



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, April 27, 2020

- 1. Call to Order:**
- 2. Delegations:** Ben Campbell, KPMG re 2019 Financials (*via Skype*)
- 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 April 14, 2020 Regular Council Meeting Minutes Page 1
- 7. Business Arising from the Minutes:**
- 8. Public Hearing:**
- 9. Staff Reports**

SR1	Financial Statements – 2019 (<i>via Skype with KPMG</i>)	Page 6
SR2	Development Variance Permit – Sign – Lucas Subdivision	Page 38
SR3	Manufactured Home Park – Rezoning	Page 49
SR4	Community Hall Leases	Page 70
SR5	Swimming Pool Operation – 2020 Season	Page 88
SR6	Saulteau First Nations – Letter of Support re Land Transfer	Page 90
SR7	Q1 2020 Quarterly Update	Page 93
SR8	CAO – Monthly Update	Page 105
SR9	Corporate – Monthly Update	Page 106
SR10	Public Works – Monthly Update	Page 107
SR11	Protective Services – Monthly Update	Page 111
- 10. Committee Meeting Reports:**

11. Bylaws:

- | | | |
|----|---|----------|
| B1 | Bylaw No. 917, 2020 – Five Year Financial Plan
(2020 – 2024) | Page 113 |
| B2 | Bylaw No. 918, 2020 – Tax Rates 2020 | Page 148 |

12. Correspondence:

- | | | |
|----|---|----------|
| C1 | Ministry of Municipal Affairs & Housing,
Ministry of Finance - New COVID19
Supports | Page 152 |
| C2 | Ministry of Municipal Affairs & Housing -
Municipal Campsites | Page 158 |

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

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

18. Adjournment



REGULAR COUNCIL MEETING
April 14, 2020
6:00 P.M.
COUNCIL CHAMBERS

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Pat Markin
Councillor Valerie Paice
Councillor Travous Quibell
Councillor Leigh Summer

Absent: Councillor Kelly Miller (*with notice*)
Youth Councillor Brenna Rice

Staff: CAO, Chris Cvik
Corporate Officer, Jeanette McDougall

1. CALL TO ORDER

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

2. DELEGATIONS - None

3. NOTICE OF NEW BUSINESS

Mayor's Additions: None
Councillor's Additions: None
CAO Additions: None

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 MARCH 23, 2020 REGULAR COUNCIL MINUTES

RESOLUTION NO. 071/20

M/S Councillors Gibbs / Paice

THAT the minutes of the March 23, 2020 Regular Council Meeting be adopted as presented.

CARRIED

M1

7. BUSINESS ARISING OUT OF THE MINUTES

M1 MARCH 23, 2020 REGULAR COUNCIL MINUTES

Page 1, D2: Daryl Johnson – Manufactured Home Park Rezoning

Staff will prepare a report to Council advising of the process involved for a rezoning application.

Page 4, SR9: Protective Services Monthly Report – March 2020

The Mayor advised that subsequent to March 23, 2020, the Province mandated all municipalities to setup Level 1 Emergency Operations Centres and the District has complied with this. The Provincial Health Officer has issued new guidelines pertaining to Bylaw Enforcement under the *Public Health Act*.

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 SWIMMING POOL FEES – DISABLED PERSONS RATE

RESOLUTION NO. 072/20

M/S Councillors Markin / Summer

THAT Council not approve the request for the addition of a reduction in the pool admission rate for disabled persons; and

THAT Administration communicate the above resolution to the resident who made the inquiry.

CARRIED

SR2 COMMUNITY HALL – JANITORIAL SERVICES

RESOLUTION NO. 073/20

M/S Councillors Gibbs / Quibell

THAT Council receives the Community Hall – Janitorial Services report for information.

CARRIED

10. COMMITTEE MEETING REPORTS

11. BYLAWS

B1 BYLAW NO. 907, 2020 – CEMETERY MANAGEMENT

RESOLUTION NO. 074/20

M/S Councillors Quibell / Summer

THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management be adopted as of April 14, 2020.

CARRIED

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

RESOLUTION NO. 075/20

M/S Councillors Gibbs / Markin

THAT the District of Hudson's Hope Bylaw No. 912, 2020 Road Closure – Beckman Road be adopted as of April 14, 2020.

CARRIED

B3 BYLAW NO. 916, 2020 – AMENDMENT TO BYLAW NO. 911, 2019, DA THOMAS ROAD CLOSURE

RESOLUTION NO. 076/20

M/S Councillors Quibell / Summer

THAT the District of Hudson's Hope Bylaw No. 916, 2020, Amendment to Bylaw No. 911, 2019 Road Closure – DA Thomas Road be adopted as of April 14, 2020.

CARRIED

12. CORRESPONDENCE

C1 PUBLIC FEEDBACK RE BYLAW NO. 916, 2020 – AMENDMENT – ROAD CLOSURE, DA THOMAS ROAD

Mayor Heiberg reviewed correspondence from Evelyn Edinger, and late correspondence from Bill Lindsay and Al Edgar. Administration confirmed that the District's legal counsel thoroughly reviewed the document and did not identify any areas of concern.

The Mayor will contact BC Hydro regarding removal of the guard rails and also regarding the availability of birch wood at Halfway River.

C2 COMMUNITY FUTURES - EMERGENCY LOAN APPLICATION INFORMATION
Received for Information.

C3 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION – BOARD HIGHLIGHTS
Received for Information.

C4 CANADA INFRASTRUCTURE PROGRAM GRANT – BEATTIE LIFT STATION
Received for Information. It was noted that this is the second grant application for Beattie Lift Station that has been rejected. There is one outstanding grant application for this project.

C5 WOUNDED WARRIORS DONATION REQUEST

RESOLUTION NO. 077/20

M/S Councillors Paice / Markin

THAT Council approve advertising in four (4) issues of the Wounded Warriors quarterly magazine for the Regular Business Card size for \$625.00 plus GST.

CARRIED

C6 PROCLAMATION – MULTIPLE SCLEROSIS AWARENESS MONTH

The Mayor proclaimed the month of May 2020 as “Multiple Sclerosis Awareness Month” and the Multiple Sclerosis flag will be flown in the District during May 2020.

C7 PROCLAMATION – PUBLIC WORKS WEEK – MAY 17-23, 2020

The Mayor proclaimed the week of May 17-23, 2020 as “Public Works Week”.

C8 COVID - TESTING NEEDED FOR FIRST RESPONDERS

Received for information.

**C9 HUDSON'S HOPE HEALTH CARE & HOUSING SOCIETY
– FUNDING APPROVAL**

The Mayor asked if Council members are interested in participating in an Ad Hoc Committee pertaining to this project that they contact him.

**C10 DOUBLE “H” SADDLE CLUB – PARTNERING REQUEST
RE GRANT APPLICATION**

Councillor Paice will contact the Double “H” Saddle Club regarding partnering with the River of the Peace Metis Society which will allow the Double “H” Saddle Club to apply for a grant from Farm Credit Canada.

C11 BC HYDRO – UPDATE RE SITE C & COVID9

Received for Information.

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

14. OLD BUSINESS

15. NEW BUSINESS

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

18. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 6:50 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-2020-34	Date: April 16, 2020
Meeting#: CM042720	Originator: Chris Cvik, CAO
RFD TITLE: 2019 Financial Statements	

RECOMMENDATION:

1. That Council accepts the Draft District of Hudson's Hope 2019 Financial Statements.
2. That Council accept the Draft Financial Statement as presented be approved as the 2019 Final financial Statements and the Chair and CAO be authorized to sign the 2019 District of Hudson's Hope Financial Statements.

***Note:** KPMG, the Auditor for the District of Hudson's Hope will be presenting the draft 2019 Financial Statements via the phone on April 27, 2019.

BACKGROUND:

In accordance with Section 167 – Annual Financial Statements in the Community Charter, the Audited Financial statements for the preceding year must be presented for Council approval prior to May 15.

167 (1) Municipal financial statements for a fiscal year must be

- (a) prepared by the financial officer, and
- (b) presented to council for its acceptance.

(2) Subject to subsection (3), the financial statements must be prepared in accordance with generally accepted accounting principles for local governments.

(3) The inspector may require or authorize, generally or for a specified municipality, that the financial statements vary from or include additional information to the requirements of subsection (2).

(4) By May 15 in each year, a municipality must submit to the inspector its audited financial statements for the preceding year and any other financial information requested by the inspector.

(5) In addition to any requirement under subsection (4), the financial officer must compile and supply information on the financial affairs of the municipality requested by the inspector.

DISCUSSION:

The Financial Statements are comprised of the following:

1. Statement of Financial Position
2. Statement of Operations and Accumulated Surplus
3. Statement of Changes in Net Assets
4. Statement of Cash Flow
5. Notes to the Financial Statements.

FINANCIAL CONSIDERATIONS: N/A

COMMUNICATIONS:

A copy of the Financial Statements will be posted on the District website.

ATTACHMENTS:

1. Draft 2019 District of Hudson's Hope Financial Statements.



Chris Cvik, CAO

Consolidated Financial Statements of



DISTRICT OF HUDSON'S HOPE

And Independent Auditors' Report thereon

Year ended December 31, 2019



HUDSON'S
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DISTRICT OF HUDSON'S HOPE

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**HUDSON'S
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MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

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

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

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

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

Mr. Chris Cvik
Chief Administrative Officer

Mrs. Rhonda Eastman
Deputy Treasurer





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INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of District of Hudson's Hope

Opinion

We have audited the consolidated financial statements of District of Hudson's Hope, (the "District") which comprise:

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2019 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"Auditors' Responsibilities for the Audit of the Financial Statements"** section of our auditors' report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

Responsibilities of Management and those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.



In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District to cease to continue as a going concern.



Page 3

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Prince George, Canada

April 27, 2020

Draft



**HUDSON'S
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Consolidated Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
Financial assets:		
Cash and cash equivalents (note 2)	\$ 6,067,135	\$ 5,416,404
Accounts receivable (note 3)	853,731	451,813
Deposit - Municipal Finance Authority	497	497
	<u>6,921,363</u>	<u>5,868,714</u>
Financial liabilities:		
Accounts payable and accrued liabilities (note 4)	391,163	301,942
Reserve - Municipal Finance Authority	497	497
Deferred revenue (note 5)	508,160	528,160
Debt, net of sinking funds (note 6)	8,821	11,538
	<u>908,641</u>	<u>842,137</u>
Net financial assets	6,012,722	5,026,577
Non-financial assets:		
Tangible capital assets (note 7)	21,363,090	21,208,775
Land held for resale	1,426,128	1,354,003
Prepaid expenses	17,738	78,843
Inventories	177,731	-
	<u>22,984,687</u>	<u>22,641,621</u>
Accumulated Surplus (note 8)	\$ 28,997,409	\$ 27,668,198

Commitments and contingencies (note 9)

See accompanying notes to consolidated financial statements.

Chief Administrative Officer

Mayor



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Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019	2018
Revenue:			
Net taxation revenue (note 11)	\$ 2,114,271	\$ 2,107,549	\$ 2,042,293
Grants in lieu of taxes	1,718,575	1,727,048	1,645,129
Sales of services and user charges (note 12)	1,726,258	726,890	589,984
Other revenue from own sources	144,525	152,580	159,296
Government transfers: (note 13)			
Provincial	740,116	2,066,503	1,496,816
Federal	97,849	195,835	193,450
Total revenue	6,541,594	6,976,405	6,126,968
Expenses:			
General government services and administration (note 14)	1,453,188	2,444,902	2,583,135
Protective services	309,277	259,475	276,214
Public works services	1,124,228	1,148,358	1,190,261
Environmental and public health services	167,064	132,765	176,631
Environmental development services	23,500	20,241	44,356
Recreation and cultural services	1,158,009	1,035,554	933,610
Planning, development and bylaw services	70,630	56,849	149,991
Water utility and sanitary sewer systems	1,208,193	549,050	524,436
Total expenses	5,514,089	5,647,194	5,878,634
Annual surplus	1,027,505	1,329,211	248,334
Accumulated surplus, beginning of year	27,668,198	27,668,198	27,419,864
Accumulated surplus, end of year	\$ 28,695,703	\$ 28,997,409	\$ 27,668,198

See accompanying notes to consolidated financial statements.



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Consolidated Statement of Change In Net Financial Assets

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019	2018
Annual surplus	\$ 1,027,505	\$ 1,329,211	\$ 248,334
Acquisition of tangible capital assets	(1,423,474)	(1,251,066)	(902,486)
Acquisition of land held for resale	-	(72,125)	-
Amortization of tangible capital assets	-	981,559	979,194
Loss on sale of tangible capital assets	-	30,458	535,293
Proceeds on sale of tangible capital assets	-	84,734	339,721
	(395,969)	1,102,771	1,200,056
Use of inventories	-	3,296	-
Acquisition of inventories	-	(181,027)	-
Use of prepaid expenses	-	78,843	(78,843)
Acquisition of prepaid expenses	-	(17,738)	-
Change in net financial assets	(395,969)	986,145	1,121,213
Net financial assets, beginning of year	5,026,577	5,026,577	3,905,364
Net financial assets, end of year	\$ 4,630,608	\$ 6,012,722	\$ 5,026,577

See accompanying notes to consolidated financial statements.



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Consolidated Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,329,211	\$ 248,334
Items not involving cash:		
Amortization of tangible capital assets	981,559	979,194
Loss on sale of capital assets	30,458	535,293
Changes in non-cash operating working capital:		
Accounts receivable	(401,918)	659,794
Inventories	(177,731)	-
Accounts payable and accrued liabilities	89,221	(326,842)
Prepaid expenses	61,105	(78,843)
Deferred revenue	(20,000)	-
	1,891,905	2,016,930
Capital activities:		
Proceeds on sale of tangible capital assets	84,734	339,721
Acquisition of tangible capital assets	(1,251,066)	(902,486)
Acquisition of land held for resale	(72,125)	-
	(1,238,457)	(562,765)
Financing activities:		
Repayment of long term debt	(2,717)	(2,613)
Increase in cash and cash equivalents	650,731	1,451,552
Cash and cash equivalents, beginning of year	5,416,404	3,964,852
Cash and cash equivalents, end of year	\$ 6,067,135	\$ 5,416,404

See accompanying notes to consolidated financial statements.



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Notes to Consolidated Financial Statements

Year ended December 31, 2019

Nature of operations:

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

1. Significant accounting policies:

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

(a) Basis of consolidation:

(i) Consolidated entities:

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

(ii) Accounting for Region and School Board Transactions:

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

(iii) Trust funds:

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



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Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(b) Basis of accounting:

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

(c) Revenue recognition:

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

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

(d) Investment income:

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

(e) Cash and cash equivalents:

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



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Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(f) Non-financial assets:

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

(i) Tangible capital assets:

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

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

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

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



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Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(f) Non-financial assets (continued):

(ii) Contributions to tangible capital assets:

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

(iii) Interest capitalization:

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

(iv) Land held for resale:

Land held for sale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.

(v) Inventories:

Inventories are valued at the lower of cost and replacement cost with cost determined using a moving average basis.

(g) Use of estimates:

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



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Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(h) Contaminated sites:

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

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

- i) an environmental standard exists;
- ii) contamination exceeds the environmental standard;
- iii) the organization is directly responsible or accepts responsibility for the liability;
- iv) future economic benefits will be given up, and
- v) a reasonable estimate of the liability can be made.

(i) Government transfers:

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the statements of operations as stipulations for liabilities are settled.

2. Cash and cash equivalents:

Cash and cash equivalents is comprised of cash balances and short-term investments held with the Northern Peace Savings and Credit Union as follows:

	2019	2018
Cash	\$ 3,647,629	\$ 3,126,311
Short-term investments	2,419,506	2,290,093
	<u>\$ 6,067,135</u>	<u>\$ 5,416,404</u>



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Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

3. Accounts receivable:

	2019	2018
Grants	\$ 644,214	\$ 251,634
Sales tax	63,230	32,331
Other	58,396	83,925
Taxes	87,891	83,923
	<u>\$ 853,731</u>	<u>\$ 451,813</u>

4. Accounts payable and accrued liabilities:

	2019	2018
Accounts payable - trade	\$ 214,910	\$ 130,915
Wages and related costs payable	176,253	169,910
Other	-	1,117
	<u>\$ 391,163</u>	<u>\$ 301,942</u>

5. Deferred revenue:

	2019	2018
Partnering relationship agreement	\$ 508,160	\$ 528,160



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

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

6. Debt, net of sinking funds:

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

	Purpose	Interest rate	Year of maturity	Debt	Sinking Fund Assets	Net debt 2019	Net debt 2019
General fund:							
711	Local improvements	4.60%	2022	\$ 14,161	\$ 5,340	\$ 8,821	\$ 11,538

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

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

	Total
2020	\$ 1,765
2021	1,765
2022	1,765
	5,295
Estimated sinking fund income	3,526
	\$ 8,821



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

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

6. Debt, net of sinking funds (continued):

(b) The District has the following un-issued loan authorization at December 31, 2019.

Bylaw Number	Date	Purpose	2018
711	January 15, 2008	12 mile road extension \$	45,742

(c) Sinking fund instalments are invested by the MFA and earn income which, together with principal payments, are expected to be sufficient to retire the sinking fund debt at maturity. For sinking fund agreements, the MFA has established either a normal sinking fund or a capital repayment equalization fund.

(d) The District has established a \$200,000 operating line of credit, which bears interest at prime and is secured by term deposits and accounts receivable. As at December 31, 2019 borrowing against the operating line of credit was nil (2018 - nil).

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

7. Tangible capital assets:

	2019						
	Land	Buildings and site improvements	Machinery and equipment	Engineering structures	Water infrastructure	Sanitary sewer infrastructure	Total
Cost:							
Balance, beginning of year	\$ 1,329,663	\$ 9,761,029	\$ 7,119,001	\$ 5,909,117	\$ 5,575,190	\$ 4,097,137	\$ 33,791,137
Additions	72,125	-	355,054	-	816,328	79,684	1,323,191
Disposals	(59,625)	-	(103,909)	-	-	-	(163,534)
Reclass for assets held for sale	(72,125)	-	-	-	-	-	(72,125)
Balance, end of year	1,270,038	9,761,029	7,370,146	5,909,117	6,391,518	4,176,821	34,878,669
Accumulated amortization:							
Balance, beginning of year	-	3,208,378	3,040,070	3,492,746	2,276,648	564,020	12,582,362
Amortization expense	-	231,319	390,729	132,607	118,638	108,266	981,559
Disposal	-	-	(48,342)	-	-	-	(48,342)
Balance, end of year	-	3,440,197	3,382,457	3,625,353	2,395,286	672,286	13,515,579
Net book value, end of year	\$ 1,270,038	\$ 6,320,832	\$ 3,987,689	\$ 2,283,764	\$ 3,996,232	\$ 3,504,535	\$ 21,363,090



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

7. Tangible capital assets (continued):

	2018						
	Land	Building and site improvements	Machinery and equipment	Engineering structures	Water infrastructure	Sanitary sewer infrastructure	Total
Cost:							
Balance, beginning of year	\$ 3,496,925	\$ 9,761,029	\$ 6,901,249	\$ 5,775,518	\$ 5,575,190	\$ 3,610,952	\$ 35,120,863
Additions	59,625	-	217,762	133,599	-	491,510	902,486
Disposals	(872,884)	-	-	-	-	(5,325)	(878,209)
Reclass for assets held for sale	(1,354,003)	-	-	-	-	-	(1,354,003)
Balance, end of year	1,329,663	9,761,029	7,119,001	5,909,117	5,575,190	4,097,137	33,791,137
Accumulated amortization:							
Balance, beginning of year	-	2,979,284	2,657,111	3,360,582	2,145,981	463,405	11,606,363
Amortization expense	-	229,594	382,959	132,164	130,667	103,809	979,193
Disposal	-	-	-	-	-	(3,198)	(3,194)
Balance, end of year	-	3,208,878	3,040,070	3,492,746	2,276,648	564,016	12,582,362
Net book value, end of year	\$ 1,329,663	\$ 6,552,151	\$ 4,078,931	\$ 2,416,371	\$ 3,298,542	\$ 3,533,121	\$ 21,208,775

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

8. Accumulated surplus:

	2019	2018
Surplus:		
Invested in tangible capital assets	\$ 21,363,090	\$ 21,208,775
General fund	4,479,208	3,469,147
Water utility fund	475,629	419,078
Sanitary sewer fund	326,790	555,887
	<u>26,644,717</u>	<u>25,652,887</u>
Reserves set aside by Council:		
Water utility fund:		
Unexpended funds:		
MFA debt reserve	146,325	142,858
MFA sinking fund surplus	75,612	73,821
	<u>221,937</u>	<u>216,678</u>
Reserve funds set aside for specific purposes by Council:		
Capital works, machinery and equipment	1,626,120	1,302,080
General, machinery and equipment office	90,032	-
Water capital works, machinery and equipment	72,740	214,043
Sewer capital works, machinery and equipment	61,897	35,047
Tax sale properties	219,238	217,462
Community hall	60,728	30,000
	<u>2,130,755</u>	<u>1,798,632</u>
	<u>\$ 28,997,409</u>	<u>\$ 27,668,198</u>



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

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

9. Commitments and contingencies:

- (a) The District is responsible, as a member of the Peace River Regional District, for its portion of any operating deficits or capital debt related to functions in which it participates. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.
- (b) The District issues debt instruments through the MFA. As a condition of these borrowings, the MFA requires that 1% of gross proceeds are deposited by the District into a debt reserve fund. The District is also required to execute demand notes in connection with each debenture whereby the District may be required to loan certain amounts to the MFA. These demand notes are contingent in nature and are not reflected in the accounts. The demand notes issued at December 31, 2019 aggregated \$1,385 (2018 - \$1,385).
- (c) The District and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly-trusted pension plan. The Board of Trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the Plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from the local governments.

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

The most recent valuation for the Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

9. Commitments and contingencies (continued):

- (c) The District paid \$144,595 (2018 - \$122,030) for employer contributions to the Plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

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

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

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

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

10. Trust fund:

The District maintains a cemetery perpetual care fund in accordance with the Cemeteries and Funeral Services Act. As at December 31, 2019, the trust fund balance for both the liability and its corresponding term deposit is \$17,837 (2018 - \$16,699).



**HUDSON'S
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PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

11. Net taxation revenue:

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

	2019	2018
Taxes collected:		
General purposes	\$ 2,109,443	\$ 2,048,391
Collections for other governments	3,178,870	3,147,640
	5,288,313	5,196,031
Less transfers to other governments:		
Province of British Columbia - school taxes	2,635,973	2,640,701
Peace River Regional District	179,654	151,129
Peace River Regional Hospital District	226,720	222,936
Royal Canadian Mounted Police	102,580	102,698
B.C. Assessment Authority	35,759	36,199
Municipal Finance Authority	78	75
	3,180,764	3,153,738
	\$ 2,107,549	\$ 2,042,293

12. Sales of services and user charges:

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

	2019	2018
Water utility	\$ 211,194	\$ 149,573
Sewer system	82,240	79,302
General government services	173,490	141,499
Planning, development and bylaw services	8,147	11,678
Environmental and public health services	94,108	74,636
Recreation and cultural services	157,711	133,296
	\$ 726,890	\$ 589,984

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

13. Government transfers:

	2019	2018
Revenue:		
Provincial grants:		
Stimulus	\$ 732,617	\$ 739,418
Canada Student Grant	4,144	-
Unconditional	-	23,795
CARLP grant	10,462	1,503
BC Hydro (tree program)	-	2,000
Northern Development Initiative Trust	15,599	40,338
Small Community grant	303,236	292,433
Tourism BC grant	11,007	10,000
Union of BC Municipalities	184,120	72,181
Atkinson subdivision grant	-	315,148
BC Hydro	805,318	-
	2,066,503	1,496,816
Federal grants:		
Gas tax	195,835	193,450
	\$ 2,262,338	\$ 1,690,266

14. General government services and administration:

The general government services and administration reported on the Consolidated Statement of Operations and Accumulated Surplus are as follows:

	2019	2018
Legislative	\$ 117,339	\$ 103,605
Grants in aid	37,663	14,715
General government services	2,237,503	2,406,368
ICBC	52,397	58,447
	\$ 2,444,902	\$ 2,583,135



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

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

15. Budget data:

The budget data presented in these consolidated financial statements is based upon the 2019 operating and capital budgets approved by Council on April 23, 2019. Amortization was not contemplated on development of the budget and, as such, has not been included. The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 7,491,864
Capital operations budget	1,423,474
Less:	
Transfers from other funds	(2,373,745)
	6,541,593
Expenses:	
Operating budget	7,491,864
Capital operations budget	1,423,474
Less:	
Transfers from other funds	(1,977,776)
Capital expenditures	(1,423,474)
	5,514,088
	\$ 1,027,505

16. Significant taxpayers:

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

17. Subsequent event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact. At this time, these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

18. Segmented information:

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

(i) General Government and Administration:

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

(ii) Protective Services:

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

(iii) Public Works Services:

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

(iv) Environmental and Public Health Services:

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

(v) Environmental Development Services:

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

(vi) Planning, Development and Bylaw Services:

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



**HUDSON'S
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PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

18. Segmented information: (continued):

(vii) Recreational and Cultural Services:

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

(viii) Water Utility and Sanitary Sewer Systems:

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

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

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



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

18. Segmented information: (continued):

	2019								
	General Government and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreational and Cultural Services	Water Utility and Sanitary Sewer System	Total
Revenue:									
Taxation	\$ 2,107,549	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,107,549
Government transfers	2,262,337	-	-	-	-	-	-	-	2,262,337
Grants in lieu	1,727,048	-	-	-	-	-	-	-	1,727,048
User charges	174,575	-	-	93,809	-	7,362	157,711	293,434	726,891
Other	152,580	-	-	-	-	-	-	-	152,580
Total revenues	6,424,089	-	-	93,809	-	7,362	157,711	293,434	6,978,405
Expenses:									
Salaries, wages and employee benefits	713,243	125,433	538,942	44,954	9,016	-	472,562	65,678	1,969,828
Operating	592,706	105,259	598,459	67,401	11,225	36,964	561,899	266,059	2,239,972
Legislature	117,339	-	-	-	-	3,131	-	-	120,470
Amortization	764,246	-	-	-	-	-	-	217,312	981,559
Interest	56,614	-	-	-	-	-	-	-	56,614
Insurance	76,705	5,403	10,957	-	-	358	1,093	-	94,516
Professional services	124,049	23,380	-	-	-	16,396	-	-	163,825
Garbage disposal	-	-	-	20,410	-	-	-	-	20,410
Total expenses	2,444,902	259,475	1,148,358	132,765	20,241	56,849	1,035,554	549,049	5,647,194
Annual surplus (deficit)	\$ 3,979,187	\$ (259,475)	\$ (1,148,358)	\$ (38,956)	\$ (20,241)	\$ (49,487)	\$ (877,843)	\$ (255,615)	\$ 1,329,211



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

18. Segmented information: (continued):

	2018								
	General Government and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning Development and Bylaw Services	Recreational and Cultural Services	Water Utility and Sanitary Sewer System	Total
Revenue:									
Taxation	\$ 2,042,293	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,042,293
Government transfers	1,690,266	-	-	-	-	-	-	-	1,690,266
Grants in lieu	1,645,129	-	-	-	-	-	-	-	1,645,129
User charges	141,499	-	-	74,636	-	11,678	133,296	228,875	589,984
Other	159,296	-	-	-	-	-	-	-	159,296
Total revenue	5,678,403			74,636		11,678	133,296	228,875	6,126,968
Expenses:									
Salaries, wages and employee benefits	769,380	88,468	582,937	70,548	36,725	93,011	434,911	143,920	2,219,900
Operating	872,501	151,261	502,204	55,560	7,631	53,136	498,424	155,632	2,296,349
Legislature	100,775	-	-	-	-	-	-	-	100,775
Amortization	754,310	-	-	-	-	-	-	224,884	979,194
Interest (recovery)	19,291	-	-	-	-	-	-	-	19,291
Insurance	16,006	5,235	105,120	-	-	1,862	275	-	128,498
Professional services	50,872	31,250	-	-	-	1,982	-	-	84,104
Garbage disposal	-	-	-	50,523	-	-	-	-	50,523
Total expenses	2,583,135	276,214	1,190,261	176,631	44,356	149,991	933,610	524,436	5,878,634
Annual surplus (deficit)	\$ 3,095,348	\$ (276,214)	\$ (1,190,261)	\$ (101,995)	\$ (44,356)	\$ (138,313)	\$ (800,314)	\$ (295,561)	\$ 248,334

REQUEST FOR DECISION

RFD#: CC-2020-31	Date: April 17, 2020
Meeting#: CM042720	Originator: Chris Cvik, CAO
RFD TITLE: Development Variance Permit (DVP) - District of Hudson's Hope	

RECOMMENDATION:

1. *THAT Council approves the Draft DVP – District of Hudson's Hope to continue to move forward on the basis it is unlikely to negatively affect adjacent property owners; and*
2. *THAT Council direct Administration to notify adjacent Neighbouring Properties and Submit the Referral to Government Agencies for review and comments; and*
3. *THAT Council direct Administration bring a final report back to Council for consideration.*

BACKGROUND:

Administration has budgeted \$2,500 towards the purchase and installation of a billboard sign that will be located at the Lucas Subdivision. The sign will show a map of the subdivision and show which lots have been sold and which are still available for purchase (see attached). The sign was ordered and has been delivered, and is waiting to be installed. The sign is 96" X 96".

The maximum size of a sign that is permitted under our Zoning Bylaw (No. 823, 2013) is 1 m² in any Residential (R Zone). This includes Lucas Subdivision which created R1b Zone: Low Density (Atkinson) through Bylaw 873, 2017.

DISCUSSION:

The District will need to apply for a Development Variance Permit (DVP) to vary our zoning bylaw to allow the sign to be installed at the Lucas Subdivision.

The sign will be located in the District Right-of-Way at the intersection of Dudley Drive and Stege Road located at the South East corner of Lot 27 Plan EPP77312 Section 13 Township 81 Range 26 Meridian Land District 44 (PID: 030-359-147).

The sign will be located far enough back from the road to not impact snow removal in the winter or obstruct the view for traffic.

FINANCIAL CONSIDERATIONS:

The \$400 DVP fee will be charged against Bylaw Development (01-18-1800-5304) and credited as Revenue under the Land Use Application Fees (01-18-1800-4316). The effect nets to zero.

COMMUNICATION: Notice to affected property owners and tenants

Under Section 499 of the *Community Charter*:

- (1) If a local government proposes to pass a resolution to issue a development variance permit, it must give notice in accordance with this section.
- (2) The notice must state the following:
 - (a) in general terms, the purpose of the proposed permit;
 - (b) the land or lands that are the subject of the proposed permit;
 - (c) the place where and the times and dates when copies of the proposed permit may be inspected.
- (3) The notice must be mailed or otherwise delivered at least 10 days before adoption of the resolution to issue the permit
 - (a) to the owners, as shown on the assessment roll as at the date of application for the permit, and
 - (b) to any tenants in occupation, as at the date of the mailing or delivery of the notice, of each parcel, any part of which is the subject of the permit or is within a distance specified by bylaw from that part of the land that is subject to the permit.
- (4) The obligation to give notice under this section is satisfied if the local government made a reasonable effort to mail or otherwise deliver the notice.

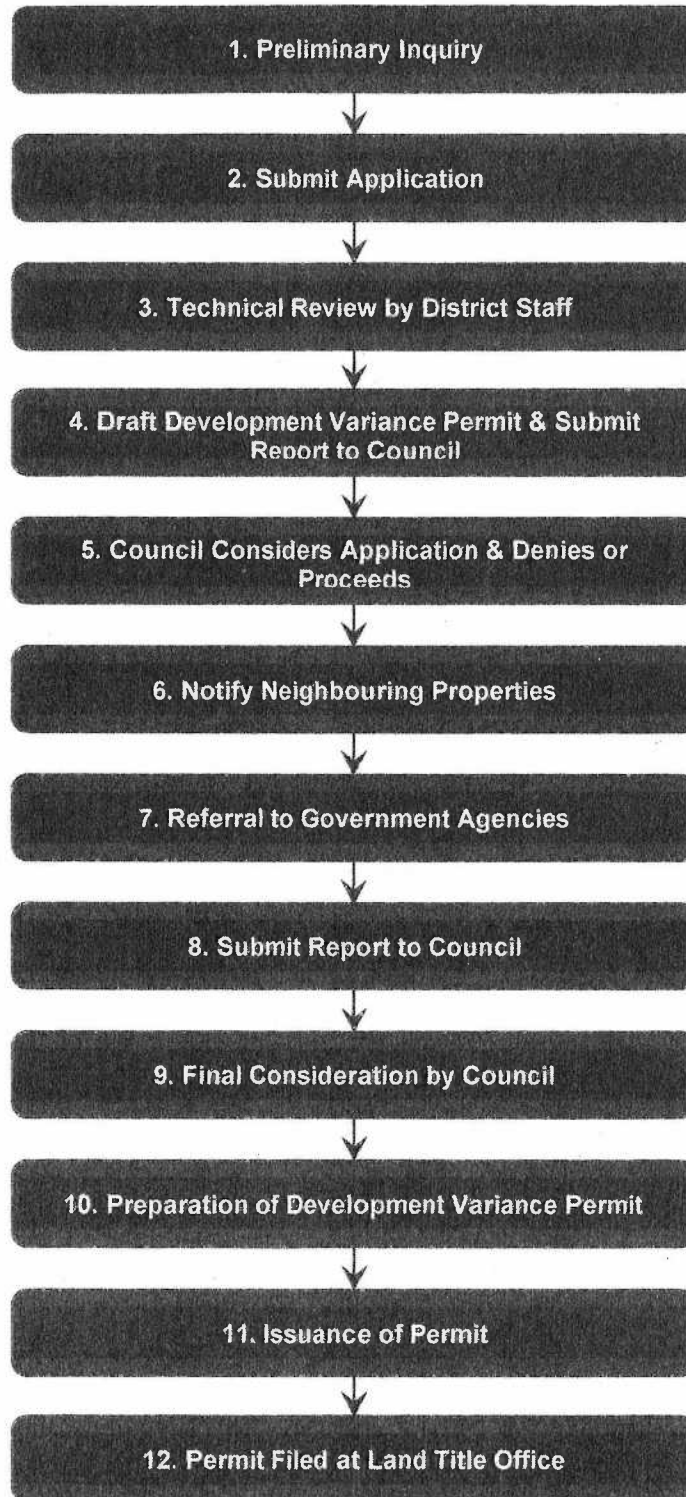
ATTACHMENTS:

1. Development Variance Permit Process Flow Chart
2. Zoning Bylaw No. 823, 2013 – Section 4.17 Signs and Notices (Page 22)
3. Draft of “96 X 96” Billboard Sign to be installed at the Lucas Subdivision.
4. Draft Development Variance Permit Application.
5. Draft Development Variance Permit No. 2020-01.
6. Draft letter to owners and tenants within 100 metre radius.
7. Draft Public Notice for DVP No. 2020-01.



Chris Cvik, CAO

Development Variance Permit Process (Flow-Chart)



- .5 The towing hitch must be removed within 30 days from the date that the manufactured home is placed on the foundation.

4.17 Signs and Notices

Signs and notices are permitted as follows:

- .1 The maximum number of signs is:
 - (a) one per parcel in all zones, except any C-zone; and
 - (b) two per parcel in any C-zone.
- .2 The maximum size of signs is as follows:
 - (a) In C-zones, signs combined must not exceed 4.7 m² or 1% of principal buildings floor area, whichever is greater.
 - (b) In all M-zones, signs must not exceed 4.7 m².
 - (c) In the OR zone, signs must not exceed 2 m².
- .3 In Rural and R-zones, one "for rent" or "for sale" sign is permitted provided that the sign:
 - (a) does not exceed 1 m² in an R-zone; and
 - (b) does not exceed 3 m² in any rural zone.
- .4 Where a day care centre is a permitted use, one sign not exceeding 3 m² in area is permitted to identify the enterprise on the parcel.
- .5 In any zone where there is a commercial kennel, one sign not exceeding 1 m² in area is permitted to identify the enterprise on the parcel.
- .6 In addition to the permitted signs described herein, directional signage is permitted in Rural zones and the Outdoor Recreation zone.



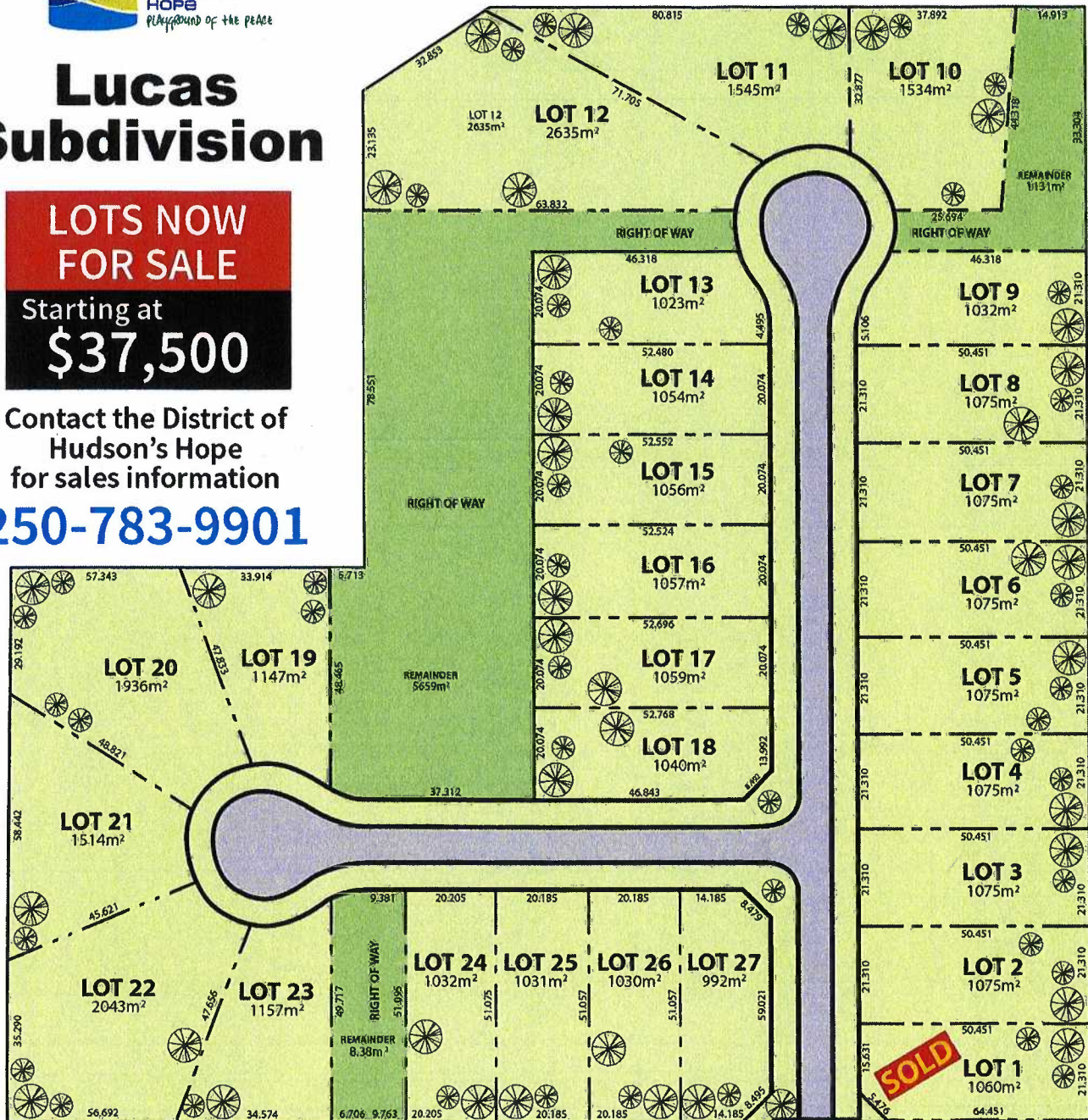
Lucas Subdivision

**LOTS NOW
FOR SALE**

Starting at
\$37,500

Contact the District of
Hudson's Hope
for sales information

250-783-9901



96"x96" on dibond



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

Box 330
9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

DEVELOPMENT VARIANCE PERMIT APPLICATION

IMPORTANT

- Incomplete applications will not be accepted

Applicant (please print)

Name: _____ District of Hudson's Hope _____
Address: _____ 9904 Dudley Drive _____ Postal Code: _____ V0C1V0 _____
Phone: _____ 250-783-9901 _____ Fax _____ 250-783-5741 _____ E-mail: _____ cao@hudsonshope.ca _____

Owner(s) (please print) – If different from Applicant

Name: _____
Address: _____ Postal Code: _____
Phone: _____ Fax _____ E-mail: _____

Property Description/ Address

Legal Description: Intersection of Dudley Drive and Stege Road located at the South East corner of Lot 27 Plan EPP77312 Section 13 Township 81 Range 26 Meridian Land District 44 (PID: 030-359-147).

Civic Address: _____ Southeast corner of Lot 27 Plan EPP77312 Section 13 Township 81 Range 26 Meridian Land District 44 (PID: 030-359-147) _____

Official Community Plan Map Designation: _____ Core Residential _____

Present Zoning: _____ R1b – Low Density - Bylaw 873, 2017 _____

Current Use of Property: _____ District of Hudson's Hope Right of Way _____

This information is collected for the administrative and/or operational functions of the District of Hudson's Hope as authorized by the Local Government Act. This information has been collected, and will be used and maintained, in accordance with the Freedom of Information and Protection of Privacy Act. Should you have any questions above, please contact the District Administrator at 250-783-9901.

Project Description/Proposed Development Variance(s)

The Development Variance(s) requested vary the provisions of the following District Bylaws:

District Bylaw	Variance Requested (Please Check)	Applicable Section(s)
Zoning	✓	
Manufactured Home Park		
Subdivision Servicing		

Detailed Description of Variance: (Site Plan Attached):

The DVP Application varies the regulation of the Zoning Bylaw 823, 2013 Section 4.17.3.

From: In Rural and R-zones, one "for rent" or "for sale" sign is permitted provided that the sign (a) does not exceed 1 m² in an R-zone.

To: In Rural and R-zones, one "for rent" or "for sale" sign is permitted provided that the sign (a) does not exceed 2.5 m² in an R-zone.

Increasing the size of the sign allows the District to install a 2.44 m² billboard size sign to assist with the marketing of vacant lots at the Lucas Subdivision.

Certification

I hereby certify that the information is true to the best of my knowledge

Signature of the Applicant

Date: _____

Authorization

(Required if applicant is not the registered owner)

Signature of the Owner

Date: _____

DVP SUBMISSION REQUIREMENTS

(please check either "Provided" or "Not Provided")	If "Not Provided" please explain	
	Provided	Not Provided
Application Fee		
Current State of Title Certificate		
Letter of Consent from the Owner (only required if the Applicant is not the Owner)		N/A
Site Plan		

FEE SCHEDULE

Development Variance Application Fee	\$400.00	
Total:		



DEVELOPMENT VARIANCE PERMIT NO. 2020-01

Pursuant to section 498 (1) of the *Community Charter*, the Council of the District of Hudson's Hope has, by resolution, issued a Development Variance Permit to:

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

(the "Permittee")

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the District of Hudson's Hope applicable thereto, except as specifically varied or supplemented by this Permit and it applies only to those lands owned by the Permittees within the District of Hudson's Hope and legally described as:

District of Hudson's Hope Right of Way at the Intersection of Dudley Drive and Stege Road located at the South East corner of Lot 27 Plan EPP77312 Section 13 Township 81 Range 26 Meridian Land District 44 (PID: 030-359-147).

(the "Lands")

2. The Development Variance Permit varies the regulation of the Zoning Bylaw 823, 2013 sections "section 4.17.3.

From: In Rural and R-zones, one "for rent" or "for sale" sign is permitted provided that the sign (a) does not exceed 1 m² in an R-zone.

To: In Rural and R-zones, one "for rent" or "for sale" sign is permitted provided that the sign (a) does not exceed 2.5 m² in an R-zone.

Increasing the size of the sign allows the District to install a 2.44 m² billboard size sign to assist with the marketing of vacant lots at the Lucas Subdivision.

3. This Permit is not a Building Permit.

Authorizing Resolution No. 01-20 was passed by the Council on the 25th day of May, 2020.

ISSUED THIS 25th DAY OF MAY, 2020.

Approving Officer,
DISTRICT OF HUDSON'S HOPE

(This Permit is issued in duplicate)

**LOCAL GOVERNMENT ACT
NOTICE OF PERMIT**

TO: Registrar
Land Title Office
11 – 8th Street #500
New Westminster, BC V3M 3N7

FROM: District of Hudson's Hope
9904 Dudley Drive
PO Box 330
Hudson's Hope, BC V0C1V0

TAKE NOTICE that the land described below is subject to a permit issued by the Council of the District of Hudson's Hope.

PARTICULARS OF PERMIT

Permit Description

- (a) Type of Permit: Development Variance Permit
- (b) Statutory Authority: Section 498 of the *Community Charter*

Legal Description of Land Affected:

District of Hudson's Hope Right of Way at the Intersection of Dudley Drive and Stege Road located at the South East corner of Lot 27 Plan EPP77312 Section 13 Township 81 Range 26 Meridian Land District 44 (PID: 030-359-147).

Issue Date: May 25, 2020

Expiry Date (if any): NOT APPLICABLE

FURTHER PARTICULARS OF THE PERMIT MAY BE OBTAINED FROM THE DISTRICT OF HUDSON'S HOPE

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, you are hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

USE THIS BOX ONLY FOR AN AMENDMENT TO A LAND USE CONTRACT BY WAY OF PERMIT UNDER s. 546 OF THE *LOCAL GOVERNMENT ACT*:

THIS NOTICE relates to the amendment of Land Use Contract No. _____, which is registered as a charge against the above described land.

PARTICULARS OF THE AMENDMENT MAY BE OBTAINED
FROM THE DISTRICT OF HUDSON'S HOPE.

Dated: May 25, 2020

DISTRICT OF HUDSON'S HOPE

by

Approving Officer



HUDSON'S
HOPE

PLAYGROUND OF THE PEACE

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

PO Box
Hudson's Hope, BC
V0C 1V0

Dear :

RE: Proposed Development Variance Permit No. 2020-01 Notice

NOTICE IS HEREBY GIVEN that a Development Variance Permit application will be discussed at the DISTRICT OF HUDSON'S HOPE COUNCIL CHAMBERS, 9904 Dudley Drive, on **Monday, May 25, 2020 at 6:00 p.m.** to allow the public to make verbal or written representation to Council with respect to the following proposed Development Variance Permit.

Owner: District of Hudson's Hope

Subject Property: District of Hudson's Hope Right of Way at the Intersection of Dudley Drive and Stege Road located at the South East corner of Lot 27 Plan EPP77312 Section 13 Township 81 Range 26 Meridian Land District 44 (PID: 030-359-147).

Application: The owner is requesting a variance from the "Zoning Bylaw No. 823, 2013" section 4.17.3(a)

From: In Rural and R-zones, one "for rent" or "for sale" sign is permitted provided that the sign (a) does not exceed 1 m² in an R-zone.

To: In Rural and R-zones, one "for rent" or "for sale" sign is permitted provided that the sign (a) does not exceed 2.5 m² in an R-zone.

Increasing the size of the sign allows the District to install a 2.44 m² billboard size sign to assist with the marketing of vacant lots within the Lucas Subdivision.

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.

Persons wishing to view the draft Development Variance Permit or requesting additional information may contact the municipal office from 8:30 a.m. to 4:30 p.m., Monday to Friday. Due to COVID-19, copies of the proposed documents will only be available electronically.

Regards,

Chris Cvik, CAO

PUBLIC NOTICE FOR PROPOSED

Development Variance Permit No. 2020-01

NOTICE IS HEREBY GIVEN that a Development Variance Permit application will be discussed at the DISTRICT OF HUDSON'S HOPE COUNCIL CHAMBERS, 9904 Dudley Drive, on **Monday, May 25, 2020 at 6:00 p.m.** to allow the public to make verbal or written representation to Council with respect to the following proposed **DEVELOPMENT VARIANCE PERMIT**.

A copy of the proposed documents may be inspected and obtained from the District of Hudson's Hope Municipal Office, located at 9904 Dudley Drive, Monday to Friday between the hours of 8:30 am and 4:30 p.m. Due to COVID-19, documents will be emailed only.

Owner: District of Hudson's Hope.

Subject Property: Lucas Subdivision - District of Hudson's Hope Right of Way at the Intersection of Dudley Drive and Stege Road located at the South East corner of Lot 27 Plan EPP77312 Section 13 Township 81 Range 26 Meridian Land District 44 (PID: 030-359-147).

Application: The owner is requesting a variance from the "Zoning Bylaw No. 823, 2013" section 4.17.3(a)

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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.

REQUEST FOR DECISION

RFD#: CC-2020-39	Date: April 17, 2020
Meeting#: CM042720	Originator: Chris Cvik
RFD TITLE: Darryl Johnson – Manufactured Home Park Rezoning	

RECOMMENDATION:

1. That Council direct Administration to advise Mr. Darryl Johnson, that an Official Community Plan (OCP) Amendment and Zoning Bylaw Amendment would be required in order for Council to consider his request further.

BACKGROUND:

At the March 23, 2020, Council Meeting, the following resolution was passed:

NB2 DARYL JOHNSON – MANUFACTURED HOME PARK REZONING

RESOLUTION NO. 051/20

M/S Councillors Gibbs / Summer

THAT Staff research the request from Daryl Johnson for amending the zoning for the Manufactured Home Park to include Recreational Vehicles as a permitted use.

CARRIED

DISCUSSION:

Current Land Use as per the Official Community Plan (OCP): Town Centre

Town Centre sub-designation: Gateway Area.

Current Zoning as per Bylaw 823, 2013: R3 Zone: Manufactured Home Park.

An OCP Amendment is required to change the long-term Land Use designation for a subject property. If the zone that is proposed is not supported by the current Future Land Use, an OCP Amendment is required to change the Future Land Use. OCP amendment applications must always be accompanied by a rezoning application. Source: <https://www.kelowna.ca/homes-building/property-development/rezoning-ocp-amendment>

Allowing Recreational Vehicles (RV's) into the Town Centre Land Use area on a permanent or semi-permanent (i.e. seasonal) is not consistent with the General Strategy for the future objectives (i.e., type and character) for the Town Centre outlined in the OCP and therefore would be considered an amendment.

SR3

FINANCIAL:

Should Mr. Johnson wish to proceed with submitting an OCP and Zoning requests, as per the Fees and Charges Bylaw 915, 2020, he would be required to complete an application form(s) and submit the required fee of:

Amendment to the District's OCP and Zoning Bylaw (Combined): \$1,500.

1. All development application fees established 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 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.

Attachments:

1. Request from Darryl Johnson dated Thursday, February 13, 2020.
2. Bylaw No. 823, 2013, R3 Zone: Manufactured Home Park.
3. Official Community Plan (OCP) – Town Centre Plan.

Report Approved by:



Chris Cvik, CAO

Thursday, February 13, 2020 8:19 PM

Darryl Johnson
Town Center Trailer Court

Mayor Heiberg and Counsel

I am asking for your consideration to make a change in the allowable within the Manufactured Home Park zone. I have had many requests to put RVs on my lot but at the present RVs are not allowed on MHPs. As I am the only MHP in Hudson's Hope and we will soon be losing some RV sites I am requesting to include a maximum of two RV sites. My park is already setup to accommodate this and it would make my business more sustainable.

Without having extra income I fear I may not be able to sustain this business on a permanent basis.

A handwritten signature in black ink, appearing to read 'D. Johnson', with a long horizontal flourish extending to the right.

12.0 R3 ZONE: MANUFACTURED HOME PARK

The intent of the R3 zone is to permit existing manufactured home parks.

12.1 Permitted Uses

In the R3 zone, the following uses and no other uses are permitted:

- .1 Accessory buildings and structures.
- .2 Home occupations.
- .3 Manufactured home park.

12.2 Zone Specific Regulations

On a parcel located in an area zoned as R3, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

REMINDER:
recreational vehicles including campers, motorhomes, and tent trailers, must not be used as principal or accessory dwelling units as they do not meet the minimum requirements that are established in this bylaw for single-

COLUMN 1	COLUMN 2
.1 Maximum density	22 dwelling units per hectare
.2 Maximum height of: <ul style="list-style-type: none"> • principal buildings • accessory buildings and structures 	10 m 5 m
.3 Minimum width of principal buildings	4.5 m
.4 Minimum parcel size	2 hectares
.5 Minimum frontage of: <ul style="list-style-type: none"> • Manufactured home park • Individual manufactured home spaces 	50 m 12 m
.6 Minimum setback of principal buildings from: <ul style="list-style-type: none"> • front parcel line • interior side parcel line • exterior side parcel line • rear parcel line 	4 m 1.5 m 3 m 6.5 m
.7 Maximum parcel coverage	50%

12.3 Other Regulations

The minimum parcel size requirement for manufactured homes parks does not apply to manufactured home parks that existed before the date of adoption of this Bylaw.



HUDSON'S
HOPE

PLAYGROUND OF THE PEACE



Town Centre Plan

District of Hudson's Hope

Schedule B
Official Community Plan

VISION

The Town Centre Plan seeks to reflect these fundamental priorities identified in the ICSP:

- We value and cultivate small town feel
- We are a community that is open to accommodate a wide range of people, including families, youth and seniors
- We are a community that provides opportunities for citizens and businesses
- We will ensure that our community is built to last

PRINCIPLES

Town Centre Identity: Create an inviting and enjoyable town centre that is a destination and a home.

Getting Around: Make Hudson's Hope's town centre an easy place to get around, in all seasons, for all pedestrians, cyclists, vehicles and seniors

Places to Be: Create new and enhance existing formal and informal public gathering places in the town centre

Places to Shop: Encourage and support retail and commercial businesses to locate in the town centre

Things to Do: Support and plan community events and programming year-round in the town centre

HUDSON'S HOPE'S TOWN CENTRE

Hudson's Hope's town centre is located in the east half of the community and is within easy cycling and reasonable walking distance of most residents. It is in close proximity to the Peace River and contains several important community amenities. There are several vacant and underdeveloped parcels located in the town centre area, creating opportunity for new development. Current development in the town centre is largely vehicle-oriented, with buildings set back far from the street, often with a parking lot or grassed yard in front. Existing land use is primarily commercial and institutional, with low density residential towards the edges.



Figure 1: Town Centre Plan Boundary

STRATEGY

Character Areas

A community's character is developed through the combination of its built form and its people, which together create an overall sense of place. Town centres with a strong sense of place are the focal points of their community and attract people at all times of day with a variety of activities.

Existing Conditions

The town centre can be divided into three areas, each with its own features and potential. The Commercial Area is the largest part of downtown and contains the bulk of the town centre businesses and vacant land, along with a few residential properties. The Institutional Area contains a concentration of public facilities and civic buildings, and the Gateway Area centers around Beattie Drive and the entrances into the town centre. The edges of these areas overlap and all areas generally share these characteristics:

- Development is primarily 1-2 stories, generally single-use institutional or commercial, with low-density residential on the edges of the town centre.
- Buildings are set back from the street with parking or grassed lawn in front.
- There is a low level of pedestrian activity on the streets. The pedestrian environment is not welcoming, there is minimal street furniture and few sidewalks, and there are no identifiable places on the street for people to gather casually and visit.



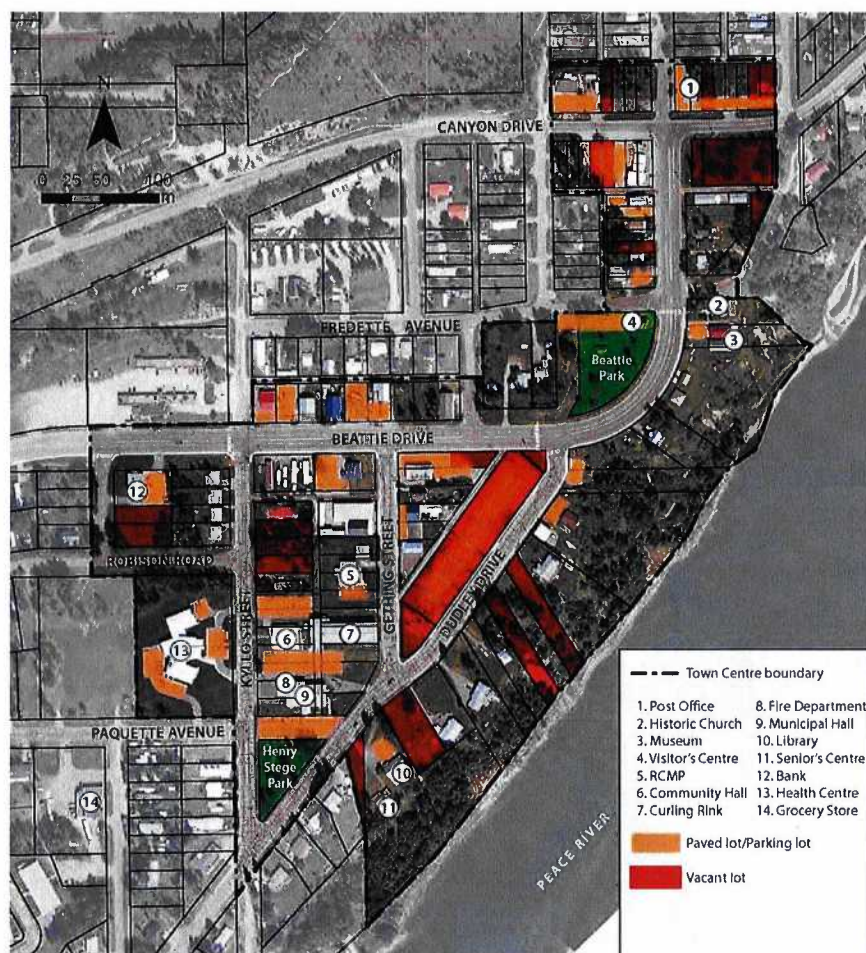


Figure 2: Town Centre Character – Existing

Potential & Opportunity

Facilitate intensification and development that builds upon and improves the unique character of the town centre to encourage business development, shopping, recreational uses and social gathering by locals and tourists alike.

General Strategies

- Encourage mixed use development that combines commercial and/or service uses on the main floor with up to 3 storeys of residential units above.
- Improve signage, lighting, and street furniture such as benches, trash receptacles, and bike racks.
- Encourage the rehabilitation and retention of historically significant buildings and sites.
- Investigate opportunity to create a position whose responsibility would be to program events in the town centre.



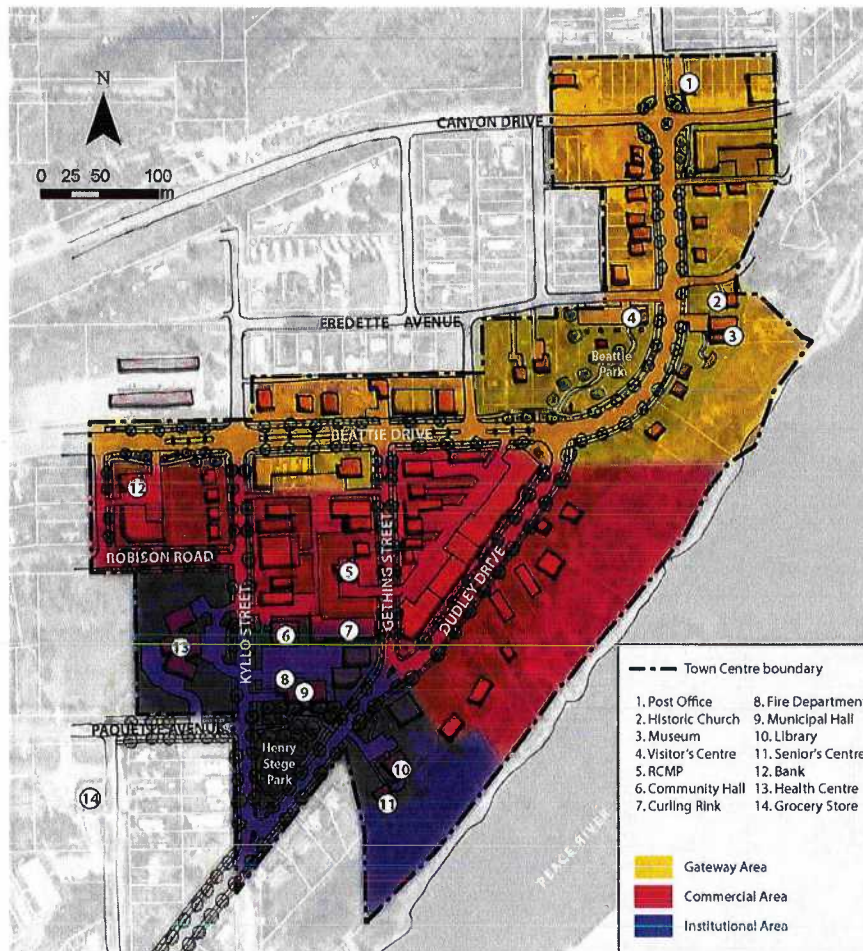


Figure 3: Town Centre Character – Potential & Opportunity

Commercial Area

The Commercial Area is the focus of the town centre, where locals come to shop, meet neighbours, and have a cup of coffee. Visitors recognize the area as the centre of the community. Promote investments in this area that will create a vibrant commercial core.

- Consider incentives for commercial redevelopment and façade improvements.
- Initiate/support the formation of a Town Centre Business Association or a corresponding Business Improvement Area.
- Support and facilitate creative pilot projects such as seasonal patios and temporary road closures as a means of testing ideas for success before committing to them permanently.
- Consider streetscape improvements to Gething Street and Beattie Drive to improve pedestrian access and experience, encouraging more people to visit the area.



Institutional Area

The Institutional Area is characterized by the proximity of several public facilities and civic buildings. Reinforce this area as the civic centre of the community, and explore the opportunity to express what makes Hudson's Hope unique – its people, history, and beautiful natural setting.

- Improve pedestrian accessibility and enhance pedestrian connections and wayfinding by updating signage for look-outs, civic buildings, and nearby destinations and attractions.
- Reinforce and enhance the civic feel of the area by encouraging public amenities/institutions to locate in the area, and by encouraging landscape improvements that integrate with the streetscape and invite the public to inhabit the space.
- Create a community focal point and gathering place by redeveloping the parking lot south of the Municipal Hall. This will help to connect Henry Stege Park to the broader pedestrian network and help establish the area as a destination.



Gateway Area

The Gateway Area will welcome visitors and residents into the town centre and express the sense of pride that the people of Hudson's Hope have for their community. Enhancing this area of the community can encourage passersby to stop and visit the interesting sites Hudson's Hope has to offer.

- Entice visitors to stop at the Visitor's Centre with upgraded signage advertising its amenities (clean washrooms, rv parking, etc.), creating an opportunity to draw them further into the town centre.
- Slow down Beattie Drive using traffic calming measures such as roundabouts and medians, along with a rich streetscape environment including landscaping, trees, and signage to establish a sense of arrival into the town centre and create a sense of place.
- Strengthen visual and pedestrian connections to the Commercial Area through signage and streetscape improvements to encourage visitors to venture further into the community rather than passing straight through.
- Improve pedestrian connections to facilitate easy crossing between Beattie Park/the Visitor's Centre and the Museum.
- Engage local businesses and volunteer groups to promote and plan programming to attract visitors throughout the year.
- Consider rescheduling Farmer's Market to the weekend to accommodate tourists.



- Promote local history and draw visitors into the downtown by developing a Historical Walking Tour. Consider interpretive signage throughout the town centre highlighting historical sites and people, with maps available at the tourist centre, museum, and local retailers.

Circulation and Connections

A community's circulation system is made up of roads, sidewalks and trails which connects its people to services, amenities and each other. It should be easy to navigate on foot, by wheelchair and in a vehicle, in all kinds of weather.

Existing Conditions:

- Sidewalk connections between potential pedestrian destinations are limited, though for the most part the street blocks are short and offer many route options
- Hudson's Hope is compact, and distances between destinations within the townsite are easily walkable and bikeable
- Winter environment can create challenging conditions for pedestrians, particularly seniors and others with reduced mobility
- Highway 29/Beattie Drive has a highway character and is not integrated into the townsite
- Road right-of-ways are generally very wide for the volume of traffic they must accommodate
- There is no differentiation between commercial and residential streets
- There is no sense of arrival when you enter the town centre



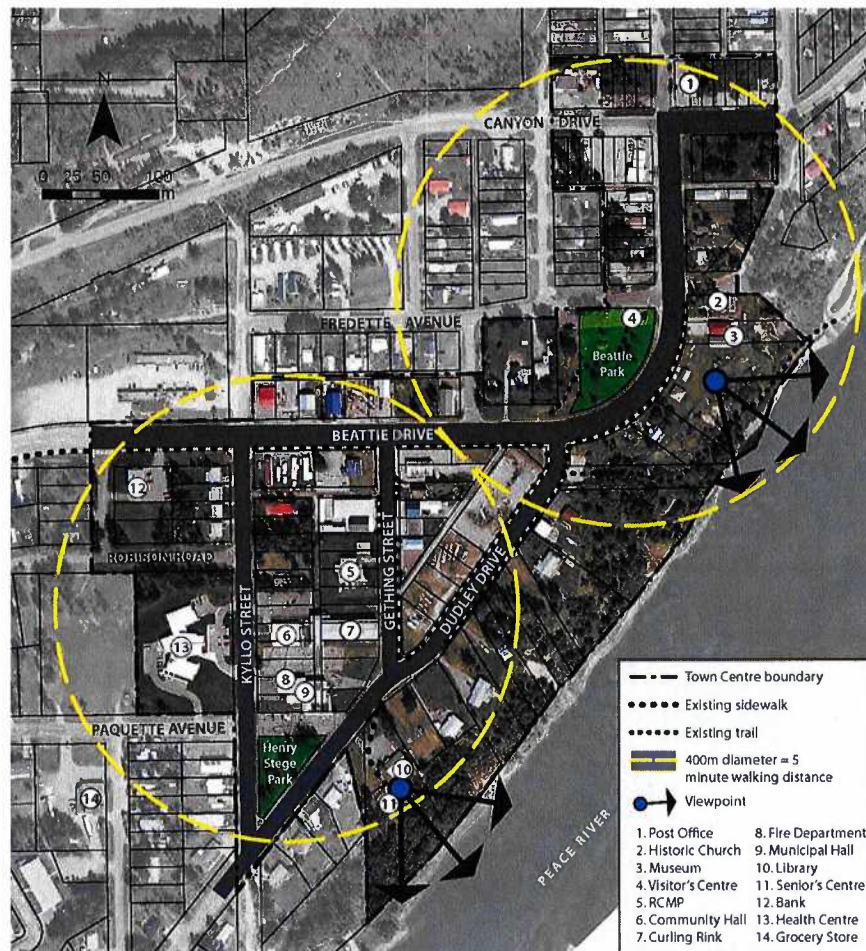


Figure 4: Circulation & Connections – Existing

Potential & Opportunity:

Focus improvements on key street sections to help define the town centre, enhance connections between destinations, and improve active transportation opportunities in the area.



Figure 5: Circulation & Connections – Potential & Opportunity

Beattie Drive

Change function from a highway to a complete street to slow traffic, create a sense of place, and increase use as a pedestrian and bike route.

- Employ traffic calming strategies such as the installation of central medians and/or reduce the carriageway to accommodate treed boulevards
- Explore access management techniques to reduce pedestrian-vehicle conflicts, as there are currently many driveways that access directly onto Beattie Drive
- Enhance accessibility for pedestrians by considering smaller corner radii and/or curb flares at intersections to facilitate easier pedestrian crossings
- Improve facilities for cycling by considering options such as dedicated bike lanes, sharrows (bike route signage painted on roadway), or an asphalt multi-use trail on the north side of the street that would connect important destinations such as the school, Beattie Park, and the post office
- Create a sense of arrival into the town centre; explore the opportunity for public art, banners, trees, hanging baskets or other features in a central median and along sidewalks

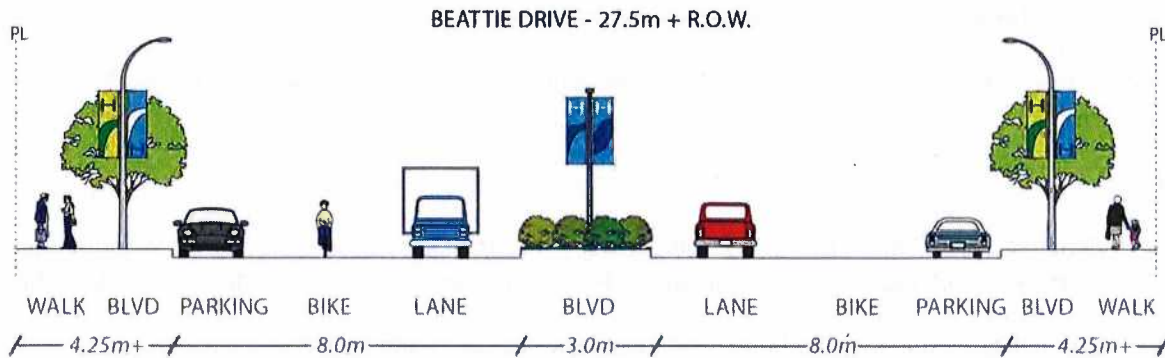


Figure 6: Beattie Drive

Gething Street/Dudley Drive/Kyllo Street

- Create a distinct sense of place and pleasant pedestrian realm by considering the installation of:
 - Treed boulevards where the ROW width allows
 - A wider sidewalk along the north side of Dudley Drive that would accommodate outdoor seating areas on the sunniest side for the street
 - Light standards or decorative poles with banners and hanging flower baskets
 - Central medians with plantings where Dudley Drive intersects Kyllo Street and Gething Street
- Connect focal points and attractions by completing the pedestrian circulation system. Consider installing sidewalks on both sides of the streets, prioritizing the east sides of Kyllo Street and Gething Street.
- Enhance accessibility and safety of pedestrians. Curb extensions and smaller corner radii at intersections can facilitate easier pedestrian crossings, and parallel parking along the sides of the streets helps to buffer pedestrians from traffic.

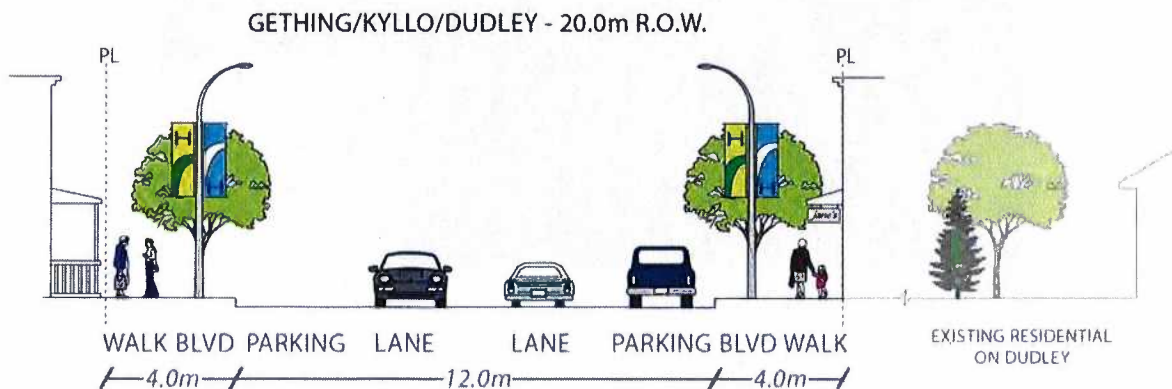


Figure 7: Gething Street/Dudley Drive/Kyllo Street

Focal Points

A community's focal points are the places that make it unique and act as destinations for locals and visiting tourists.

Existing:

- Visual and physical access to the river is limited by steep slopes and existing development along the top-of-bank. Existing viewpoints of the Peace River are spectacular but are not easy to find.
- Community signage is weathered and inconsistent in style and theme.
- There is no sense of arrival or obvious boundary around the downtown area.
- The Visitor's Centre is a gateway to the community for tourists.

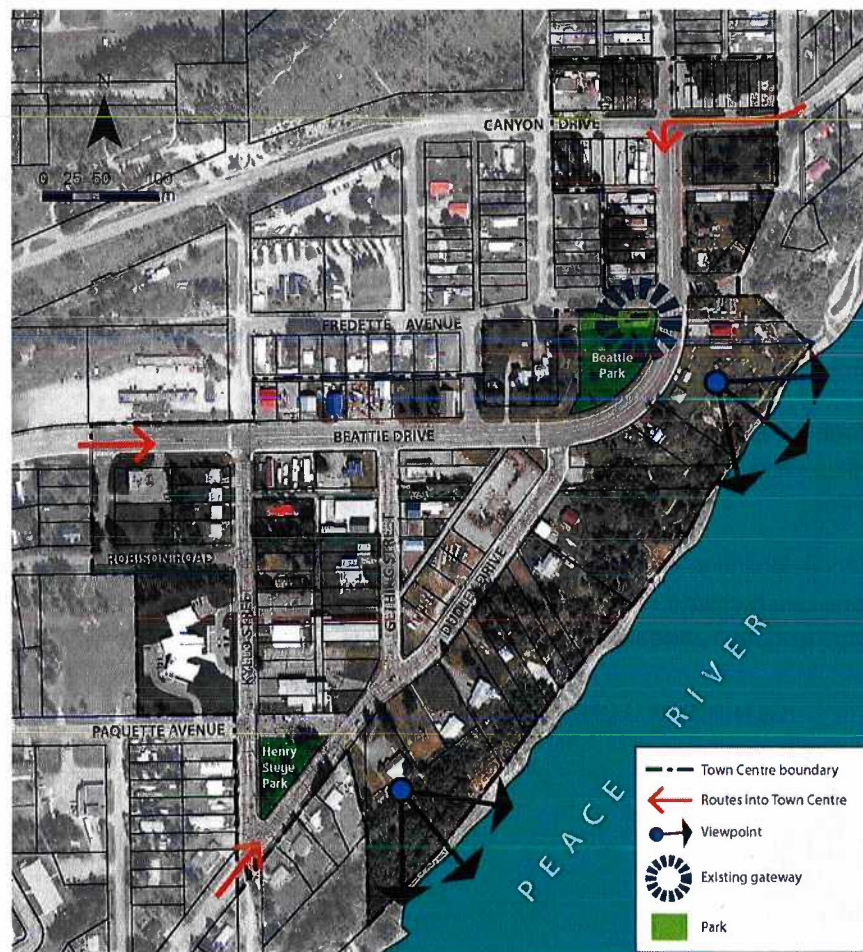


Figure 8: Focal Points - Existing

Potential & Opportunity:

Emphasize and improve existing gateways and viewpoints through upgrades to signage, access, amenities, and landscaping.

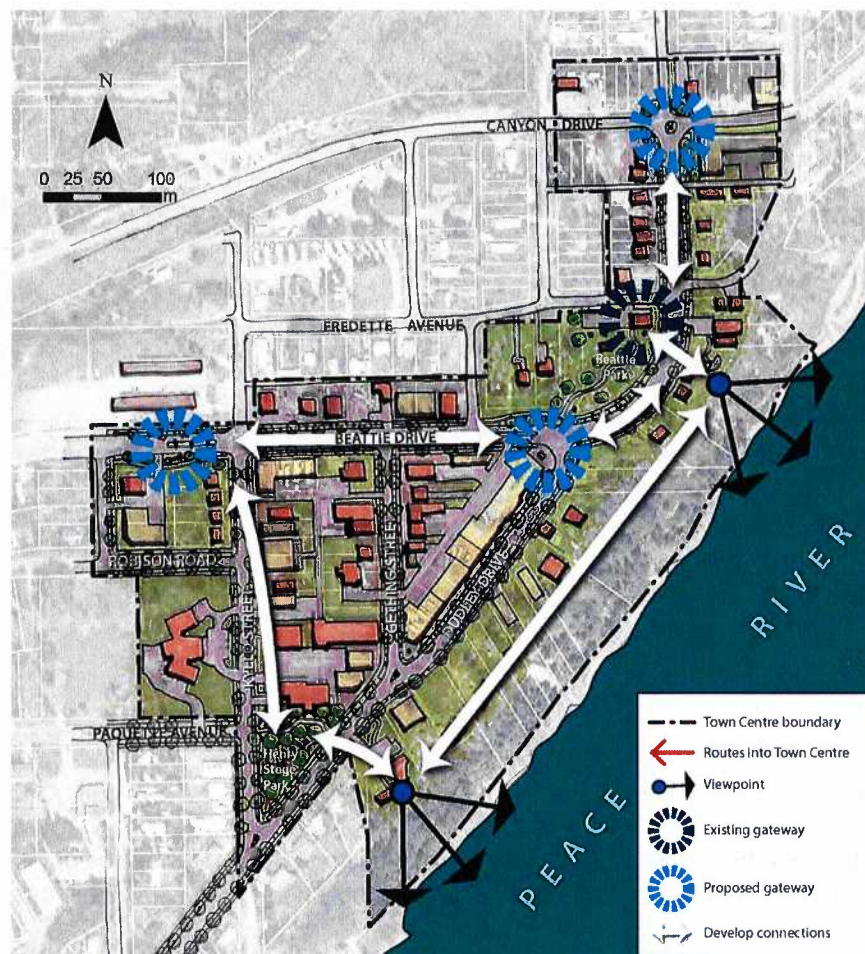


Figure 9: Focal Points – Potential & Opportunity

Gateway: Beattie Drive/Canyon Drive **photo examples of roundabouts*

This intersection is a significant node in the community. It is part of the primary route for people entering the townsite and the adjacent post office is a daily destination for many. There is opportunity to recreate it as an impactful gateway to the downtown.

- Investigate traffic calming measures such as a roundabout at this major entrance into the community. A roundabout calms traffic and can often move it along more efficiently than a four-way stop or signalized intersection.

- Create a sense of arrival with a central feature such as landscaping, welcome signage, or public art.
- Improve pedestrian connectivity to the post office, a major community destination, by extending the sidewalk up Beattie through the intersection.

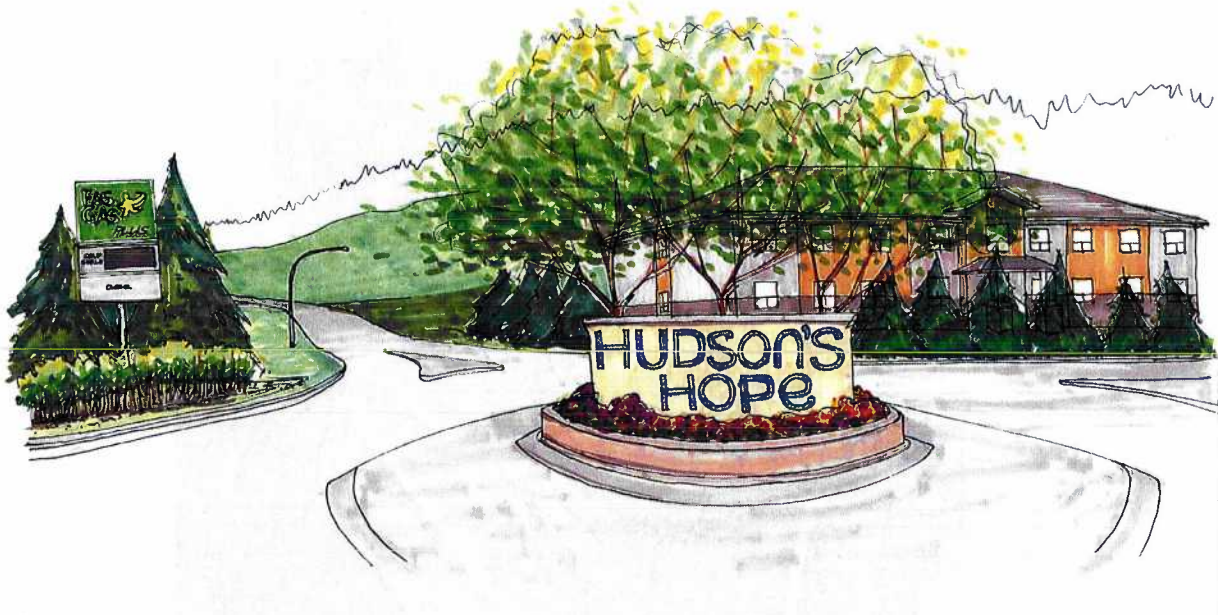


Figure 10: Gateway at Beattie Drive and Canyon Drive

Gateway: Beattie Drive from Lemieux Street to Kylo Street

This block marks the west boundary of the town centre and is a significant entrance point into the area. Creating a sense of arrival into the town centre can help establish the area as a destination for locals and visitors.

- Create a sense of arrival with features such as landscaping, welcome signage, or public art. The road right-of-way on the south side of the Beattie Drive carriageway is quite wide, underutilized, and offers an easy location for gateway improvements.

Focal Point: Southwest corner of Beattie Drive/Dudley Drive

The SW corner of Beattie Drive and Dudley Drive is the edge of a significant redevelopment site and could become a focal point for the Commercial Area. The small lot on the corner designated as Park/Open Space is vacant, which creates an opportunity for a small public gathering space to be developed.

- Create a sense of significance by exploring options for public art, a clock tower, etc. to establish the focal point. Other public realm enhancements could include public seating, landscaping, and/or a small plaza.
- Active frontages support a vibrant public realm. Ensure future building on adjacent property fronts the corner as well as Dudley Drive with transparent windows and entrances at street level.

Viewpoints

Views of the Peace River from the townsite are spectacular all year round; though access from the downtown area view is limited to a few areas. The available viewpoints are valuable community amenities to be enhanced and enjoyed.

- **Museum**

- Wayfinding signage at Beattie Drive will help to identify the viewpoint's existence to visitors
- Improve universal access by paving the path from the museum to the viewpoint



- **Library/Senior's Centre (New Horizons)**

- Improve wayfinding by installing identifying signage at the street as the viewpoint is hidden and tucked in behind the Library
- Promote the viewpoint as a destination by considering enhancements to the public realm between Library and Senior's Centre that could include interpretive signage, seating, fencing, etc.

- **Riverside Trail**

- Improve visual and physical access to the Peace River by exploring the opportunity to connect viewpoints and expand the trail network with a trail above the river if Site C is constructed



Redevelopment Opportunities

A community is often judged based on the quality and character of its downtown environment. As it will impact the entire townsite, it is important that redevelopment contributes positively to the function, character, and prosperity of the area.

Existing:

- There are numerous vacant and underutilized parcels of land located throughout the townsite, many in the town centre area
- Expansion of the townsite is constrained by natural features (steep slopes, river) offering opportunity for growth through densification and infill development in the town centre area



Figure 11: Redevelopment Opportunities - Existing

Potential & Opportunity:

Redevelop the vacant and underdeveloped land in the town centre in a manner that contributes to the vitality, character and sustainability of the townsite as a whole.

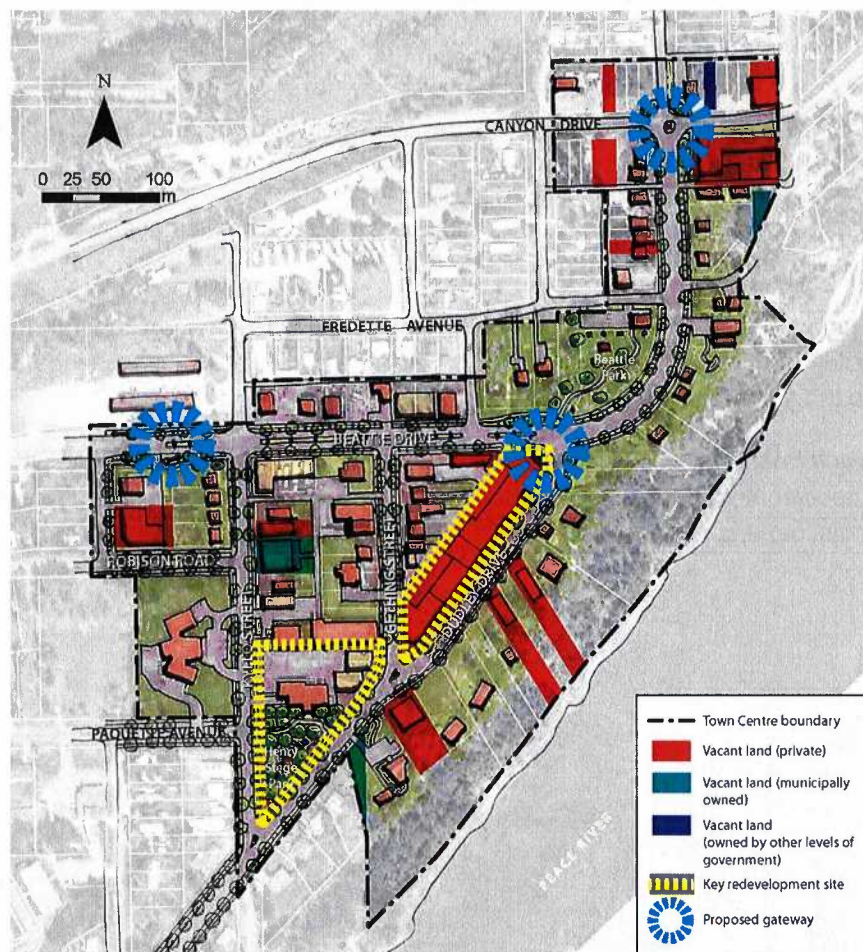


Figure 12: Redevelopment Opportunities – Potential & Opportunity

Vacant land fronting Dudley Drive:

This block of land is the largest vacant parcel in the town centre and its redevelopment has the greatest potential to positively impact the town centre area.

- Promote this land as a priority redevelopment site and explore options to encourage its redevelopment, including such things as:
 - Meeting with landowners to understand their short and long term objectives and to communicate the significance of the site to the town centre
 - Investigating potential impediments and incentives to redevelopment such as site contamination, incentive programs, etc.

- Create a sense of vibrancy in the town centre by encouraging a combination of commercial and multi-family residential developments. Mixed use development brings people to the area during business hours for services, and is occupied by residents in the evenings.
- Encourage active land uses that entice people to visit the town centre such as bakeries, coffee shops, fitness centre, etc.
- Encourage active frontages that engage the street and create a pleasant pedestrian environment by creating a strong street edge with large, transparent windows and public seating/patios that take advantage of the southern exposure.
- Discourage the development of isolated buildings surrounded by surface parking. This weakens the public realm and discourages pedestrian activity.
- Redevelopment on the corner sites at Beattie Drive/Dudley Drive and Gething Street/Dudley Drive should front both streets as well as the corner to create a strong presence and sense of arrival into the town centre.
- Opportunity for public art installation, clock tower, etc. on the corner of Beattie Drive/Dudley Drive as future development on that site will become a focal point and part of the gateway to the town centre for visitors approaching from the north.



Figure 13: Dudley Drive Redevelopment Site

REQUEST FOR DECISION

RFD#: CC-2020-29	Date: April 6, 2020
Meeting#: CM042720	Originator: Chris Cvik
RFD TITLE: Community Hall Lease Agreements	

RECOMMENDATION:

1. **THAT** Council approve the five-year lease agreement from May 1, 2020 – April 30, 2025, with the Hudson's Hope Lions Club for the use of the Community Hall; and
2. **THAT** Council approves the Municipal Insurance Association of British Columbia (MIABC) Service Provider Agreements between the District of Hudson's Hope and the Hudson's Hope Lions Club with the date as set out in the Service Provider Agreement; and
3. **THAT** Council approve the five-year lease agreement from May 1, 2020 – April 30, 2025, with the Hudson's Hope Community Club for the use of the Kitchen Space in the Community Hall; and
4. **THAT** Council approve the Municipal Insurance Association of British Columbia (MIABC) Service Provider Agreement between the District of Hudson's Hope and the Hudson's Hope Community Club with the date as set out in the Service Provider Agreement.

BACKGROUND:

At the Council Meeting on February 24, 2020, Council passed the following resolution in relation to item SR-1 on the Council Agenda:

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

SR4

DISCUSSION:

Administration worked on draft lease agreements with both community organizations. Both organizations have reviewed the documents and are comfortable entering into lease agreements as outlined in the drafts.

The Service Provider Agreements are required in order to include the two organizations under the District's policy for commercial general liability insurance. Once accepted by MIABC, the Clubs are entitled to full coverage, but only for services provided for, or on behalf of, the District.

It is important to make Council aware, that by covering the Clubs under the District's Liability Insurance policy, that the District's deductible would apply to claims brought against the associate members "the Clubs" and the District would be responsible for the payment of any costs incurred below the deductible. In addition, all claims brought against the District will form part of the District's claims history and experience rating.

FINANCIAL:

The Lions Club and the Hudson's Hope Community Club will each be required to reimburse the District the \$250 premium for coverage under the Associate Member program through MIABC.

Attachments:

1. Five-year lease agreement from May 1, 2020 – April 30, 2025, with the Lions Club for the use of the Community Hall.
2. Service Provider Agreement between the District of Hudson's Hope and the Lions Club.
3. Five-year lease agreement from May 1, 2020 – April 30, 2025, with the Hudson's Hope Community Club for the use of Kitchen Space at the Community Hall.
4. Service Provider Agreement between the District of Hudson's Hope and the Hudson's Hope Community Club.



Report Approved by:

Chris Cvik, CAO

THE HUDSON'S HOPE LIONS CLUB BUILDING LEASE

THIS AGREEMENT dated for reference the ___ day of April, 2020.

BETWEEN:

DISTRICT OF HUDSON'S HOPE, a municipality incorporated under the laws of British Columbia and having its office at Box 330, Hudson's Hope, B.C. V0C 1V0

(the "District")

AND:

THE HUDSON'S HOPE LIONS CLUB, a service organization that supports the community of Hudson's Hope and having its office at Box 444, Hudson's Hope, B.C. V0C1V0

(the "Club")

WHEREAS:

A. The District is the registered owner in fee simple of the property legally described as:

Parcel Identifier: 013-023-519
Lot 10
Block 2
Section 18
Township 81
Range 25 West of the 6th Meridian Peace River District
Plan PGP4115

("Lot 10");

B. The area of Lot 10 where all the premises commonly known as the "Community Hall" (the Building) is situated, is referred to in this Agreement as the "Land";

C. The Club desires to lease the Building for the purpose of operating a service club and the District agrees to lease the Building to the Club on the terms and subject to the conditions set out in this Lease;

NOW THEREFORE in consideration of the premises and payments under this Lease and other good and valuable consideration, the receipt and sufficiency of which both parties hereby acknowledge, the District and the Club covenant and agree as follows:

Lease of Building

1. The District hereby leases to the Club the Building (the "Lease") for a term of five (5) years commencing on May 1, 2020 and terminating on April 30, 2025, (the "Term"), to have and to hold for the Term, and the Club does hereby accept the lease of the Building, subject to all the covenants, conditions and agreements contained in this Lease.

Option to Renew Lease

2. The Tenant may, if not in default under this Lease, renew this Lease for a further term of 5 years on the same terms and conditions except this renewal option, which is modified accordingly each time. This option may be exercised by the Club giving notice in writing to the District in the manner provided for giving notices not earlier than 6 months and not later than 90 days prior to the expiry of the Term or the renewal of the Term, as the case may be.

Ownership of Building

3. The District and the Club agree that the title to and ownership of the Building was, is and will be at all times, before, during and after the Term, vested in the District.

Ownership of Equipment

4. The District agrees that the furnishings and non-fixed equipment in the Building belong to the District.

Parking License

5. The District hereby grants to the Club the right to enter upon those paved parking in order to use the Parking Area only for vehicle parking purposes and only in association with use of the Building.

Building Accepted "As Is"

6. The Club accepts the Building "as is" and as being fit for the Club's purposes and the Club acknowledges that the District has made no representations or warranties whatsoever respecting the Building.

Use of Building

7. The Club shall use the Building for the purpose of operating a service organization, which may include a lobby, an administrative office, meeting rooms, washrooms, kitchen and a lounge for the consumption of food and drinks, including alcoholic drinks.

No Abandonment

8. The Club shall not abandon the Building or leave the Building vacant or unoccupied or otherwise fail to use the Building as a service organization for more than 30 consecutive days.

Public Use of Building

9. The Club shall at all times during the Term allow members of the public to become members of the Club.

Rent

10. As payment for the Lease of the Building and the Parking License, the Club shall pay to the District rent (the "Rent") in the amount of \$950 per year for each year of the five-year Term. Details of the rent are as follows:

- \$600.00 for Approximately 24 Meetings Per Year (at 25.00 per meeting) – Approximately First and Second Thursdays (Lions Club and Junior Lions)
- \$100.00 Use of the Bar Storage Cabinets and the basement lockup.
- \$250.00 Associate Member Insurance under the District Policy with MIABC

Contracts for Utilities

11. The District is responsible for the payment of utilities for the Community Hall including: gas, heating fuel, telephone service, cable, satellite, telecommunications service, electricity, power or communication service rendered in respect of the Building.

No Assigning or Subletting

12. The Club shall not assign this Agreement, and the Club shall not sublet all or any part of the Building without prior written consent of the District in each instance.

Compliance with Laws

13. The Club will at all times use and occupy the Building and use the Parking Area in compliance with all statutes, laws, bylaws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all relating to environmental protection and safety and any contaminant, pollutant, dangerous substance, liquid waste, industrial waste, hauled liquid waste, or hazardous material or hazardous substance, including all the rules, regulations, policies, guidelines, criteria or the like made under or pursuant to any such laws.

No Nuisance

14. The Club will not carry on, or suffer or permit to be carried on, on the Land or Building any act, matter or thing which will or may constitute a nuisance or an unreasonable annoyance to the District, to any occupant of lands and premises in the vicinity of the Land, and to the public generally.

No Alterations

15. The Club may not expand, alter or improve the Building without the consent of the District, which consent may not be unreasonably refused and which consent may include conditions imposed by the District.

Repairs and Maintenance of Building

16. The District agrees that throughout the Term, the District will attempt to keep the Building in a state of good repair as a prudent owner would do but not affect minor repairs less than two hundred dollars (\$200.00) or household duties. Major repairs will be considered as part

of the District's annual budgeting process.

Public Safety

17. The Club shall take all possible precautions to ensure the safety of persons using the Building.

Workers Compensation

18. The Club, at its cost, will carry and pay for full workers' compensation coverage in respect of all workers, employees and other applicable persons that may be employed by the Club.

Insurance Clauses

19. The District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Club as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Club agrees to indemnify, defend and hold harmless the District, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the District may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the District arising out of, during, or as a result of the provision of services except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the District.

Indemnity

20. The Club will and hereby does indemnify and save harmless the District and its elected and appointed officials, officers, employees, agents and others of the District from any and all liabilities, damages, expenses, costs (including actual costs of professional advisors), claims, demands, suits, actions or other harm whatsoever, whether relating to death, bodily injury, property loss, property damage or other consequential loss or damage in connect with the Building.

Survival of Indemnity and Release

21. The indemnities and release contained in this Agreement will survive the expiration or earlier termination of the Term.

Club's Corporate Representations and Warranties

22. The Club covenants with, and represents and warrants to, the District that:

- (a) The Club has the power and capacity to enter into this Agreement and to comply with and perform this Lease Agreement.

Notice

23. Any notice delivered by hand or sent by facsimile transmission shall be deemed to be given and received on the day it is sent. Any notice mailed shall be deemed to be given and received on the third day after it is posted.

24. Notices to the District must be addressed to the attention of the "Clerk".

Notice of Default

25. If the Club fails to pay the Rent, Additional Rent or otherwise breaches this Agreement, the District may give the Club notice in writing of the default and if the default is curable, the time within which the default must be cured by the Club or no time for cure in the event of an emergency or urgent circumstances, as determined by the District, or where the Club has failed to keep in force the required insurance.

Condition of Building

26. At the expiration or earlier termination of the Term, the Club shall leave the Building in a clean, tidy, uncontaminated, safe, proper, and vacant condition, clear of all personal property, and all fixtures or improvements constructed, installed or affixed to the Building by the Club shall become the absolute property of the District free of all encumbrances without payment of any compensation to the Club, unless the District, in its sole discretion, requires the Club to remove any or all or any fixtures or improvements installed by the Club, in which case the Club shall do so within 15 days after expiry or early termination of this Agreement.

No Obligations on District

27. The rights given to the District by this Agreement are permissive only and nothing in this Agreement:

- (a) imposes any duty of care or other legal duty of any kind under the law or tort or otherwise on the District to the Club or to anyone else;
- (b) obliges the District to enforce this Agreement, which is a policy matter within the sole discretion of the District.

Severance

28. If a court of competent jurisdiction holds any portion of this Agreement invalid, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

Entire Agreement

29. The provisions of this Agreement constitute the entire agreement between the District and the Club and supersede all previous communications, representations, warranties, covenants and agreements whether verbal or written between the parties with respect to this subject matter, except the Assignment Agreement.

Time of Essence

30. Time is of the essence of this Agreement.

DATED the _____ day of April, 2020.

**On Behalf of the
District of Hudson's Hope**

**On Behalf of the
Lions Club**

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____



SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this 1st day of May, 2020 by and in between the **District of Hudson’s Hope** (the “Local Government”) and the **Hudson’s Hope Lions Club** (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Founded in 1967, the Hudson's Hope Lions Club strives to serve the community with whatever services are needed. This could include planning and hosting community family and social events such as the Mother’s Day Steak & Lobster Dinner and Social, the Community Christmas Dinner, and the Halloween Dance. Hosting these events is an important part of building and maintaining a small-town sense of community and the Local Government is fully supportive of groups that volunteer to organize these types of events.

☒ The term of the Agreement is from the 1st day of May, 2020 until the 30th day of April, 2025.

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

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

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

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

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

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

Name:

Title:

Signature:

Date:

**ON BEHALF OF THE
HUDSON'S HOPE LIONS CLUB**

Name:

Title:

Signature:

Date:

THE HUDSON'S HOPE COMMUNITY CLUB BUILDING LEASE

THIS AGREEMENT dated for reference the ___ day of April, 2020. .

BETWEEN:

DISTRICT OF HUDSON'S HOPE, a municipality incorporated under the laws of British Columbia and having its office at Box 330, Hudson's Hope, B.C. V0C1V0

(the "District")

AND:

THE HUDSON'S HOPE COMMUNITY CLUB, (formerly the Women's Club) a service organization that supports the community of Hudson's Hope and having its office at Box 443, Hudson's Hope, B.C. V0C1V0

(the "Club")

WHEREAS:

A. The District is the registered owner in fee simple of the property legally described as:

Parcel Identifier: 013-023-519
Lot 10
Block 2
Section 18
Township 81
Range 25 West of the 6th Meridian Peace River District
Plan PGP4115

("Lot 10");

- B. The area of Lot 10 where all the premises commonly known as the "Community Hall" (the Building) is situated, is referred to in this Agreement as the "Land";
- C. The Club desires to lease the "Kitchen Area" for the purpose of operating community kitchen on a rental basis and the District agrees to lease the Kitchen Area to the Club on the terms and subject to the conditions set out in this Lease;

NOW THEREFORE in consideration of the premises and payments under this Lease and other good and valuable consideration, the receipt and sufficiency of which both parties hereby acknowledge, the District and the Club covenant and agree as follows:

Lease of Kitchen Area

1. The District hereby leases to the Club the Kitchen Area of the Community Hall (the "Lease") for a term of five (5) years commencing on May 1, 2020 and terminating on April 30, 2025, (the "Term"), to have and to hold for the Term, and the Club does hereby accept the lease of the Kitchen Area, subject to all the covenants, conditions and agreements contained in this Lease.

Option to Renew Lease

2. The Tenant may, if not in default under this Lease, renew this Lease for a further term of 5 years on the same terms and conditions except this renewal option, which is modified accordingly each time. This option may be exercised by the Club giving notice in writing to the District in the manner provided for giving notices not earlier than 6 months and not later than 90 days prior to the expiry of the Term or the renewal of the Term, as the case may be.

Ownership of Building

3. The District and the Club agree that the title to and ownership of the Kitchen Area was, is and will be at all times, before, during and after the Term, vested in the District.

Ownership of Equipment

4. The District and the Club agree that the title to and ownership of the appliances located in the Kitchen Area are vested in the District. The District and the Club further agree the title to and ownership of supplies in the Kitchen Area including meal preparation (i.e., food preparation table) and serving utensils are owned by the Club.

Parking License

5. The District hereby grants to the Club the right to enter upon those paved parking in order to use the Parking Area only for vehicle parking purposes and only in association with use of the Kitchen Area.

Kitchen Area Accepted "As Is"

6. The Club accepts the Kitchen Area "as is" and as being fit for the Club's purposes and the Club acknowledges that the District has made no representations or warranties whatsoever respecting the Kitchen Area.

Use of Kitchen Area

7. The Club shall use the Kitchen Area for the purpose of operating a kitchen.

No Abandonment

8. The Club shall not abandon the Kitchen Area or leave the Kitchen Area vacant or unoccupied or otherwise fail to use the Kitchen Area as a service organization for more than 30 consecutive days.

Public Use of Building

9. The Club shall at all times during the term allow members of the public to use the Kitchen Area according to any terms agreed to between the Club and the person(s) making application to use the Kitchen Area.

Rent

10. As payment for the Lease of the Kitchen Area, the Club shall pay to the District rent (the "Rent") in the amount of \$250 per year for each year of the five-year Term. Details of the rent are as follows:

- \$250.00 Associate Member Insurance under the District Policy with MIABC

Contracts for Utilities

11. The District is responsible for the payment of utilities for the Community Hall including: gas, heating fuel, telephone service, cable, satellite, telecommunications service, electricity, power or communication service rendered in respect of the Kitchen Area.

No Assigning or Subletting

12. The Club shall not assign this Agreement, and the Club shall not sublet all or any part of the Kitchen Area without prior written consent of the District in each instance. Assignment shall not be unreasonably withheld by the District.

Compliance with Laws

13. The Club will at all times use and occupy the Kitchen Area in compliance with all statutes, laws, bylaws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all relating to environmental protection and safety and any contaminant, pollutant, dangerous substance, liquid waste, industrial waste, hauled liquid waste, or hazardous material or hazardous substance, including all the rules, regulations, policies, guidelines, criteria or the like made under or pursuant to any such laws.

No Nuisance

14. The Club will not carry on, or suffer or permit to be carried on, in the Kitchen Area any act, matter or thing which will or may constitute a nuisance or an unreasonable annoyance to the District, and to the public generally.

No Alterations

15. The Club may not expand, alter or improve the Kitchen Area without the consent of the District, which consent may not be unreasonably refused and which consent may include

conditions imposed by the District.

Repairs and Maintenance of Kitchen Area

16. The District agrees that throughout the Term, the District will attempt to keep the Kitchen Area in a state of good repair as a prudent owner would do but not affect minor repairs less than two hundred dollars (\$200.00) or household duties. Major repairs will be considered as part of the District's annual budgeting process.

Public Safety

17. The Club shall take all possible precautions to ensure the safety of persons using the Kitchen Area.

Workers Compensation

18. The Club, at its cost, will carry and pay for full workers' compensation coverage in respect of all workers, employees and other applicable persons that may be employed by the Club.

Insurance Clause

19. The District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Club as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Club agrees to indemnify, defend and hold harmless the District, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the District may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the District arising out of, during, or as a result of the provision of services except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the District.

Indemnity

20. The Club will and hereby does indemnify and save harmless the District and its elected and appointed officials, officers, employees, agents and others of the District from any and all liabilities, damages, expenses, costs (including actual costs of professional advisors), claims, demands, suits, actions or other harm whatsoever, whether relating to death, bodily injury, property loss, property damage or other consequential loss or damage in connect with the Kitchen Area.

Survival of Indemnity and Release

21. The indemnities and release contained in this Agreement will survive the expiration or earlier termination of the Term.

Club's Corporate Representations and Warranties

22. The Club covenants with, and represents and warrants to, the District that:
- (a) The Club has the power and capacity to enter into this Agreement and to comply with and perform this Lease Agreement.

Notice

23. Any notice delivered by hand or sent by facsimile transmission shall be deemed to be given and received on the day it is sent. Any notice mailed shall be deemed to be given and received on the third day after it is posted.

24. Notices to the District must be addressed to the attention of the "Clerk".

Notice of Default

25. If the Club fails to pay the Rent, Additional Rent or otherwise breaches this Agreement, the District may give the Club notice in writing of the default and if the default is curable, the time within which the default must be cured by the Club or no time for cure in the event of an emergency or urgent circumstances, as determined by the District, or where the Club has failed to keep in force the required insurance.

Condition of Kitchen Area

26. At the expiration or earlier termination of the Term, the Club shall leave the Kitchen Area in a clean, tidy, uncontaminated, safe, proper, and vacant condition, clear of all personal property, and all fixtures or improvements constructed, installed or affixed to the Kitchen Area by the Club shall become the absolute property of the District free of all encumbrances without payment of any compensation to the Club, unless the District, in its sole discretion, requires the Club to remove any or all or any fixtures or improvements installed by the Club, in which case the Club shall do so within 15 days after expiry or early termination of this Agreement.

No Obligations on District

27. The rights given to the District by this Agreement are permissive only and nothing in this Agreement:

- (a) imposes any duty of care or other legal duty of any kind under the law or tort or otherwise on the District to the Club or to anyone else;
- (b) obliges the District to enforce this Agreement, which is a policy matter within the sole discretion of the District.

Severance

28. If a court of competent jurisdiction holds any portion of this Agreement invalid, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

Entire Agreement

29. The provisions of this Agreement constitute the entire agreement between the District and the Club and supersede all previous communications, representations, warranties, covenants and agreements whether verbal or written between the parties with respect to this subject matter, except the Assignment Agreement.

Time of Essence

30. Time is of the essence of this Agreement.

DATED the _____ day of April, 2020.

**On Behalf of the
District of Hudson's Hope**

Name: _____

Title: _____

Signature: _____

Date: _____

**On Behalf of the
Hudson's Hope Community Club**

Name: _____

Title: _____

Signature: _____



SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this 1st day of May, 2020 by and in between the **District of Hudson’s Hope** (the “Local Government”) and the **Hudson’s Hope Community Club** (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Formerly known as the Women’s Club, the Hudson’s Hope Community Club is responsible for the operation of the Kitchen Space in the Community Hall. The Kitchen Space is used for weddings, funerals and other community events where food is served. Having a group available to help organize and host these food events is an important part of building and maintaining a small-town sense of community and the Local Government is fully supportive of groups that volunteer to organize these types of events.

☒ The term of the Agreement is from the 1st day of May, 2020 until the 30th day of April, 2025.

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

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

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

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

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

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

Name:

Title:

Signature:

Date:

**ON BEHALF OF THE
HUDSON'S HOPE LIONS CLUB**

Name:

Title:

Signature:

Date:

REQUEST FOR DECISION

RFD#: CC-2020-41	Date: April 22, 2020
Meeting#: CM042720	Originator: Chris Cvik, CAO
RFD TITLE: Swimming Pool Operation - 2020	

RECOMMENDATION:

1. *THAT Council provide direction to Administration regarding the operation of the Swimming Pool for the 2020 season in light of the COVID-19 pandemic.*

BACKGROUND:

The District of Hudson's Hope outdoor swimming pool usually targets the May long weekend as the opening date. This year, the COVID-19 Pandemic has resulted in pool closures across the Province. It is unknown at this time whether the District swimming pool will be able to open as planned or at all this summer.

DISCUSSION:

The District is still in the process of hiring Pool and Visitor centre staff to operate the Pool and Visitor Centre this summer. As discussed previously, if the Visitor Centre and Pool do not open, or open later than scheduled, these employees would be offered positions within Public Works.

To get the pool ready for the season, Public Works staff clean and inspect the pool, fill it full of water and test all of the equipment. This process is set to start on April 27th.

Administration is bringing the Options to Consider information forward for a general discussion. If the pool does not open as scheduled, there will be a 'point-in-time' where a decision to not open pool for the entire 2020 season will have to be made. Administration does not have a set-date for this, but it is something that Council will need to be aware of.

ATTACHMENTS:

1. Swimming Pool Operation 2020 – Options to Consider



Chris Cvik, CAO

Swimming Pool Operation - 2020 Options to Consider

Option 1: Cleaning and Testing

Clean the Swimming Pool, inspect the surface condition (wearing and tearing) by internal staff, fix the minor deficiencies by internal staff, fill the pool full with water, test the chlorine injector, test the back wash, test the glycol water heating system, and leave it for the season without doing anything else (OR empty the pool after all testing). If an inspection reveals that major repairs are required, then a Pool Repair contractor will have to be hired. There is some money put aside in the operating budget for this purpose.

The Staff time required for this work would be 2 weeks with 2 Staff, and with cleaning and testing scheduled to commence on April 27, 2020. In addition, cleaning materials and equipment will be needed. The challenges of keeping the Pool filled with water and not operating is that algae may form, which will require fully draining the Pool, washing again and then refilling. The time required for restarting would be another 2 weeks.

Estimated cost: \$18,000 for PW Staff, hiring equipment, materials for cleaning.

Option 2: Cleaning, Testing and Minimal (slight) Operation

In addition to performing the job mentioned in Option -1 (Cleaning and Testing), the Swimming Pool would run with minimal operation. The water flow, chlorine and frequency of back washes would be reduced to half or as low as permitted. This will continue until either the Pool opens to the public, or to the end of the season or a decision is made to shut down the Pool for the season.

In addition to the required Staff time, materials and equipment as mentioned in the Option-1, there will be operational costs, although reduced capacity, including chemicals, energy, water etc. The advantage of this option is that the Pool can be opened to the Public at any time. However, there are unnecessary operational costs.

Estimated cost: \$47,000 (PW Staff \$12,000, Gas electricity: \$9,000, O & M: \$26,000)

Option 3: Cleaning, Testing and Full Operation for the Season (14 weeks)

The water flow will be full, chlorine injection will be full, etc.

In addition to performing the job mentioned in Option -1 (Cleaning and Testing), the Swimming Pool would run with full operation with or without any use. The water flow, chlorine injection, back washes, heating of water, etc. will be normal as if the Pool is open to the Public, so the advantage is that the Pool can be opened to the Public at any time. This would continue until either the end of the season or if the Pool is closed for the season. The disadvantage is that operating money will be spend unnecessarily.

Estimated cost: \$100,000 (PW Staff \$30,000, Gas electricity: \$18,000, O & M: \$52,000)

REQUEST FOR DECISION

RFD#: CC-2020-40	Date: April 21, 2020
Meeting#: CM042720	Originator: Chris Cvik, CAO
RFD TITLE: Letter of Support - Saulteau First Nations Land Transfer	

RECOMMENDATION:

That Council approves sending a Letter of Support to the Province on the land selection by the Saulteau First Nation within the District of Hudson's Hope municipal boundary.

BACKGROUND:

Mayor Heiberg, Councillor Miller, and the CAO participated in a call on April 21, 2020, with Saulteau First Nations and the Ministry of Indigenous Relations and Reconciliation. The purpose of the call was to review Treaty Land Entitlement (TLE) and Tripartite Land Agreement (TLA) land selections by the Saulteau First Nations and, in particular, land transfers in and near the District of Hudson's Hope.

DISCUSSION:

There is one proposed land transfer from the Crown to the Saulteau First Nations within the District Boundary. It is a 12.7 ha parcel located directly beside the North end of the District's Light Industrial Subdivision along Highway 29. The selection would be TLA land, meaning the Crown would transfer the land as Fee Simple.

ATTACHMENTS:

1. Map of Saulteau TLA land selection within the District boundaries.



Chris Cvik, CAO

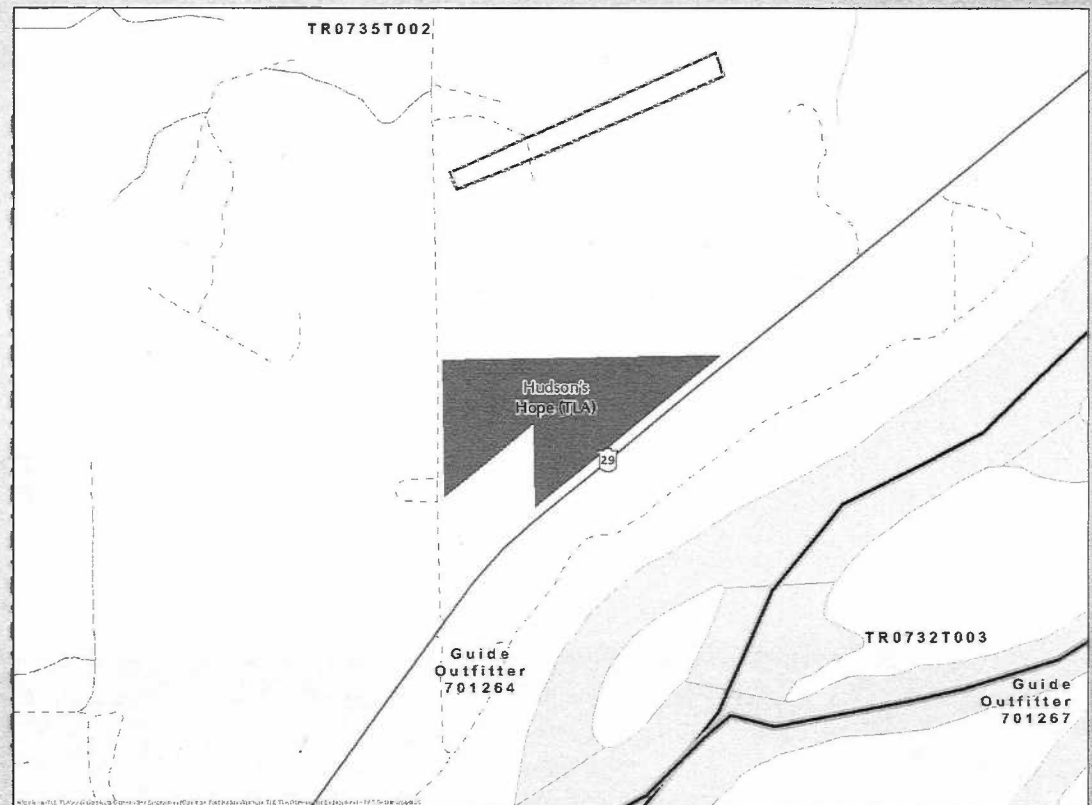
Hudson's Hope

Where: District of Hudson's Hope, east of Hudson's Hope, adjacent to highway 29

Size: 12.7 ha TLA

Reasons for Selecting:

This parcel was selected for economic development purposes as it is located next to the light industrial park currently under development by the District of Hudson's Hope. SFN and Hudson's Hope have been working together to identify opportunities and potentially collaborate on the development of the site for future light industrial purposes. However, the specific use for this parcel has not yet been decided.



Saulteau First Nations TLE and Site-C Agreements

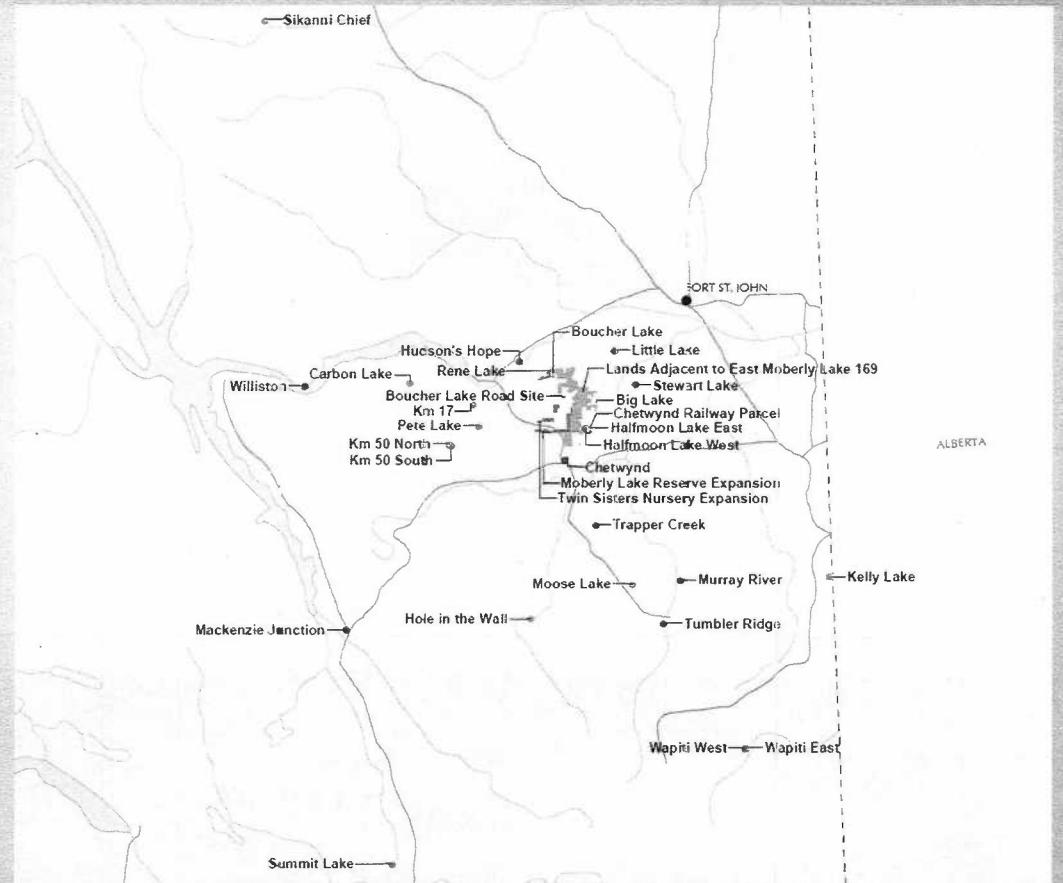
Saulteau has selected 49
land parcels for TLE (17) and
Site-C Agreement (32)

TLA total = 6339.62 ha

TLE total = 17687.58 ha

TLE Shortfall = 1414.98 ha

TLE Add. = 16272.59 ha



OUTSTANDING FOLLOW-UP ITEMS OVER THE PAST QUARTER			
Current Quarter: items shown whether 'open' or 'closed' Prior to Current Quarter: only 'open' items will be shown			
AGENDA ITEM	RESOLUTION	DEPT	STATUS
APRIL 14, 2020			
SR1	SWIMMING POOL FEES DISABLED PERSONS RATE THAT Council not approve the request for the addition of a reduction in the pool admission rate for disabled persons; and THAT Administration communicate the above resolution to the resident who made the inquiry.	Admin	Complete
B1	BYLAW NO. 907, 2020 – CEMETERY MANAGEMENT THAT the District of Hudson's Hope Bylaw No. 907, 2020 Cemetery Management be adopted as of April 14, 2020.	Admin/PW	Complete
B2	BYLAW NO. 912, 2020 – ROAD CLOSURE BECKMAN ROAD THAT the District of Hudson's Hope Bylaw No. 912, 2020 Road Closure – Beckman Road be adopted as of April 14, 2020.	Admin	Complete
B3	BYLAW NO. 916, 2020 – AMENDMENT TO BYLAW NO. 911, 2019, DA THOMAS ROAD CLOSURE THAT the District of Hudson's Hope Bylaw No. 916, 2020, Amendment to Bylaw No. 911, 2019 Road Closure – DA Thomas Road be adopted as of April 14, 2020.	Admin	Complete
C5	WOUNDED WARRIORS DONATION REQUEST THAT Council approve advertising in four (4) issues of the Wounded Warriors quarterly magazine for the Regular Business Card size for \$625.00 plus GST.	Admin	Complete
C6	PROCLAMATION – MULTIPLE SCLEROSIS AWARENESS MONTH The Mayor proclaimed the month of May 2020 as "Multiple Sclerosis Awareness Month" and the Multiple Sclerosis flag will be flown in the District during May 2020.	Admin	Complete
C7	PROCLAMATION – PUBLIC WORKS WEEK MAY 17-23, 2020 The Mayor proclaimed the week of May 17-23, 2020 as "Public Works Week".	Admin/Public Works	Complete
			SR7

MARCH 23, 2020			
SR4	WATER VALVES AND HYDRANTS REPLACEMENT – TENDER EVALUATION AND AWARD THAT Council accept the bid received from Cutting Edge Projects Ltd. for the replacement of Water Valves and Hydrants; and THAT Council approve awarding the Water Valves and Hydrants Replacement contract to Cutting Edge Projects Ltd. and authorize the Mayor and CAO to sign the contract subject to Council approval of the 2020 Capital Budget.	Public Works	Complete
SR5	BEATTIE LIFT STATION UPGRADE - TENDER EVALUATION AND AWARD THAT Council accept the bid received from Canadian Western Mechanical Ltd. for the upgrade of the Beattie Lift Station; and THAT Council approve awarding the Beattie Lift Station upgrade contract to Canadian Western Mechanical Ltd. and authorize the Mayor and CAO to sign the contract, subject to Council approval of the 2020 Capital Budget.	Public Works	Complete
SR3	2019 VOLUTEER AND COMPOSITE FIRE DEPARTMENTS EQUIPMENT AND TRAINING GRANT CAPITAL EXPENDITURE THAT Council approve the expenditure of the \$23,699.20 to purchase the equipment as approved in the 2019 Volunteer and Composite Fire Departments Equipment and Training Grant application.	Protective	Equipment ordered, awaiting delivery
SR2	LUCAS SUBDIVISION MARKETING PLAN REPORT NO. 4 THAT Council reject both RFP proposals received for Real Estate Services – Lucas Subdivision; THAT Council direct Administration to negotiate a contract with Nicole Gillis for marketing the seventeen (17) District owned lots in the Lucas Subdivision; THAT Council continue to support a \$7,500 marketing budget to assist in the sale of the seventeen (17) lots.	Admin	Complete
B2	BYLAW NO. 914, 2020 – REVITALIZATION TAX EXEMPTION – LUCAS SUBDIVISION THAT Bylaw No. 914, 2020 Revitalization Tax Exemption – Lucas Subdivision be adopted as of March 23, 2020.	Admin	Complete

NB2	DARYL JOHNSON – MANUFACTURED HOME PARK REZONING THAT Staff research the request from Daryl Johnson for amending the zoning for the Manufactured Home Park to include Recreational Vehicles as a permitted use.	Admin	Report Completed for April 27/20 Council Mtg
NB3	BC HYDRO – LETTER OF APPRECIATION RE DONATED WOOD THAT Staff draft a letter of appreciation for the wood that BC Hydro donated to the District.	Admin	Complete
MARCH 11, 2020			
SR1	WATER TREATMENT PLANT UPGRADE RFP EVALUATION AND AWARD THAT Council accept the proposal for the Design Build received from The Industria Group for the upgrade of the Water Treatment Plant.” THAT Council approve the award of the Design Build contract to The Industria Group and authorize the Mayor and CAO to sign a contract with The Industria Group, subject to budget approval by BC Hydro.	Public Works	Complete
MARCH 9, 2020			
SR2	GROUNDWATER PROTECTION PLAN THAT Council appoint Councillor Miller and Councillor Quibell to the Groundwater Protection Plan – Technical Advisory Committee (TAC).	Admin	Complete
SR4	TRANSFER SITE MAINTENANCE AGREEMENT 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. THAT Council waive the Purchasing Policy and approve a sole source contract to Kevin Howard Contracting.	Public Works	Complete
B1	BYLAW NO. 915, 2020 – FEES AND CHARGES THAT the District of Hudson’s Hope Bylaw No. 915, 2020 Fees and Charges be adopted as of March 9, 2020.	Admin	Complete
C2	2020 NORTHEAST BC COMMUNITY COAL & ENERGY FORUM THAT Council authorize two (2) members of Council to attend the 2020 Northeast BC Community Coal & Energy Forum being held in Chetwynd on September 9 & 10, 2020.	Admin	Cancelled due to COVID 19

C4	<p align="center">CONCRETE TOTEMS</p> <p>THAT Council authorize up to \$300 to be included in the 2020 budget for the replacement of a plaque on the concrete totems located at the Peace River Bridge.</p>	Admin	Complete
FEBRUARY 24, 2020			
SR1	<p align="center">OPERATION OF THE COMMUNITY HALL</p> <ol style="list-style-type: none"> 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. 	Admin	Report – April 27/20 Agenda
SR2	<p align="center">THE OLDER FOLKS CLUB</p> <ol style="list-style-type: none"> 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. 	Admin	Complete
SR3	<p align="center">DISTRICT PROPERTY – SALE TO BC HYDRO (BECKMAN ROAD)</p> <ol style="list-style-type: none"> 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. 	Admin	Complete
SR4	<p align="center">BEATTIE LIFT STATION UPGRADE GRANT APPLICATION</p> <ol style="list-style-type: none"> 1. THAT Council approves a grant application to be made for the Green Infrastructure Fund for 	Public Works	Complete

	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.		
B1	BYLAW NO. 913, 2020 – DL148 ROAD CLOSURE THAT the District of Hudson’s Hope Bylaw No. 913, 2020, Road Closure – DL148 be adopted as of February 24, 2020	Admin	Complete
C1	COMMUNITY HALL UPDATE 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.	Admin	Complete
FEBRUARY 10, 2020			
D1	CEMETERY SIGNS Fay Lavallee also inquired whether a new sign could be installed at the cemeteries as the existing sign is small and hard to see.	PW	
C2	HUDSON’S HOPE NEW HORIZONS SENIORS SOCIETY That Council authorize Staff to determine whether the new The Older Folks Club can replace the Hudson’s Hope New Horizons Seniors Society on the lease that the Hudson’s Hope New Horizons Seniors Society currently holds with the District.	Admin	Complete
C1	RETAIL CANNABIS SALES THAT Staff respond to D. Lepine’s request regarding Cannabis Retail Sales in Hudson’s Hope and a) explain the history associated with the District’s Zoning Bylaw; and b) outline the process required for a request for a zoning bylaw amendment.	Admin	Complete
C3	DOUBLE H SADDLE CLUB LETTER OF SUPPORT THAT the District of Hudson’s Hope provide a letter of support for the Double H Saddle Club’s grant application for Northern Development Initiative Trust’s Community Halls and Recreation Facilities grant.	Admin	Complete

C4	<p align="center">GRANT WRITER</p> <p>Received for discussion in conjunction with Item C10 – PRRD 2020 Economic Development Budget. Council supported a contribution of up to \$5,000.</p>	Admin	Complete (Certified Resolution sent to PRRD)
C6	<p align="center">PEACE RIVER LOCAL GOVERNMENT ASSOCIATION DINNER MEETING</p> <p>THAT the District of Hudson's Hope authorize any Council member to attend the Peace River Local Government Association Dinner Meeting being held in Tumbler Ridge on March 26, 2020.</p>	Admin	Cancelled due to COVID 19
C11	<p align="center">TENNIS / PICKLEBALL COURTS</p> <p>THAT Staff advise Kelly Newsholme that her proposal regarding upgrades to the tennis / pickleball courts will be considered during the 2020 budget deliberations.</p>	Admin	Complete
JANUARY 27, 2020 COUNCIL MEETING			
SR1	<p align="center">RIVER OF THE PEACE METIS SOCIETY LETTER OF SUPPORT</p> <p>THAT Council approve the Request from the River of the Peace Metis Society to provide a Letter of Support for their Physical Literacy for Communities BC Initiative grant application; and</p> <p>THAT Council direct Administration to notify the River of the Peace Metis Society that the District does not have the resources available to support the initiatives that are being requested by the Society on Page 2 of their letter of request.</p>	Admin	Complete
SR2	<p align="center">PRA ANNUAL REPORT 2020</p> <p>THAT Council approve the revised 2016 – 2020 Long-term Development Plan for use of the Peace River Agreement (PRA) grant funding.</p>	Admin	Complete
SR3	<p align="center">PURCHASE OF DISTRICT PROPERTY BY BC HYDRO REPORT #5</p> <p>THAT Council approve the Site C Project – Hudson's Hope Master Lands Agreement and accompanying sub-agreements.</p> <p>THAT Council authorize the CAO to execute the Master Lands Agreement and the accompanying sub-agreements on behalf of the District."</p>	Admin	Complete

SR4	<p>PRE-BUDGET FOR MACDOUGALL STREET REHABILITATION</p> <p>THAT Council approve a pre-budget amount of \$18,000 for the design and tender preparation for MacDougall Street rehabilitation from Dudley Drive intersection to Paquette Avenue intersection; and THAT the source of funding is the Sewer Reserve.</p>	PW	Complete
JANUARY 13, 2020 COUNCIL MEETING			
SR1	<p>Q4 2019 RESOLUTIONS</p> <p>The CAO advised there is nothing new to report regarding the PSA transition from PRIS to the Library.</p> <p>Staff to draft a letter of response regarding Lynx Creek pavement.</p>	Admin/PW	<p>PRIS – In Progress</p> <p>Complete</p>
SR2	<p>FINANCIAL ASSISTANCE POLICY (GRANT-IN-AID)</p> <p>That Council approve the Financial Assistance Grant Policy 001/20.</p>	Admin	Complete
SR3	<p>Light Industrial Subdivision</p> <p>That Council approve the recommendation from the Light Industrial Steering Committee to direct award a consulting services contract to Urban Systems and to proceed with hiring a geotechnical company and a survey company to undertake detailed design work, including the Geotech and Survey work under the management of Urban Systems.</p>	Admin/Public Works	Complete
SR4	<p>LUCAS SUBDIVISION – MARKETING PLAN #2</p> <p>That Council approve the Request for Proposal for the District of Hudson's Hope Real Estate Services – Lucas Subdivision.</p>	Admin	Complete
SR5	<p>PURCHASE OF DISTRICT OWNED PROPERTY BY BC HYDRO – REPORT #4</p> <p>THAT Council rescind the following resolution:</p> <p>1. That Council approve the sale of Lot 6, Section 19, Township 81, Range 25, West of the 6th Meridian, PRRD Plan 17881 and Lot A, Section 19, Township 81, Range 25, West of the 6th Meridian, PRRD Plan 27673 for \$315,000.</p> <p>2. That Council authorize the CAO to sign the Purchase Agreements for Lot 6 and Lot A and the two additional properties Library SRW for \$17,500 and the Alwin Holland Park licence for \$25,900 on behalf of the District.</p>	Admin	Complete

	<p>3. That Council release the resolution on the sale of District property to the Public Agenda, pending approval from BC Hydro to share the information.</p> <p>THAT Council approve the Lease Agreement for Lot 6, Section 19, Township 81, Range 25, west of the Meridian, PRRD Plan 17881;</p> <p>THAT Council approve the License Agreement for Block A of the North East ¼ Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District Except Plan H626; PID: 011-763-418, \$10,000;</p> <p>THAT Council authorize the CAO to sign the Lease and License Agreements on behalf of the District;</p> <p>THAT Council release the resolution on the sale of District property to the Public Agenda.</p>		
SR6	<p>FIRE INSPECTION SYSTEM POLICY</p> <p>That Council approve the Fire Inspection System Policy 002, 2020 for the District of Hudson's Hope; and</p> <p>THAT Council rescind the Fire Safety Inspection Policy dated March 12, 2002.</p>	Admin/Protective	Complete
SR7	<p>FIRE DEPARTMENT SERVICE LEVEL POLICY</p> <p>That Council approve the District of Hudson's Hope Fire Department Service Level Policy 003, 2020 for the District of Hudson's Hope.</p>	Admin/Protective	Complete
SR8	<p>NORTHERN DEVELOPMENT INITIATIVE TRUST GRANT APPLICATION WINTER CARNIVAL</p> <p>THAT the District of Hudson's Hope supports the application to Northern Development Initiative Trust for a grant of up to \$2,500 for the Winter Carnival from the "Fabulous Festivals and Events Fund.</p>	Admin	Complete
SR9	<p>LOCAL GOVERNMENT INFRASTRUCTURE PLANNING GRANT PROGRAM</p> <p>THAT Council approve the application for the BC Local Government Infrastructure Planning Grant Program in support of the continuing development of the District's Asset Management Program.</p>	Admin/PW	Complete

SR10	<p>NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION –AGM</p> <p>Mayor Heiberg and Councillor Gibbs confirmed their attendance; remaining Councillors interested in attending to advise the Corporate Officer by Friday, January 31, 2020.</p> <p>THAT Council approve registration and travel costs for Council members interested in attending the North Central Local Government Association Annual General Meeting being held in Prince George on May 13 - 15, 2020.</p>	Admin	Cancelled due to COVID19
SR12	<p>SCHOOL DISTRICT #60 – BOARD OF TRUSTEES ANNUAL JOINT MEETING</p> <p>THAT Council approve a) hosting the School District #60 Board of Trustees Annual Joint Meeting in Hudson’s Hope in the spring of 2020; and b) the District will provide dinner for the function.</p>	Admin	Cancelled due to COVID19
C2	<p>PROPOSED MUSIC FESTIVAL</p> <p>THAT Staff contact Ben Waechter, Life Cycle Events, to request that he survey the residents in the area who would be affected by the noise level if the music festival is approved and that he report the results to the District.</p>	Admin	Contacted B. Waechter, no further response
C5	<p>RISK CONTROL SURVEY – MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA</p> <p>The Manager Public Works advised that the outside concrete entrance to Council Chambers poses a tripping hazard and will be fixed once the weather warms up; and 2) barb wire fencing along the entire front of the yard will need to be replaced at the Public Works Facility.</p>	PW	
C6	<p>COUNCIL OF FOREST INDUSTRIES - 2020</p> <p>THAT Council approve the registration and travel costs for two members of Council to attend the Council of Forest Industries 2020 Convention being held in Prince George on April 1 – 3, 2020.</p>	Admin	Cancelled due to COVID19
CR1	<p>Cyber Hacking</p> <p>Mayor Heiberg advised that the City of Dawson Creek was recently subject to a cyber attack and that the District of Hudson’s Hope is in the process of obtaining cyber insurance and that Staff are currently checking to see whether the District is properly insured for a similar risk.</p>	Admin	Complete

NB1	Hudson's Hope Health Care and Housing Society – Land Transfer THAT Council approve the transfer of PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6 th Meridian Peace River District Plan PGP17871 from the District of Hudson's Hope to the Hudson's Hope Health Care and Housing Society in support of the Society's proposed supportive living facility.	Admin	Complete
ITEMS CARRIED FORWARD FROM PREVIOUS QUARTER			
DECEMBER 9, 2019 COUNCIL MEETING			
SR1	CAPITAL PURCHASE - COMPUTERS THAT Council approve \$10,500 from the 2019 Contingency Fund towards the replacement of seven (7) computers prior to the end of 2019.	Admin	Complete
B1	BYLAW NO, 911, 2019 ROAD CLOSURE – DA THOMAS THAT the District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road be adopted as of December 9, 2019.	Admin	Complete
NOVEMBER 25, 2019 COUNCIL MEETING			
SR8	TRAFFIC SIGNS THAT Administration consider traffic sign replacement cost under Operating Budget to commence a multi-year replacement / management strategy for traffic signs.	Public Works	Operating Budget
NOVEMBER 12, 2019 COUNCIL MEETING			
SR1	2019 VOLUNTEER & COMPOSITE FIRE DEPARTMENTS EQUIPMENT AND TRAINING GRANT APPLICATION THAT Council support the District of Hudson's Hope's 2019 Volunteer and Composite Fire Department's Equipment and Training Grant Application and Council agrees to provide overall grant management.	Protective Services	Complete (Grant application successful)
OCTOBER 15, 2019 COUNCIL MEETING			
SR9	COMMUNITY FACILITIES SURVEY RESULTS THAT Council refer the Community Facilities Survey Results Report to the Community Hall Committee.	Recreation Services	2020 Initiative with Asset Management
SR5	PUBLIC SERVICE ANNOUNCEMENT PROGRAM (HHPSA) That Council supports having the Library take over the administration of the PSA Program from PRiS and;	Admin	Work in Progress

	<p>That Council directs administration to communicate with PRiS recommending the Library take over administration of the PSA Program for the District and;</p> <p>That Council agrees to provide additional funding to the Library for the balance of 2019, and all of 2020 and 2021 for administration of the PSA Program.</p>		
C9	<p>LYNX CREEK - PAVEMENT</p> <p>THAT staff assess the road condition of Lynx Creek subdivision with a particular focus on Reschke Road, Lesage Road and Chapman Road, review the Long-Term Capital Plan and Asset Management Plan, and report back to Council.</p>	Public Works	<p>Initial report to Council (Nov 2019)</p> <p>Monies to be identified in Capital Budget</p>
NB2	<p>LIGHT INDUSTRIAL</p> <p>THAT the proposed draft zoning described as section 19 M1A Zone: Highway Light Industrial, sub-sections 19.1 Permitted Uses and 19.2 Zone Specific Regulations be provided to the Ministry of Transportation and Infrastructure to solicit their feedback on the proposed road and intersection design as per the map provided by Urban Systems; and</p> <p>THAT the proposed zoning amendments be referred to the Industrial Committee.</p>	Public Works	<p>MoTI conditionally approved to proceed with Ph-1;</p> <p>And</p> <p>Industrial Committee meeting on as-needed basis.</p>
ITEMS CARRIED FORWARD FROM PREVIOUS QUARTER			
SEPTEMBER 9, 2019 – COUNCIL MEETING			
SR1	<p>OSBORNE STREET AT CANYON DRIVE INTERSECTION</p> <p>That Council direct administration to install guard rail at the south east corner of the intersection along Osborne Street and Canyon Drive in consultation with the Ministry of Transportation; AND</p> <p>That Council direct administration to work with the Ministry of Transportation in cleaning the undergrowth and cutting the trees blocking the visibility along the Canyon Drive near the intersection; AND</p> <p>That Council direct administration to consider this project under 2020 Capital Budget.</p>	Public Works	2020 Capital Budget item
JULY 22, 2019 COUNCIL MEETING			
SR1	<p>Social Media Content Plan</p> <p>Council approve 3 x 7 day camping passes in the amount of \$300 as prizes for a photo contest that</p>	Admin	<p>Photo Contest Completed.</p> <p>Social Media</p>

	will provide the District will new photos to use for social media and our website and that the Social Media Content Plan be added to the Diary for budgeting purposes.		Content Plan to be added to the Budget
ITEMS CARRIED FORWARD FROM PREVIOUS QUARTER			
MARCH 11, 2019 COUNCIL MEETING			
SR8	Staff to research new funding model for grant in aid and bring back to Council prior to the 2020 application period.	Admin / Finance	Complete
FEBRUARY 11 2019 COUNCIL MEETING			
SR4	Staff to review the O&M Program for recreation assets such as the tennis courts, baseball diamonds, and playgrounds to ensure adequate funding is available to maintain these assets and that they are adequately reflected in out annual maintenance program.	RSEC/Public Works	Need to schedule meeting
JANUARY 14, 2019 COUNCIL MEETING			
SR4	Council approves a grant application to be made for the Rural and Northern Communities Program for upgrades to Beattie Lift Station.	PW/ADMN	Application submitted; awaiting response

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council
SUBJECT: CAO – Update Report
DATE: April 2020
FROM: Chris Cvik, CAO

Some of the initiatives currently being worked or recently completed:

- Safety – No employees are self-quarantined due to COVID-19. Communications continue to reiterate key messages from the province.
- Hired Public Works Manager (Gordon Davies) effective April 20, 2020.
- Meeting with Technical Advisory Committee (TAC) was held on April 15th. Western Water will be incorporating feedback from the meeting and sending an update out to the Committee.
- Developed draft 'job jar' of additional projects for summer staff from the pool and visitor centre to work on in Public Works if these facilities do not open and employees are still interested in working for the District.
- Trying to determine whether the four District campgrounds will operate this season.
- Draft lease agreements completed for Council's consideration for the Community Hall and the Lion's Club and Hudson's Hope Community Club.
- Draft Development Variance Permit report for Lucas Subdivision marketing sign completed.
- 2020 budget.

Upcoming

- Virtual 'Day of Mourning' event on April 28th.
- RFP for Community Hall issued April 14th. Closing date is May 14th at 4:00 p.m.
- Add Older Persons Club, Lions Club, and Hudson's Hope Community Club to the District's Liability Insurance coverage through the Municipal Insurance Association of British Columbia (MIABC).



Chris Cvik

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: April 27, 2020
SUBJECT: CORPORATE DEPARTMENT – MONTHLY UPDATE

PURPOSE

To provide Council with an update for the Corporate Department.


INFORMATION

- **Bylaws**
 - Cemetery Management: Adopted April 14, 2020
 - Zoning Bylaw Consolidation: In progress
 - Bylaw Index – conversion to Excel: In progress
- **DropBox – Office Location**
 - Dropbox being installed inside the Office front door so that the Public can drop off licence plates, property tax payments, keys, etc. during Office closure due to COVID19; will also be used for after Office hours under normal circumstances.
- **Adobe Software Inventory**
 - In Progress
- **Summer Students**
 - Organized applications for Swimming Pool & Visitor Centre positions
- **School District No. 60 – Annual Joint Board Meeting 2020**
 - Cancelled due to COVID19
- **Conferences / Education / Training**
 - Records Management Webinar – September 2020: J. McDougall, A. Martin
 - Safety Committee Conference - November 2020: A. Martin
 - ICBC Training – ongoing: M. Cryderman

ADMINISTRATOR'S COMMENTS:



Chris Cvik, CAO



Jeanette McDougall, Corporate Officer

SR9

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Public Works Department Update

DATE: April 23, 2020

FROM: Mokles Rahman, Director of Public Works

Below please find highlights of some of the activities either done or underway in the Public Works Department during the last month.

- **COVID 19:**

- a. One staff was in home isolation for two (2) weeks (March 16 to 27, 2020) as he returned from overseas.
- b. Another staff was sent home for isolation from March 20, 2020, and was back on April 2, 2020 as he had cold, cough and soaring throat.
- c. During the COVID -19 period, all operation and maintenance related to Public Works are going on as normal. While working hours of Public Works staff are from 8:00 am to 4:00pm, half of the staff are working from 7:30am to 3:30pm to stagger the starting time, coffee breaks and lunch break.
- d. Staff are encouraged to avoid sharing of vehicles and maintain social distancing.
- e. Sanitation of Public Works shop, washrooms at Beattie Park and all campgrounds are performing on a regular interval.

OPERATIONS:

- **Campgrounds:** All four (4) municipal campgrounds (King Gething, Alwin Holland, Dinosaur Lake, and Cameron Lake) are closed until further notice. The King Gething campground has gates with locks. However, the other three (3) campgrounds do not have gates. District staff are sanitizing the washrooms at Alwin Holland and Dinosaur Lake campgrounds daily (and Cameron Lake campground once to twice a week) because of COVID-19 situation, as some people may use the washrooms.
- **Playgrounds:** All municipal playgrounds are closed and taped until further notice.
- **Parks:** All Parks are officially closed. We do not have gate and lock system in any of the parks. We are not sanitizing the park benches. Washrooms at Beattie Park are open, and staff are sanitizing daily.
- **Street Sweeping:** Street sweeping started from the week of April 20, 2020.
- **Carter street drainage:** There were drainage problems at different culverts along Carter Street during Easter long weekends because of high temperature. Staff had to put extra effort to manage flooding.
- **Swimming Pool:** Taking preparation for swimming pool opening. Cleaning of swimming Pool will start from Monday April 27, 2020. However, Operations and Maintenance will be based on Council direction.

PROJECTS:

- Water Treatment Plant (WTP) Upgrades:
 - On April 21, 2020 District issued "Notice to Proceed" to The Industria Group (the contractor) for the Design Build contract of the Water Treatment Plant upgrade. The contractor submitted required documents and negotiations completed.
 - BC Hydro approved the revised schedule proposed by the contractor due to COVID situation. The Substantial Completion of the project is now December 18, 2020.
- Capital Projects:
 - Beattie Lift station: Signed contract with Canadian Western Mechanical Ltd (the contractor) for the upgrade of the Beattie Lift station. Because of COVID situation, we organized and conducted a "on the phone" kickoff meeting on April 16, 2020 with the participation of representative from the consultant, contractor, and District Staff.
 - Water valves and hydrants: Awarded the contract to Cutting Edge Projects Ltd for the upgrade of the Water valves and hydrants 2020. We are in the process of gathering all of the documents for signing a contract with the contractor. The project work may be started sometimes in May.
 - Osborne Street @ Canyon Dr Guard Rail: Urban Systems completed the design and sent invitational quote to four (4) contractors. MoTI ordered guard rail materials.
 - Tender/ RFP of other Capital projects will be started after approval of the Capital Budget.
- Light Industrial Subdivision: Geotechnical investigation and survey work is completed for the subdivision. Consultant is working on the base plan preparation as part of the Detailed Design.
- Staff hiring:
 - a. Summer employment: Summer staff hiring done during this month. All summer employees will start work from May 4, 2020.
 - b. During recruitment process summer employees were asked if they were open to using their own vehicle at work to avoid vehicle sharing due to COVID. District will pay the mileage and insurance for those four (4) months.
 - c. Recreation & Special Events Coordinator: Started job on March 30, 2020.

Prepared by:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, CAO

Schedule- A: Recreation activities update

Recreation and Special Events – April 2020 Update

- **Orientation**

The new RSEC has and continues to be oriented on organization, staff, procedures, technology, filing systems, financial, budgeting, safety etc.

- **Special Events**

- **Cozy Easter**

This year the Easter event was planned online due to the Covid-19 situation. The District felt it important to send the collaborative message of social distancing through all departments. Under the guidance of BC Health, the message was to stay home and stay safe. The “Cozy Easter” event was planned with the purpose of engaging the community, offering fun activities, and creating joyful interaction within the community and with the District all while individuals stayed within their home. On April 2, 2020, the Cozy Easter Event was advertised on the DOHH website, Facebook, PSA and a poster at the post office. The event was posted on the DOHH Facebook events page on April 9, including scheduled activity links that would load through out the weekend keeping participants engaged, and an in house scavenger hunt list was also posted, where participants would search their homes for the list of items and email in a picture to the RSEC where their name would then be entered into a draw. The draw took place on April 14 and a prize awarded. The total cost of this event was \$121. This event reached 341 people, with 51 responses on Facebook. The community responded well, the comments were positive, saying how much fun it was, how families worked together and many thanking the DOHH.



- **Upcoming Events**

- Day of Mourning – April 28, 2020
It is not possible due to the Covid-19 restrictions and Health BC advisories to gather as a group publicly. This year this event will be advertised on the DOHH website and PSA and available to the public online with video submissions addressing the community uploaded to an DOHH Facebook event from Mayor Heiberg, John Vandenberg (union representative), Scott McInnes (WorkSafe BC), Pastor Luke Hughes, and the lowering of the flags.
- You are my Sunshine Challenge – Online May 2020 event
- Canada Day – July 1

- **Grants**

- Imagine Grant – Application in progress, Spring intake closes April 30, 2020
- Canada Day – Approved \$1,300
- Better Community Challenge – Canceled due to Covid-19

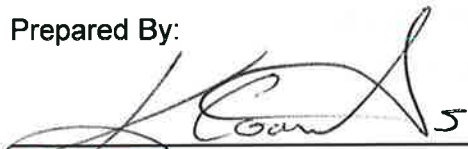
- **Networking**

- Coordinating with community clubs, organizations, and volunteers via an introductory email and phone calls.
- Coordination with regional Recreation Coordinators and Directors via email, provincial and regional roundtable discussions, and phone calls.

- **Conferences / Education / Training**

- Get Grants, Gale Courses (self initiated) – K. Coombs, May 2020
- Excel, Gale Courses (self initiated) – K. Coombs June 2020

Prepared By:



Kris Coombs,
Recreation and Special Events Coordinator

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Monthly Update

DATE: 27 April 2020

FROM: Robert Norton, Director of Protective Services

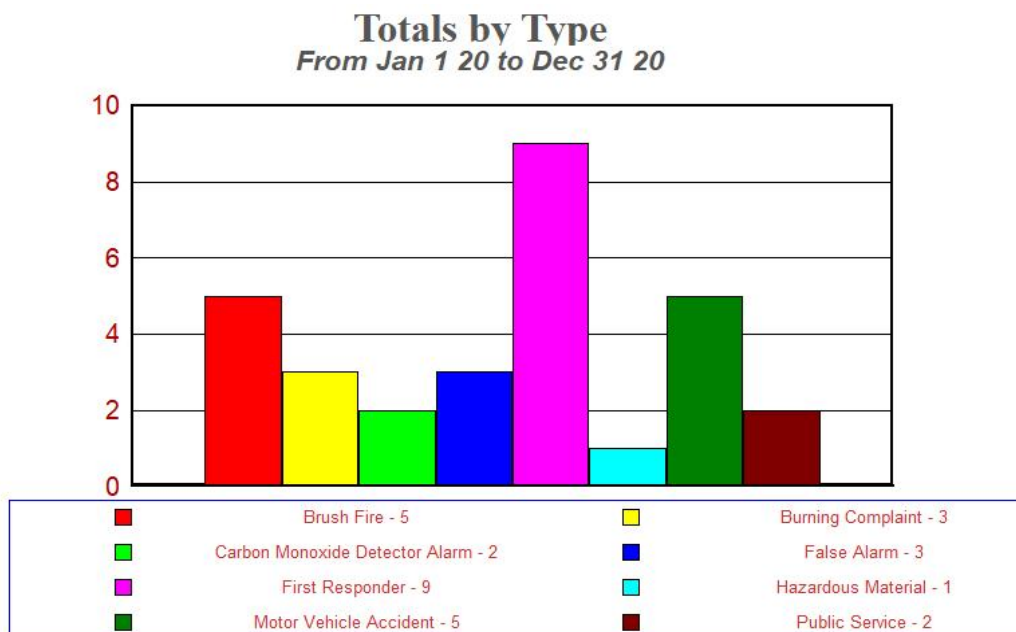
INFORMATION:

This report is a synopsis of the activities of the various branches of the Protective Services Department.

Fire Department

Year to date the department has responded to 30 calls for service.

Brush Fire	5
Burning Complaint	3
Carbon Monoxide Detector Alarm	2
First Responder	9
Motor Vehicle Incidents	5
False Alarms	3
Hazardous Materials	1
Public Service	2



SR11

Hudson's Hope Fire Rescue continues to closely monitor BC Emergency Health Services policies and protocols for Covid-19 response and have implemented best practices within medical responses to ensure the health and safety of our responders and patients.

Changes to procedures include limiting fire department first responder response to only high acuity calls based on provincial recommendations, limiting the number of responders, increased personal protective equipment requirements and very robust cleaning routines of equipment and vehicles post-response.

A open burning prohibition has been issued for the District of Hudson's Hope which restricts Category 2 and 3 open burning, burn barrels as well as fireworks. This prohibition does not include campfires which are still permitted. This prohibition was placed into effect to ensure air quality during the Covid-19 event as well as reduce the demands on local fire response as well as BC Wildfire Service.

The additional structural protection equipment purchased with the funds from the 2019 Volunteer and Composite Fire Departments Equipment and Training Grant program have arrived and are being placed into service.

Emergency Preparedness

The Northeast BC (NEBC) Emergency and Public Alert System continues to be advertised throughout the Peace through a variety of venues including print, radio, billboards, and attendance at trade shows. The District of Hudson's Hope continues to promote the system on our Facebook page, website, PSA, and the Bulletin. To date there are 1091 subscribers within the Peace including 128 within the Hudson's Hope area. To ensure that new residents to the area are aware of the program, the District has worked with BC Hydro to include information into their new employee orientations for local facilities. This information describes the merits of the NEBC Emergency and Public Alert system, as well as information on how to sign up.

One resident of Hudson's Hope is now undertaking the training required to become a member of the Fort St John Emergency Social Services team. This will allow the team member to take part in emergency social services events throughout the region and will provide a trained local team member in the event that emergency social services need to be delivered within the District.



Robert Norton,
Director of Protective Services

REQUEST FOR DECISION

RFD#: CC-2020-32	Date: April 16, 2020
Meeting#: CM042720	Originator: Chris Cvik
RFD TITLE: 2020 Adoption of Annual Financial Plan (2020 - 2024)	

RECOMMENDATION / RESOLUTION:

1. That Council approve First, Second, and Third Reading to Bylaw No. 917, 2020
– A Bylaw to Adopt a Financial Plan for 2020 - 2024.

BACKGROUND:

All municipalities must adopt a property tax bylaw each year. The property tax bylaw must be adopted after the annual budget (financial plan) has been approved by Council. The rationale is that based on the tax revenue requirements in the annual budget, the District will set its' municipal tax rates to raise the required revenue from the nine different classes of property. The annual tax rate bylaw must be adopted before May 15th of each year.

The Planning period for the Financial Plan must include the current fiscal year and the next four fiscal years (five-year plan). In addition to the financial information, the plan must include objectives and policies for the fiscal year regarding distribution of the funding sources, the distribution of property taxes amongst the various property classes, and the use of any permissive tax exemptions.

DISCUSSION:

Council received the annual Operations budget for discussion on March 9, 2020, and the annual Capital budget for discussion on March 23, 2020. Since the presentation, COVID-19 occurred. As a result, Administration did not proceed with the 2% property tax increase that was proposed and kept the tax rate the same as 2019. Please not that while the municipal rate is the same, the amount requisitioned from the Peace River Regional District for such services as 911, Solid Waste, and the Peace River Regional Hospital District has increased.

FINANCIAL:

The proposed 2020 budget for the District of Hudson's Hope is \$8,940,401. This is based on the combined Operating Budget of \$6,739,886 and Capital Budget of \$2,200,515.

The overall property tax requisition for 2020 is \$2,423,180 of which \$346,868 is the residential requisition.

For comparative purposes, the 2019 budget was \$8,915,338 and the 2018 budget was \$8,375,376. The overall property tax requisition in 2019 was \$2,079,057 of which \$347,459 was the residential requisition so residential taxes decreased slightly in 2020.

OTHER:

Prior to adopting the financial plan, the District must undertake public consultation. The level of public consultation is not defined in legislation, but should at a minimum provide for residents in Hudson's Hope the opportunity to review, comment, and pose questions at a local government meeting. With COVID-19 social distancing safety precautions in effect, Administration will issue a PSA to notify residents about the annual financial plan and to direct them to a location on our website where they can review the plan and provide the date when the plan will be back at Council if they wish to pose questions.

Attachment(s)

1. Bylaw No. 917, 2020 – District of Hudson's Hope Five Year Financial Plan (2020 - 2024).
2. Attachment B – 2020 Financial Plan Summary.

Report Approved by:


Chris Cvik, CAO



BYLAW NO. 917, 2020

A Bylaw to Adopt a Financial Plan for 2020 to 2024

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

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

1. This Bylaw shall be cited as the "Annual Financial Plan Bylaw No. 917, 2020."
2. Schedule "A" which is attached to and forms part of this Bylaw, is adopted as the Financial Plan of the District of Hudson's Hope for the years 2020 to 2024.
3. Schedule "B" which is attached to and forms part of this Bylaw, is adopted as the Statement of Objectives and Policies of the District of Hudson's Hope for the years 2020 to 2024.
4. Annual Financial Plan Bylaw No. 905, 2019, is hereby repealed.

Read a First Time on this 27 day of April, 2020.

Read a Second Time on this 27 day of April, 2020.

Read a Third Time on this 27 day of April, 2020.

Adoption of Bylaw on this ____ day of May, 2020.

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer

Certified a true copy of Bylaw No 917, 2020
this ____ day of May 2020.

Corporate Officer

BYLAW No. 917, 2020 - Schedule A

General Operations	2020	2021	2022	2023	2024
General Revenue					
Water O&M	- 252,405 -	257,453 -	262,602 -	267,854 -	273,211
Water Utility Fund	- 1,000 -	1,020 -	1,040 -	1,061 -	1,082
Sewer O&M	- 197,605 -	201,557 -	205,588 -	209,700 -	213,894
Sewer Utility Fund	- 5,678 -	5,792 -	5,907 -	6,026 -	6,146
Property Taxes	- 2,423,180 -	3,357,575 -	3,437,033 -	3,522,856 -	3,605,489
Grants in Lieu	- 1,769,958 -	1,805,357 -	1,841,464 -	1,878,294 -	1,915,859
Grants Other	- 1,539,249 -	835,465 -	840,148 -	840,148 -	845,056
General Government Services	- 51,000 -	52,020 -	53,060 -	54,122 -	55,204
ICBC	- 122,761 -	125,216 -	127,721 -	130,275 -	132,880
Protective Services	- 19,500 -	19,890 -	20,288 -	20,694 -	21,107
Bylaw/Lands	- 8,750 -	8,925 -	9,104 -	9,286 -	9,471
Public Works	- 14,000 -	14,000 -	14,000 -	14,000 -	14,000
Asset Management	- 60,000				
Environmental & Public Health	- 88,300	97,736	99,691	101,685	103,719
Recreation	- 185,000 -	188,700 -	192,474 -	196,323 -	200,250
EDO	- 1,500 -	1,530 -	1,561 -	1,592 -	1,624
General Operations Revenue	<u>-\$ 6,739,886</u>	<u>-\$ 6,776,764</u>	<u>-\$6,912,299</u>	<u>-\$ 7,050,545</u>	<u>-\$ 7,191,556</u>

General Expenditure

Water	253,405	258,473	263,643	268,915	274,294
Sewer	191,956	195,795	199,711	203,705	207,779
Legislative	152,000	155,040	158,141	161,304	164,530
Grants in Aid to Cmty	50,700	51,714	52,748	53,803	54,879
GGs	1,321,701	1,348,135	1,375,098	1,402,600	1,430,652
ICBC	70,670	72,083	73,525	74,996	76,495
Protective Services	334,700	341,394	348,222	355,186	362,290
Bylaw/Lands	68,065	69,426	70,815	72,231	73,676
Public Works	1,634,297	1,666,983	1,700,323	1,734,329	1,769,016
Asset Management	96,000				
Environmental & Public Health	66,400	67,728	69,083	70,464	71,873
Recreation	942,185	961,029	980,249	999,854	1,019,851
EDO/Lands	40,500	41,310	42,136	42,979	43,839
Trans to Cemetery	300	306	312	318	325
Tr To Gen Optg M & E Office Fund	5,000	5,100	5,202	5,306	5,412
Trans to DPW M & E Fund	185,507	189,217	193,001	196,862	200,799
Trans to Protective Serv Fund	126,100	128,622	131,194	133,818	136,495
Trans to Community Hall Fund	30,000	30,600	31,212	31,836	32,473
Trans to Land	498,400	508,368	518,535	528,906	539,484
to/(-)fr General Fund to Capital (PRA)	672,000	685,440	699,149	713,132	727,394
Total General Operations Expense	<u>\$ 6,739,886</u>	<u>\$ 6,776,764</u>	<u>\$6,912,299</u>	<u>\$ 7,050,545</u>	<u>\$ 7,191,556</u>

Surplus / (-)deficit: must be 0

BYLAW No. 917, 2020 - Schedule A

CAPITAL OPERATIONS

	2020	2021	2022	2023	2024
Transfer from Funds, Reserves; Capital Revenue					
Water Capital Reserve	-2,000	-162,000	-600,000	-1,050,000	-1,100,000
Sewer Capital Reserve	-18,000	-200,000	-300,000	-200,000	-400,000
Mach & Equip Capital Reserve	-728,500	-1,475,000	-1,524,500	-1,187,500	-1,382,500
Protective Services Reserve	-18,800	-7500	-7500	-7500	-7500
Land Capital Reserve	-156,000	0	0	0	0
NDIT Grant: Light Industrial	-144,000				
Transfers fr Gen Optg Fund (PRA)	-672,000				
Transfers fr Surplus Revenue 2019	-461,215				
Total Capital Revenue	<u>-\$ 2,200,515</u>	<u>-\$ 1,844,500</u>	<u>-\$ 2,432,000</u>	<u>-\$ 2,445,000</u>	<u>-\$ 2,890,000</u>

Capital Operations Expenditure

Water Capital Expense	334,550	162,000	600,000	1,050,000	1,100,000
Sewer Capital Expense	573,665	200,000	300,000	200,000	400,000
General Capital Expense	1,292,300	1,482,500	1,532,000	1,195,000	1,390,000
Total Capital Operations Expense	<u>\$ 2,200,515</u>	<u>\$ 1,844,500</u>	<u>\$ 2,432,000</u>	<u>\$ 2,445,000</u>	<u>\$ 2,890,000</u>

BYLAW No. 917, 2020 – Schedule B

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

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

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2020.

For the 2020 fiscal year Property taxes form the largest portion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

Grants in Lieu is the second largest source of revenue with Grant in Lieu payments from BC Hydro Dam/Reservoir payments accounting for the largest percentage.

The third largest source of Revenue is Other Grants which includes the Peace River Agreement (PRA) Grant (formerly known as Fair Share and the Community Works Fund (Gas Tax).

Objective

- To use Peace River Agreement Funding on Capital and not Operating expenses.
- To increase the proportion of revenue that is received from user fees and charges to ensure that users of the service are not being subsidized by non-users especially with respect to water and sewer services.

Policies

- The District of Hudson's Hope will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- The District will look at market comparables to see how competitive the District is.

Table 1: Sources of Revenue

REVENUE SOURCE 2020	DOLLAR VALUE	% OF REVENUE
Grants on Lieu	-1,769,958	26.26
Property Taxes	-2,423,180	35.95
Grants Others	-1,539,249	22.84
User Fees & Charges	-456,688	6.78
Other sources	-543,597	8.07
Parcel Tax	-7,214	0.11
TOTAL	-6,739,886	100.00

Distribution of Property Tax Rates

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

Objectives

- To have Property Class 2 close to the Provincial Average.
- To slowly raise the percentage of property tax raised from Class 1 – Residential.
- Maintain the property tax rate for Business and Other (Class 6), Light Industry (Class 5) and Major Industrial (Class 4) at the current rate.

Policies

- To compare the District against other municipalities within the Peace River Regional District and municipalities of similar size to see the percentage of property tax paid by each Property Class.
- Continue to maintain and encourage economic development initiatives designed to attract more Light Industrial business to invest in the community. New investment from this area will help provide more revenue for the District.
- Regularly review and compare the District's distributions of tax burden relative to other BC municipalities.

Table 2: Distribution of Property Tax Rates

PROPERTY CLASS 2020	DOLLAR VALUE	% OF REVENUE
Utilities	-1,570,034	69.35
Residential	-346,868	15.32
Business & Other	-141,705	6.26
Light Industry	-181,510	8.02
Major Industry	-15,587	0.69
Farmland	-7,562	0.33
Recreation/non-profit	-684	0.03
TOTAL	-2,263,950	100.00
Other Taxes	-159,230	
Property Tax total	-2,423,180	

Permissive Tax Exemptions

The District of Hudson's Hope has an existing permissive tax exemption (Bylaw No. 908, 2019) which guides the administration and approval of permissive tax exemptions. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:

- The tax exemption must demonstrate benefit to the community and residents of District of Hudson's Hope by enhancing the quality of life (economically, socially, and culturally) within the community.
- The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the District of Hudson's Hope.
- The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial and private gain.
- Permissive tax exemptions will be considered in conjunction with: (a) other assistance being provided by the District; (b) the potential demands for the District services or infrastructure arising from the property; and (c) the amount of revenue that the District will lose if the exemption is granted.

Objective

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

Policies

- To continue with encouraging the development of non-profit societies that provide services (as per its Property Tax Exemption Bylaw) to the communities by its offering of its Insurance Expansion Coverage Policy.
- To ensure that applicants continue to be eligible and qualify under the District's tax exemption guidelines.

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
WATER SEWER BUDGET			
	WATER TREATMENT & DISTRIBUTION REVENUE		
04-40-4000-4501	Users Charge		
04-40-4000-4502	Metered Commercial Water Stand	-115,250	-115,250
04-40-4000-4503	Residential Water Stand	-40,000	-25,000
04-40-4000-4507	Metered Commercial Buildings	-6,200	-6,200
04-40-4000-4512	Water Discounts	-8,500	-8,500
04-40-4000-4506	Water Surplus Fund	3,200	3,200
04-40-4000-4603	Transfer from General Operating Fund	-85,655	-419,078
		0	0
		-252,405	-570,828
	WATER CONNECTION REVENUE		
04-40-4001-4504	Connections	-1,000	-1,000
	TOTAL WATER CONNECTION REVENUE	-1,000	-1,000
	TOTAL WATER REVENUE	-253,405	-571,828
	WATER TREATMENT & DISTRIBUTION EXPENSES		
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 EXPENSES	253,405	571,828

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
	WASTE WATER REVENUE		
05-50-5000-4502	Unmetered User Charges		
05-50-5000-4505	Lagoon Dumps: commercial ceased	-70,165	-70,600
05-50-5000-4506	Sewer Surplus Fund	-5,500	-2,500
05-50-5000-4508	Metered Sewer Services	0	-555,887
05-50-5000-4513	Sewer Discounts	-4,000	-4,000
05-50-5000-4603	Transfer from General Operating Fund	2,200	2,300
	TOTAL SEWER TREATMENT REVENUE	-120,140	0
		-197,605	-630,687
	WASTE WATER COLLECTION REVENUE		
05-50-5001-4504	Connections	-1,000	-1,000
05-50-5001-4514	Thompson Sewer Bylaw#877	-4,678	-4,678
	TOTAL WASTE WATER COLLECTION REVENUE	-5,678	-5,678
	TOTAL SEWER REVENUE	-203,283	-682,979
	WASTE WATER EXPENSES		
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 WASTE WATER EXPENSES	191,956	635,365
	TOTAL SEWER EXPENSES	191,956	682,979

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
GENERAL GOVERNMENT SERVICES BUDGET			
	TAXES REVENUE		
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	-346,868	-347,459
01-10-1000-4102	Utilities Taxes	-1,570,034	-1,389,350
01-10-1000-4103	Industry Taxes (Class Maj & Light)	-197,097	-190,454
01-10-1000-4104	Business Taxes	-141,705	-140,534
01-10-1000-4105	Recreational/Non Profit Taxes	-684	-3,966
01-10-1000-4106	Farm Taxes	-7,562	-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	-121,907	-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 REVENUE	-2,423,180	-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	-121,907	-145,820
01-10-1001-4204	BC Hydro Dams/Reservoir	-1,634,851	-1,561,700
	TOTAL GRANTS IN LIEU OF TAXES	-1,769,958	-1,718,575

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

	GRANT REVENUE		2020 BUDGET	2019 BUDGET
01-10-1003-4206	Peace River Agreement		-702,000	-732,616
01-10-1003-4207	Unconditional Grant Funding (Small Comm grant)	2019	-311,000	-303,236
01-10-1003-4208	Community Works Fund (Federal Gas Tax Grant)		-97,849	-97,849
01-10-1003-4611	Site C Revenue (Proceeds fr Land Sls BCH)		-428,400	-5,000
	TOTAL GRANT REVENUE		-1,539,249	-1,138,701
	GENERAL GOVERNMENT SERVICES REVNEUE			
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	new	-195,510	-179,010
01-10-1009-4117	Peace River Region Hospital	new	-195,731	-224,722
01-10-1009-4118	BC Assessment Authority	new	-41,095	-35,614
01-10-1009-4119	Municipal Finance Authority	new	-82	-76
01-10-1009-4120	Police Tax	2019	-102,825	-102,825
	TOTAL COLLECTION FOR OTHER GOVERNMENT		-3,184,329	-3,191,333
	TOTAL GOVERNMENT REVENUE		-8,967,716	-7,074,595

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
	LEGISLATIVE EXPENSES		
01-10-1002-5001	Indemnities		68,393
01-10-1002-5017	Council Travel Expenses	78,000	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 Expenses	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
	GRANT EXPENSES		
01-10-1003-5038	Grants in Aid - Financial Assistance Grants	50,700	50,700
	TOTAL GRANT EXPENSES	50,700	50,700
	GENERAL GOVERNMENT SERVICES EXPENSES		
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

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2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
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 Lnd Fund (BCH land 378,400/ATV grant 120,000)	498,400	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/Overpayments/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	185,507	797,444
01-10-1005-5764	MFA Payment: 12 Mile Road	2,163	2,617
01-10-1005-5765	Transfer to Water Fund	0	170,000
01-10-1005-5766	Transfer to Sewer Fund ***from general to sewer gen	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 Capital 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 EXPENSES	2,839,008	3,117,251
	TOTAL GOVERNMENT SERVICES EXPENSES	3,041,708	3,303,514

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2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
OTHER GOVERNMENT SERVICES EXPENSES			
ICBC REVENUE			
01-10-1006-4313	Hunting & Fishing Licences		-10,500
01-10-1006-4319	Tower Rental	-8,350	-4,025
01-10-1006-4320	ICBC Revenue	-4,411	-130,000
		-110,000	-144,525
		-122,761	
ICBC EXPENSES			
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 EXPENSES	70,670	74,350
	TOTAL ICBC	-52,091	-70,175
COLLECTION FOR OTHER GOVERNMENT EXPENSES			
01-10-1009-5050	School Tax	2019 2,649,086	2,649,086
01-10-1009-5051	Peace River Region District	new 195,510	179,010
01-10-1009-5052	Peace River Region Hospital	new 195,731	224,722
01-10-1009-5053	BC Assessment Authority	new 41,095	35,614
01-10-1009-5054	Municipal Finance Authority	new 82	76
01-10-1009-5055	Police Tax	2019 102,825	102,825
	TOTAL COLLECTION FOR OTHER GOVERNMENT EXPENSES	3,184,329	3,191,333
	TOTAL GOVERNMENT SERVICE EXPENSES	3,132,238	3,121,158
	TOTAL GOV AND OTHER GOVERNMENT SERVICE EXPENSES	6,173,946	6,424,672

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2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
PROTECTIVE SERVICES BUDGET			
PROTECTIVE SERVICES REVENUE			
01-12-1008-4317	Summer Student Grant	-8,000	
01-12-1008-4318	Fire Response out of area	-11,500	-5,000
	TOTAL PROTECTIVE SERVICES 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 Expenses	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

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		2020 BUDGET	2019 BUDGET
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 EXPENSES	327,650	304,227
	MUNICIPAL EMERGENCY PREPAREDNESS EXPENSES		
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 EXPENSES	7,050	5,050
	TOTAL PROTECTIVE SERVICES EXPENSES	334,700	351,350
BYLAW / LANDS BUDGET			
	BYLAW ENFORCEMENT REVENUE		
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 REVENUE		
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	-77,500

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		2020 BUDGET	2019 BUDGET
	BYLAW ENFORCEMENT EXPENSES		
01-13-1300-5018	Staff Training & Development	2,000	2,000
01-13-1300-5037	Remedial 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 Expenses	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		
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

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2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
PUBLIC WORKS BUDGET			
	PUBLIC WORKS REVENUE		
01-14-1007-4303	Carip Grant/Coop Discount rebate	-10,000	-10,000
01-14-1007-4317	Canada Student Grant	-4,000	-4,000
	TOTAL PW REVENUE	-14,000	-14,000
	TOTAL PUBLIC WORKS REVENUE	-14,000	-14,804
	PUBLIC WORKS ADMINISTRATION EXPENSES		
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 Agrmnt)	23,000	7,853
	TOTAL PW ADMINISTRATION EXPENSES	1,202,820	1,149,313
	TOTAL PW ADMINISTRATION EXPENSES	1,202,820	1,149,313

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		2020 BUDGET	2019 BUDGET
ASSET MANAGEMENT REVENUE			
01-14-1011-4329	BC GOVT GRANT	-10,000	0
01-14-1011-4209	FCM GRANT	-50,000	0
	TOTAL ASSET MANAGEMENT REVENUE	-60,000	0
ASSET MANAGEMENT EXPENSES			
01-14-1011-5134	Munisight - Asset Planning	15,000	0
01-14-1011-5135	Munisight - Asset Management Services	66,000	0
01-14-1011-5136	Condition Assessment - CCTV	15,000	0
01-14-1011-5137	Condition Assessment - Summer Student	0	0
	TOTAL ASSET MANAGEMENT EXPENSES	96,000	0
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 ROADS EXPENSES			
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

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2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
	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	431,477	1,191,017
ENVIRONMENTAL & PUBLIC HEALTH BUDGET			
	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 REVENUE		
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	-255,357
	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

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		2020 BUDGET	2019 BUDGET
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			
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 REVENUE			
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 REVENUE			
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

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		2020 BUDGET	2019 BUDGET
	CURLING CLUB REVENUE		
1-17-1703-4308	Rental	-10,000	-10,000
	TOTAL CURLING CLUB REVENUE	-10,000	-10,000
	COMMUNITY HALL REVENUE		
1-17-1704-4332	Rental	-2,500	
	TOTAL COMMUNITY HALL REVENUE	-2,500	
	LIBRARY REVENUE		
01-17-1705-4307	Maintenance Fees	-9,600	-9,600
	TOTAL LIBRARY REVENUE	-9,600	-9,600
	PARK REVENUE		
01-17-1706-4203	BCH: TREE GRANT	0	-2,000
	TOTAL PARK REVENUE	0	-2,000
	CAMPGROUNDS REVENUE		
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

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2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
	TOTAL RECREATION REVENUE	-185,000	-171,557
	LANDS		
01-18-1800-4316	Land Use Application Fees	-1,000	-1,000
		-1,000	-1,000
	TOTAL LANDS DEVELOPMENT REVENUE	-1,000	-5,400
	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

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	VISITOR INFORMATION CENTER EXPENSES	2020 BUDGET	2019 BUDGET
01-17-1702-5003	Wages Seasonal		
01-17-1702-5017	Travel Expenses	38,130	37,670
01-17-1702-5018	Training & Development	500	500
01-17-1702-5100	Communications - Phone, Fax, Internet, etc.	1,000	1,000
01-17-1702-5102	Electricity kwh	4,200	4,200
01-17-1702-5105	Advertising	1,850	1,850
01-17-1702-5106	Publications (Hosting/Promotions)	7,000	3,500
01-17-1702-5109	Memberships & Dues	9,500	9,500
01-17-1702-5111	Supplies	1,400	1,400
01-17-1702-5116	Uniforms	2,500	2,500
01-17-1702-5124	Contract Services	600	200
01-17-1702-5131	Retail Sales	650	650
01-17-1702-5903	O&M Visitor Information Center	1,000	1,000
	TOTAL VISITOR INFORMATION CENTER EXPENSES	25,000	25,000
		93,330	88,970
	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	17,000	
	TOTAL COMMUNITY HALL EXPENSES	21,500	0

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		2020 BUDGET	2019 BUDGET
LIBRARY EXPENSES			
01-17-1705-5038	Grant in Aid		
01-17-1705-5119	Building O&M Exp	122,314	119,904
01-17-1705-5124	Contracted Services: IT Maintenance	55,000	55,000
01-17-1705-5124	Pris Costs	9,600	9,600
	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
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 Events 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

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
01-17-1708-5109	Memberships & Dues		
01-17-1708-5111	Supplies	500	1,000
01-17-1708-5308	Winter Carnival Expenses: 2019 -2020	1,000	2,200
01-17-1708-5311	Special Projects: Trail signage	22,000	22,000
	TOTAL SPECIAL EVENTS EXPENSES	5,000	30,000
		144,507	183,812
	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
	TOTAL NEW HORIZONS RECPEINES	10,000	3,500
	TOTAL RECREATION EXPENSES	942,185	1,208,233
	LANDS		
01-18-1800-5034	Bylaw Development	5,000	5,000
01-18-1800-5107	Consultants/Legal Fees (Asbestos 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	24,000

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
ECONOMIC DEVELOPMENT BUDGET			
	ECONOMIC DEVELOPMENT 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	-85,600
	ECONOMIC DEVELOPMENT 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	52,100

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

		2020 BUDGET	2019 BUDGET
WATER CAPITAL WORKS, M&E RESERVE			
PUBLIC WORKS REVENUE			
04-80-4000-4601	Transfers from Water Capital Fund	-2,000	-320,000
04-80-4000-4603	Transfers from General Operating Fund (PRA grant)	-187,000	0
04-80-4000-4606	Transfers from Water Surplus Revenue (2019)	-145,550	
	TOTAL WATER CAPITAL REVENUE	-334,550	-320,000
WATER CAPITAL WORKS, SITE C			
REVENUE			
04-80-4001-4611	BCH: Partner Relations Projects	0	0
	TOTAL SITE C REVENUE	0	0
SITE C EXPENSES			
04-80-4001-5721	Water Well Project Mngmt (BCH: PR Projects)		
04-80-4001-5722	Water Hydrogeology (BCH: PR Projects)		
04-80-4001-5723	Water Treatment Plnt Design/Buildg (BCH: PR Projects)		
04-80-4001-5724	Water Driller (BCH: PR Projects)		
04-80-4001-5725	Water Pump Testing (BCH: PR Projects)		
04-80-4001-5726	Monitoring Well (BCH: PR Projects)		
	TOTAL SITE C EXPENSES		
WATER CAPITAL EXPENSES			
04-80-4001-5706	Water Infrastructure Capital Projects (valves & hydrants)	334,550	320,000
	TOTAL WATER CAPITAL EXPENSE	334,550	320,000
SEWER CAPITAL WORKS, M&E RESERVE			
REVENUE			
05-80-5000-4602	Transfer from Sewer Capital Fund	-18,000	
05-80-5000-4603	Transfers from General Operating Fund (PRA grant)	-240,000	0
05-80-5000-4606	Transfers from Sewer Surplus Revenue (2019)	-315,665	-374,000
	TOTAL SEWER CAPITAL REVENUE	-573,665	-374,000

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

	EXPENSE	2020 BUDGET	2019 BUDGET
05-80-5001-5707	Sewer Infrastructure Capital Projects	18,000	79,000
05-80-5001-5712	Beattie Street Lift Station	555,665	295,000
	TOTAL SEWER CAPITAL EXPENSE	573,665	374,000
	GENERAL CAPITAL WORKS, M&E RESERVE		
	REVENUE		
08-80-1100-4210	NDIT Grant: Light Industrial	-144,000	
08-80-1100-4603	Transfers fr General Operating Fund (PRA grant)	-245,000	
08-80-1100-4604	Transfers from Capital Works M&E Reserve ***	-728,500	-554,974
08-80-1100-4605	Transfers from Protective Services Reserve Fund	-18,800	-74,500
08-80-1100-4608	Transfer from Land Reserve Fund	-156,000	-100,000
	TOTAL Capital Project REVENUE	-1,292,300	-629,474
	EXPENSE		
08-80-1100-5710	Land: Light Industrial NDIT	300,000	0
08-80-1100-5712	GGS: Land & Buildings	0	0
08-80-1100-5713	GGS: Machinery & Equipment	0	38,000
08-80-1100-5714	REC: Land & Building	36,000	100,000
08-80-1100-5715	REC: Machinery & Equipment	0	16,974
08-80-1100-5716	DPW: Land & Buildings	0	0
08-80-1100-5717	DPW: Machinery & Equipment *	937,500	500,000
08-80-1100-5718	PS: Land & Buildings		0
08-80-1100-5719	PS: Machinery & Equipment	18,800	74,500
	TOTAL General Capital EXPENSE	1,292,300	729,474

Attachment B - 2020 Financial Plan Summary		
2020 ANNUAL BUDGET		
REVENUE		2020 BUDGET
Fund 01: General		
Dept 10: General Gov Serv		
Activity 1000: Taxes		
Account: Revenue	Total Activity 1000: Taxes: 1000	-2,423,180
Activity 1001: Grants in Lieu of Taxes		
Account: Revenue	NET Account: Revenue: 1001	-1,769,958
Activity 1003: Grants		
Account: Revenue	NET Account: Revenue: 1003	-1,539,249
Activity 1005: General Government Services		
Account: Revenue	NET Account: Revenue: 1005	-51,000
Activity 1006: Other Govt Serv: ICBC		
Account: Revenue	NET Account: Revenue: 1006	-122,761
Activity 1009: Other Government Services		
Account: Revenue	NET Account: Revenue: 1009	0 -3,191,333
Activity 1200: Fire Department		
Account: Revenue	NET Account: Revenue: 1200	-19,500
Activity 1300: Bylaw Enforcement		
Account: Revenue	NET Account: Revenue: 1300	-5,250
Activity 1301: Animal Control		
Account: Revenue	NET Account: Revenue: 1301	-2,000
Activity 1302: Building Inspection		
Account: Revenue	NET Account: Revenue: 1302	-1,500
Dept 14: Public Works		
Activity 1007: Administration	NET Account: Revenue: 1007	-14,000
Activity 1008: Asset Management		
Account: Revenue	NET Account: Revenue: 1008	-60,000
Dept 15: Environmental		
Activity 1500: Environmental	NET Account: Revenue: 1500	-86,000
Activity 1600: Public Health		
Account: Revenue	NET Account: Revenue: 1600	-2,300
Dept 17: Recreation		
Activity 1700: Arena	NET Account: Revenue: 1700	-24,100
Activity 1701: Swimming Pool		
Account: Revenue	NET Account: Revenue: 1701	-49,150
Activity 1702: Visitor Information Center		
Account: Revenue	NET Account: Revenue: 1702	-11,650
Activity 1703: Curling Club		
Account: Revenue	NET Account: Revenue: 1703	-10,000
Activity 1704: Community Hall		
Account: Revenue	NET Account: Revenue: 1704	-2,500
Activity 1705: Library		
Account: Revenue	NET Account: Revenue: 1705	-9,600
Activity 1706: Parks		
Account: Revenue	NET Account: Revenue: 1706	0
Activity 1707: Campgrounds		
Account: Revenue	NET Account: Revenue: 1707	-22,500
Activity 1708: Special Events		
Account: Revenue	NET Account: Revenue: 1708	-55,500
Activity 1800: Lands		
Account: Revenue	NET Account: Revenue: 1800	-1,000
Activity 1900: Economic Development		
Account: Revenue	NET Account: Revenue: 1900	-500

Attachment B - 2020 Financial Plan Summary		
2020 ANNUAL BUDGET		
Activity 4000: Water Treatment		
Account: Revenue	NET Account: Revenue: 4000	-252,405
Activity 4001: Water Piping & Distribution		
Account: Revenue	NET Account: Revenue: 4001	-1,000
Activity 4000: Water Treatment Capital		
Account: Revenue	NET Account: Revenue: 4000 Capital	0
Activity 5000: Sewer Treatment		
Account: Revenue	NET Account: Revenue: 5000	-197,605
Activity 5001: Sewer Piping & Distribution		
Account: Revenue	NET Account: Revenue: 5001	-5,678
Activity 5000: Sewer Treatment Capital		
Account: Revenue	NET Account: Revenue: 5000 Capital	0
Activity 1100: Capital Projects		
Account: Revenue	NET Account: Revenue: 1100 Capital	0
	TOTAL REVENUE	-6,739,886

Attachment B - 2020 Financial Plan Summary			
2020 ANNUAL BUDGET			
EXPENSES		2020 BUDGET	
Fund 01: General			
Dept 10: General Gov Serv			
Activity 1002: Legislative			
Account: Expense	NET Account: Expenses: 1002	152,000	
Activity 1003: Grants			
Account: Expense	Net Account: Expenses: 1003	50,700	
Activity 1005: General Government Services			
Account: Expenses	NET Account: Expenses: 1005	2,839,008	
Activity 1006: Other Government Services			
Account: Expenses	NET Account: Expenses: 1006	70,670	
Activity 1009: Other Government Services			
Account: Expenses	NET Account: Expenses: 1009	0	3,191,333
Activity 1200: Fire Department			
Account: Expenses	NET Account: Expenses: 1200	327,650	
Activity 1201: MEP			
Account: Expense	NET Account: Expenses: 1201	7,050	
Activity 1300: Bylaw Enforcement			
Account: Expense	NET Account: Expenses: 1300	10,200	
Activity 1301: Animal Control			
Account: Expenses	NET Account: Expenses: 1301	40,465	
Activity 1302: Building Inspection			
Account: Expenses	NET Account: Expense: 1302	17,400	
Dept 14: Public Works			
Activity 1007: Administration	NET Account: Expenses: 1007	1,202,820	
Activity 1008: Asset Management			
Account: Expense	NET Account: Expense: 1008	96,000	
Activity 1400: Public Works Shop			
Account: Expense	NET Account: Expenses: 1400	89,162	
Activity 1401: Roads			
Account: Expense	NET Account: Expenses: 1401	322,165	
Activity 1402: Airstrip Maintenance			
Account: Expense	NET Account: Expenses: 1402	20,150	
Activity 1500: Environmental			
Account: Expenses	NET Account: Expenses: 1500	60,400	
Activity 1600: Public Health			
Account: Expenses	NET Account: Expenses: 1600	6,000	
Dept 1700: Recreation			
Activity 1700: Arena			
Account: Expense	NET Account: Expenses: 1700	87,515	
Activity 1701: Swimming Pool			
Account: Expenses	NET Account: Expenses: 1701	228,011	
Activity 1702: Visitor Information Center			
Account: Expenses	NET Account: Expenses 1702	93,330	
Activity 1703: Curling Club Expenses			
Account: Expenses	NET Account: Expenses: 1703	24,000	
Activity 1704: Community Hall			
Account: Expense	NET Account: Expenses: 1704	21,500	
Activity 1705: Library			
Account: Expenses	NET Account: Expenses: 1705	189,814	
Activity 1706: Parks			
Account: Expenses	NET Account: Expenses: 1706	42,900	
Activity 1707: Campgrounds			
Account: Expenses	NET Account: Expenses: 1707	13,900	

Attachment B - 2020 Financial Plan Summary		
2020 ANNUAL BUDGET		
Activity 1708: Special Events		
Account: Expenses	NET Account: Expenses: 1708	144,507
Activity 1709: Museum		
Account: Expense	NET Account: Expenses: 1709	86,708
Activity 1711: New Horizons		
Account: Expense	NET Account: Expenses: 1711	10,000
Activity 1800: Lands		
Account: Expenses	NET Account: Expense: 1800	29,500
Activity 1900: Economic Development		
Account: Expenses	NET Account: Expenses: 1900	11,000
Activity 4000: Water Treatment		
Account: Expenses	NET Account: Expenses: 4000	253,405
Activity 4001: Water Piping & Distribution		
Account: Expenses	NET Account: Expenses: 4001	0
Activity 4000: Water Treatment Capital		
Account: Expenses	NET Account: Expenses: 4000 Cap	0
Activity 5000: Sewer Treatment		
Account: Expenses	NET Account: Expenses: 5000	191,956
Activity 5001: Sewer Piping & Distribution		
Account: Expenses	NET Account: Expenses: 5001	0
Activity 5000: Sewer Treatment Capital		
Account: Expenses	NET Account: Expenses: 5000 Cap	0
Dept 80: Capital Projects		
Activity 1100: Capital Projects		
Account: Expenses	NET Account: Expenses: 1100 Cap	0
	TOTAL EXPENSES	6,739,886
	REVENUE	-6,739,886
	EXPENSES	6,739,886
	DIFFERENCE	0

Attachment B - 2020 Financial Plan Summary

2020 ANNUAL BUDGET

NP S & CU FUND #	2020 Opening	2019 Audit Adj Trns In & Out	2020 Opening Bals to Fin Statements 2019	Trns to Reserve 2,020	Trnsf fr Reserves for Cap Proj 2020	2020 End Balances
#211 GEN MACH & EQUIP OFFICE FUND	90,032	0	90,032	5,000	0	95,032
#206 CAP MACH & EQUIP FUND	1,340,396	-233,879	1,106,517	185,507	-728,500	563,524
#202 WATER RESERVE FUND	64,043	8,697	72,740	0	-2,000	70,740
#203 SEWER RESERVE FUND	61,047	850	61,897	0	-18,000	43,897
#204 TX SALE PRO RESERVE FUND	217,462	1,776	219,238	126,100	0	345,338
#209 PROTECTIVE SERVICE FUND	499,269	0	499,269	0	-18,800	480,469
#207 LAND RESERVE FUND	20,334	0	20,334	398,400	-180,000	238,734
#210 COMMUNITY HALL FUND	60,051	677	60,728	30,000	0	90,728
	2,352,634	-221,879	2,130,755	745,007	-947,300	1,928,462
OTHER FUNDS						
#202 CEMETARY FUND	16,999	838	17,837	300	0	18,137
PRIOR YEAR SURPLUS						
	2,519,147	1,960,061	4,479,208	0	0	4,479,208
General Fund (2019 Surplus)						
Water Fund (2019 Surplus)	102,050	373,579	475,629	-85,655	-145,550	244,424
Sewer Fund (2019 Surplus)	41,322	285,468	326,790	0	-315,665	11,125
	2,662,519	2,619,108	5,281,627	-85,655	-461,215	4,734,757

REQUEST FOR DECISION

RFD#: CC-2020-33	Date: April 16, 2020
Meeting#: CM042720	Originator: Chris Cvik, CAO
RFD TITLE: Tax Rate Bylaw No. 918, 2020	

RECOMMENDATION:

THAT Council approve First, Second and Third Readings of the “District of Hudson’s Hope Tax Rate Bylaw No. 918, 2020.

BACKGROUND:

Community Charter: Annual property tax bylaw

- 197** (1) Each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for
- (a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and
 - (b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body.
- (2) Unless otherwise permitted by this or another Act, a property value tax under subsection (1) must be imposed
- (a) on all land and improvements in the municipality, other than land and improvements that are exempt under this or another Act in relation to the tax, and
 - (b) on the basis of the assessed value of the land and improvements.
- (3) For the purposes of subsection (1) (a), the bylaw may establish for each property class
- (a) a single rate for all revenue to be raised, or
 - (b) separate rates for revenue to be raised for different purposes but, in this case, the relationships between the different property class rates must be the same for all purposes.
- (3.1) In relation to tax rates established for the purposes of subsection (1) (a), before adopting the bylaw, the council must consider the tax rates proposed for each property class in conjunction with the objectives and policies set out under section 165 (3.1) (b) *[property value tax distribution]* in its financial plan.
- (4) For the purposes of subsection (1) (b), for each local government or other public body in relation to which the amounts are to be collected,

<p>(a) the bylaw must establish separate rates for each property class, and</p> <p>(b) the relationships between the different property class rates must be the same as the relationships established under subsection (3) unless otherwise required under this or another Act.</p> <p>(5) If the amount of revenue raised in any year for a body under subsection (1) (b) is more or less than the amount that is required to meet the municipality's obligation, the difference must be used to adjust the rate under subsection (1) (b) for the next year.</p> <p>(6) The minimum amount of tax under subsection (1) in any year on a parcel of real property is \$1.</p> <p>(7) Property value taxes under subsection (1) are deemed to be imposed on January 1 of the year in which the bylaw under that subsection is adopted, unless expressly provided otherwise by the bylaw or by the enactment under which they are imposed.</p>
<p>DISCUSSION:</p> <p>Section 197 of the <i>Community Charter</i> requires municipalities to adopt a bylaw before May 15th of each year to impose property taxes. The proposed Tax Rate Bylaw is attached for Council's review and will come back for adoption on May 11, 2020.</p>
<p>FINANCIAL CONSIDERATIONS:</p> <p>There are no tax rate increases for 2020 for all Classes (1- Residential; 2-Utilities; 4-Major Industry; 5-Light Industry; 6-Business; 8-Recreation/Non-profit; 9-Farm).</p>
<p>ATTACHMENTS:</p> <p>1. Draft copy of "District of Hudson's Hope Tax Rate Bylaw 918, 2020".</p>

Chris Cvik, CAO



**DISTRICT OF HUDSON'S HOPE
Tax Rates Bylaw No. 918, 2020**

A bylaw to levy rates for municipal, regional district and regional hospital district purposes for 2020

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

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

1. This Bylaw shall be cited as the "District of Hudson's Hope Tax Rates Bylaw No. 918, 2020".
2. The following property value taxes are imposed and levied for 2020:
 - (a) for purposes of the District of Hudson's Hope on the assessed value of land and improvements taxable for general municipal purposes, the tax rates appearing in column "A" of the Schedule attached to and made part of this Bylaw;
 - (b) for purposes of the Peace River Regional District on the assessed value of land and improvements taxable for regional district purposes, the tax rates appearing in column "B" of the Schedule attached to and made part of this Bylaw;
 - (c) for the 911 emergency telephone service of the Peace River Regional District on the assessed value of improvements taxable for regional district purposes, the tax rates appearing in column "C" of the Schedule attached to and made part of this Bylaw; and
 - (d) for purposes of the Peace River Regional Hospital District on the assessed value of land and improvements taxable for regional hospital district purposes, the tax rates appearing in column "D" of the Schedule attached to and made part of this Bylaw.
3. That Tax Rate Bylaw No. 906, 2019, be repealed.

Read a First Time on this the 27th day of April, 2020

Read a Second Time on this 27th day of April, 2020

Read a Third Time on this 27th day of April, 2020

Adoption of Bylaw on this ____ day of May, 2020

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer

Certified a true copy of Bylaw No. 918, 2020
this ____ day of ____ 2020.

Corporate Officer

District of Hudson's Hope
Schedule of 2020 Tax Rates Bylaw No. 918, 2020

		Tax Rates (dollars of tax per \$1,000 of taxable value)			
		"A" District of Hudson's Hope	"B" Peace River Regional District	"C" Peace River Regional District (9-1-1)	"D" Peace River Regional Hospital District
Property Class					
1	Residential	3.5	0.1888	0.3265	0.4811
2	Utilities	24.0	0.6607	1.1426	1.6840
4	Major Industry	16.0	0.6418	1.1100	1.6359
5	Light Industry	16	0.6418	1.1100	1.6359
6	Business/Other	9.7	0.4625	0.7998	1.1788
8	Recreational/ Non-Profit	3.0	0.1888	0.3265	0.4811
9	Farm	3.0	0.1888	0.3265	0.4811

NEWS RELEASE

For Immediate Release
2020FIN0020-000703
April 16, 2020

Ministry of Finance
Ministry of Municipal Affairs and Housing

New COVID-19 supports for businesses, local governments

VICTORIA – The Province is providing enhanced relief for businesses by reducing most commercial property tax bills by an average of 25%, along with new measures to support local governments facing temporary revenue shortfalls as a result of COVID-19.

“We know that B.C. communities and businesses are suffering from the economic impacts of COVID-19,” said Carole James, Minister of Finance. “That is why our B.C. COVID-19 Action Plan is focused on the health and safety of British Columbians, direct support for people and businesses and economic recovery for our province. We are providing further support by making additional temporary property tax changes to provide provincewide relief for business and local governments to help weather the pandemic, continue to deliver the services people count on and be part of our province’s economic recovery.”

The Province is taking significant new steps to support B.C. businesses, non-profits and other organizations through the COVID-19 pandemic by:

- further reducing the school property tax rate for commercial properties to achieve an average 25% reduction in the total property tax bill for most businesses, providing up to \$700 million in relief. This enhances the 50% reduction to the provincial school property tax rate that was originally announced for classes 4, 5, and 6 as part of B.C.’s COVID-19 Action Plan.
- Postponing the date that late payment penalties apply for commercial properties in classes 4,5,6,7 and 8 to Oct. 1, 2020, to give businesses and landlords more time to pay their reduced property tax, without penalty.

Responding to key concerns from local governments, the Province is addressing cash flow and revenue shortfalls with new measures that provide additional support:

- authorizing local governments to borrow, interest-free, from their existing capital reserves to help pay for operating expenses, such as employee salaries.
- delaying provincial school tax remittances until the end of the year. This will provide significant relief to local governments facing cash flow issues.
- providing local governments greater flexibility to carry debt for an additional year.
- These measures will provide local governments with the resources to meet their operational costs and required remittances to regional districts, regional hospital districts, TransLink and transit authorities, BC Assessment, the Municipal Finance Authority and other taxing authorities. This will ensure that other minor taxing authorities can count on receiving the full amount they bill to municipalities and the Province’s surveyor of taxes before Aug. 1, 2020.

“The COVID-19 pandemic is having significant financial impacts on all levels of government. It’s going to take hard work from both municipalities and the provincial government, but working together we will get through this,” said Selina Robinson, Minister of Municipal Affairs and Housing. “Many local governments have already shown leadership by taking steps to help people and businesses and maintain services, while addressing their finances. With these new measures, we are giving local governments new tools as a first step to ease their financial burdens and that of businesses in their communities now, and as we look to recovery in the months to come.”

Maja Tait, Union of B.C. Municipalities president, said: “Local governments across B.C. are working hard to support the implementation of COVID-19 orders, while ensuring residents have access to the services they need in these challenging times. The measures announced today provide additional relief to small business and will free up funds for local government. UBCM will monitor the impact of these measures on the state of local governments finances, and work with the Province to ensure that local governments have the resources to sustain their communities.”

Changes to British Columbia’s property tax framework complement federal measures and build on the \$5 billion B.C. COVID-19 Action Plan that provides income supports, tax relief and direct funding for people, businesses and services.

Learn More:

For more information on B.C.’s COVID-19 Action Plan, visit:

<http://news.gov.bc.ca/factsheets/bc-takes-steps-to-support-people-businesses-during-covid-19-pandemic>

For information about federal supports for businesses, visit:

<https://www.canada.ca/en/departement-finance/economic-response-plan.html>

For the latest medical updates, including case counts, prevention, risks and testing, visit:

<http://www.bccdc.ca/>

Or follow @CDCofBC on Twitter

For provincial health officer orders, notices and guidance, visit: www.gov.bc.ca/phoguidance

For non-health related information, including financial, child care and education supports, travel, transportation and essential service information, visit: www.gov.bc.ca/covid19

Or call 1 888 COVID19 (1 888 268-4319) between 7:30 a.m. and 8 p.m., seven days a week.

A backgrounder follows.

Contacts:

For non-health related information, visit:
www.gov.bc.ca/covid19
Or call 1 888 COVID19 (1 888 268-4319)
between 7:30 a.m. and 8 p.m., seven days a
week.

For media only:
Ministry of Finance
Media Relations
250 213-7724

Ministry of Municipal Affairs and Housing
Media Relations
778 584-2433

Connect with the Province of B.C. at: news.gov.bc.ca/connect

BACKGROUND

For Immediate Release
2020FIN0020-000703
April 16, 2020

Ministry of Finance
Ministry of Municipal Affairs and Housing

Changes to B.C.'s property tax framework respond to COVID-19

Building on B.C.'s COVID-19 Action Plan, the Province is making temporary changes to B.C.'s property tax framework to provide financial support for businesses and local governments.

Property tax measures for local governments:

- Local governments will have the ability to borrow, interest-free, from their capital reserve funds, freeing up billions in assets to cover temporary revenue shortfalls. They will have up to five years to build back the reserve funds.
- Municipalities will be able to access school tax revenue collected for the Province until the end of the year. If a local government chooses to hold onto the school property tax, it must first be used to pay other taxing authorities, including regional districts.
- Working closely with the Municipal Financing Authority (MFA), local governments will be able to extend their revenue anticipation borrowing for a second year past the current limit of one year. To minimize impacts on the MFA, the Province is asking local governments to first use the delayed school property tax payment and their own capital reserve funds before seeking short-term borrowing through the MFA.
- Municipalities will still be required to make all their required remittances to other taxing authorities. Additionally, municipalities will be required to make the full annual payment to TransLink and BC Assessment in August 2020, rather than August and December.

Property tax measures for B.C. businesses:

- Late payment penalties for commercial properties (classes 4, 5, 6, 7 and 8) will be postponed to Oct. 1, 2020.
- The school property tax rates for classes 4, 5, and 6 were reduced by 50% in the Province's initial economic response to COVID-19. Further reducing the provincial school property tax and introducing an equivalent tax reduction for classes 7 and 8 will lower the overall commercial property tax bill for most businesses by an average of 25%.

Breakdown of tax relief for B.C. businesses:

- Major industry (property class 4)
 - Budget 2020 mill rate: 3.72
 - March 23 mill rate: 1.86
 - April 16 mill rate: effectively zero
 - Tax cut as a per cent of total tax bill: 4%
- Light industry (property class 5)
 - Budget 2020 mill rate: 3.72
 - March 23 mill rate: 1.86

- April 16 mill rate: 1.0561
- Tax cut as a per cent of total tax bill: 25%
- Business/other (property class 6)
 - Budget 2020 mill rate: 3.72
 - March 23 mill rate: 1.86
 - April 16 mill rate: 1.1070
 - Tax cut as a per cent of total tax bill: 25%
- Managed forest (property class 7)
 - Budget 2020 mill rate: 1.87
 - March 23 mill rate: 1.87
 - April 16 mill rate: effectively zero
 - Tax cut as a per cent of total tax bill: 20%
- Recreation and non-profit (property class 8)
 - Budget 2020 mill rate: 2.29
 - March 23 mill rate: 2.29
 - April 16 mill rate: 0.7844
 - Tax cut as a per cent of total tax bill: 25%

Changes to British Columbia's property tax framework are in addition to measures announced as part of B.C.'s Action Plan to support businesses, including:

- Effective immediately, many provincial tax filing and payment deadlines are deferred to Sept. 30, 2020.
- Businesses with a payroll over \$500,000 can defer their employer health tax payments until Sept. 30, 2020. Businesses with a payroll under this threshold are already exempt.
- Payments for provincial sales tax (PST), employer health tax, municipal and regional district tax on short-term accommodation, carbon tax, motor fuel tax and tobacco tax are also deferred.
- The scheduled increase to the carbon tax rate, and application of PST to e-commerce transactions and sweetened and carbonated drinks, will be delayed.

B.C.'s COVID-19 Action Plan complements federal measures to support businesses:

- The federal government is providing up to 75% wage subsidy for qualifying businesses, for up to three months, retroactive to March 15, 2020, to help businesses to keep and return workers to the payroll.
- The maximum duration of the Work-Sharing program has been extended from 38 weeks to 76 weeks.
- The Business Credit Availability Program will provide \$65 billion of additional support and credit solutions for individual businesses, including the Canada Emergency Business Account and the Loan Guarantee for Small and Medium-Sized Enterprises.
- All businesses can defer, until Aug. 31, 2020, the payment of any income tax amounts that become owing on or after March 18, 2020, and before September 2020. No interest or penalties will accumulate on these amounts during this period.
- All businesses, including self-employed individuals, can defer payments of GST/HST and customs duty until June 30, 2020.

Contacts:

For non-health related information, visit:
www.gov.bc.ca/covid19
Or call 1 888 COVID19 (1 888 268-4319)
between 7:30 a.m. and 8 p.m., seven days a
week.

For media only:
Ministry of Finance
Media Relations
250 213-7724

Ministry of Municipal Affairs and Housing
Media Relations
778 584-2433

Connect with the Province of B.C. at: news.gov.bc.ca/connect

From: Dave Heiberg <mayor@hudsonshope.ca>
Sent: April 18, 2020 8:03 AM
To: Travous Quibell <travous@hudsonshope.ca>; Kelly Miller <kelly@hudsonshope.ca>; Leigh Summer <leigh@hudsonshope.ca>; Valerie Paice <valerie@hudsonshope.ca>; Patricia Markin <patricia@hudsonshope.ca>; Mattias Gibbs <mattias@hudsonshope.ca>
Cc: Chris Cvik <cao@hudsonshope.ca>
Subject: Fwd: Hudson's Hope follow up -- question from April 9th call with Minister Robinson

Good morning all.

On Thursday, April 9th, I raised the issue of Municipal Campsites with Minister Robinson during our weekly teleconference.

Being that the Province has closed all provincial campgrounds the question was around the Provincial Health Authority intentions to consider a similar order with respect to municipal campsites.

I received the attached response from the Ministry yesterday.

I intend to bring this topic up as a Notice of Motion at our PRRD meeting this Thursday. In my opinion, it would be nice if the PRRD would support a regional approach, will see what other Directors have to say.

We, as a council, will have to make a decision in the near future. I will put this topic on our next agenda for discussion and direction.

Don't hesitate to contact me if you have any questions.

Hope you all have a great weekend.

Mayor Dave Heiberg

mayor@hudsonshope.ca

Cell: 250 783 0816

Office: 250 783 9901

Begin forwarded message:

From: "McCabe, Kate MAH:EX" <Kate.McCabe@gov.bc.ca>
Date: April 17, 2020 at 12:19:36 PM MST
To: Dave Heiberg <mayor@hudsonshope.ca>, Chris Cvik <cao@hudsonshope.ca>
Cc: "Andrade, Ana MAH:EX" <Ana.Andrade@gov.bc.ca>, "Ducker, Jayne MAH:EX" <Jayne.Ducker@gov.bc.ca>, "Faganello, Tara MAH:EX" <Tara.Faganello@gov.bc.ca>, "Marotz, Nicola MAH:EX" <Nicola.Marotz@gov.bc.ca>, "Wilkins, Christina MAH:EX" <Christina.Wilkins@gov.bc.ca>, "EMBC PECC Director 1 EMBC:EX" <pecc.dir1@gov.bc.ca>, "EMBC PECC Operations 1 EMBC:EX" <pecc.ops1@gov.bc.ca>, "Bates, Stan EMBC:EX" <Stan.Bates@gov.bc.ca>
Subject: Hudson's Hope follow up -- question from April 9th call with Minister Robinson

This message is being forwarded to you on behalf of Nicola Marotz, Strategic Advisor, Local Government, Ministry of Municipal Affairs and Housing

Dear Mayor Heiberg,

Thank you for Hudson's Hope participating in Minister Selina Robinson's April 9 regional call with mayors and chairs regarding COVID-19 issues and impacts.

During that call, Hudson's Hope noted its municipal campgrounds and raised the issue of guidance regarding campgrounds and the application of public health orders.

I am aware that some municipalities have made the choice to keep municipal campgrounds closed, some to delay campground openings, some are not taking reservations until the situation changes and others are taking reservations at a future specified date. Decisions about municipal services, essential or other, are within the jurisdiction of the municipality so long as those services can be delivered consistently with legal rules such as orders of the Provincial Health Officer and the guidance and direction being provided during this emergency.

Note the Provincial Health Officer's guidance on the page regarding services, essential and other <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/essential-services-covid-19>: *The PHO has ordered some types of businesses to close. Any business or service that has not been ordered to close and is also not identified on the essential service list may stay open if they can adapt their services and workplace to the orders and recommendations of the PHO. All organizations and services must follow all PHO Orders, Notices and Guidance to ensure safe operations and reduce the risk of transmission of COVID-19.* That would involve compliance with orders such as the order prohibiting public gatherings of 50 people or more <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-pho-class-order-mass-gatherings.pdf>, as well as with the recommendations on physical distancing <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Physical-distancing.pdf>

Additionally, during the current emergency, the Provincial Health Officer and the Province are recommending that people stay close to home and avoid non-essential travel. BC Provincial Parks have been closed to ensure public safety and help stop the spread of COVID-19 as many of the parks were a travel destination, becoming incredibly busy and practicing physical distancing was becoming a significant challenge. As well Destination BC's social media campaign #exploreBC...Later. https://www.destinationbc.ca/content/uploads/2020/01/029_Covid19ResponseMessagingGuidance_Apr2.pdf is focused on helping spread the message among the tourist industry about the importance of preventing non-essential travel and keeping communities safe. At the same time it is recognized that the current emergency is a temporary measure.

By this email, I am copying Emergency Management BC headquarters staff (and sharing with Provincial Health Officer staff, as appropriate) as to whether there will be any further consideration of guidance for campgrounds. Your municipality's emergency manager can raise issues such as the one in your email through Emergency Management BC's Northeast Provincial Regional Emergency Operations Centre at preoc5.ops1@gov.bc.ca. PREOCs hold regular calls in the regions for emergency planning/program staff from local governments, First Nations, and other related organizations which provide a vital chance for planning/program staff to hear current information, learn from what others are doing, raise issues and ask key operational questions. PREOCs also act as a clearing house for operational questions of all kinds and EMBC can find out answers that are known at this time and also advise your staff when there may not yet be answers.

I hope that this information is of assistance to you.

Sincerely,

Nicola Marotz

Strategic Advisor, Local Government / Ministry of Municipal Affairs and Housing