4510** \$

Total other gifts received for which a tax receipt was not issued by the charity
(excluding amounts at lines 4575 and 4630) **4530** \$

Did the charity receive any revenue from any level of government in Canada? **4565** ☐ Yes ☐ No

If yes, total amount received **4570** \$

Total tax-receipted revenue from all sources outside of Canada
(government and non-government) **4571** \$

Total non tax-receipted revenue from all sources outside of Canada (government and non-government) **4575** \$

Total non tax-receipted revenue from fundraising **4630** \$

Total revenue from sale of goods and services (except to any level of government in Canada) **4640** \$

Other revenue not already included in the amounts above **4650** \$

Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650) **4700** \$

D4 Expenditures:

Professional and consulting fees **4860** \$

Travel and vehicle expenses **4810** \$

All other expenditures not already included in the amounts above (excluding gifts to qualified donees) **4920** \$

Total expenditures (excluding gifts to qualified donees) (add lines 4860, 4810, and 4920) **4950** \$

Of the amount at line 4950:

(a) Total expenditures on charitable activities **5000** \$

(b) Total expenditures on management and administration **5010** \$

Total amount of gifts made to all qualified donees **5050** \$

Total expenditures (add lines 4950 and 5050) **5100** \$

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BN/registration number 118964774RR0001 Fiscal period end 2018-12-31

Section E: Certification

This return must be signed by a person who has authority to sign on behalf of the charity. It is a serious offence under the Income Tax Act to provide false or deceptive information.

I certify that the information given on this annual return, the basic information sheet, and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print):

Norton, Amber

Position in charity:

Library Director

Signature:



Date:

2019-05-22

Telephone number:

(250) 783-9414

Section F: Confidential data

F1 Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	9905 Dudley Drive PO Box 269	9905 Dudley Drive
City	Hudson's Hope	Hudson's Hope
Province or territory and postal code	BC V0C 1V0	BC V0C 1V0

F2 Name and address of individual who completed this return.

Name:

Company name (if applicable):

KPMG LLP

Complete street address:

Suite 400, 177 Victoria Street

City, province or territory, and postal code:

Prince George BC V2L5R8

Telephone number:

(250) 563-7151

Is this the same individual who certified in Section E?

☐ Yes ☒ No

Privacy statement

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

Notification to directors and like officials: The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

☒ I confirm that I have read the Privacy statement above.

Checklist

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- Form TF725, Registered Charity Basic Information Sheet
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form RC232-WS, Director/Officer Worksheet and Ontario Corporations Information Act Annual Return, or Form RC232, Ontario Corporations Information Act Annual Return (if applicable)
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)

If financial statements are not included, the charity's registration may be revoked.

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Protected B when completed

BN/registration number 118964774RR0001 Fiscal period end 2018-12-31

Foundations

Schedule 1

- 1 Did the foundation acquire control of a corporation? 100 ☐ Yes ☐ No
- 2 Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities? 110 ☐ Yes ☐ No

For private foundations only:

- 3 Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment? 120 ☐ Yes ☐ No
- 4 Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period? 130 ☐ Yes ☐ No

If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet.

Activities outside Canada

Schedule 2

For more information go to canada.ca/charities-giving and see Guidance CG-002, Canadian registered charities carrying out activities outside Canada.

- 1 Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees 200 \$
- 2 Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding gifts to qualified donees)? 210 ☐ Yes ☐ No

If yes, provide details of the amounts reported in Question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:

Name of individual/organization	Enter the country code where the activities were carried out (see list at the end of Schedule 2)	Amount (\$) Show amounts to the nearest Canadian dollar

- 3 Using the list below, enter the country code where the charity itself carried on programs or devoted any of its resources.

--	--	--	--	--

- 4 Were any projects undertaken outside Canada funded by Global Affairs Canada 220 ☐ Yes ☐ No
- If yes, what was the total amount the charity spent under this arrangement? 230 \$
- 5 Were any of the charity's activities outside of Canada carried out by employees of the charity? 240 ☐ Yes ☐ No
- 6 Were any of the charity's activities outside of Canada carried out by volunteers of the charity? 250 ☐ Yes ☐ No
- 7 Did the charity export goods as part of its charitable activities? 260 ☐ Yes ☐ No

If yes, list the items exported, their value (in Canadian dollars), their destination and the country code.

Item exported	Value (CAN \$)	Destination (city/region)	Country code

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BN/registration number 118964774RR0001

Fiscal period end 2018-12-31

Country codes

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Colombia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

QS-Other countries in Africa
QR-Other countries in Asia and Oceania
QM-Other countries in Central and South America
QP-Other countries in Europe
QO-Other countries in the Middle East
QN-Other countries in North America

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BN/registration number 118964774RR0001 Fiscal period end 2018-12-31

Compensation

Schedule 3

1 (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. 300 1

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes, use numbers.

305 <input type="checkbox"/> \$1 – \$39,999	310 <input type="checkbox"/> 1 \$40,000 – \$79,999	315 <input type="checkbox"/> \$80,000 – \$119,999
320 <input type="checkbox"/> \$120,000 – \$159,999	325 <input type="checkbox"/> \$160,000 – \$199,999	330 <input type="checkbox"/> \$200,000 – \$249,999
335 <input type="checkbox"/> \$250,000 – \$299,999	340 <input type="checkbox"/> \$300,000 – \$349,999	345 <input type="checkbox"/> \$350,000 and over

2 (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. 370 8

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. 380 \$ 66,338

3 Total expenditure on all compensation in the fiscal period. 390 \$ 116,027

Confidential data

Schedule 4

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the chart below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Value (CAN \$)	Organization	Government	Individual
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-cash gifts

Schedule 5

1 Select all types of non-cash gifts received for which a tax receipt was issued:

500 <input type="checkbox"/> Artwork/wine/jewellery	525 <input type="checkbox"/> Ecological properties	550 <input type="checkbox"/> Publicly traded securities/ commodities/mutual funds
505 <input type="checkbox"/> Building materials	530 <input type="checkbox"/> Life insurance policies	555 <input type="checkbox"/> Books
510 <input type="checkbox"/> Clothing/furniture/food	535 <input type="checkbox"/> Medical equipment/supplies	560 <input type="checkbox"/> Other
515 <input type="checkbox"/> Vehicles	540 <input type="checkbox"/> Privately-held securities	565 Specify: _____
520 <input type="checkbox"/> Cultural properties	545 <input type="checkbox"/> Machinery/equipment/ computers/software	

2 Enter the total amount of tax-receipted non-cash gifts 580 \$ _____

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BN/registration number 118964774RR0001

Fiscal period end 2018-12-31

Detailed financial information

Schedule 6

Fill out this schedule if any of the following applies to the charity:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- (c) The charity has permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? 4020 ☒ Accrual ☐ Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:

Cash, bank accounts, and short-term investments 4100 \$ 124,973
 Amounts receivable from non-arm's length persons 4110 \$
 Amounts receivable from all others 4120 \$ 1,234
 Investments in non-arm's length persons 4130 \$
 Long-term investments 4140 \$
 Inventories 4150 \$
 Land and buildings in Canada 4155 \$
 Other capital assets in Canada 4160 \$ 518,723
 Capital assets outside Canada 4165 \$
 Accumulated amortization of capital assets 4166 \$
 Other assets 4170 \$
 10 year gifts 4180 \$

Liabilities:

Accounts payable and accrued liabilities 4300 \$ 2,957
 Deferred revenue 4310 \$
 Amounts owing to non-arm's length persons 4320 \$
 Other liabilities 4330 \$
 Total liabilities (add lines 4300 to 4330) 4350 \$ 2,957
 Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities 4250 \$

Total assets (add lines 4100 to 4170) 4200 \$ 644,930

Statement of operations

Revenue:

Total eligible amount of all gifts for which the charity has issued or will issue tax receipts 4500 \$ 1,507
 Total eligible amount of tax-receipted tuition fees 5610 \$
 Total amount of 10 year gifts received 4505 \$
 Total amount received from other registered charities 4510 \$
 Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630) 4530 \$
 Total revenue received from federal government 4540 \$
 Total revenue received from provincial/territorial governments 4550 \$ 10,443
 Total revenue received from municipal/regional governments 4560 \$ 119,904
 Total tax-receipted revenue from all sources outside of Canada (government and non-government) 4571 \$
 Total non tax-receipted revenue from all sources outside Canada (government and non-government) 4575 \$
 Total interest and investment income received or earned 4580 \$ 576
 Gross proceeds from disposition of assets 4590 \$
 Net proceeds from disposition of assets (show a negative amount with brackets) 4600 \$
 Gross income received from rental of land and/or buildings 4610 \$
 Total non tax-receipted revenues received for memberships, dues and association fees 4620 \$
 Total non tax-receipted revenue from fundraising 4630 \$
 Total revenue from sale of goods and services (except to any level of government in Canada) 4640 \$
 Other revenue not already included in the amounts above 4650 \$ 40,130
 Specify type(s) of revenue included in the amount reported at 4650 4655
 Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650) 4700 \$ 172,560

Approval code: 13001

BN/registration number 118964774RR0001 Fiscal period end 2018-12-31

Expenditures:

Advertising and promotion	4800	\$	221
Travel and vehicle expenses	4810	\$	
Interest and bank charges	4820	\$	454
Licences, memberships, and dues	4830	\$	283
Office supplies and expenses	4840	\$	11,588
Occupancy costs	4850	\$	
Professional and consulting fees	4860	\$	3,040
Education and training for staff and volunteers	4870	\$	167
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	116,027
Fair market value of all donated goods used in charitable activities	4890	\$	
Purchased supplies and assets	4891	\$	1,783
Amortization of capitalized assets	4900	\$	
Research grants and scholarships as part of charitable activities	4910	\$	
All other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920	\$	54,998
Specify type(s) of expenditures included in the amount reported at 4920	4930		
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)	4950	\$	188,561

Of the amounts at lines 4950 and 5031 (reported at C5 Political activities (c)):

(a) Total expenditures on charitable activities	5000	\$	
(b) Total expenditures on management and administration	5010	\$	
(c) Total expenditures on fundraising	5020	\$	
(d) Total expenditures on political activities, inside or outside Canada, from question C5 (b)	5030	\$	
(e) Total other expenditures included in line 4950	5040	\$	
Total amount of gifts made to all qualified donees	5050	\$	
Total expenditures (add lines 4950 and 5050)	5100	\$	188,561

Other financial information

Permission to accumulate property:

Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds	5500	\$	
• Enter the amount disbursed for the fiscal period for the specified purpose	5510	\$	

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period

5750	\$	
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Property not used in charitable activities:

Enter the average value of property not used for charitable activities or administration during:

• The 24 months before the beginning of the fiscal period	5900	\$	
• The 24 months before the end of the fiscal period	5910	\$	

Protected B when completed

BN/registration number 118964774RR0001

Fiscal period end 2018-12-31

Political activities

Schedule 7

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A political activity is any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

- 1 Describe the charity's political activities, including gifts to qualified donees intended for political activities, and explain how these relate to its charitable purposes.

- 2 Identify the way the charity participated in or carried out political activities during the fiscal period.

		Resources used			
		Select all the boxes that apply			
		Staff	Volunteers	Financial	Property
Media releases and advertisements	700	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences, workshops, speeches, or lectures	701	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publications (printed or electronic)	702	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rallies, demonstrations, or public meetings	703	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Petitions, boycotts (calls to action)	704	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter writing campaign (printed or electronic)	705	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet (website, social media (Twitter, YouTube))	706	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gifts to qualified donees for political activities	707	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	708	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Funding from outside of Canada for political activities

- 3 If the charity entered an amount on line 5032, Question 5(d) in Section C, complete the table below. Enter the political activity that the funds were intended to support, the amount received from each country outside Canada, and the corresponding country code (using the codes provided in Schedule 2). For more information on how to complete this table, see Guide T4033.

Political activity	Amount	Country Code

Approval code: 13001

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2018

The Hudson's Hope Public Library Association has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2018

Hudson's Hope Public Library Association has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule of Remuneration and Expenses

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
 Fiscal Year Ended: December 31, 2018

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Board Members	\$	\$

Detailed Employees Exceeding \$75,000		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$	\$

Total Employees Equal to or Less Than \$75,000	\$109,146	\$66.82
Consolidated Total* (Sum of column)	\$	\$
Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)	DO NOT USE	\$6,881

* A Reconciliation to the financial statements is required, and any variance must be explained.

* The Total Remuneration column and the Total Expenses Column **MUST REMAIN SEPARATE** throughout the form.

Reconciliation of Remuneration and Expenses

Total Remuneration		\$ 0
Reconciling Items		
	Item 1	\$ 0
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2018

There were no severance agreements made between Hudson's Hope Public Library Association and its non-unionized employees during fiscal year December 31, 2018.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2018

A Statement of Changes in Financial Position has not been prepared because this information is provided in the Financial Statements.

Schedule of Payments Made For the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
 Fiscal Year Ended: December 31, 2018

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$
Total (Suppliers where payments are \$25,000 or less)	\$81,046
Consolidated Total	\$

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 81,046
Reconciling Items		
	Wages and benefits	\$ 116,027
	Capital expenditures	(8,510)
	2017 Accounts payable	(2,959)
	2018 Accounts payable	2,957
Total Per Statement of Revenue and Expenditure		\$188,561
Variance*		\$ 0

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: March 4, 2020
SUBJECT: Notice of Closed Session – March 9, 2020

RECOMMENDATION:

***"THAT** Council move to a Closed Meeting for the purpose of discussing the following items:*

Community Charter Section 97 (1) (b):

(b) *all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public*

- Closed Meeting Minutes

Community Charter Section 90 (1) (e):

(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*

- Lucas Subdivision Marketing Report No. 3

ALTERNATIVE OPTIONS:

The Council may recess to a Closed Meeting to discuss whether the proposed agenda items properly belong in a Closed Meeting (*Community Charter* Section 90(1)(n)).

ADMINISTRATOR'S COMMENTS:



Chris Cvik, CAO



Jeanette McDougall,
Corporate Officer

ICSR1