



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, June 22, 2020

1. Call to Order:

2. Delegations:

3. Notice of New Business:

Mayor's List

Councillors Additions:

CAO's Additions:

4. Adoption of Agenda by Consensus:

5. Declaration of Conflict of Interest:

6. Adoption of Minutes:

M1 June 8, 2020 Regular Council Meeting Minutes

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7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports

SR1	Groundwater Protection Report (Zoom Meeting – Western Water Associates)	Page 6
SR2	Annual Report – 2019	Page 18
SR3	Osborne Street & Canyon Drive Barrier Replacement	Page 68
SR4	Development Variance Permit (DVP) Application – Cantrill	Page 74
SR5	Mixed Slo-Pitch Ball Diamonds	Page 88
SR6	Policy: Employee Recognition	Page 92
SR7	District of Hudson's Hope - COVID-19 Returning to Safe Operation (Recovery Plan)	Page 96
SR8	District of Hudson's Hope - COVID-19 Returning to Safe Operation – Swimming Pool (Recovery Plan)	Page 107

SR9	CAO Monthly Report – June 2020	Page 118
SR10	Corporate Monthly Report – June 2020	Page 119
SR11	Public Works Monthly Report – June 2020	Page 121
SR12	Protective Services Monthly Report – June 2020	Page 126

10. Committee Meeting Reports:

11. Bylaws:

12. Correspondence:

C1	BC Hydro – Lynx Creek Artist Rendering	Page 128
C2	Plan H Community Connectedness Grant	Page 134

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
June 8, 2020
6:00 P.M.
COUNCIL CHAMBERS

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

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

Staff: CAO, Chris Cvik
Recording Secretary, Becky Mercereau
Director of Public Works, Mokles Rahman (*partial attendance*)

1. CALL TO ORDER

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

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions: CR1 BC Hydro Community Engagement Committee Update
CR2 Rural Roads Task Force Update
Councillor's Additions: None
CAO Additions: BA3 Pool Update

4. ADOPTION OF AGENDA AS AMENDED

RESOLUTION NO. 107/20

M/S Councillors Quibell / Gibbs

THAT the agenda be varied to move SR2 – Osborne Street & Canyon Drive – Barrier Placement and CAO Pool Update to the beginning.

CARRIED

5. DECLARATION OF CONFLICT OF INTEREST

Councillor T. Quibell advised he will recuse himself for Item SR1 – Community Hall Janitorial Services.

6. ADOPTION OF MINUTES

M1 MAY 25, 2020 REGULAR COUNCIL MINUTES

Corrections to the minutes:

C1 - Resolution 106/20 – strike “and that a monitor be designated”.

13.2 – replace the words “Albertans” with “regionally”.

RESOLUTION NO. 108/20

M/S Councillors Summer / Quibell

THAT the minutes of the May 25, 2020 Regular Council Meeting be adopted as amended.

CARRIED

7. BUSINESS ARISING OUT OF THE MINUTES

BA1 BA2 – CROSSWALK ON CANYON DRIVE AND BEATTIE DRIVE

Mayor Heiberg advised that the crosswalk is now operational. Administration to issue Public Service Announcement (PSA).

The Director, Public Works joined the meeting at 6:08 pm.

BA2 SR2 - OSBORNE STREET & CANYON DRIVE – BARRIER PLACEMENT

M/S Councillors Gibbs / Quibell

THAT Council accept the bid received from Parallel Projects for the placement of a barrier at the intersection of Osborne Street and Canyon Drive; and

THAT Council approve awarding the contract to Parallel Projects and authorize the Mayor and CAO to sign the contract.

DEFEATED

Council tabled further discussion and directed staff to bring back an updated report for the next meeting.

BA3 POOL UPDATE

The Director, Public Works advised that the pool is currently running at full capacity at a cost of approximately \$1870 per week. An additional \$520 per week is being spent on Public Works staffing for the pool. Currently waiting for direction and guidelines from WorkSafe BC. Once a “go ahead” is received, it will take time to train staff on the new operation standards.

RESOLUTION NO. 109/20

M/S Councillors Quibell / Markin

THAT the pool remains running at full capacity for another 2 weeks and a decision will be made at the June 22, 2020 Council meeting regarding whether to either remain closed or to open for the 2020 season.

CARRIED

The Director, Public Works left the meeting at 6:43 pm.

8. PUBLIC HEARING

Councillor Quibell left the meeting at 6:43 pm.

9. STAFF REPORTS

SR1 COMMUNITY HALL – JANITORIAL SERVICES – REPORT NO. 3

RESOLUTION NO. 110/20

M/S Councillors Markin / Summer

THAT Council approve the three-year contract between Clover Janitorial Services and the District of Hudson's Hope for janitorial services at the Community Hall; and **THAT** Council authorizes the Mayor to sign the Agreement on behalf of the District.
CARRIED

Councillor Quibell rejoined the meeting at 6:46 pm.

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 RIVER OF THE PEACE METIS SOCIETY – PHYSICAL LITERACY FOR COMMUNITIES IN BC

For information

C2 NORTHERN DEVELOPMENT INITIATIVE TRUST – 2020 LOVE NORTHERN BC PROGRAM

For information

C3 VISITOR CENTRE COVID19 HEALTH & SAFETY GRANT

Staff will inquire if past purchases can be submitted for consideration, eg the plexi-glass. The CAO suggested that perhaps masks could be provided to the public with the District logo imprinted on them.

C4 FORT ST. JOHN & DISTRICT CHAMBER OF COMMERCE – LETTER OF SUPPORT

RESOLUTION NO. 111/20

M/S Councillors Quibell / Summer

That Council provide a Letter of Support to the Fort St. John & District Chamber of Commerce for Northern Development Initiative Trust grant funding to create a Regional Business Liaison position to support business development and outreach to businesses of all sizes in the region.
CARRIED

C5 DAN DAVIES, MLA PEACE RIVER NORTH – PST REFUNDS

For information

C6 NORTHEAST REGIONAL COMMUNITY FOUNDATION – FEDERAL EMERGENCY COMMUNITY SUPPORT FUND

The CAO advised that he contacted the Friends of Hudson's Hope and the Silver Willows Court to provide them with the funding information.

C7 SITE C CONSTRUCTION ACTIVITIES – JULY – SEPTEMBER 2020

For information

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

CR1 BC HYDRO COMMUNITY ENGAGEMENT COMMITTEE UPDATE

The Mayor provided an update and noted the following: the berm is ready for tender and BC Hydro has been provided with a list of local contractors and services; the Lynx Creek burning piles have been chipped and sent off for hog fuel; communication with contractors and emergency responders in Hudson's Hope has begun; the brake check area at the top of Signal Hill has been enlarged to accommodate the increase of traffic that will occur in the near future; shared information on the District's Tax Revitalization program; and the District will provide detailed funding reports.

CR2 RURAL ROADS TASK FORCE

The Mayor noted that the Crosswalk lights are now operational. There will be a "Scope of Work" issued by June 24th for the Beryl Prairie Road.

14. OLD BUSINESS

15. NEW BUSINESS

NB1 Signage at Alwin Holland Park

Councillor Summer inquired about putting signage at the Alwin Holland Park regarding the dangers of putting a canoe in and going downstream. Council agreed that this will not be a problem once it is flooded, so no signage will be placed there at this time.

NB2 Pickleball Popularity

The pickleball community has increased and Staff advised that they are working on trying to find "line" painters.

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

18. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:06 pm.

DIARY

Conventions/Conferences/Holidays

*Commercial Water Rate Increase-annual budget
Consideration*

Diarized

08/04/19

Certified Correct:

Dave Heiberg, Mayor

Becky Mercereau, Recording Secretary

REQUEST FOR DECISION

RFD#: CC-2020-50	Date: June 2, 2020
Meeting#: CM062220	Originator: Chris Cvik
RFD TITLE: Source Water Protection Plan – Technical Advisory Committee – Report No. 2	

RECOMMENDATION:

***THAT** Council approve the Source Water Protection Plan for the District of Hudson's Hope.*

BACKGROUND:

At the March 9, 2020 Council Meeting, the following resolution was passed:

SR2 GROUNDWATER PROTECTION PLAN

RESOLUTION NO. 046/20

M/S Councillors Markin / Gibbs

***THAT** Council appoint Councillor Miller and Councillor Quibell to the Groundwater Protection Plan – Technical Advisory Committee (TAC).*

CARRIED

The Technical Advisory Committee (TAC) met on April 15th, using an on-line Zoom Meeting. The Committee consisted of a cross section of organizations including:

- Chris Cvik, CAO, District of Hudson's Hope
- Mokles Rahman, P.Eng, MBA, Director of Public Works, District of Hudson's Hope
- Travous Quibell, Councillor, District of Hudson's Hope
- Kelly Miller, Councillor, District of Hudson's Hope
- Justin Gu, Environmental Public Health Officer, Northern Health
- Ali Moore, Environmental Health Officer, Northern Health
- Jun Yin, P.Geo., Regional Hydrogeologist, MFLNRORD
- Laurie Welch, Ph.D., P.Geo, Hydrogeologist, BC Oil and Gas Commission
- Cierra Redel, Pag, Environmental Management Technologist, BC Oil and Gas Commission
- Aaron Hazen, EIT, Project Engineer, L&M Engineering
- Ryan Rhodes, P.Geo., Hydrogeologist, Western Water Associates Ltd.
- Lisa Gardiner, EIT, Environmental Engineer, Western Water Associates Ltd.

DISCUSSION:

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

ALTERNATIVES:

THAT Council provide changes to the Source Water Protection Plan.

FINANCIAL: N/A**ATTACHMENTS:**

1. *PowerPoint Presentation – Source Water Protection Plan*
2. *District of Hudson's Hope Source Water Protection Plan*

Report Approved by:



Chris Cvik, CAO

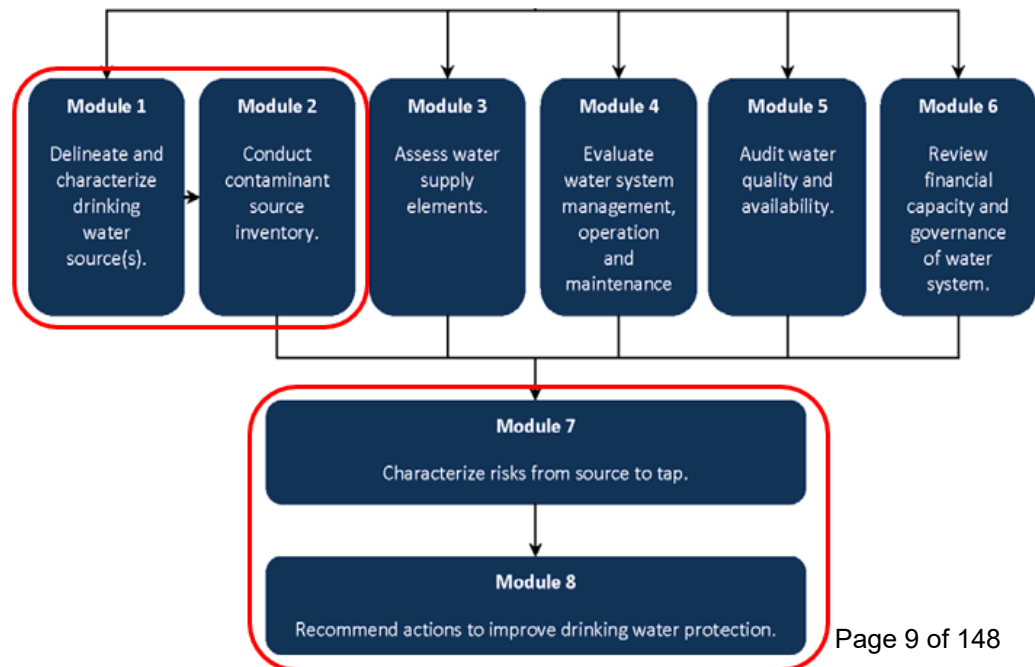


District of Hudson's Hope Source Water Protection Plan

Source Water Protection Plan

- Identifies strengths and weaknesses of system
- Identifies hazards and characterizes potential risks to groundwater source
- Enables pro-active protection measures that are locally achievable

Source-to-Tap Assessment Guideline



DoHH Water System

- Current water supply sources surface water from the Peace River supplemented by two springs at times when turbidity of the Peace River is high.
- In light of the District's current water supply being rendered inoperable the District has decided to transition its water supply to a groundwater source.
- A 5" diameter test well was drilled and tested at the District's Water Treatment Plant in late 2018/early 2019 to assess the feasibility to transition the District's water supply from surface water to a groundwater source.
- Two 10" diameter production wells were drilled and tested in 2019.
- The current water system will be upgraded to adapt to treatment requirements of the new groundwater source.

Population Served	1,000 residents, local businesses and public facilities within town
Annual Water Use	260,000 m ³
Maximum Day Demand (MDD)	30.9 L/s
Average Demand	9.0 L/s

Production Wells



- Two 10" diameter production wells (WPID35428 and WPID44760) were drilled and tested in 2019. The wells were drilled using a dual rotary drill rig and developed by a cable tool rig.
- In addition to the production wells an observation well was drilled near the swimming pool.
- Each production well was subject to a pumping test program:
 - Step test, 5 one hour long steps at 12.6, 18.9, 25.5, 31.5 and 37.8 L/s (200, 300, 400, 500 and 600 USgpm)
 - 72 hour constant rate test at 31.6 L/s (500 US gpm)
 - Well interference was monitored in three wells, the test well, observation well and a well at the Hudson's Hope Museum.
- Sustainable yields, based on constant rate test data, exceeded the tested rate for both wells. Wells rated at the tested rate of 31.5 L/s.
- Each well is capable of supplying the District's MDD of 30.9 L/s.
- Water quality samples were collected at each well throughout the testing program.
- Gas sampling was conducted on each well near the end of the step test.

Well Locations



Hydrogeological Setting

- Production wells source water from an aquifer confined by relatively thick (60 - 70 m) silt and clay deposits.
- The top of the aquifer lies approximately 20 m below the bottom of the Peace river.

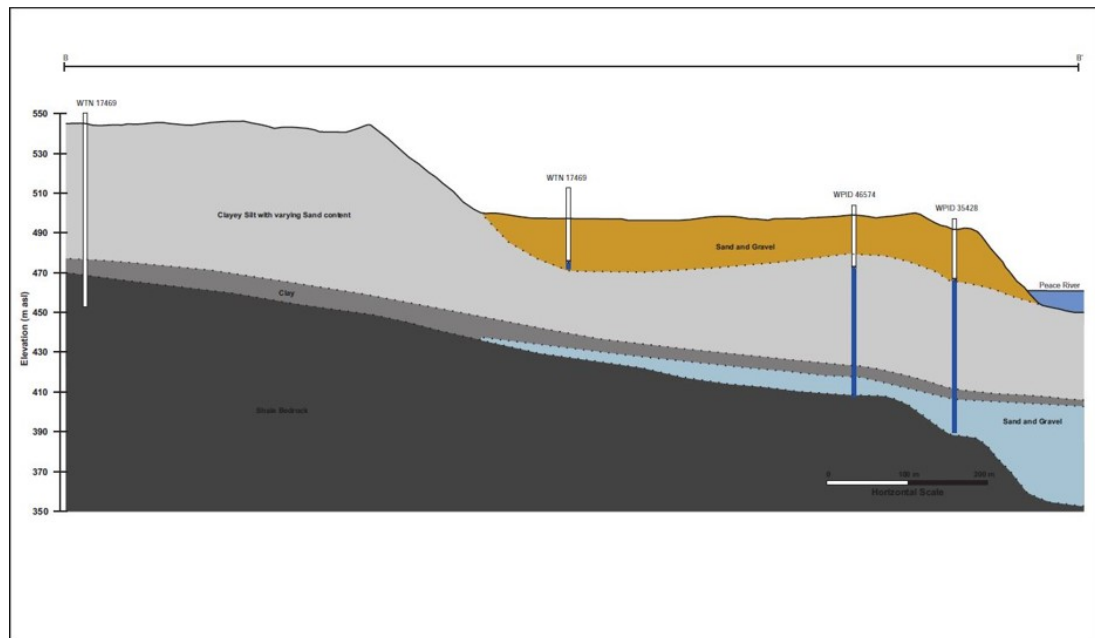


Figure 6: Cross-section B to B' - Perpendicular to the Peace River (See Figure 4 for cross-section trace)

Date: December 2019	Cross-Section Transsect from Figure 4		WWAL Project: 18-109-02	 ASSOCIATES LTD Consultants in Hydrogeology and Water Resources Management
Drawn by: LG	Checked by: RR	Client: District of Hudson's Hope	Client Project: N/A	

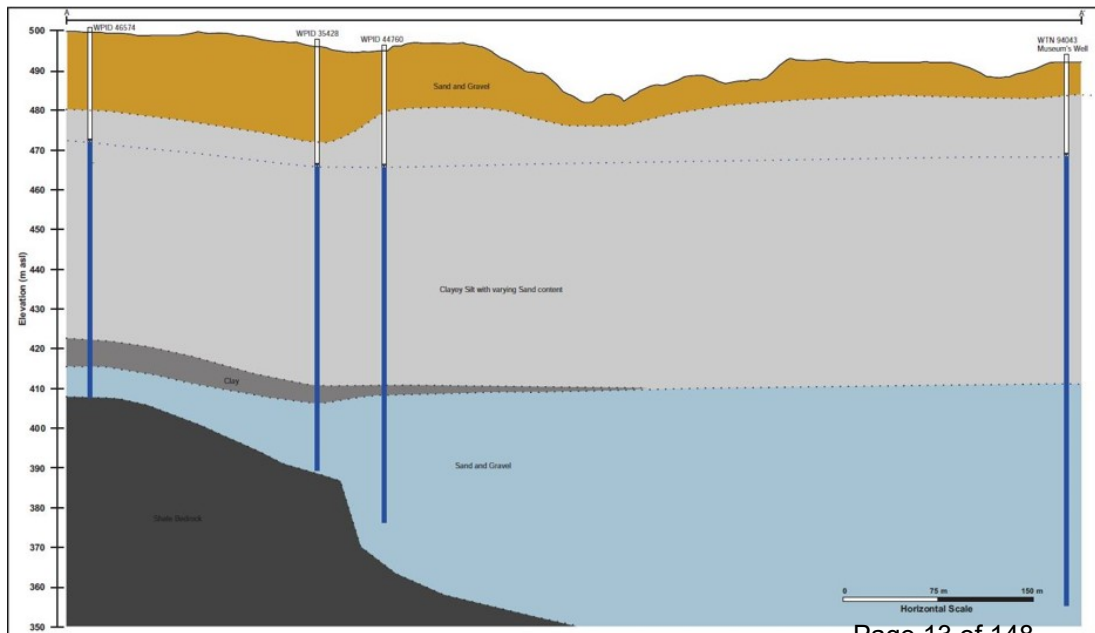
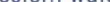


Figure 5: Cross-section A to A' - Parallel to the Peace River (See Figure 4 for cross-section trace)

Date: December 2019	Cross-Section Transsect from Figure 4		WWAL Project: 18-109-02	 ASSOCIATES LTD Consultants in Hydrogeology and Water Resources Management
Drawn by: LG	Checked by: RR	Client: District of Hudson's Hope	Client Project: N/A	

Proposed Source Protection Area

- Based on:
 - Capture zones
 - Topographical mapping
 - Hydrogeological features
 - Hydrological features



Contaminant Source Inventory

- Review available information for assessment area such as:
 - Land use
 - Human activities
 - Other potential contaminant sources
- Perform field inspection
- Compile contaminant source inventory to assess and characterize potential risks to water source



B.C. Site Registry and Federal Contaminated Sites Inventory Searches.



Review of hydrogeological reports.



Aerial photograph review.



Visual survey.



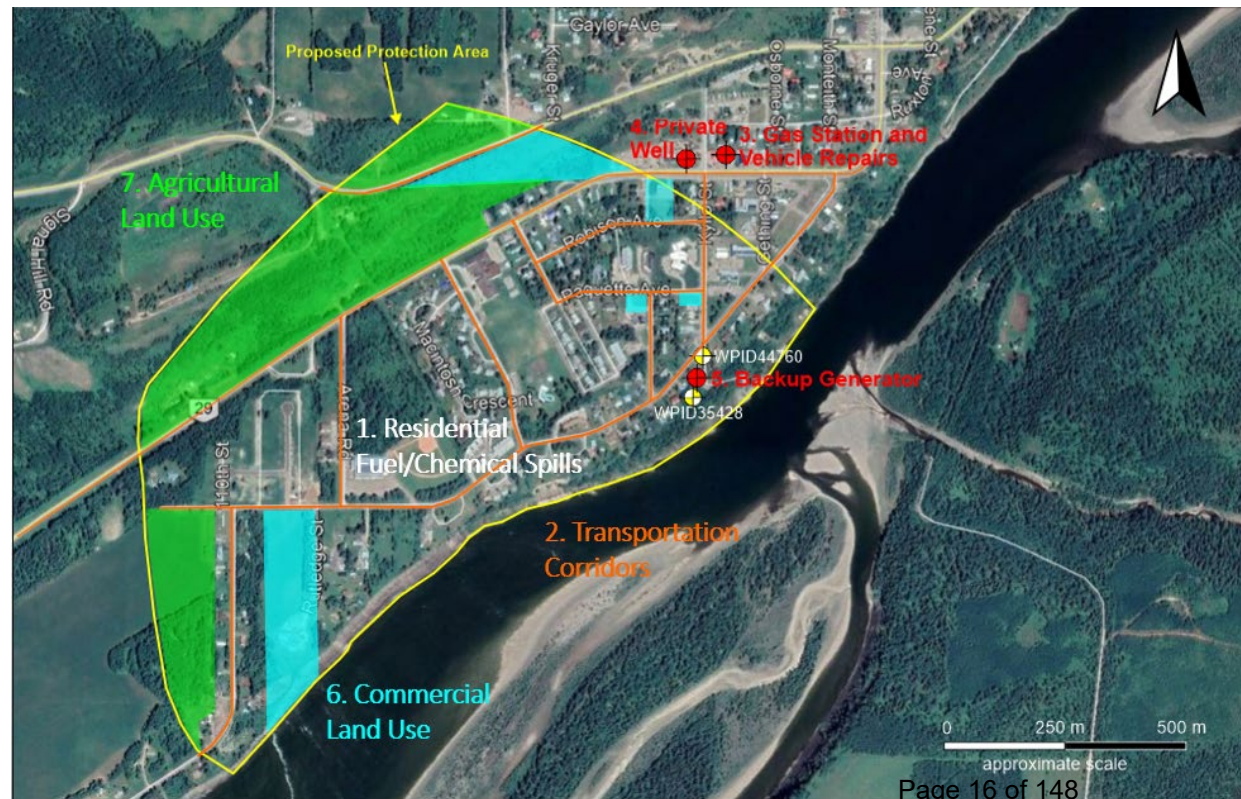
Review of area well records.



TAC discussion.

Water Source Risk Summary

- Groundwater source well protected due to confined nature of aquifer with thick confining unit and significant depth of aquifer making
- Overall risk to drinking water source from identified hazards low
- Possibly moderate risk from unreported wells although very few wells reported in the area lowering risk



Recommendations



- Consider adopting proposed source protection area in the District's OCP
- Providing spatial data files for the capture zones to the Provincial government and BC OGC
- Public awareness (signage and handouts)
- Update water system ERP as needed

REQUEST FOR DECISION

RFD#: CC-2020-47	Date: June 25, 2020
Meeting#: CM062419	Originator: Chris Cvik
RFD TITLE: 2019 District of Hudson's Hope Annual Report	

RECOMMENDATION / RESOLUTION:

1. That Council approve the 2019 District of Hudson's Hope Annual Report.

BACKGROUND:

Local governments are required to prepare an annual report which states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives. This report must be presented at a public meeting before June 30 each year, and make the report available for public inspection at least 14 days prior to that meeting. There is no legislative requirement for a municipal council to make a public presentation about the annual report.

DISCUSSION:

The annual report must include:

- The municipality's audited annual financial statements for the previous year.
- A list of the permissive tax exemptions provided by the municipal council, and for each exemption, the amount of property tax that would have been imposed during the previous year if the exemption had not been granted.
- A report on the municipality's services and operations for the previous year
- A progress report on the performance of the municipality with respect to established objectives and measures.
- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during the current year and following year.
- The details of any declarations of disqualification made against individual council members during the previous year.

Source: <https://www2.gov.bc.ca/gov/content/governments/local-governments/finance/financial-reporting/financial-statements-annual-reports/annual-municipal-report> accessed May 23, 2020.

FINANCIAL: N/A

COMMUNICATION:

A PSA was issued on June 8th to make the public aware of the annual report. The information was also shared on the District's Facebook page and website to provide the minimum 14 days notice before holding an annual meeting on the report. This two-week timeframe provided residents with time to review the annual report, ask any questions, and provided the opportunity to attend this Council Meeting where the report is being presented.

Since the posting of the report, minor spelling, grammatical, and formatting edits have been made.

OTHER:

Due to COVID-19, only questions in writing about the annual report were invited. As of the June 17, 2020, agenda preparation cut-off date, there were no questions or comments received.

Attachment(s)

1. 2019 District of Hudson's Hope Annual Report.

Report Approved by:


Chris Cvik, CAO



DRAFT DISTRICT OF HUDSON'S HOPE
Annual Municipal Report
2019



Fiscal Year Ending December 31, 2019

Page 1 of 18



2019 Annual Municipal Report

Fiscal Year Ending December 31, 2019

Phone: 250-783-9901

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Message from the Mayor

On behalf of council, I am pleased to present the 2019 Annual Report for the District of Hudson's Hope. Having completed my second year in office, I am very pleased with the progress made by council and staff in meeting key milestones as outlined in our four year strategy plan. Our top three priorities include:

1. Providing quality infrastructure in a sustainable manner.
2. Providing quality recreational and cultural opportunities in an affordable manner.
3. Encouraging economic growth and development.

It has been a very difficult year given the challenges of the COVID 19 Pandemic, but council continued to focus on our key initiatives for 2019. These included:

- Completing and implementing an aggressive marketing strategy for a new 27 lot subdivision with the intent of attracting new families to our community.
- Moving forward with the infrastructure design for phase one of a new light industrial subdivision. When completed, phase one will provide six serviced lots to support industrial development.
- Strategic, progressive planning continues with upgrades to our sewer and water infrastructure systems.

As the most impacted community in the region affected by the Site C Project, our community faces additional challenges. Some of which include:

- Due to berm and reservoir construction our current water supply system will have to be altered. Berm construction will start in the fall of 2021 and a structure 11 meters high will run 2.6 km along the existing river shoreline to prevent water erosion along the banks below the community.
- Active highway realignment has already begun. About 30 km of the existing highway 29 will have to be realigned, of which 10 km is within the municipality.
- Reservoir clearing and vegetation burning poses certain safety challenges.
- Council and District staff continue to work with B.C. Hydro representatives to mitigate community concerns resulting from the construction of the Site C Project.

In closing, I would like to thank council and staff for their vision and commitment to making our community a better place to live and work. I would also like to thank the residents and businesses, for without their support we would not be able to provide the services and quality of life that we have come to enjoy.

Dave Heiberg, Mayor



Responsibilities of the Mayor and Council

Mayor and Council were elected on October 20, 2018 for a four-year term. The role of Council is spelled out in the Community Charter (Section 115) with every member of Council having the following responsibilities:

- to consider the well-being and interests of the municipality and its community;
- to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- to carry out other duties assigned by the council under this or any other Act.

Source: http://www.bclaws.ca/civix/document/id/complete/statreg/03026_05

Council generally meets two times per month (second and fourth Monday). Meetings are held at the Council Chambers at the District Office starting at 6:00 p.m. unless otherwise noted. Meetings are open to the public.

NOTE: Due to the current COVID-19 Pandemic, Council Meetings are closed to the public as of March 20, 2020, until further notice.



Left to Right: Councillor Quibell, Councillor Markin, Councillor Gibbs, Mayor Heiberg, Councillor Paice, Councillor Miller, Councillor Summer.

Mayor and Council



Mayor Dave Heiberg

Mayor Heiberg was elected as Mayor in October of 2018 following a By Election.

Contact Information:

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Cell: 250.783.0816



Councillor Travous Quibell

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Councillor Valerie Paice

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Councillor Kelly Miller

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Councillor Mattias Gibbs

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Councillor Pat Markin

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Councillor Leigh Summer

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Cell: 250.783.0758

Message from the Chief Administrative Officer

The Chief Administrative Officer (CAO) is Council's lone employee and acts as the liaison between the Mayor and District Council and staff. Reporting to the CAO, I have three direct reports – Director of Public Works, Director of Protective Services, and Corporate Officer. Including myself, there is a total of twenty-one permanent employees at the District. In the summer, our staffing numbers generally increase by ten to fifteen seasonal and temporary employees who are brought on to work at our swimming pool, visitor centre, recreation programs, campgrounds, and to cut grass and maintain our public spaces.

In 2019, the District started a program to better understand what assets the District owns and what condition the assets are in. This is known as 'Asset Management'. The purpose of Asset Management is really to maintain the existing assets of the District (i.e., equipment, roads, buildings, infrastructure, etc.) and plan for the eventual replacement and long-term cashflow requirements of these assets. In 2019, we were able to inventory many of the District's assets. We still need to inventory assets at Beryl Prairie and Lynx Creek. Once we know what assets we have, the next step is to assess the condition of those assets and estimate remaining useful life and replacement. This work will commence in 2020.

In terms of Capital Projects in 2019, we started work on our water and hydrant valve replacement program. This important infrastructure is used to move water to homes and to supply water to the Fire Department when needed. This work will continue in 2020. The Beattie Street Life Station replacement was scheduled for 2019, but had to be deferred to 2020, as the tender prices that were received to undertake the work were more than the District had budgeted. In addition to other projects, the District was able to undertake commercial water stand upgrades, and complete improvements at Beryl Prairie by replacing a septic holding tank at the Fire Hall and upgrading the water station.

The other significant undertaking that really got going in 2019 was planning work on the replacement of a drinking water source. The District is working with BC Hydro to replace the existing water source (Peace River and Spring Water) with a drilled deep well source and upgrades to the Water Treatment Plant. This work is required due to construction of the Site C dam and is expected to be completed in the fall of 2020.

Chris Cvik
CAO



Description of Municipal Services

Some of the services provided by the District of Hudson's Hope.

PUBLIC WORKS DEPARTMENT	
Water System	Provide potable water distribution and treatment, and fire hydrants for fire protection.
Sewer System	Provide Wastewater collection and treatment system including operations and maintenance of sewer lift stations.
Road Maintenance	Includes snow removal, road paving and patching, crack repair, street sweeping, maintaining storm pipes and ditches, culverts, and sidewalks, curb and gutters maintenance.
Solid Waste Collection	Provide residential and commercial solid waste (garbage) collection and disposal through contracted service.
Recycling	Provide centralized recycling through a contracted service.
Parks and Recreation Facilities	Maintain District owned campgrounds, parks and facilities including Arena, Outdoor Swimming Pool, Curling Rink, and Community Hall.
Cemetery Services	Provide burial and cremation internments.
Airdrome	Maintain the airstrip and surrounding green space.
PROTECTIVE SERVICES DEPARTMENT	
Animal Control	Provision of animal control services.
Bylaw Enforcement	Bylaw enforcement is mandated to promote and enforce overall compliance with the District's bylaws that pertain to health, safety and welfare of the community.

Emergency Management	The District's municipal Emergency Program guides the District's actions to prepare for, respond to and recovery from major emergencies. The program includes the development, maintenance, and updating of the District's Emergency Plan as well as coordinating the physical locations for Emergency Operations Center.
Fire Department	Hudson's Hope Fire and Rescue Service protects life, property, and the environment through the provision of fire prevention/life safety education, emergency preparedness, fire suppression, first responder medical response and rescue services to the citizens of, and visitors to the District of Hudson's Hope.
ADMINISTRATION	
Building Inspection	Provide building inspection services in compliance with Provincial building, plumbing and fire code regulations.
Planning & Development (Zoning and Land Use)	Administer the Official Community Plan and ensure land use development is in compliance with approved zoning and subdivision development regulations.
Tourism	Operate the Visitor Centre and promote Hudson's Hope as the 'Playground of the Peace'.
Recreation Centre and Programs	Provide recreational facilities and programs to residents in the District and surrounding areas within the Peace River Regional District.



Photo Credit: Alexee Inch

District of Hudson's Hope Asset Inventory Information

List of recorded Assets within the District of Hudson's Hope (2019).

ASSETS	2019
Water Mains (m)	16,050
Water Valves	133
Fire Hydrants	74
Sanitary Sewer Mains (m)	9,668
Sanitary Sewer Manholes	119
Service Connections	104
Storm Water Mains (m)	1955
Storm Sewer Manholes	34
Catchbasins	68
Paved Road (m)	13,907
Gravel Roads (m)	14,000
Culverts	105
Signs	136



Photo Credit: Catherine Herbison

2019 Municipal Objectives and Progress Measures

In 2018, Council set three key strategic objectives for the four-year election term. These included:

1. Providing quality infrastructure services in a sustainable manner.
2. Providing quality recreational and cultural opportunities in a sustainable manner.
3. Encouraging economic growth and development opportunities in the area.

DEPARTMENT	OBJECTIVE	STRATEGIES	MEASURES	PROGRESS
Public Works	Provide quality infrastructure services in a sustainable manner.	<ul style="list-style-type: none"> • Asset Management – Establish inventory and condition of assets • Research asset management software that is compatible with existing financial software. • Complete repair work on Beattie Street Lift Station. • Complete replacement work on seven remaining water valves and hydrants. 	<ul style="list-style-type: none"> • Percentage completion of inventory of municipal assets. • Asset management software that is compatible with existing financial software has been identified and will be budgeted for 2020 if necessary. • Repair work on Beattie Street Lift Station is completed on time and within budget. • Replacement work on seven remaining water valves and hydrants is completed on time and within budget. 	<ul style="list-style-type: none"> • Approx. 80% of municipal assets inventoried. Beryl Prairie and Lynx Creek remain. • MuniSight identified as contractor to host Asset Management software. Budgeted in 2020. • Beattie Street Lift Station moved to 2020 as tenders exceeded 2019 budget. • 4 valve locations were replaced. Remaining 9 locations will be completed in 2020. • Replaced key system with a PIN access to allow more users access to the commercial water station.
Government and Administration	Encourage economic growth and development in the area.	<ul style="list-style-type: none"> • Complete remediation – Lucas/Atkinson deficiencies. • Develop Marketing Plan – how are we going to sell the lots • Update costs and apply for grant to assist with development of light industrial sub-division • Develop a process to monitor capital spending for Council's consideration (this is during the entire process, planning, during, post). 	<ul style="list-style-type: none"> • Lucas/Atkinson subdivision deficiencies completed within budget • Marketing Plan completed • Update cost report on development costs for light industrial sub-division completed. Grants applied for. • Internal process developed and implemented to monitor capital spending. • Website Update completed • Promotion activities undertaken to promote Solar 	<ul style="list-style-type: none"> • Deficiency work completed within budget. Clearing and levelling work completed. • Marketing Plan developed. Revitalization tax incentive developed to be rolled out in 2020. • Realtor hired – Market the properties in Q1. 2020. • Used planning tool to help prioritize 2019 Capital Budget. • Received \$144,000 grant from NDI for light industrial sub-division

		<ul style="list-style-type: none"> Website Update Promotion – Solar panels, electric cars 	Panel Array system, electric cars.	<ul style="list-style-type: none"> planning. Completed website update – includes solar panel promotion.
Recreation	Provide quality recreational and cultural opportunities in an affordable manner.	<ul style="list-style-type: none"> Develop a plan and budget for repairs to the Pool that address the pool membrane and hydro chlorination pump systems. This is a short-term solution that will allow the pool to operate in 2019. Develop recommendations for long term facility replacement – Recreation Committee. Committee to provide Quarterly Report to Council. 	<ul style="list-style-type: none"> Short term repairs approved and completed within budget. Strategy for long term facility replacement completed. Quarterly Reporting to Council. 	<ul style="list-style-type: none"> Completed short-term pool repairs to pool liner. Replaced hydro chlorination pump. Completed basic survey to determine what residents would like to see in a new recreation facility. Completed mapping and publication of 14 trail maps within the area.

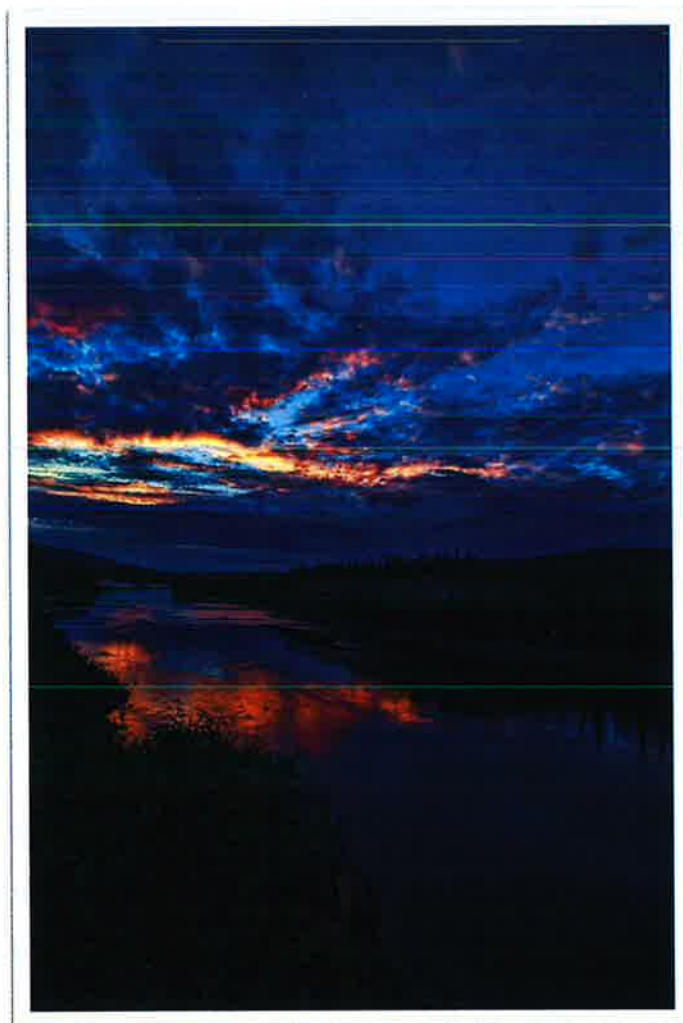


Photo Credit: Tim Viers

2020 Anticipated Objectives and Measures

DEPARTMENT	OBJECTIVE	STRATEGIES	MEASURES	PROGRESS
Public Works	Provide quality infrastructure services in a sustainable manner.	<ul style="list-style-type: none"> • Asset Management – Establish inventory and condition of assets • Research asset management software that is compatible with existing financial software. • Complete repair work on Beattie Street Lift Station. • Complete replacement work on seven remaining water valves and hydrants. • Develop plan to address dead-end water lines. • Develop plan to address paving on Reschke Road. 	<ul style="list-style-type: none"> • Completion of inventory of municipal assets. • Complete condition assessment on 25% of assets in inventory. • Complete Beattie Street Lift Station repair. • Completion of new Water Treatment Plant. • Complete remaining valve replacement. 	
Government and Administration	Encourage economic growth and development in the area.	<ul style="list-style-type: none"> • Implement Marketing Plan – how are we going to sell Lucas Subdivision lots. • Complete planning work on Light Industrial sub-division. 	<ul style="list-style-type: none"> • Light Industrial Sub-division rezoning complete. • Development within Lucas Subdivision. 	
Recreation	Provide quality recreational and cultural opportunities in an affordable manner.	<ul style="list-style-type: none"> • Obtain 10 year License of Occupation extension at Dinosaur Lake for the development of an ATV Campground. • Develop recommendation for long term facility replacement – Recreation Committee. Committee to provide Quarterly Report to Council. • Develop a Lifeguard Recruitment Model. 	<ul style="list-style-type: none"> • License of Occupation in place for development to occur in 2021. • Strategy for long term facility replacement completed. Quarterly Reporting to Council. 	



2019 Statement of Disqualifications

There were no Councillors disqualified during 2019.

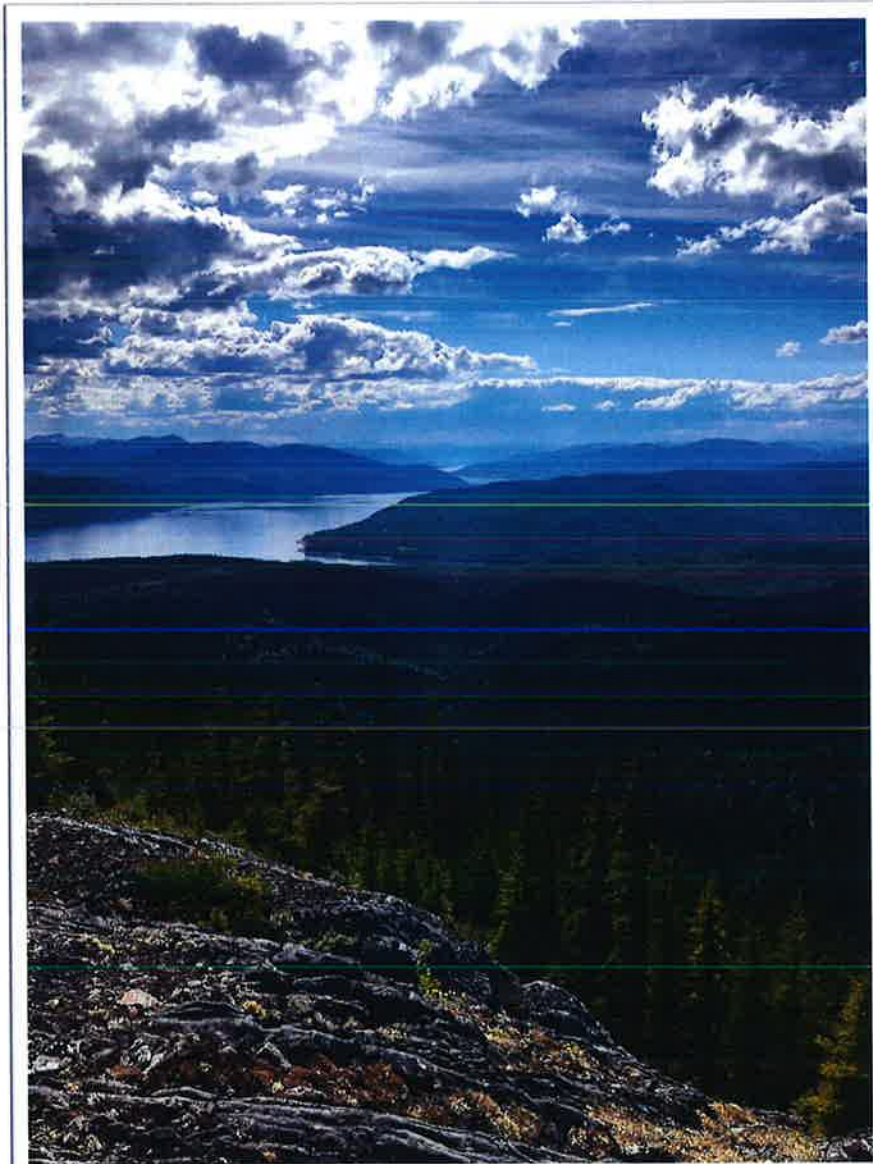


Photo Credit: Kaitlyn Atkinson

2019 Statement of Tax Exemptions

June 10, 2019 Regular Council Meeting

PERMISSIVE TAX EXEMPTIONS

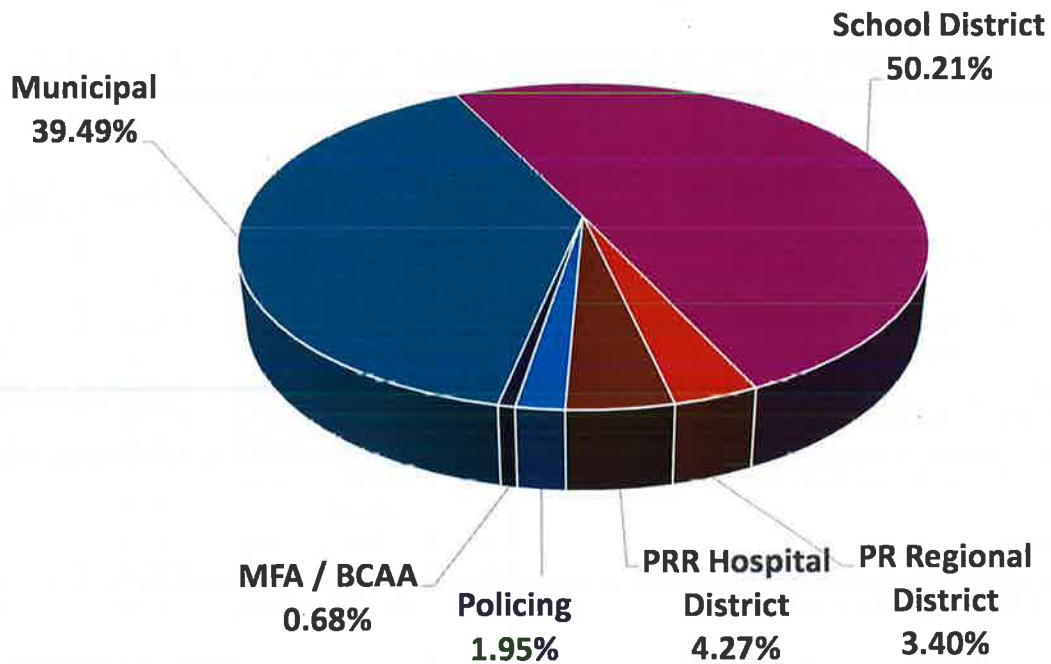
Reference Bylaw No. 908, 2019

The following buildings and land received exemption from taxation for the 2019 taxation year as per sections 220 & 224 of the *Community Charter*.

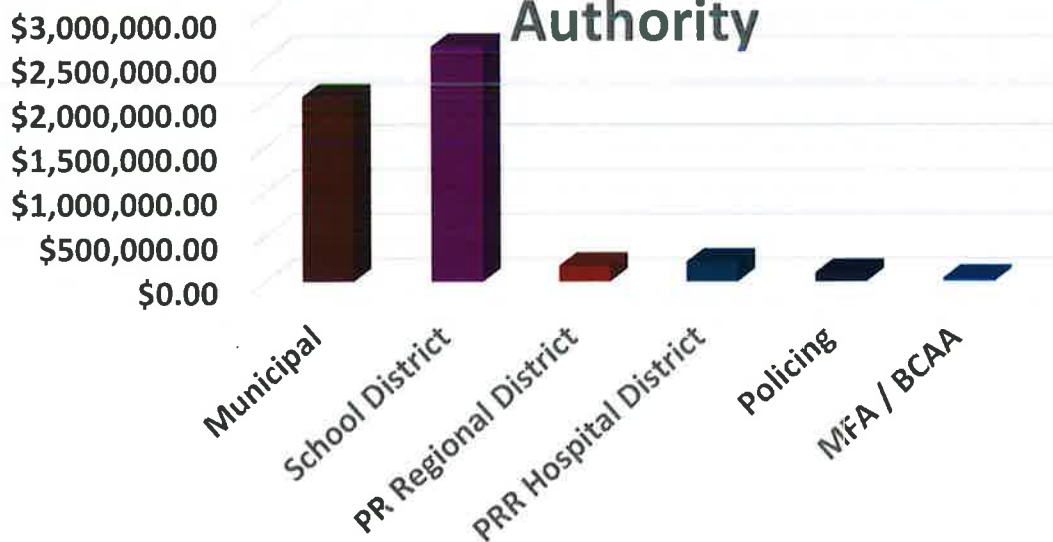
Roll#	Organization	Class	Assessment	Tax Rate	Total Tax Exempted
01035.000	Double H Saddle Club	6 8	45,700 (bldg) 100,000 (land)	16.8714 6.7116	771.02 671.16
04303.000	Hudson's Hope Bible Fellowship	8	62,300 (bldg)	6.7116	1,051.09
04304.000	Baptist Church	8	43,800 (land)	6.7116	293.97
		8	30,700 (land)	6.7116	206.05
04955.000	Double H Saddle Club	6 8	44,400 (bldg) 90,400 (land)	16.8714 6.7116	749.09 606.73
40420.010	Hudson's Hope Historical Society	6	10,500 (bldg)	16.8714	177.15
		8	163,000 (land)	6.7116	1,093.99
40420.020		6	29,900 (bldg)	16.8714	504.45
		8	17,800 (land)	6.7116	119.47
01655.000	Helen Rand Ruxton	6	18,500 (land)	16.8714	124.16
00569.100	Hudson's Hope Bible Fellowship	6	242,000 (bldg)	17.2698	4,082.88
		8	40,500 (land)	6.7116	271.82
00571.000		8	42,400 (land)	6.7116	284.57
40420.040	The Anglican Synod of the Diocese of Calendonia	8 8	161,800 (bldg) 104,700 (land)	6.7116 6.7116	2,729.79 702.70
17101.510	Northern Health Authority	6 8	1,953,000 (bldg) 74,400 (land)	16.8714 16.8714	32,646.16 499.34
00594.000	Bullhead Mountain Curling Club	6 8	1,162,000 (bldg) 95,100 (land)	16.8714 16.8714	19,604.57 638.27
41090.010	Hudson's Hope Rod & Gun Club	6	46,700 (bldg)	16.8714	787.89
		8	66,200 (land)	6.7116	444.31
41091.010		8	140,000 (land)	6.7116	939.62
41027.100	Hudson ' s Hope Ski Association	6	170,000 (land)	6.7116	1,140.97

2019 Financial Breakdown

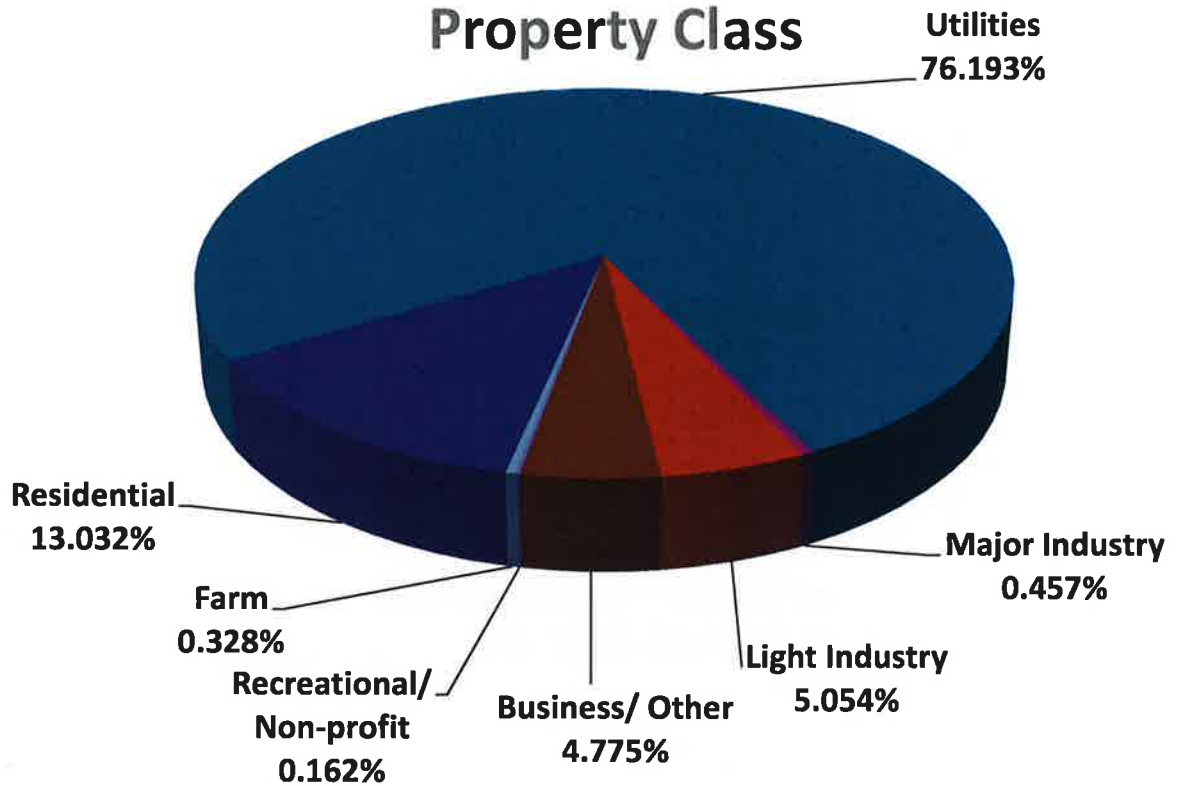
2019 Residential Tax Breakdown



2019 Property Taxes by Taxing Authority



2019 Property Tax Breakdown by Property Class



2019 Audited Financial Statements

Consolidated Financial Statements of



DISTRICT OF HUDSON'S HOPE

And Independent Auditors' Report thereon

Year ended December 31, 2019

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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.

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.

Chivik

Rhonda Esteva

[illegible]



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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.

KPMG LLP

Chartered Professional Accountants

Prince George, Canada

April 27, 2020



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

DISTRICT OF HUDSON'S HOPE

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



DISTRICT OF HUDSON'S HOPE

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.



**HUDSON'S
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PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

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.



DISTRICT OF HUDSON'S HOPE

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.

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.



DISTRICT OF HUDSON'S HOPE

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.



**HUDSON'S
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DISTRICT OF HUDSON'S HOPE

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:

<u>Asset</u>	<u>Useful life - years</u>
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.



DISTRICT OF HUDSON'S HOPE

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.



**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

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>



DISTRICT OF HUDSON'S HOPE

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
	\$ 853,731	\$ 451,813

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
	\$ 391,163	\$ 301,942

5. Deferred revenue:

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



**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

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	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



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).



DISTRICT OF HUDSON'S HOPE

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	-	3,208,878	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	-	217,752	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>

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).

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	5,678,483	-	-	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



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	-	6,976,405
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



**HUDSON'S
HOPE**
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.

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.

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.

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

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
	<u>5,288,313</u>	<u>5,196,031</u>
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
	<u>3,180,764</u>	<u>3,153,738</u>
	<u>\$ 2,107,549</u>	<u>\$ 2,042,293</u>

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
	<u>\$ 726,890</u>	<u>\$ 589,984</u>

REQUEST FOR DECISION

RFD#: CC-2020-530	Date: June 9, 2020
Meeting#: CM062220	Originator: Chris Cvik
RFD TITLE: Osborne Street at Canyon Drive Barrier Replacement – Report No. 4	

RECOMMENDATION NO. 1

***THAT** the June 3, 2020, report entitled “Osborne Street at Canyon Drive Barrier Replacement” be lifted from the table for discussion.*

RECOMMENDATION NO. 2

***THAT** Council rescind Resolution No. 242/19:*

“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

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

That Council direct administration to consider this project under 2020 Capital Budget.”

RECOMMENDATION NO. 3

***THAT** Council direct Administration to:*

- a) install proper road signage, including a “No Truck Route” sign on Osborne Street; a “No Right Turn” sign from Canyon Drive to Osborne Street; a “No Left Turn” sign from Osborne Street to Canyon Drive, etc. to restrict traffic flow on Osborne Street;*
- b) work with the Ministry of Transportation to clear the undergrowth and cut trees that block the visibility along the Canyon Drive near the intersection;*
- c) amend the District’s Streets and Traffic Bylaw No. 27, 1967 to reflect the new signage; and*
- d) communicate with the local RCMP Detachment regarding new traffic signs.*

BACKGROUND:

During the Council Meeting on June 8, 2020, the following resolution was defeated:

SR2 Osborne Street & Canyon Driver – Barrier Placement**RESOLUTION NO. 109/20**

M/S Councillors Gibbs / Quibell

THAT Council accept the bid received from Parallel Projects for the placement of a barrier at the intersection of Osborne Street and Canyon Drive; and

THAT Council approve awarding the contract to Cutting Edge Projects and authorize the Mayor and CAO to sign the contract.

DEFEATED

Council tabled the further discussion and directed staff to bring back an updated report for the next meeting.

DISCUSSION:

As Council is aware, the basis for defeating the June 8th motion was due to the low-cost bid exceeding the approved budget of \$25,000, by a shortfall of \$24,130.

Council discussed other options that were previously presented by Administration, including the use of signage to restrict traffic on Osborne Street. Revisiting the idea of using signage and education as the proposed solution allows the District to try to resolve the concern using a gradual approach that involves less costly options being considered before implementing the more expensive guard rail option.

The report was tabled to allow Administration the opportunity to bring forward a new report that gives consideration to the District's Council Procedure Bylaw No. 765, 2009 (Consolidated) and previous resolutions made on this topic.

FINANCIAL:

\$25,000 was approved in the 2020 Capital Budget for the guard rail project. The cost of purchasing signs and clearing undergrowth would be charged against this account.

OPTIONS:

That Council not approve the installation of signage and clearing undergrowth that would address the safety concerns and instead provide alternative direction to Administration.

Attachments:

1. *Chronology of Resolutions on Intersection of Osborne Street and Canyon Drive*

A handwritten signature in blue ink, reading "Chris Cvik".

Report Approved by:

Chris Cvik, CAO

Chronology of Resolutions on intersection of Osborne Street and Canyon Drive

- **Monday, June 8, 2020**

Osborne Street & Canyon Driver – Barrier Placement

RESOLUTION NO. 109/20

M/S Councillors Gibbs / Quibell

THAT Council accept the bid received from Parallel Projects for the placement of a barrier at the intersection of Osborne Street and Canyon Drive; and

THAT Council approve awarding the contract to Cutting Edge Projects and authorize the Mayor and CAO to sign the contract.

DEFEATED

Council tabled the further discussion and directed staff to bring back an updated report for the next meeting.

- **Monday, September 19, 2019**

M/S Councillors Markin/Summer

“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

That Council direct administration to install proper road signage including “no truck route” on Osborne Street, “no right turn” from Canyon Drive to Osborne Street, “no left turn” from Osborne Street to Canyon Drive etc. to restrict traffic to use Osborne street; and

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

That Council direct administration to amend and enforce the Street and Traffic Bylaw of the District;

That Council direct administration to communicate with the local RCMP Detachment to enforce the traffic laws.

That Council direct administration to consider this project under 2020 Capital Budget.”

DEFEATED

- **Monday, September 19, 2019**

RESOLUTION NO. 242/19

M/S Councillors Miller/Paice

"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

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

That Council direct administration to consider this project under 2020 Capital Budget."

CARRIED

- **Monday, February 11, 2019**

Road Closure-Osbourne Street at Canyon Drive

RESOLUTION NO.038/19

M/S Councillors Gibbs/Markin

That "Council direct administration to consult with the affected residents and road users in regards to the closure of the Osbourne Street at the intersection of Canyon Drive

And

That the consultation process will involve a public meeting/open house with the affected residents and road users to obtain feedback on analysis, alternatives, recommendations, and communication with the Ministry of Transportation And That Administration will report back to Council with recommendations."

CARRIED

- **Monday, November 26, 2018**

Letter from Evelyn Edinger

- Not the first time this has come before Council; past recommendations were:
 - Close off the road at the intersection with Canyon Drive
 - No Posts (guard rails)
 - Closing road to local traffic only
- The Ministry of Transportation has informed us that it is our road so the decision is ours; however, they have stated that there is not enough room for guard rails.
- Council agreed that a bylaw is not the way to proceed.

- **Monday, November 26, 2018 (continued)**

- The Mayor stated that educating industry would be the best starting point; direct them to use other routes. The Mayor is willing to meet with TransCanada and Macro to discuss this concern.

RESOLUTION NO.215/18

M/S Councillors Miller/Gibbs

"Council directs staff to bring back information in regard to closing Osbourne Road at the intersection of Canyon Drive and in regard to other viable options."
Carried

Council is to e-mail any suggestions to the Corporate Officer

- **November 16, 2018 - Email from Evelyn Edinger - Safety concern**

On Nov 16, 2018, at 1:17 PM, Melodie Godsman <mgodsman@mail.com> wrote:

Mayor and Council,

I would like to request council put forth a bylaw restricting industrial and heavy vehicle traffic on Osbourne Street.

Ideally council should consider a bylaw restricting heavy traffic on all residential streets in Hudson's Hope.

My main concern with my street, Osbourne Street, is that I have had several incidents where vehicles have slid over the bank into my yard. Luckily, they've missed my house so far....

The increase in traffic now makes it that much more critical to get this accomplished ASAP.

Evelyn Edinger
250 783 0567

PS. I would like to add that all of the crew trucks from the campgrounds and Sportsmans use Osbourne at 5 am and 5 pm and drive like they're in the INDY 500. Maybe they need a reminder of speed limits? Mel...

REQUEST FOR DECISION

RFD#: CC-2020-49	Date: June 2, 2020
Meeting#: CM062220	Originator: Chris Cvik
RFD TITLE: Development Variance Permit (DVP) Application - Cantrill	

RECOMMENDATION:

1. **THAT** Council approves the DVP Application – Cantrill to continue to move forward on the basis it is unlikely to negatively affect adjacent property owners; and
2. **THAT** Council direct Administration bring a final report back to Council for consideration.

BACKGROUND:

Background: Land is zoned RU1 (Rural Residential).

Request: Applicant would like to move a 1991 Mobile onto their land for approximately 5 years while they build a permanent dwelling. Mobile would be connected to District water and a septic system would be developed and approved by Northern Health.

Ms. Cantrill would be able to put a mobile home on her property while she builds a principal dwelling without needing to apply for a Temporary Use Permit (TUP). The mobile home would be considered as an accessory building, which is allowed under Bylaw No. 823, 2013. Our Bylaw for RU1 properties is that a maximum of 3 accessory buildings per parcel are allowed.

DISCUSSION:

Based on the information provided, the applicant will still need to apply for a Development Variance Permit (DVP) based on the age of the mobile home they are planning to move onto the property. In our Zoning Bylaw, on Page 24 - Section 4.16, a manufactured home must be no older than 10 years. In our case, the applicant is saying the mobile is a 1991 model and is therefore approximately 29 years old.

The applicant is seeking relaxation of Zoning Bylaw item 4.16 (3) that states Manufactured Homes must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number.

FINANCIAL CONSIDERATIONS: N/A

ALTERNATIVES:

1. That Council deny the application.

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.

NOTE: There are no neighbors within a 100 meters radius of the subject property location. There are no referrals as the applicant would need to be apply to have Northern Health (Environment) approve the septic system.

ATTACHMENTS:

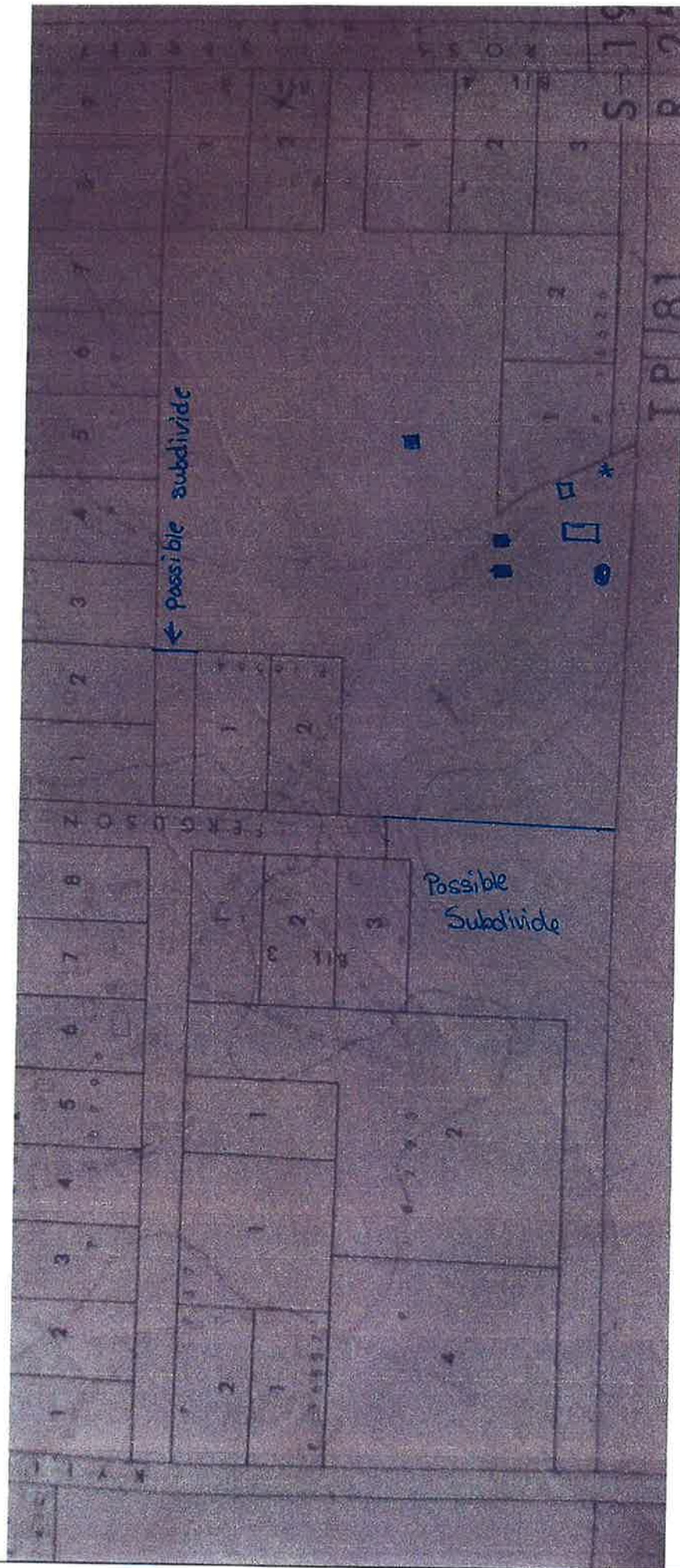
1. *Development Variance Permit Process Flow Chart*
2. *Draft Development Variance Permit Application*
3. *Draft Development Variance Permit No. 2020-02*
4. *Draft Public Notice for DVP No. 2020-02*



Chris Cvik, CAO

Development Variance Permit Process (Flow-Chart)





- * Power Pole
- Power Shack
- ▭ mobile
- Septic
- Storage Shed
GARDEN Shed



Additional Information

This is a hard time for everyone, and my daughter and her husband (Terylee and Nelson Fieber) are needing help. If I can move my mobile onto the acreage it would take a financial burden off their family, and allow them to continue to reside in Hudson's Hope.

The Fieber's love everything about Hudson's Hope, and fell in love with the town years ago. They feel so at home living there and can't say enough good things about the Hudson's Hope School that their 3 children attend, and how great the community is to raise their children.

They have both found employment, Terylee as a School Bus Driver and Nelson works seasonally for BC Hydro, as well as being a ticketed Plumber and being able to help Hudson's Hope residents with some of their plumbing issues.



**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: Teryl Cantrill
Address: Box 26 Cecil Lake, BC Postal Code: V0C1G0
Phone: 250-261-1289 Fax: _____ E-mail: teryl@mail.com

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

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

Property Description/ Address

Legal Description: PID: 016-624-009. North West ¼ of Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District, Except Plans 10796, 11977, 16537, 16564, 16605, 16626, 17371, 18223, 19094, 23816, and PGP37944.

Civic Address: Wallace Avenue

Official Community Plan Map Designation: General Residential

Present Zoning: RU1 Rural Residential

Current Use of Property: Pasture Horses in Summer

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 owner is requesting a variance from the "Zoning Bylaw No. 823, 2013" section 4.16.3. A manufactured home must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number. *The applicants are applying to move a 1991 modular home (approximately 29 years old).*

NOTE: The Local Government Act states that a development variance permit shall not vary:
 (a) The use or density of land from the specified in the bylaw, or
 (b) A floodplain specification.

Certification

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



 Signature of the Applicant

Date: June 2 2020

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:	

TITLE SEARCH PRINT

File Reference: 2115-00013-01

Declared Value \$150000

2020-04-20, 13:55:14

Requestor: Steve Bennett

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

Land Title District Land Title Office	PRINCE GEORGE PRINCE GEORGE
Title Number From Title Number	CA5841611 CA1714915
Application Received	2017-02-28
Application Entered	2017-03-02
Registered Owner in Fee Simple Registered Owner/Mailing Address:	TERYL LOUISE CANTRILL, BUS DRIVER PO BOX 29 CECIL LAKE, BC V0C 1G0
Taxation Authority	Hudson's Hope, District of
Description of Land Parcel Identifier: Legal Description:	016-624-009 THE NORTH WEST 1/4 OF SECTION 19 TOWNSHIP 81 RANGE 25 WEST OF THE 6TH MERIDIAN PEACE RIVER DISTRICT, EXCEPT PLANS 10796, 11977, 16537, 16564, 16605, 16626, 17371, 18223, 19094 23816 AND PGP37944
Legal Notations	NONE
Charges, Liens and Interests	NONE
Duplicate Indefeasible Title	NONE OUTSTANDING
Transfers	NONE
Pending Applications	NONE



DEVELOPMENT VARIANCE PERMIT NO. 2020-02

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:

Teryl Cantrill
Box 26
Cecil Lake, BC
V0C 1G0

(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: Parcel Identifier: 016-624-009.

North West ¼ of Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District, Except Plans 10796, 11977, 16537, 16564, 16605, 16626, 17371, 18223, 19094, 23816, and PGP37944.

(the "Lands")

2. The Development Variance Permit varies the regulation of the Zoning Bylaw 823, 2013 section " section 4.16.3.

From: A manufactured home must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number.

To: A manufactured home must be no older than 29 years from the date it is placed on a lot and have a BC Registration Number.

By increasing the the age of the manufactured home to 29 years, it allows for a 1991 model manufactured home to be moved.

3. This Permit is not a Building Permit.

Authorizing Resolution No. 02-20 was passed by the Council on the 13th day of July, 2020.

ISSUED THIS ____ DAY OF JULY, 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:

North West ¼ of Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District, Except Plans 10796, 11977, 16537, 16564, 16605, 16626, 17371, 18223, 19094, 23816, and PGP37944. PID: 016-624-009.

Issue Date: July, 13, 2020

Expiry Date (if any): NOT APPLICABLE

(for Temporary Commercial or Industrial Permit only)

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

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.

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.

Dated: July __, 2020

DISTRICT OF HUDSON'S HOPE

by

Approving Officer

DRAFT

PUBLIC NOTICE FOR PROPOSED

Development Variance Permit No. 2020-02

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, July 13, 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: Teryl Cantrill

Subject Property: Parcel Identifier: 016-624-009.

North West ¼ of Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District, Except Plans 10796, 11977, 16537, 16564, 16605, 16626, 17371, 18223, 19094, 23816, and PGP37944.

Application: The owner is requesting a variance from the "Zoning Bylaw No. 823, 2013" Section 4.16.3.

From: A manufactured home must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number.

To: A manufactured home must be no older than 29 years from the date it is placed on a lot and have a BC Registration Number.

By increasing the age of the manufactured home to 29 years, it allows for a 1991 model manufactured home to be moved.

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-2020-54	Date: June 9, 2020
Meeting#: CM062220	Originator: Chris Cvik
RFD TITLE: Hudson's Hope Mixed Slo-Pitch Use of Ball Diamonds	

RECOMMENDATION:

1. **THAT** Council approve the use of the baseball diamonds by the Hudson's Hope Mixed Slo-Pitch Club provided that the Club adheres to a "Return to Play" plan that has been approved by Slo-Pitch National Inc.

BACKGROUND:

Administration received an email request on June 9, 2020, from the Hudson's Hope Mixed Slo-Pitch Club to play a limited number of slo-pitch games this summer that involves four (4) local teams.

DISCUSSION:

Granting of the use of the baseball diamond (public space) to the Hudson's Hope Mixed Slo-Pitch group is consistent with the approval Council provided on May 25th to allow the Farmer's Market used of Beattie Park. In the case of the Farmer's Market, the requirement was to follow Northern Health Guidelines for safety. In the current request by the Hudson's Hope Mixed Slo-Pitch Club, the requirement is to follow the "Return to Play" plan which is approved by the governing body – Slow Pitch National Inc.

FINANCIAL: N/A

OPTIONS:

1. That Council not approve the guidelines.
2. That Council provide additional guidelines prior to acceptance.

OTHER:

As with the Farmer's Market, the District will not be monitoring compliance with health regulations; however, the Hudson's Hope Mixed Slo-Pitch Club will be advised that failure to self-monitor and failure to comply with the provincial guidelines and approved "Return to Play" plan could result in Council rescinding its' approval of the use of the baseball diamonds.

ATTACHMENTS:

1. Slow-Pitch National Return to Play Checklist
2. Hudson's Hope Mixed Slo-Pitch Return to Play plan



Report Approved by: _____

Chris Cvik, CAO



MANDATORY INSURANCE COVERAGE REQUIREMENTS

Slo-Pitch National - Return to Play

PROVINCIAL & MUNICIPAL GUIDELINES

- All events/activities must adhere to Provincial and Municipal bylaws and health regulations.
- These are being updated and adjusted as necessary, so organizers need to stay informed, and adjust activities as necessary.



PROOF OF PERMITS AND APPROVALS

- Organizers will be required to provide permits and or a letter of authorization from the municipality or facility operators to acknowledge permission to host events or competition.



SUBMIT A RETURN TO PLAY PLAN

- Events will be required to submit a "Return To Play" plan that will be reviewed and approved by Slo-Pitch National.



PARTICIPANT WAIVER FORMS

- It is mandatory that all participants complete the updated online Slo-Pitch National Insurance waiver form before playing.



MEMBERSHIP FEES

- All membership fees must be paid in full before insurance coverage will be issued to participants.



For additional information please contact

www.slo-pitch.com

(416) 674-1802 fax (416) 674-8233

Hudson's Hope Mixed Slo-Pitch Return to Play Plan

League Organization

- Only 4 local teams to play in this season
- Games will be scheduled through the summer mainly on Wednesdays
- Both Fields will be utilized
- Both Games will be scheduled for the same time to avoid large gatherings
- No watching the other game if yours ends early.
- Follow Provincial COVID-19 guidelines and max gathering sizes.

Hygiene and Personal Protection

- Do not come to the game if you are ill, show any symptoms or have been around someone who is ill
- The use of mask or face shield is recommended
- The use of personal fitted batting gloves at all times is recommended
- No sharing of Gloves or Helmets
- Balls and Bats should be wiped before each inning.
- Avoid touching your eyes, nose or mouth
- Cover your mouth and nose with a tissue or into your elbow when coughing or sneezing
- Do not spit
- Wash your hands often
- Hand Sanitizer stations will be put by the stands, at the entrance to the field, and in the dugout. (Sanitizer provided by the league)
- Social distancing signs and return to play plan will be posted at fields.

Before and After Games

- Arrive 15 minutes maximum before scheduled game time
- No Group warm ups before games. (Individual stretching is allowed and encouraged)
- Leave facilities immediately upon game completion
- There will be absolutely no congregating at parks, facilities or parking areas before or after your game.
- All garbage must be collected and removed by each team after the game

Social Distancing During the Game

- Home Team has the choice of batting first or second. (No coin toss as per current league practice)
- No handshakes, "3 Cheers", or high fiving
- Ground rules shall be provided to team representative before the game
- During batting, players will need to line up outside of the diamond and spread out accordingly
- The dug out will only be used by the on deck batter, or participants can distance accordingly to space available
- Base Coaches will stand outside the field fence, however, it is recommended that there will be no base coaches
- The catcher will stand 2 meters behind the strike mat
- The on deck batter, must remove the bats from the diamond
- Immediately upon the completion of the game, all members will leave the diamond area
- Spectators must sit socially distanced from team members and other spectators
- It is recommended that spectators be kept to a minimum
- It is recommended that children should not be left unattended while playing
- No coaching conferences or group huddles
- There will be no exchange of lineup cards, teams will keep score with their own scorekeeping books

REQUEST FOR DECISION

RFD#:	CC-2020-52	Date:	June 4, 2020
Meeting#:	CM062220	Originator:	Chris Cvik, CAO
RFD TITLE: EMPLOYEE RECOGNITION POLICY			

RECOMMENDATION:

THAT Council approve the Employee Recognition Policy.

BACKGROUND:

The District does not have an Employee Recognition policy that recognizes the service of employees when they leave or retire from the organization. With the upcoming retirement of a long-service employee, Administration has drafted a policy to help provide direction in this regard.

DISCUSSION:

In talking with Staff, the District has been inconsistent in the past with respect to recognizing employees when they reach service milestones, leave, or retire from the organization.

At one time service awards were given out for long-term service (i.e. 10, 20, 25 years); however, this was a practice that was undertaken with no approved Policy by Council and, according to Staff, has not occurred in the past 10+ years.

The current draft policy attempts to cover off several objectives, including:

1. to establish a monetary value for departure/retirement gifts that has been approved by Council;
2. to recognize and reward loyalty to the District, setting a minimum eligibility requirement of five (5) years of service; and
3. to provide direction to Administration regarding future departures of staff from the organization.

Council will notice that the draft does not specifically recognize service milestones (i.e., 10, 20, 25, 30, 35 years of service) and instead recommends policy simplification by recognizing an employee when they retire or choose to leave the District.

ALTERNATIVES:

1. That Council not approve the Policy and have employee recognition addressed on an ad hoc basis.

2. That Council provide changes to the Draft Policy.

ATTACHMENTS:

1. Draft Employee Recognition Policy

OTHER:

In terms of recognizing employees at the time of retirement, unionized employees covered by the Collective Bargaining Agreement have negotiated a Vacation Leave on Retirement provision (Article 17.6) whereby Employees leaving on Superannuation or upon leaving at the maximum retirement age, are entitled to full vacation in the year they leave.



Chris Cvik, CAO

**Employee Recognition Policy
Council Resolution No. XXX/20
Effective Date:**

Section: Administration

Policy:

The District of Hudson's Hope values and appreciates the dedicated service of its' long service employees and wishes to recognize their contributions.

Employees who retire or leave the District with a minimum of five years of completed service are eligible for recognition based on:

1. A gift valued at Twenty-Five Dollars (\$25) per year of completed service.
2. A group celebration event (lunch or dinner) with up to twenty-five Dollars (\$25) for lunch or up to thirty-five (\$35) for dinner per employee set aside in honour of the departing or retiring employee.

Purpose:

To recognize Employees with five years or more of service who resign or retire from the District.

Scope:

Applies to all Regular Full-Time and Regular Part-Time Employees of the District of Hudson's Hope.

Procedure:

The District of Hudson's Hope recognizes employees who have worked for the District for a minimum of five (5) years. Service will be calculated from the date of hire. Eligibility will be based on the full years of service completed as of December 31st of the year prior to resignation or retirement.

Tax Impact: The purchase of a departing or retirement gift is not a taxable benefit. Employees may elect a cash award in lieu of a retirement gift. Gifts of cash are considered a taxable benefit and are subject to applicable tax deductions.

Each year, an estimate will be included in the Staff Appreciation budget for any gift and lunch/dinner functions that may be held over the coming year.

Other:

Regardless of the length of service, when an employee leaves, staff may voluntarily elect to contribute towards a gift and/or function. This is separate from any recognition under the Employee Recognition Policy. Voluntary contributions may be added to the Employer sponsored gift amount to increase the value of the gift that can be purchased.

REQUEST FOR DECISION

RFD#: CC-2020-56	Date: June 11, 2020
Meeting#: CM062220	Originator: Chris Cvik
RFD TITLE: COVID-19 Returning to Safe Operation (Recovery Plan)	

RECOMMENDATIONS:

1. **THAT** Council approve the District of Hudson's Hope COVID-19 Returning to Safe Operation (Recovery Plan).

BACKGROUND:

During the Council Meeting on May 25, 2020, Administration discussed the District's COVID-19 Recovery Plan with Council as per the following from the May 25th minutes:

SR6 CAO – MONTHLY REPORT – MAY 2020

The CAO provided additional information pertaining to COVID19 and the safety plan / activities to protect both Staff and the public with the re-opening of the 4 municipal campgrounds, Visitor Information Centre and District Office on June 1, 2020.

At the meeting there was not a specific resolution to approve the actual Recovery Plan.

DISCUSSION:

During a free webinar sponsored by the Municipal Insurance Association of British Columbia (MIABC) on June 10th, Don Lidstone of Lidstone and Associates strongly suggested that any decision to re-open be based on an actual policy or Council resolution. Otherwise it is considered an Operational Decision as opposed to a Policy Decision and has the potential to increase liability risk to the District in the event of any COVID claim against the District.

FINANCIAL: N/A

OPTIONS:

That Council direct Administration to make changes to the Recovery Plan document prior to approval.

ATTACHMENTS:

1. *District of Hudson's Hope COVID-19 Returning to Safe Operation (Recovery Plan)*

COMMUNICATION:

A copy of the plan has been posted at the Main Office, Public Works Building, and Visitor Centre. A copy will be posted at the Pool should it re-open. A copy has also been posted on the District website and Facebook page to inform residents and visitors.

OTHER:

Given the complexity of re-opening the pool, a separate Recovery Plan report for the swimming pool would come to Council for consideration if it re-opens.



Report Approved by:

Chris Cvik, CAO

District of Hudson's Hope

COVID-19 Returning to Safe Operation (Recovery Plan)

Updated as of June 1, 2020

*****This document will be updated as new information becomes available*****

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COVID-19 Returning to Safe Operation (Recovery Plan)

In conjunction with re-opening the District Building (Main Office, Public Works, and the Visitor Centre **effective June 1, 2020**, the District has developed a COVID-19 Recovery Plan which identifies how the resumption of services will be based on advice from Provincial Health Officials and other regulatory bodies such as WorkSafe BC. The District has taken a phased approach for both its response and recovery in order to adequately reduce the exposure for workers.

The Recovery Plan is focused on 'Core' local government functions including:

- Public access
- Staff workplaces and offices
- Council meetings

Reducing the risk of transmission within the District of Hudson's Hope Local is based on control of two variables:

- Contact Intensity (how close you are to someone and for how long);
- Number of Contacts (how many people are in the same setting at the same time).

Controls will focus on modifying the following areas within the District:

1. Physical distancing measures - reduce density of people
2. Engineering controls - sanitization, physical barriers and PPE (non-surgical masks and gloves)
3. Administrative controls - rules, guidelines, and procedures

Phased Response to COVID-19

Following the direction from the Province, the City proceeded with our phased response to the COVID-19 Pandemic including:

Phase 1 – March 20, 2020

1. Temporarily closed public access to the District Office.
2. Commenced enhanced cleaning of public buildings.
3. Completed WorkSafe BC review of COVID-19 Worker Safety actions undertaken.
4. Developed 'Recovery' program for safely re-opening.

Phase 2 – June 1, 2020

1. Re-opening of District Office
2. Opening of four (4) municipal campgrounds and the Visitor Centre.

Phase 3 – TBD

1. Re-opening of Council Chambers
2. Opening of Outdoor Swimming Pool

Safety Protocols and Procedures

Personal Protective Equipment

- Disposable gloves and protective masks will be made available.

Note: Protective Masks can be used for more than a single use.

Vehicles and Site Work

- Where possible, one person per single cab.
- In crew cabs, one driver and one other person in rear passenger seat is desirable.
- Where one person per vehicle cannot be maintained, use PPE (disposable gloves and protective masks) when travelling to/from worksite.
- Clean vehicle touch points before and after use.

Lunch and Break Times

- Where possible, stagger start times (Public Works).
- Avoid congregating in the lunch room, office spaces and common areas as maintain physical distancing requirements.

Work Stations

- Disinfect/wipe computer, mouse and other touch points frequently (i.e., before and after each use).
- Disinfect high touch points like switches, door handles, cupboard handles regularly

Other

- Maintain proper physical or social distancing (2 metres or approximately 6 feet)
- Follow enhanced hand hygiene protocols
- Practice sneezing and coughing etiquette
- Avoid shaking hands
- Reduce in person interactions
- Stay home if you are unwell or experiencing COVID-19 related symptoms
 - Fever
 - Chills
 - Cough
 - Shortness of breath
 - Sore throat and Painful Swallowing
- Use the BC COVID-19 symptom self-assessment tool:
<https://covid19.thrive.health/>

Self-Isolation

Those who are infected with COVID-19 may have little to no symptoms. Symptoms may take up to 10 days to appear after exposure to COVID-19.

If an employee has a heightened risk of infection due to travel, contact with an infected person, or discloses that they are suffering symptoms consistent with COVID-19, they are required to self-isolate for 10 days.

COVID-19 – Roles and Responsibilities

Objective: Provide guidelines for all District Employees to ensure the health and safety of those working within the District Office.

Manager/Supervisor

- Ensure workers have been trained in new COVID-19 procedures.
- Communicate any changes to procedures.
- Ensure workers have the necessary supplies, tools and equipment.
- Respond to questions and resolve conflicts about unsafe work due to COVID-19.

Employees

- Only allow access to the front service counter areas.
- Workers must stay behind counter/plexiglass area as much as possible when serving customers.
- Bring health and safety concerns forward to your supervisor, health and safety committee representative or union shop steward.
- Follow proper physical distancing guidelines of 2 meters (approximately 6 ft.) wherever possible.
- Do not report to work if you have any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing. Notify your supervisor and self-isolate for 10 days.
- If you are at work and start to feel ill with the symptoms noted above, notify your supervisor and let them know how you will be travelling home to self-isolate.

Public

- Public access be strictly limited to front service counter only.
- Public must follow signs and new procedures or they will be asked to leave.
- All areas accessed by public should be cleaned and sanitized regularly.
- Touch points like credit/debit machines must be sanitized after each use.
- If you must meet with a member of public the Downstairs Meeting Room is the designated location.

Communications

- The District will post guidelines outside of all public building make everyone aware of the expectations for entering public buildings.
- Guidelines will be issued to all residents via the Public Service Announcement (PSA) system. In addition, the guidelines will be posted on the District website, shared through Facebook, and included in future issues of the Bulletin.
- Communication with employees will be face-to-face and hard-copy document will be posted on internal bulletin boards.

Definitions

Self-Isolation: Means avoiding situations where you could infect other people. This means any situation where you may come in close contact with others (face to face contact closer than 1 meter for more than 15 minutes), such as social gatherings, and work.

Self-Monitor: Means monitoring your health and the health of your children or live-in family members for symptoms such as fever, cough and difficulty breathing. Individuals who are self-monitoring are allowed to attend work and participate in regular activities.

Quarantine: Upon a diagnosis of COVID-19 you are quarantined to your home for 10 days and are subject to Ministry of Health protocol – 3 negative tests prior to returning.

Physical or Social Distancing: Maintaining a physical space of two-metres (6 feet) between yourself and other people around you.

Appendix A - Guidelines for Public Access

Public Access - Residents

In order to reduce the exposure to employees, the following guidelines apply to the main District Office during the pandemic.

1. Public access is strictly limited to front service counter only.
2. Public must follow signs and new procedures or they will be asked to leave.
3. There is a maximum of two (2) customers in the building at any time. Note: This number is increased to four (4) if a customer is required to have another person with them to provide assistance.
4. Do not access the building if you have any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing.
5. If the maximum number of customers are in the building, please return to your vehicle and wait until someone leaves the building and then re-enter.
6. The District will not issue PPE (gloves and non-surgical masks) to the Public who enter the building.
7. The Public will be required to sanitize their hands upon entering the District Office.
8. No public access to washroom facilities.
9. After a person leaves the counter area, please wait until called as staff will sanitize the area and equipment (credit/debit machines) after each use.

Public Access – Contractors and Repair Personnel

In order to reduce the exposure to employees, the following guidelines apply when Contractors and/or Repair Personnel (i.e., photocopy repair) are required to be in the main District Office during the pandemic.

1. Contractor/Repair Personnel telephones ahead when they arrive outside.
2. Staff member greets person at the bottom of the stairs and reviews safety guidelines.
3. Contractor/Repair Personnel must follow signs and new procedures or they will be asked to leave.
4. After a Contractor/Repair Personnel exits the building, staff will sanitize the work/meeting area including wiping down any equipment.

Public Access - Council Meetings

1. Council meetings held in the Council Chambers continue to be closed to the public at this time, as proper Social Distancing cannot be maintained.
2. Council meetings are being held in the District Boardroom as this space allows Councilors to maintain proper Social Distancing. The space does not allow for Public Access.
3. Agendas for Council Meetings continue to be posted on the District website, and Public participation on any agenda item can be accommodated if requested.
4. Delegations can participate via conference calls at Council Meetings.

REQUEST FOR DECISION

RFD#: CC-2020-56	Date: June 17, 2020
Meeting#: CM062220	Originator: Chris Cvik
RFD TITLE: COVID-19 Returning to Safe Operation – Swimming Pool (Recovery Plan)	

RECOMMENDATIONS:

1. That Council approve the District of Hudson's Hope COVID-19 Returning to Safe Operation – Swimming Pool (Recovery Plan).

BACKGROUND:

Following the direction from the Province, the City proceeded with our phased response to the COVID-19 Pandemic including:

Phase 1 – March 20, 2020

1. Temporarily closed public access to the District Office.
2. Commenced enhanced cleaning of public buildings.
3. Completed WorkSafe BC review of COVID-19 Worker Safety actions undertaken.
4. Developed 'Recovery' program for safely re-opening.

Phase 2 – June 1, 2020

1. Re-opening of District Office
2. Opening of four (4) municipal campgrounds and the Visitor Centre.

Phase 3 – July 6, 2020

1. Re-opening of Council Chambers (July 13, 2020)
2. Opening of Outdoor Swimming Pool (July 6, 2020)

DISCUSSION:

At the time of drafting this report, there are only a few pools that are currently open within the Province (Williams Lake, Surrey, and Coquitlam). Many other locations are currently reviewing the limited information on how to safely re-open pools. WorkSafe BC has put out 'generic' guidelines (see attached) and is primarily directing people to view the guidelines developed by the LifeSaving Society of BC and Yukon Branch. The Ministry of Health also just released guidelines on June 3, 2020.

[https://www.lifesaving.bc.ca/Areas/Admin/Content/images/DashboardFilePdfUpload/DashboardFilePdf/Dashboard_2265990_COVID-19 - BC Health Guideline for Swimming Pools.pdf](https://www.lifesaving.bc.ca/Areas/Admin/Content/images/DashboardFilePdfUpload/DashboardFilePdf/Dashboard_2265990_COVID-19_-_BC_Health_Guideline_for_Swimming_Pools.pdf)

If the decision is made to approve the pool recovery plan, Council needs to be aware that it will not be 'business as usual' and there will be some residents who do not like the changes that are being suggested for safe operation of the pool. While pool staff have

worked hard to develop a flexible schedule to accommodate user groups, there are some important changes that Council needs to be aware of as part of any decision to re-open:

1. There will be no swimming lessons offered this summer.
2. Change rooms and lockers will be not be open to the Public.
3. The maximum number of patrons allowed in the pool is twenty-five (25) for public swim and family swim. The maximum for aquacise is six (6) with two (2) lanes for lane swimming. This number increases from two (2) to four (4) once an aquacise class is finished.
4. Shower facilities within the change rooms are closed to the Public.
5. An additional summer student will be hired to focus on enhanced cleaning and disinfecting.

FINANCIAL: N/A

The additional summer student who will be hired to focus on enhanced cleaning can be accommodated within the approved budget.

OPTIONS:

That Council direct Administration to make changes to the Swimming Pool Recovery Plan document prior to approval.

ATTACHMENTS:

1. District of Hudson's Hope COVID-19 Returning to Safe Operation – Swimming Pool (Recovery Plan).
2. WorkSafe BC Pool Safety Guidelines

COMMUNICATION:

A copy of the District of Hudson's Hope COVID-19 Returning to Safe Operation – Swimming Pool (Recovery Plan) will be posted at the Pool and District website and on Facebook page to inform residents and visitors.

OTHER:

A trainer from Prince George has been arranged to provide Occupational First Aid Attendant (OFAA) training protocols specific to COVID-19 on July 3, 2020 for Lifeguards prior to opening.



Report Approved by:

Chris Cvik, CAO

WorkSafe BC Pool Safety Guidelines

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/sports-recreation>

- There is no evidence that COVID-19 can be spread to humans through pool water. Proper operation, maintenance, and disinfection (e.g., with chlorine and bromine) of pools and hot tubs spas should inactivate the virus that causes COVID-19. Appropriate care should be taken, both in and outside the pool, to protect yourself and others.
- There is no special disinfection procedures to put in place for all equipment that are regularly in contact with chlorinated pool water (e.g., toys, railings, slides, etc.). Equipment that has been in contact with fresh or ocean water should be sanitized regularly.
- Control risks of water-related bacterial disease such as [Legionnaires' disease](#) due to prolonged shut down of water systems including drinking fountains, decorative fountains, hot tubs, steam rooms, etc.
- If your facility is recently returning to operation, ensure that all mechanical systems (including recirculation, filtration, and disinfection systems) are maintained, restarted properly, and operated in good condition.
- If bracelets (wrist bands) are required, ask patrons to put them on themselves.
- Do not allow sharing of items that are difficult to clean, sanitize, or disinfect or that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).
- Place physical markers on the floor or walls (cones, lines, stickers, wooden structures, etc.) that indicate appropriate two-metre spacing distances for patrons waiting in line. If appropriate to the layout of the facility, consider implementing one-way hallways to reduce congestion. Markings on pool decks must not create a slipping hazard (e.g., no slippery tape) and must not obstruct safety signs (e.g., depth marks, no diving). Care must be taken not to confuse distancing signage with depth marking signage.
- Ensure that the pool apron is sprayed down regularly.
- Lifeguards should have their own personal equipment needed for each shift (e.g., rescue tube, first aid fanny packs). Clean and disinfect rescue equipment (e.g., rescue tube, rescue can, rescue pole, ring buoys) at the end of the day or during an exchange between lifeguards.
- For diving boards, waterslides, rope swings, wading pools and splash pads, install physical markers on the floor or walls (e.g., lines, stickers, cones, etc.) to indicate the distance of 2 metres between patrons in lines.
- Personal Protective Equipment (e.g., mask, face shield, gloves & goggles etc.) for workers conducting regular pool maintenance duties are not mandatory unless normally required for safety reasons (e.g., when handling pool chemicals).

Lifeguarding

- Communicate that physical distancing requirements still remain.
- Specific protocols should be developed for all rescues to ensure lifeguard interventions are not a source COVID-19 transmission.
- Refer to [Lifesaving Society BC/Yukon Staff Resuscitation & First Aid](#) Recommendations.
- First aid attendants should follow [OFAA protocols](#) during the COVID-19 pandemic.

District of Hudson's Hope

Swimming Pool

COVID-19 Returning to Safe Operation (Recovery Plan)

Updated as of June 16, 2020

*****This document will be updated as new information becomes available*****

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COVID-19 Returning to Safe Operation – Swimming Pool (Recovery Plan)

In conjunction with re-opening the District Swimming Pool **effective July 6, 2020**, the District has developed a COVID-19 Recovery Plan which identifies how the resumption of services at the pool will occur. The guidelines are based on information from WorkSafe BC and the Lifesaving Society of BC and Yukon Branch.

Reducing the risk of transmission within the District of Hudson's Hope Local is based on control of two variables:

- Contact Intensity (how close you are to someone and for how long);
- Number of Contacts (how many people are in the same setting at the same time).

Controls will focus on modifying the following areas within the District:

1. Physical distancing measures - reduce density of people
2. Engineering controls - sanitization, physical barriers and PPE (non-surgical masks and gloves)
3. Administrative controls - rules, guidelines, and procedures

Phased Response to COVID-19

Following the direction from the Province, the District proceeded with our phased response to the COVID-19 Pandemic including:

Phase 1 – March 20, 2020

1. Temporarily closed public access to the District Office.
2. Commenced enhanced cleaning of public buildings.
3. Completed WorkSafe BC review of COVID-19 Worker Safety actions undertaken.
4. Developed 'Recovery' program for safely re-opening.

Phase 2 – June 1, 2020

1. Re-opening of District Office
2. Opening of four (4) municipal campgrounds and the Visitor Centre.

Phase 3 – July 6, 2020

1. Re-opening of Council Chambers (July 13, 2020)
2. Opening of Outdoor Swimming Pool (July 6, 2020)

Safety Protocols and Procedures

Personal Protective Equipment

- Disposable gloves and protective masks will be made available.
- Safety Googles or safety glasses will be available.
- Bag Valves are available and must be used if CPR is required.
- Disposable long sleeve gowns will be made available,

Note: Protective Masks can be used for more than a single use.

Lunch and Break Times

- Where possible, stagger lunch or break times.
- Only one person in the lunchroom at a time.

Work Stations

- Disinfect/wipe computer, mouse and other touch points frequently (i.e., before and after each use).
- Disinfect high touch points like switches, door handles, cupboard handles regularly



**HUDSON'S
HOPE**

PLAYGROUND OF THE PEACE

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

Other

- Maintain proper physical or social distancing (2 metres or approximately 6 feet)
- Follow enhanced hand hygiene protocols
- Practice sneezing and coughing etiquette
- Avoid shaking hands
- Reduce in person interactions
- Stay home if you are unwell or experiencing COVID-19 related symptoms
 - Fever
 - Chills
 - Cough
 - Shortness of breath
 - Sore throat and Painful Swallowing
- Use the BC COVID-19 symptom self-assessment tool:
<https://covid19.thrive.health/>

Self-Isolation

Those who are infected with COVID-19 may have little to no symptoms. Symptoms may take up to 10 days to appear after exposure to COVID-19.

If an employee has a heightened risk of infection due to travel, contact with an infected person, or discloses that they are suffering symptoms consistent with COVID-19, they are required to self-isolate for 10 days.

COVID-19 – Roles and Responsibilities

Objective: Provide guidelines for all District Employees to ensure the health and safety of those working at the Pool.

Manager/Supervisor

- Ensure workers have been trained in new COVID-19 procedures, how to safely provide first aid response to pool users.
- Communicate any changes to procedures.
- Ensure workers have the necessary supplies, tools and equipment.
- Respond to questions and resolve conflicts about unsafe work due to COVID-19.

Employees

- Employees must stay behind counter/plexiglass area as much as possible when serving customers.
- Bring health and safety concerns forward to your supervisor, health and safety committee representative or union shop steward. This includes any verbal abuse from residents.
- Follow proper physical distancing guidelines of 2 meters (approximately 6 ft.) wherever possible.
- Do not report to work if you have any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing. Notify your supervisor and self-isolate for 10 days.
- If you are at work and start to feel ill with the symptoms noted above, notify your supervisor and let them know how you will be travelling home to self-isolate.
- Only one (1) person is allowed in the lunchroom at a time. You must wipe down the lunchroom area (table, microwave, fridge handle) after eating.
- Employees must don PPE when providing first aid response.
- Employees must wash their swimsuit following any First Aid response.
- Employees handling cash/debit cards are encouraged to wear gloves.

Public

- Public must follow signs and new procedures, or they will be asked to leave (see Appendix A).
- NO verbal abuse of employees by pool users will be tolerated.

Communications

- The District will post guidelines outside of all public building make everyone aware of the expectations for entering public buildings.
- Guidelines will be issued to all residents via the Public Service Announcement (PSA) system. In addition, the guidelines will be posted on the District website, shared through Facebook, and included in future issues of the Bulletin.
- Communication with employees will be face-to-face and hard-copy document will be posted on internal bulletin boards.

Definitions

Self-Isolation: Means avoiding situations where you could infect other people. This means any situation where you may come in close contact with others (face to face contact closer than 1 meter for more than 15 minutes), such as social gatherings, and work.

Self-Monitor: Means monitoring your health and the health of your children or live-in family members for symptoms such as fever, cough and difficulty breathing. Individuals who are self-monitoring are allowed to attend work and participate in regular activities.

Quarantine: Upon a diagnosis of COVID-19 you are quarantined to your home for 10 days and are subject to Ministry of Health protocol – 3 negative tests prior to returning.

Physical or Social Distancing: Maintaining a physical space of two-metres (6 feet) between yourself and other people around you.

Appendix A - Guidelines for Public Access to the Pool

Public Access - Residents

To reduce exposure to employees, the following guidelines apply to the Swimming Pool during the pandemic.

1. Do not access the building if you have any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing.
2. Public access to the pool is limited to a **Maximum of 25** users at any time for Family Swim or Public Swim.
3. The maximum number of people for aquacise is six (6), with two (2) lanes available for lane swimming. This number increases to four (4) for lane swimming once an aquacise class is finished.
4. Public must follow signs and new procedures, or they will be asked to leave.
5. The Public are requested to sanitize their hands upon entering the Pool Building.
6. Where possible, the Public is asked to pay pool admission fees by debit card to avoid the use of money.
7. After a person leaves the counter area, the person next-in-line must wait until called as staff will sanitize the area and equipment (debit machines) after each use.
8. Change Rooms and lockers are closed. Pool users can store personnel belonging (i.e., packsacks, shoes, etc.) on the pool deck.
9. Showers inside the change rooms are closed. Pool users are expected to use the shower on the pool deck and must shower prior to entering the pool.
10. No personal floatation devices allowed (includes water-wings). Lifejackets are available.
11. Pool equipment (i.e., flippers, flutter-boards, etc.) are allowed in the pool.
12. When leaving the pool, users are to Exit through one of the two gates located on the pool deck. The door at the front of the pool is for Entering only.
13. Washrooms are available.
14. If the maximum number of customers are in the pool, please wait outside and respect proper social distancing.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council

SUBJECT: CAO – Update Report

DATE: June 2020

FROM: Chris Cvik, CAO

Some of the initiatives currently being worked or recently completed:

- Safety – No new cases of employees being self-quarantined due to COVID-19. Currently in Phase II – Recovery Plan.
- Contractor performed Environmental testing on the Persona Building (old video store/theatre). Expect final Environmental Report by mid-July with a report to Council to follow.
- Applied for \$1,000 grant for Visitor Centre COVID expenses (i.e., plexi-glass, outside message board, PPE).

Upcoming

- Recruitment for Visitor Centre Student due to recent resignation.
- Working on moving July 13th Council Meeting (and future meetings to the Community Hall).
- Work with Pool Supervisor on Pool Safety Plan for re-opening if required.
- Working with the Recreation and Special Events Coordinator on a Pool Employment Sustainability Project for qualified Lifeguards.
- Vacation June 23 – July 5th.



Chris Cvik

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

FROM: Jeanette McDougall, Corporate Officer

DATE: June 22, 2020

SUBJECT: CORPORATE DEPARTMENT – MONTHLY UPDATE

PURPOSE

To provide Council with an update for the Corporate Department.

INFORMATION

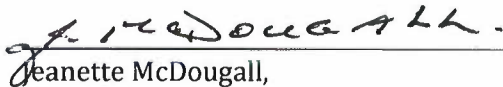
- **Adobe Software**
 - Converting monthly subscriptions to annual and streamlining invoicing through one credit card; this will reduce costs, eg foreign exchange rates, Staff time tracking invoices (in progress)
- **Bylaws**
 - Zoning Consolidation – in progress
 - Permissive Tax Exemptions: to be amended to include the Hudson's Hope Health Care & Housing Society so that the Society will be exempt from property taxes effective 2021 to the end of the term (in progress)
- **Cell Phones**
 - Liaised with Telus re updating mobility bill to reflect current subscribers
- **PSAs**
 - Trouble-shooting email issues with Amber Norton, Director Hudson's Hope Library, eg large volume of emails suddenly being issued from the "hudsonshope.ca" domain registered as spam on many recipient servers; the Director is researching subscriber services, eg similar to MailChimp, which will not be recognized as spam by recipient servers.
- **Conferences / Education / Training**
 - Corporate Officers Forum – J. McDougall, October 2020
(*in-person conference cxld due to COVID19; 2 ½ day online sessions being held*)
 - Safety Committee Conference – A. Martin, November 2020 (*cxld due to COVID19; online safety courses being researched*)
 - ICBC Training – M. Heiberg (*paused due to COVID19*)
 - CARIP Webinars – M. Heiberg (completed)

- **LGMA Committee: Freedom of Information / Records Management (FOI/RM)**
 - Committee meeting (conference call) scheduled for September 2020 to review FOI Toolkit Manual updates

ADMINISTRATOR'S COMMENTS:



Chris Cvik, Chief Administrative Officer



Jeanette McDougall,
Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Public Works Department Update

DATE: June 15, 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.

OPERATIONS:

- Water Treatment Plant: The connection pipes near the 1st course filter was leaking on June 11, 2020. As an emergency repair, Operator bypassed the 1st filter. Now there are three (3) course filters in operation. We are in the process of fixing the problem. Furthermore, operators faced challenges with turbidity in river water during heavy rain fall.
- Carter Street: During June 13, 2020 weekend, due to heavy rainfall, the ditch along the carter street was running with full capacity. There was no major flooding event except overflow near the Carter Street and Matt Boe Ave intersection. However, one of the electric poles at the carter street fell off. BC Hydro and the District staff visited the site and identified the reason which is over excavation of ditch during upgrading of the ditch and culverts in 2018. It may be mentioned here that BC Hydro poles are also not in the right location. Those should have been away from the centre of the ditch.
- Cardboard facility: BC Hydro approached the District to relocate the cardboard temporary storage facility from the BC Hydro warehouse at Peace Canyon Rd to District facility as they need that for Site C. District staff are reviewing different options. A report will be submitted to Council during the July 13, 2020 Council meeting.
- Campgrounds: All four (4) campgrounds are opened since June 1, 2020.
- Playgrounds and Parks are opened since May 15, 2020. Maintenance of Ball field is done. Tennis court net is up. Painting of tennis court will be done soon. Summer tent will not be installed this year as summer programs are not occurring with full capacity because of COVID situation.
- Swimming Pool: All preparatory work such as cleaning, filling with water, heating system and testing for opening the swimming pool are done. It is running with full capacity without use. Opening of pool to public will be based on Council direction.

PROJECTS:

- Water Treatment Plant (WTP) Upgrades:
 - Kick off meeting: The Kickoff meeting for the WTP upgrade held on June 17, 2020. The Industria Group (the contractor) for the Water Treatment Plant upgrade is still designing and submitting design of different components to the District and its consultant for review and approvals.
 - The contractor is taking all preparation for the construction and will be mobilizing to the site soon. Exact date of start of construction is not yet decided.
- Capital Projects:
 - Beattie Lift station: Underground work is done. Contractor left the site and will be back with over ground components in few weeks and will perform the remaining work.
 - Water valves and hydrants: Substantial Completion of replacement work of water valves and hydrants in all nine (9) locations are done. Except curbs & gutters repair in two (2) locations and asphalt repair in one (1) location, all other work is done, and contractor left the site.
 - BP well piping upgrade and both residential water stands upgrades: Working with Clear Blue Water for the upgrade of the Beryl Prairie water well. Also, working with Johlin Measurement Ltd for installing keypad access to both residential water stands.
 - In the process of awarding the contract for MacDougall Street rehabilitation design.
 - Osborne Street @ Canyon Dr barrier: All three (3) quotations received are very high and exceeded the budget. Council cancelled the tender and the project is under review by Council.
 - Carter street storm culvert: Working with local contractors to get quotations for the replacement of a culvert near Carter Street and Matt Boe Ave intersection.
 - Quonset Hut door replacement: In the process of awarding the work to purchase the door for the Quonset Hut.
- Operating Projects:
 - Calcium chloride: Completed Calcium chloride application in 2/3rd of target roads this year. The remaining 1/3rd was planned but due to rain could not perform. We may bring the contractor again next week.
 - Large Item Pick up: Large Item Pick up are done in the week of June 15, 2020. Only four (4) residents took the service and we finished all in one (1) day. Last year, we worked three (3) days to pick up the items. Year before last, the demand was significant. Based on the declining demand of large item pick up, it may be assumed that we may not need this service every year.

- Line painting: Line painting for parking lots of District facilities are done. We are in the process of hiring a contractor for airstrip line painting. As no contractor is willing to perform the line painting for the tennis court, we planned to do it in house.
- Awarded contract to Urban System for Wastewater Treatment Plant registration with BC Municipal Wastewater Regulation (MWR).

- **SUBDIVISIONS**

- Lucas subdivision: Billboard installed. Grass cutting going on as per need. L & M was asked to proceed with the design of the drainage swale.
 - Light industrial subdivision: Industrial Committee had a meeting on June 8, 2020 to review the progress of work performing by the consultant and provided direction on tree buffer, right-of-way width of proposed road, and size/number of lots in the subdivision. Consultant is working towards 60% completion of the detailed design. Once 60% detailed design is completed, the next phase of planning activities will be undertaken.
 - Beryl Prairies Subdivision Road repair: Contractor finished the repair work. Reviewing the possibilities of permanent solution of the road and drainage system.
- Asset Management: Data collection and condition assessment by summer employee is going on.
 - Personnel:
 - a. Ed Reschke, Lead Hand, submitted his retirement plan effective August 31, 2020.
 - b. Four (4) staff from Swimming Pool are working with the Public Works.
 - c. Confined space training organized for staff.

Prepared by:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, CAO

Attachment - A: Recreation activities update

Recreation and Special Events Coordinator – MONTHLY UPDATE

INFORMATION

- **Special Events**

- **Fitness in the Park** – June 1- 30

- **History** - Last year the Fitness in the Park was a free program sponsored by the DOHH and open to the public. This event was held in conjunction with the Farmer's Market at Beattie Park. Fitness contractors were paid \$50.00 per 1 hour of instruction.
- **This year** – Fitness in the Park has been relocated to the pool park in response to the feedback the RSEC received from participants about having a more private, comfortable environment. Each instructor carries insurance and is properly qualified. Bolly X and Essentrics classes are scheduled for Thursday evenings in June. Twisted Yoga is scheduled for two Tuesday mornings at 6:30am in June. The RSEC decided on the morning schedule to supplement for the missed aquafit class which draws a loyal user group every year.
- Safety measures such as increased Covid safety signage, verbal reminders, sanitizer, cleaning will be implemented due to the Covid-19 restrictions and Health BC advisories
- **Noted Communications-** DOHH Facebook, link and advertisement added to DOHH website and HHP SA, posters
- **Location** – Hudson's Hope Pool Park, or alternatively the Community Hall if raining.

Cost **\$50.00/ one hour of instruction.**
 x 6 one hour classes

Total (June) **\$300.00**

- **Summer Hike Series** – June 1-30

- **History** - Last year the Summer Hike Series was a free program offered to the public, consisting of three hikes a month: easy, moderate, and difficult. Hikes were guided by and contracted to Greta Goddard at \$22.00 / hr.
- **This year** –Due to the Covid-19 restrictions and Health BC advisories to limit nonessential travel, hikes were encouraged to be for locals. Historically the more difficult hikes attract a larger user group from surrounding communities. Therefore, for the month of June small, and local, "explore your backyard" hikes were scheduled
- Contractor Greta Goddard was hired under a similar contract from 2019, being paid \$22.00/ hr. Greta carries up to date insurance and qualifications.
- **Noted Communications–** DOHH Facebook, link and advertisement added to DOHH website and HHP SA, posters
- **Location** – Participants meet at Beattie park. June hike schedule includes, Jamieson woods, Signal Hill, Ferry landing, and Portage Trail.
- **Approximate Projected Cost for June - \$300**

- **Gardener's Corner - You are my Sunshine Challenge Continued– May 1- Sept (Fall fair date TBA)**
- With the goal of connecting community and continuing the momentum from the “Sunshine Challenge” the RSEC features a community gardener’s tips and tricks on Facebook, PSA and once a month in the bulletin. Lucas Beam age 13 was the first featured gardener in the May bulletin
- **Cost -There has been no newly incurred cost this month**
- **Number of People reached – 450 homes**
- **Upcoming Events**
 - Canada Day – July 1- RSEC submitted a RFD, received Ideas from Council and began implementing plan June 1.
 - Summer Hike Series- Launches in June 1
 - Fitness in the Park – Launched in June 1
 - Community Farmers market- RSEC continues to attend and serve as a District representative and community contact
- **Projects**
 - Tennis and Pickle Ball Court lines
 - Pool employment sustainability
- **Initiatives**
 - Networking – Local, Regional, and Provincial
 - Orientation – Company and system based
 - Education / Training – Continuing professional development
 - Creating new community-based activities and safety plans in consideration of the Covid situation
 - Grants -Research and application

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Monthly Update

DATE: 22 June 2020

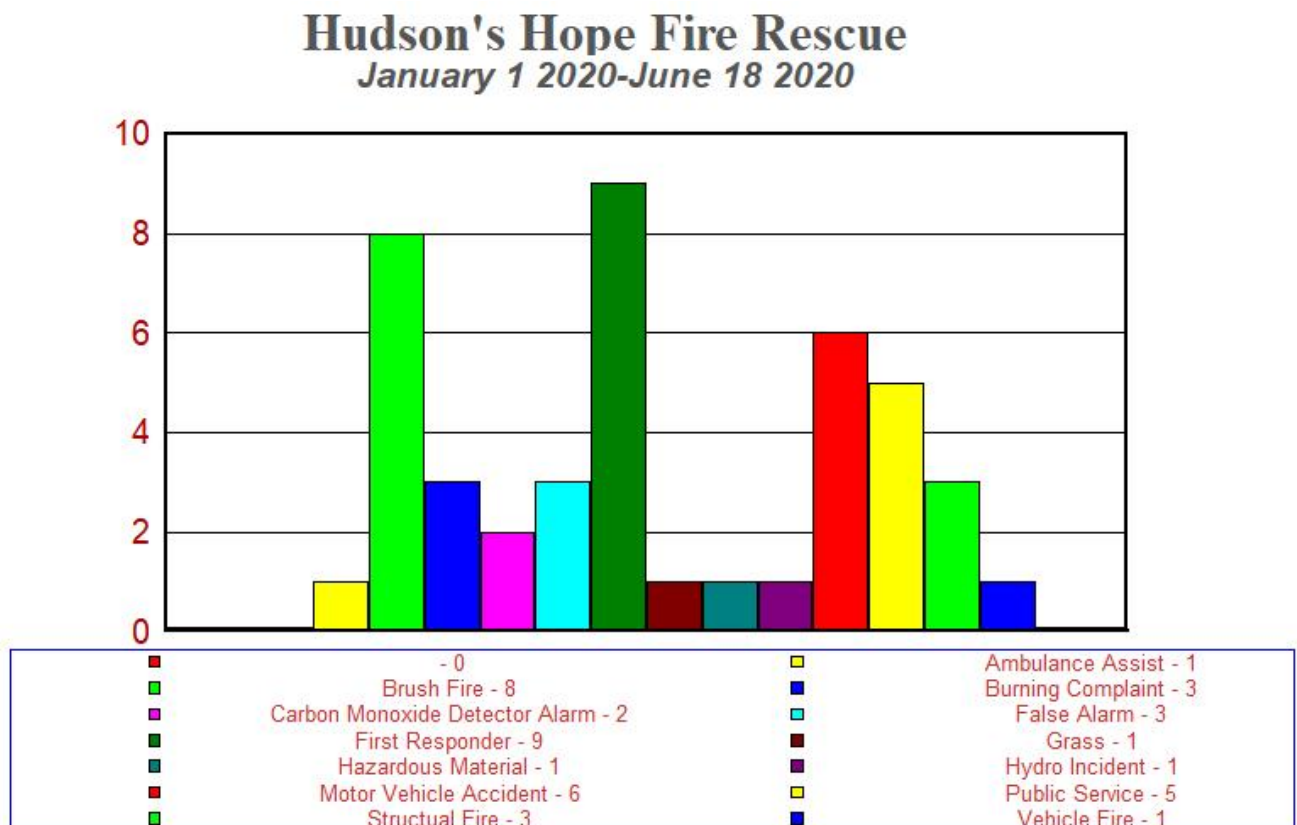
FROM: Robert Norton, Director of Protective Services

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 44 calls for service.



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.

The department has resumed in-house training with enhanced Covid-19 protocols in place including screening, social distancing, and an emphasis on hand hygiene.

An open burning prohibition continues 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 structure protection trailer is substantially complete and has now been placed into service. This type 3 trailer can protect approximately 20 homes depending on the configuration of the homes and the incident topography.

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 1174 subscribers within the Peace including 132 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.

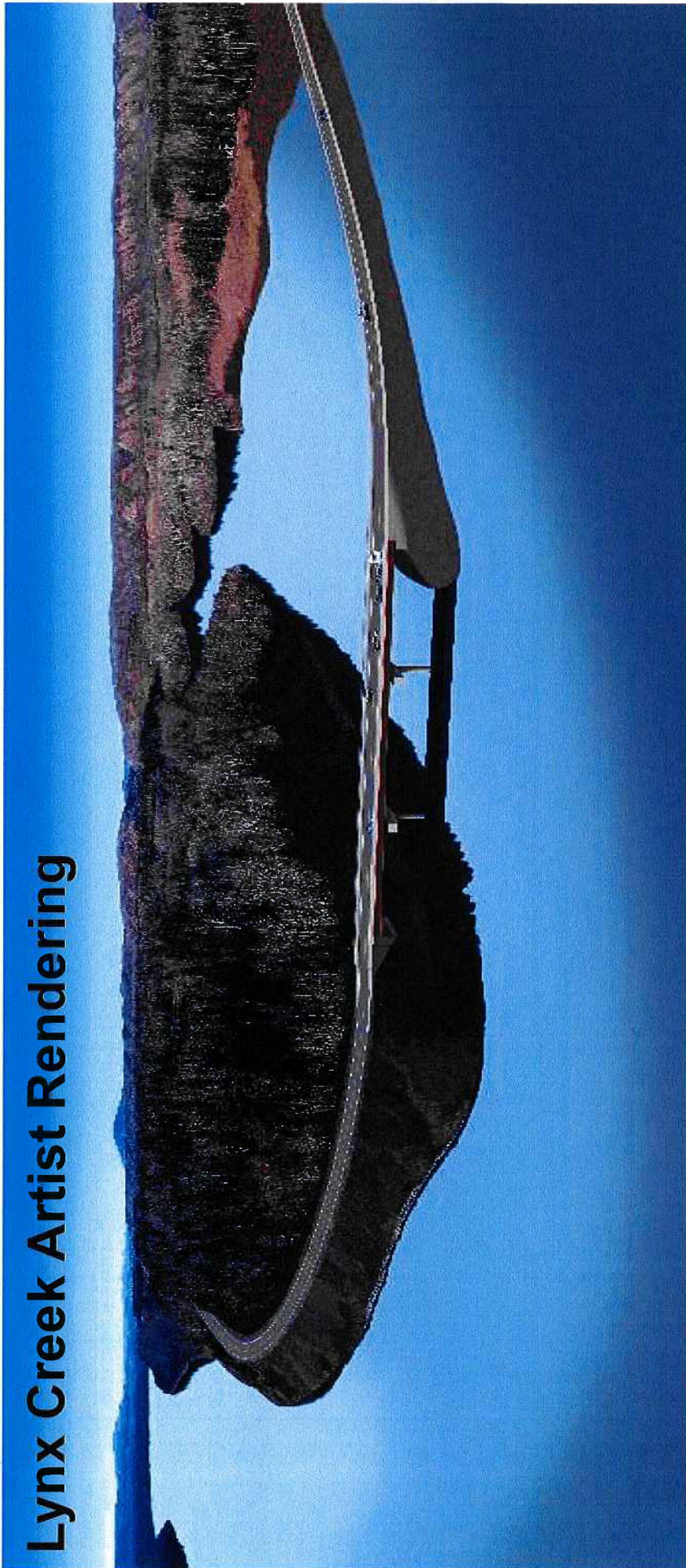
The District continues to maintain an EOC level 1 activation during the COVID-19 event. Staff continue to attend coordination calls with Emergency Management BC and focus on the following priorities:

- Ensuring accurate information is delivered in a timely manner to residents.
- Ensuring workplace safety procedures and policies are in place which align with WorkSafe BC guidelines.
- Planning for and implementing reopening of District services and venues.

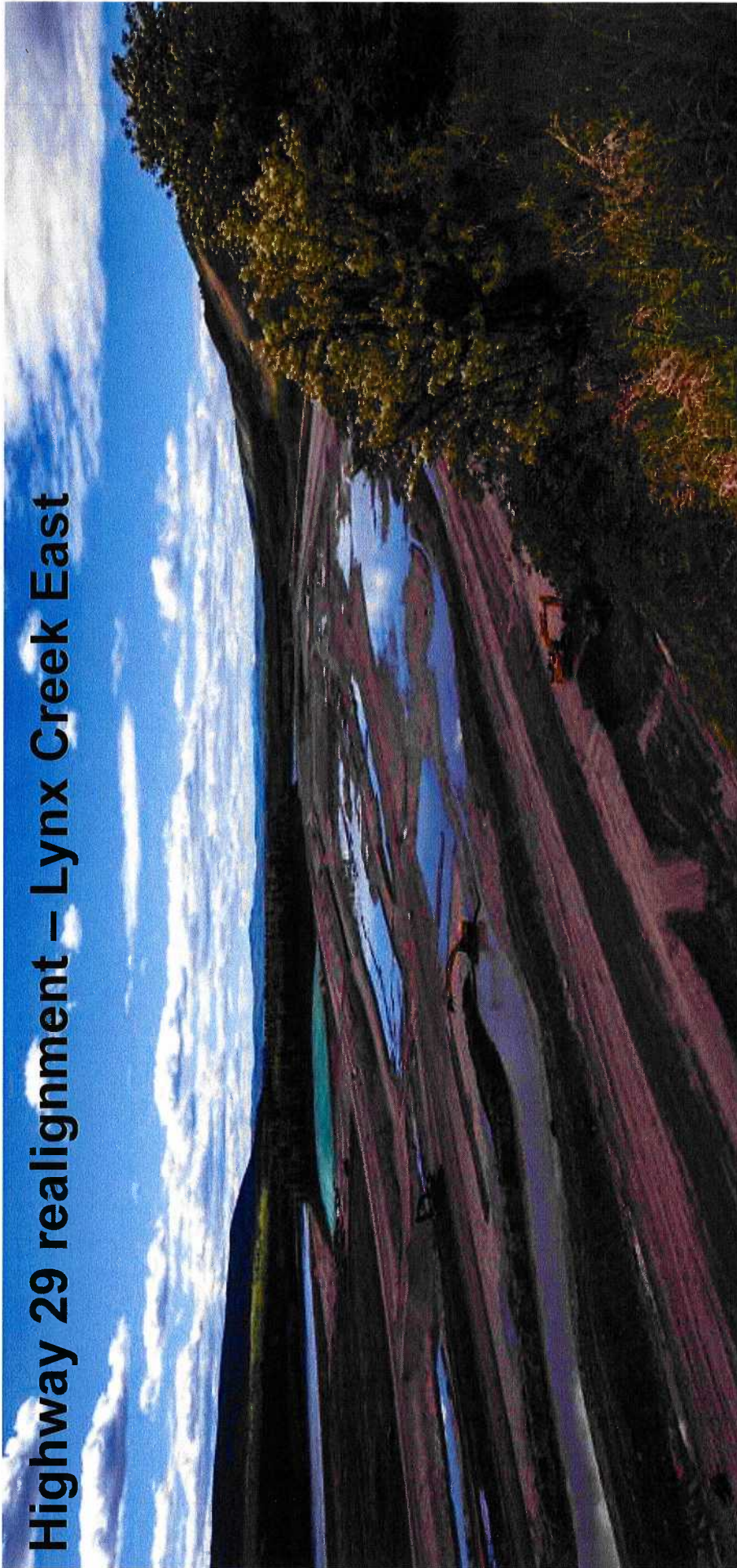


Robert Norton, Director of Protective Services

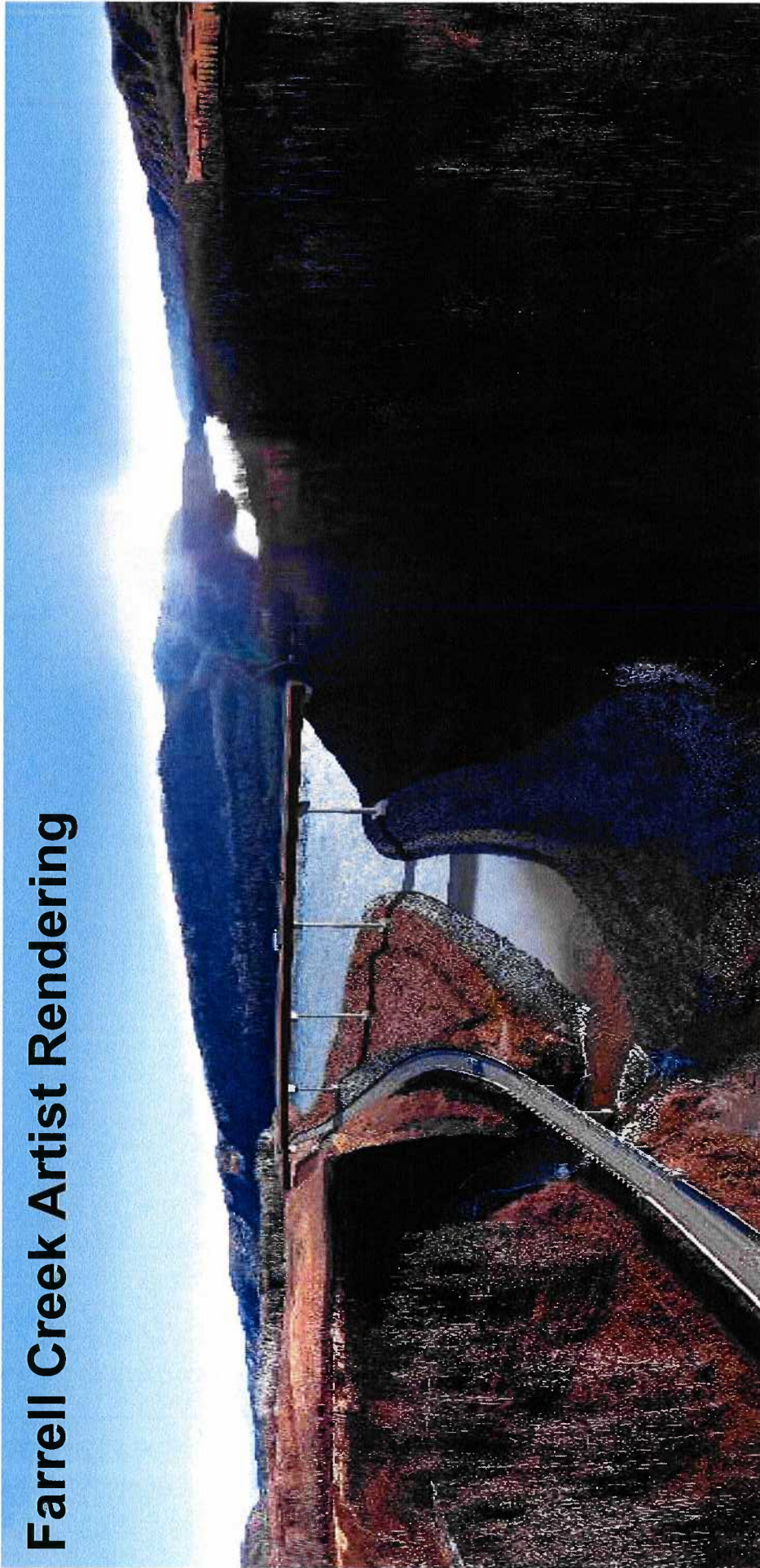
Lynx Creek Artist Rendering

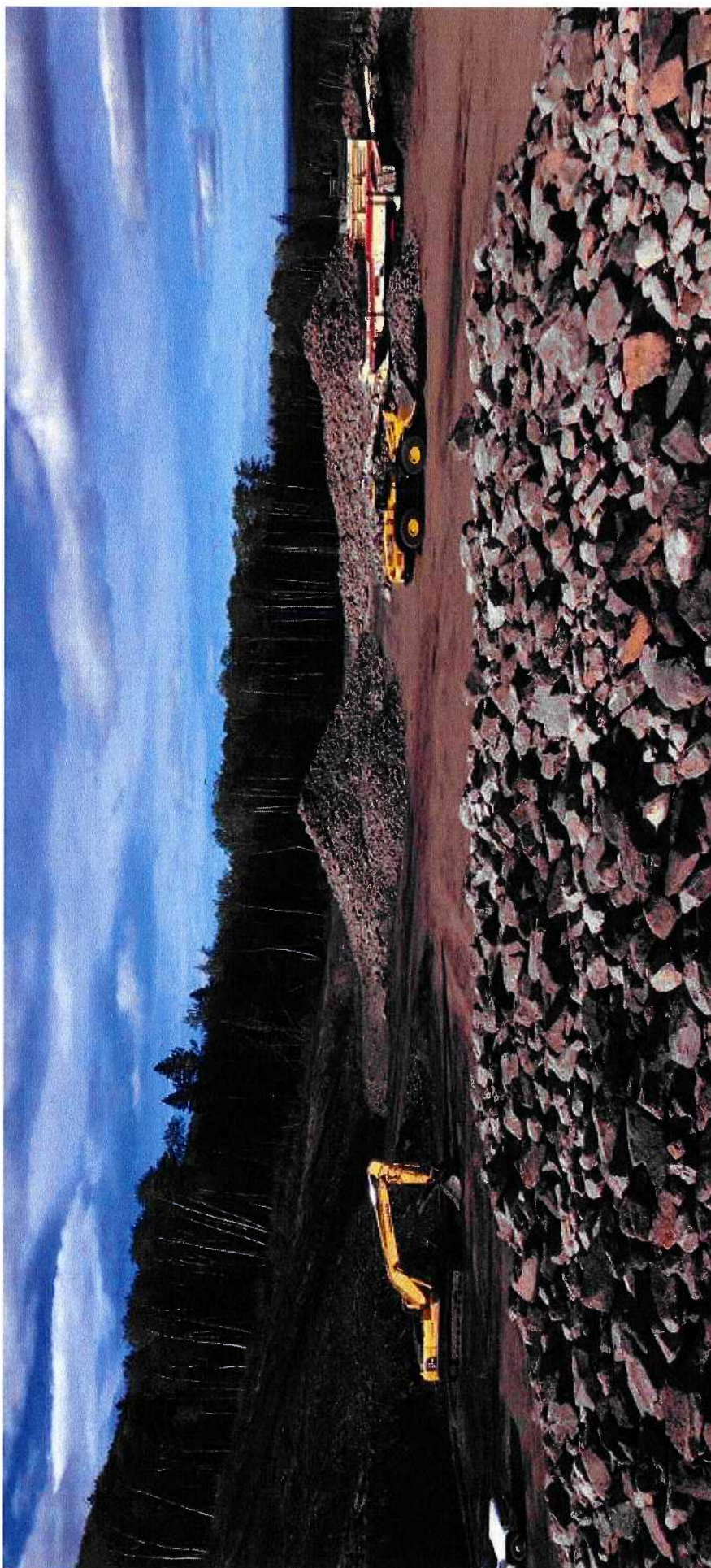


Highway 29 realignment – Lynx Creek East

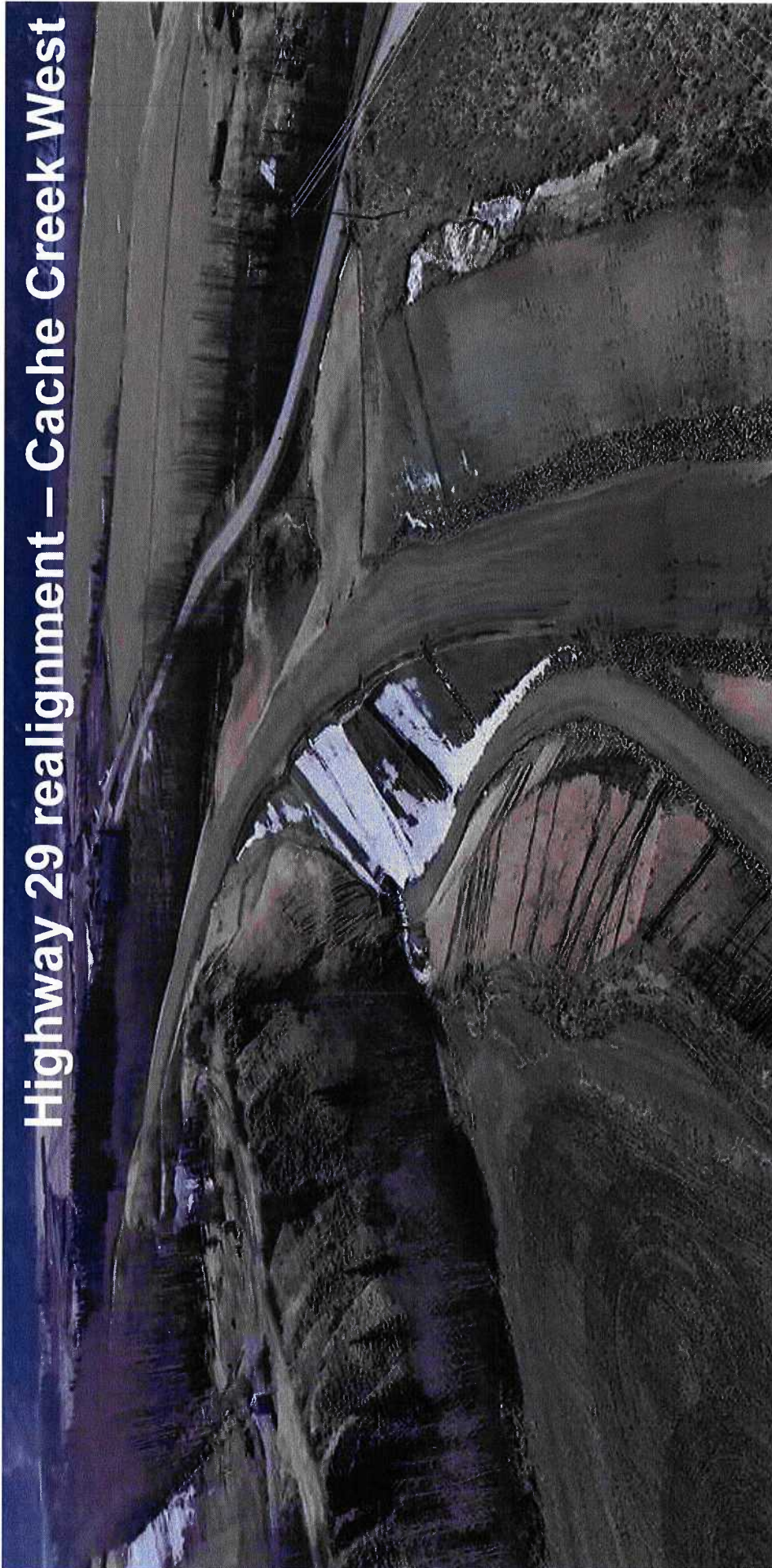


Farrell Creek Artist Rendering

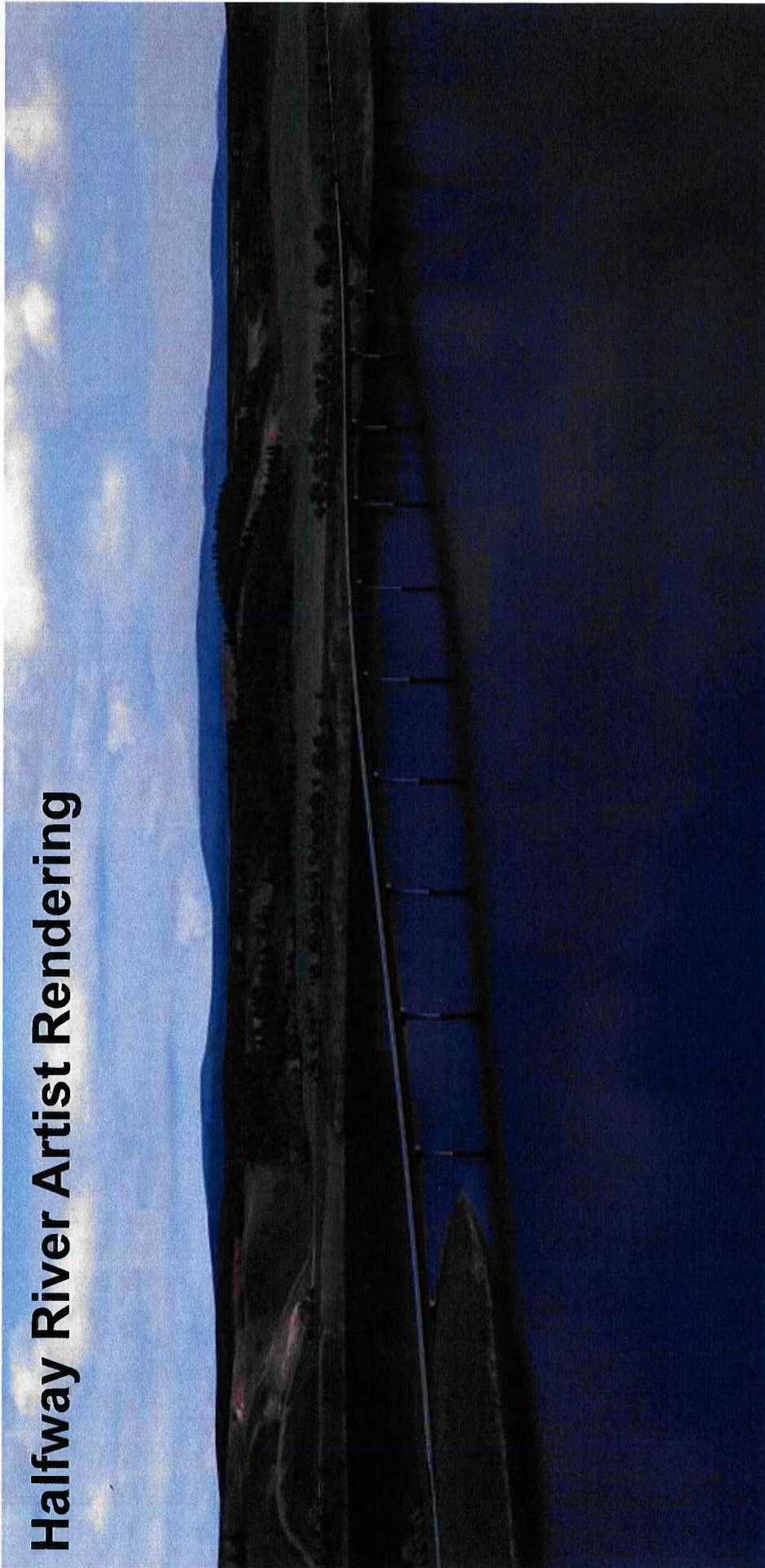




Highway 29 realignment – Cache Creek West



Halfway River Artist Rendering



Hudson's Hope Health Care
and Housing Society (HHHC&HS)
10104 Ellis Crescent,
Box 342,
Hudson's Hope, BC V0C 1V0

June 17, 2020

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

Attention: Mayor & Council

**RE: Hudson's Hope Health Care & Housing Society (HHHC&HS)
Partnering Request - PlanH Healthy Community Connectedness Grant**

We request the District of Hudson's Hope support to form a partnership with HHHC&S son a PlanH Healthy Community Connectedness grant in the amount of \$5,000. HHHC&HS would prepare the grant application, but according to grant regulations, it must be submitted by the District.

The HHHC&HS plans to refurbish and expand a courtyard at its Silver Willows facility so the residents can spend more social time with each other, their families and friends. The current courtyard is nearing the end of its useful life. The ongoing COVID-19 regulations have limited visitation opportunities for the residents and the expanded courtyard will provided more opportunities for their socialization.

We estimate the cost of the refurbishment to be approximately \$10,000.00 and we are requesting the maximum \$5,000 from the PlanH grant. HHHC&HS will cover any and all expenses above those covered by the grant.

From our interpretation of the PlanH Guide, this project is in line with two examples presented: a) supporting design standards and policy for new developments to include spaces for public use and social interaction; and b) addressing the mental, social and emotional dimensions of community resilience in the wake of public health emergencies such as COVID-19.

Should anything need clarification please contact the undersigned. Thank you in advance for your support of this project.

Respectfully yours,



Debbie Beattie
Treasurer

PlanH Healthy Communities Grant Program

Application Guide for 2020 Grant Streams

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SUPPORT FOR HEALTHY COMMUNITY PARTNERS

This is a step-by-step guide for completing your grant application for the PlanH Healthy Communities grant program.

Eligible applicants who are working in partnership with other sectors and who are interested in applying should read the application guidelines thoroughly.

Please note: This is not the application form. The following information is a guide only containing background information, grant criteria and an application details.

Please find a link to the online application at:

<https://planh.ca/grants>

OVERVIEW

1.1 PROGRAM GOAL

For 2020–2021, the PlanH Healthy Communities grant program is supporting projects in two distinct streams: **Community Connectedness (formerly Social Connectedness)** and **Healthy Community Engagement**.

Since 2011, PlanH has distributed over 180 grants to local governments across British Columbia. PlanH empowers local governments in B.C. to work with health authorities and other partners to collectively create equitable conditions for healthy people and healthy places.

BC Healthy Communities Society administers the Healthy Communities grant program on behalf of the PlanH program, and designs and delivers the accompanying supports. Working together with health authorities, the Union of BC Municipalities, and the Ministry of Health, PlanH supports the Province's health promotion strategy.

1.2 APPLICANT ELIGIBILITY

The following local government organizations **are eligible** to apply:

- Electoral Districts
- First Nations Bands
- First Nations Tribal Councils
- Métis Chartered Communities
- Municipalities
- Regional Districts
- Self-Governing First Nations

The following organizations **are not eligible** to apply as a primary applicant:

- Community Groups
- For-profit groups
- Health Authorities
- Hospital Foundations
- Individuals
- Non-profit Organizations
- School Districts

Ineligible organizations should contact eligible local government organizations to discuss collaborating on a project.

Applications must be complete and include a proposed budget and timeline. A Letter of Support from your regional health authority or FNHA is strongly recommended. Please contact grants@planh.ca or call 250-590-1845 with any questions.

Prior to completing an application, please ensure that you represent a local government, that you have read this application guide, and that your proposed activities are eligible for support.

1.3 GRANT STREAMS SUMMARY

	COMMUNITY CONNECTEDNESS (FORMERLY SOCIAL CONNECTEDNESS)	HEALTHY COMMUNITY ENGAGEMENT
OBJECTIVE	To enhance a sense of belonging within local community.	To equitably engage community in public participation processes.
MAXIMUM AMOUNT PER GRANT	\$5,000	\$15,000
NUMBER OF GRANTS AVAILABLE	15	5
APPLICATION DUE DATE	July 15, 2020	
ADJUDICATION PERIOD	Successful applications notified within 30 days	
EARLIEST PROJECT START	Fall 2020	
LATEST PROJECT END	Fall 2021	

The PlanH Healthy Communities grant program supports projects taking upstream action.

Thinking and acting upstream means working to prevent poor health outcomes rather than responding to them once they have already developed. An upstream focus addresses the social and structural determinants of health. Upstream interventions take place where we live, work and play, and tackle causes of poor health such as social status, racism and wealth inequality.¹

APPLICATION TIP

Focus on an upstream approach

Upstream interventions and strategies focus on improving fundamental social and economic structures in order to decrease barriers and improve supports that allow people to achieve their full health potential.

Downstream interventions and strategies focus on providing equitable access to care and services to mitigate the negative impacts of disadvantage on health.

1. National Collaborating Centre for Determinants of Health. http://nccdh.ca/images/uploads/Moving_Upstream_Final_En.pdf

2 BACKGROUND

What is a Healthy Community?

Healthy Communities recognize that the built, environmental, social and economic environments play a large role in determining health and well-being. These factors, called the social determinants of health, are outside of personal control and affect health in ways that dwarf the impact of individual choices.

Healthy Communities work to reduce the impact of social determinants of health on well-being by making it easier for people to lead healthy lives through community design, planning and health promotion.

2.1 COMMUNITY HEALTH & WELL-BEING

Health and well-being are fundamental to quality of life and prosperity in communities. In general, British Columbians are among the healthiest people in the world, but not everyone is able to enjoy equitable access to health.

We know it's not enough to encourage people to choose healthy behaviours if the social, economic and physical environments around them are not also designed to support health and well-being.

Evidence shows that between 60 and 75 per cent of factors that influence our health exist outside the healthcare system.¹ These influences—including transportation, availability of recreation options, supportive social networks, community design, and access to healthy food—exist in the communities where we live, work, learn and play.

APPLICATION TIP

Connect With Us

We strongly encourage you to contact us with any questions about the application process or your proposed project before the July 15, 2020 deadline.

Reach us at grants@planh.ca or call 250-590-1845.

1. Canadian Medical Association. Health Equity and the Social Determinants of Health: A Role for the Medical Profession. 2012. <https://policybase.cma.ca/en/viewer?file=%2fdocuments%2fPolicypdf%2fPD13-03.pdf#phrase=false>

2.2 HOW CAN LOCAL GOVERNMENTS CREATE HEALTHY COMMUNITIES?

The benefits of creating healthy communities extend beyond individuals to affect the greater community. These benefits can include increased physical activity, improved mental health, healthier diets, enhanced social cohesion and more.

Local governments can take action through:

PLANNING

Adopting strategic and land use planning practices that focus on promoting health through the design of healthier places.

POLICIES

Including health impact consideration in the objectives, goals, and strategies of official community plans, regional health and wellness plans, regional growth strategies, municipal plans and zoning by-laws.

PROGRAMS

Supporting and encouraging neighbourhood-level projects linked to a broader strategy for creating community health and well-being.

PARTNERSHIPS

Building partnerships with health authorities, school districts, academic institutions and community organizations to develop collaborative strategies to improve community health and well-being.

APPLICATION TIP

Demonstrate multi-sectoral partnerships

Applicants are encouraged to demonstrate collaboration with key community stakeholders and health authorities through letters of support or written partnership agreements.

2.3 COMMUNITY CONNECTEDNESS STREAM (\$5,000) (FORMERLY SOCIAL CONNECTEDNESS)

This stream is focused on supporting people to feel connected to one another. Social connectedness is the personal or subjective experience of feeling close to other people and having a sense of belonging within a community.¹ It is an essential human need, but loneliness, isolation and alienation are on the rise.²

Canadians with a strong sense of belonging to community are over twice as likely to report good health compared to those who have a weak or very weak sense of community.³

A connected community is a place where people know their neighbours, build relationships with others and contribute to the creation of social networks that last over time. This requires spaces and events for people to gather, create connections and get involved, even during public health emergencies calling for folks to be physically apart. Connected communities support strong citizen engagement.

Local governments play a role in fostering social connectedness by creating strong social environments that help all community members thrive.

Examples of potential projects addressing social connectedness include:

- Supporting design standards and policy for new developments to include spaces for public use and social interaction;
- Including social connectedness as a part of the goals, objectives, and strategies in an Official Community Plan;
- Developing community-level projects that incorporate training on culturally-appropriate gatherings to talk about mental health, addiction and well-being;
- Convening recreation and transportation providers to drive newcomer attendance to programs;
- Articulating partnership agreements between Indigenous and non-Indigenous communities that foster respect and mutual understanding.
- Addressing the mental, social and emotional dimensions of community resilience in the wake of public health emergencies such as COVID-19



1. "Connectedness & Health: The Science of Social Connection." Emma Seppala, PhD <https://emmaseppala.com/connect-thrive-infographic/>

2. "Growing old alone: The rise of social isolation as Canada ages." Derek Miedema.
https://www.imfcanada.org/sites/default/files/Growing_Old_Alone_April_2014.pdf

3. "Community belonging and health." Nancy Ross. <https://www150.statcan.gc.ca/n1/pub/82-003-x/2001003/article/6105-eng.pdf>

2.4 HEALTHY COMMUNITY ENGAGEMENT STREAM (\$15,000)

Community engagement is an evidence-based approach for improving health outcomes. Healthy community engagement is a process that equitably involves the public in creating sustainable decisions.

Equitable engagement includes less-heard-from voices, giving communities the ability to receive and address the needs of those who are disproportionately impacted by the social determinants of health¹.

Trust, transparency and collaboration are essential to healthy community engagement.² It strives to balance decision-making power between the public and government, allowing for residents to feel more ownership over decisions.

Communities that are engaged are economically, environmentally, and socially vibrant. Members of engaged communities are empowered to influence their health and well-being for the better.

Examples of potential healthy community engagement projects include:

- Incorporating stakeholder-led environmental audit tools to assess walkability/wheelability for persons with lived experience using mobility assistive devices;
- Scaling up public participation process to incorporate Indigenous and rural residents' voices in Sustainability Strategy planning;
- Strengthening a Public Engagement Policy using an equity lens and standardizing language guidelines;
- Developing a regional leader database and multi-sectoral coalition which meets regularly as part of a Healthy Community Engagement Strategy;
- Design of innovative “mythbusting” informational materials about housing challenges facing urban Indigenous populations to be used in engagements.

APPLICATION TIP

Incorporate Equity

Equity is the fair distribution of opportunities, power and resources to meet the needs of all people, regardless of age, ability, gender or backgroundⁱⁱ. Applying an equity lens means asking who will benefit from a policy, program, initiative or service, but also who may be excluded from the benefits and why.

ⁱⁱCity for All Women, [‘Advancing Equity and Inclusion: A Guide for Municipalities’](#).

1. “A Guide to Community Engagement Frameworks for Action on the Social Determinants of Health and Health Equity” National Collaborating Centre for Determinants of Health, 2013. http://nccdh.ca/images/uploads/Community_Engagement_Framework.pdf
 2. Tamarack Institute, *Community Engagement*. <http://www.tamarackcommunity.ca/communityengagement>

APPLICATION DETAILS

APPLICATION DEADLINE

Applications will be accepted until 12:00 p.m. Pacific Time on **July 15, 2020**. Applicants will automatically receive an email confirming the receipt of their application.

July 15, 2020

FUNDING DECISION NOTIFICATION

Successful applicants will receive notification **within 30 days of the application deadline**. Projects will start and finish between Fall 2020 and Fall 2021.

August 2020

3.1 FINDING THE APPLICATION

Please note: this is not the application form. The online application and budget template can be found at: <https://planh.ca/training-support/funding>.

3.2 APPLICATION REVIEW

Projects will be assessed on the eligibility of applicant and proposed expenses, and connection between project activities and objectives stated in this application guide. PlanH grants will not support work or projects that exploit any individual or groups.

Communities are encouraged to reach out to grants@planh.ca to learn about the grant-making process and decision criteria.

* The Community Connectedness stream was originally titled the Social Connectedness stream. This change was made in order to make space for local governments to address community connectedness and associated benefits in the wake of the COVID-19 pandemic. Applications received before the name change will be reviewed using the original application criteria.

3.3 PROJECT LEARNING AND REFLECTION PROCESS

Successful applicants will be asked to complete a baseline report, which indicates the goal(s) of the project, the activities to be performed, and how they will identify whether they have reached or made progress toward those goals.

A final report is required at the completion of the project to record lessons learned and reflections.

Our team is committed to incorporating culturally-safe practices into our evaluation approaches. We will strive to co-create relevant learning and reflection tools in partnership with communities whenever possible.

3.4 BUDGET

See Appendix A for a sample budget.

The following costs **are eligible**:

- Project staff/contractors (e.g. coordination, facilitation, partnership development and student-led research);
- Communications (e.g. promotional materials, printing and design);
- Local government and community partner expenses (e.g. venue, travel mileage, food, accommodation and child care) related to attending multi-sectoral partnership meetings and events;
- Data collection (e.g. asset mapping and environmental audits); and
- Capital costs (e.g. supplies/equipment) under 40% of the project budget.

The following costs **are not eligible**:

- × Expenses for activities that have already taken place;
- × Existing community programs, unless you are working to scale or expand proven impacts;
- × Expenses associated with improving or accessing 'downstream' health services (see Page 5 of this application guide for an explanation of 'upstream' and 'downstream');
- × Entertainment or personal expenses;
- × One-time events that are not part of a larger healthy community strategy (e.g. community dinners, festivals or community gardens);
- × Activities carried out by a single organization or sector; and,
- × Costs associated with equipment and other capital expenses over 40% of the project budget.

In addition, past PlanH grant recipients must have completed and fulfilled all past reporting requirements for all types of grant funds previously received.

3.5 BCHC STAFF SUPPORTS

The Healthy Communities grant program includes a cash award as well as in-kind support from BC Healthy Communities (BCHC) staff. Support could range from consultation by phone/email to face-to-face or in-community collaboration. BCHC's role in building community capacity may include (but is not limited to):

- Input on goal development and policy recommendations;
- Co-creation and analysis of evaluation and monitoring strategies;
- Research on a variety of topics areas ranging from processes (e.g. partnership development, data collection strategies) to content (e.g. housing, food systems, transportation planning, and revisions to official community plans or regional health and wellness plans);
- Development of community engagement processes, including planning, design, and facilitation;
- Connecting local governments to community-based organizations, other local governments and regional health authorities (e.g. introductions, convening meetings, bridge-building);
- Best practice and document review;
- Participation on advisory committees;
- Sharing resources developed by BC Healthy Communities and by other organizations in Canada and abroad;
- Online trainings and webinars (new trainings throughout the year as well as previous recordings);
- Planning and helping to facilitate larger events, including regional forums;
- Sharing and amplifying success stories.



4 CONTACT

Our team is available to support you during the application process. Please don't hesitate to contact:

Claire Sauvage-Mar | *Grants & Engagement Coordinator*
grants@planh.ca
 250-590-1845

Emily Johnson | *Healthy Community Planner*
grants@planh.ca
 250-590-1845

Questions? Please refer to the FAQs on the PlanH website: <https://planh.ca/FAQs>

The PlanH Healthy Communities grant program is administered by BC Healthy Communities Society on behalf of the PlanH program. PlanH, implemented by BC Healthy Communities Society, facilitates local government learning, partnership development and planning for healthier communities where we live, learn, work and play. Working together with health authorities, the Union of BC Municipalities, and the Ministry of Health, PlanH supports the Province's health promotion strategy.



Appendix A: Sample Budget - Healthy Community Engagement Stream

ITEM	DESCRIPTION	AMOUNT	PLANH CONTRIBUTION	OTHER SOURCES (CASH, IN-KIND)
COLLABORATIVE, MULTI-SECTORAL MEETINGS	VENUE, REFRESHMENTS	\$800	\$250	\$550
PROJECT COORDINATION (PART-TIME)	(10 MONTHS X \$400/MONTH)	\$4,000	\$2,000	\$2,000
COMMUNICATIONS & OUTREACH	ADS, INFORMATION KIOSK, ETC.	\$2,000	\$1,000	\$1,000
TRANSLATION SERVICES	TRANSLATION OF OUTREACH MATERIALS	\$750	\$400	\$350
SURVEY DATA COLLECTION	PRINTING, ANALYSIS, ETC.	\$750	\$350	\$400
ENGAGING PEOPLE WHO USE MOBILITY ASSISTIVE DEVICES	CONDUCT A STAKEHOLDER-LED TRANSPORTATION AUDIT	\$9,000	\$7,000	\$2,000
HONORARIA/TRAVEL SUPPORT FOR PARTICIPANTS	\$100 X 40 PARTICIPANTS	\$4,000	\$2,000	\$2,000
PROJECT HOTLINE	SET UP HOTLINE FOR PUBLIC TO ACCESS PRE-RECORDED PROJECT INFORMATION	\$3,000	\$2,000	\$1,000
HONORARIUMS FOR YOUTH VOLUNTEERS	\$100 X 10 VOLUNTEERS	\$1,000	\$0	\$1,000
TOTAL		\$25,300	\$15,000	\$10,300