



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

Monday, February 22, 2021

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 February 8, 2021 Regular Council Meeting Minutes Page 1

7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

SR1 Computer Replacement – Council Chambers Page 4

SR2 Chief Administrative Officer – Monthly Report – February 2021 Page 6

SR3 Corporate Officer -Monthly Report February 2021 Page 7

SR4 Public Works – Monthly Report – February 2021 Page 9

SR5 Protective Services – Monthly Report – February 2021 Page 13

SR6 Special Projects – Monthly Report – February 2021 Page 14

10. Committee Meeting Reports:

11. Bylaws

12. Correspondence:

C1 FortisBC Advanced Gas Meters – Project Update Page 15

C2 North Central Local Government Association – 2021 Resolutions and Nominations Page 18

C3 North Central Local Government Association – Survey re Board Structure Page 19

C4 Friends of Hudson's Hope – Letter of Support Page 20

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

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

ICS1 Notice of Closed Session Page 36

18. Adjournment



REGULAR COUNCIL MEETING
Council Chambers
6:00 P.M.
February 8, 2021

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Pat Markin
Councillor Kelly Miller

Absent: Councillor Valerie Paice (*with notice*)
Councillor Travous Quibell (*without notice*)
Councillor Leigh Summer (*with notice*)

Staff: Chief Administrative Officer, Mokles Rahman
Corporate Officer, Jeanette McDougall
Director Protective Services, Brad Milton

1. CALL TO ORDER

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

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions: None
Councillor's Additions: None
CAO Additions: NB1 Water Treatment Plant Update
NB2 Budget Update

4. ADOPTION OF AGENDA BY CONSENSUS AS AMENDED

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES

RESOLUTION NO. 015/21

M/S Councillors Gibbs / Miller

THAT the minutes of the January 25, 2021 Regular Council Meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

CR1 Air Quality – Weather Monitoring Station

The Mayor advised that 2 residents have expressed concerns regarding air quality; BC Hydro is evaluating Site C and will follow-up.

M1

8. PUBLIC HEARING

9. STAFF REPORTS

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 REFERRAL REQUEST – AGGREGATE / QUARRY MATERIALS

Staff to request the Traffic Management Plan, which would contain specific information regarding the haul route, scheduling and the number of trucks.

C2 THE ROYAL CANADIAN LEGION – BC / YUKON

RESOLUTION NO. 016/21

M/S Councillors Miller / Markin

THAT Council approve advertising in the BC/Yukon Royal Canadian Legion's Military Service Recognition Book in the amount of \$325.00, including GST, for a 1/10 Page Colour advertisement.

CARRIED

C3 NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION – BOARD HIGHLIGHTS – JANUARY 2021

Received for information.

C4 TELUS APPLICATION RE UNIVERSAL BROADBAND FUND – LETTER OF SUPPORT

RESOLUTION NO. 017/21

M/S Councillors Gibbs/Miller

THAT Council approve issuing a letter of support for the grant application that Telus is submitting for the Federal Government's Universal Broadband Fund that will connect certain areas within the District of Hudson's Hope to the Telus Wireless network.

CARRIED

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

14. OLD BUSINESS

15. NEW BUSINESS

NB1 WATER TREATMENT PLANT - UPDATE

The Chief Administrative Officer advised that Water Treatment Plant contractor is facing some challenges in removing gas from the well water and it is expected to be resolved within a few days.

NB2 BUDGET - UPDATE

Reminder that the Budget Workshop is taking place this Saturday, February 13, 2021, from 9:00 am to 12:00 pm.

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

RESOLUTION NO. 018/21

M/S Councillors Miller / Markin

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

- **Community Charter Section 97 (1) (b):**

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

- Closed Meeting Minutes – January 25, 2021

- **Community Charter Section 90 (1) (i):**

- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

- Risk Management Issues

- **Community Charter Section 90 (1) (k):**

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public

- Development Variance Permit – R. Travis

CARRIED

18. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 6:47 pm.

DIARY

Conventions/Conferences/Holidays

Commercial Water Rate Increase-annual budget

Consideration

Pool Year End Report 2020

Diarized

08/04/19

04/01/20

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REQUEST FOR DECISION

REPORT TO: Mayor and Council

FROM: Jeanette McDougall, Corporate Officer

DATE: February 22, 2021

SUBJECT: PRE-APPROVAL RE COMPUTER – COUNCIL CHAMBERS

RECOMMENDATION

THAT Council approve \$1,500 for the purchase of a replacement computer for Council Chambers that is capable of running Windows 10 and that will allow secure access to the internet for holding online meetings and will allow delegations to participate.

PURPOSE

To request approval in the amount of \$1,500 to purchase a replacement computer for Council Chambers that is capable of running Windows 10 and that will allow secure access to the internet for holding online meetings and will therefore allow delegations to participate.

INFORMATION

The age of the current computer in Council Chambers, which sits on the Corporate Officer's desk, is not known as it does not appear on the IT Partners inventory list, however it is certainly past warranty (3 years from date of purchase). This computer is running Windows 7 and needs to be replaced with a newer computer that can run Windows 10 so that accessing the internet is secure and will therefore allow for delegations to participate online via Skype, Zoom, MS Teams, etc.

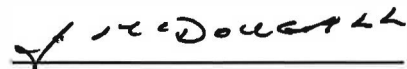
The reason for the pre-approval request is that if there is a delegation request within the next few months, then the Council meeting will have to be moved to the Meeting Room located downstairs at the Office where a laptop running Windows 10 can be used; in addition, the Meeting Room does not have plexi-glass separators and therefore has reduced COVID-19 protection relative to Council Chambers.

FINANCIAL

The cost of a computer replacement for Council Chambers is approximately \$1,500.

SR1

PREPARED BY:

A handwritten signature in black ink, appearing to read "J McDougall", written over a horizontal line.

Jeanette McDougall,
Corporate Officer

REVIEWED BY:

A handwritten signature in blue ink, appearing to read "M Rahman", written over a horizontal line.

Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: CAO Update

DATE: February 16, 2021

FROM: Mokles Rahman, CAO

Below please find highlights of some of the major activities either done or underway in the Office of the CAO during the last month.

- Budget:
 - a. Worked with the concerned staff in the preparation of the Operating and Capital Budgets.
 - b. Organized and conducted a Budget workshop on February 13, 2021 for Council and concerned staff to review and discuss the draft operating and capital budgets.
- Water Treatment Plant (WTP):
 - a. Negotiated the conditions of the water permit with the Northern Health (NH). NH will issue the permit soon.
- Land Administration:
 - a. Consultants are working towards finalization of the detailed design and subdivision application for the Light Industrial Subdivision.
 - b. As directed by Council, issued a letter to the applicant for Development Variance Permit application in Beryl Prairie and working on receiving residents' feedback on the application.
- BC Hydro Pole damage at Carter Street: We had few negotiation meetings with the BC Hydro distribution team. Organized a site visit with their design team for next week.
- Terminated the Arena concession contract.
- Hiring of Director of Public Works: Second round application received, short listing done, and conducting interviews this week.

Upcoming Activities:

- Submission of Draft Operating and Capital Budget to Council in March 2021.
- Completion of commissioning and issuance of Substantial Completion Certificate (SCC) of new Water Treatment Plant.
- Completion of detailed design of Light industrial subdivision, claiming of grant money to NDIT, and submission of report to Council in March/ April 2021.

Prepared by:



Mokles Rahman, CAO

SR2

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: February 22, 2021
SUBJECT: CORPORATE DEPARTMENT – MONTHLY UPDATE

PURPOSE

To provide Council with an update for the Corporate Department.

INFORMATION

- **Agenda Preparations – February 22, 2021 Council Meeting**
- **Bylaws**
 - Bylaw Index – conversion from Word to Excel (*mostly complete, some adjustments and proof-reading in progress*)
- **Water Treatment Plant**
 - Meeting arrangements for training
 - Property Insurance being obtained for the new WTP; rates being checked with current insurance broker and the Municipal Insurance Association of BC
- **Operating and Capital Budget Meeting – February 13, 2021**
 - Meeting arrangements; prepared and discussed Fact Sheets pertaining to the Computer Replacement Schedule and a Glass Enclosure for the Office
- **Insurance – New Water Treatment Plant**
 - Property Insurance being obtained for the new WTP; rates being checked with current insurance broker and the Municipal Insurance Association of BC
- **IT / Cell Phones / Telephones**
 - Problem-solving for various issues – On-going
- **UBCM 2021**
 - Scheduled for September 13–17, 2021, Vancouver
 - Checked with UBCM on Feb 17/21; confirmed that no Hotel block released as yet, UBCM is anticipating a virtual event.
- **Destination BC – Annual Report & Plan for 2021**
 - Submitted 2020 Annual Report & 2021 Plan to Destination BC; grant is \$10,000

SR3

- **Conferences / Education / Training**

- **General & Records Management**

- ❖ B. Mercereau & J. McDougall registered for full-day course being held March 30, 2021 on EDMS (Electronic Data Management Systems); course is free
- ❖ A. Martin & M. Heiberg registered for Records Management webinar being held February 25, 2021 @ \$125 per registrant
- ❖ A. Martin & J. McDougall registered for BCIT Planning online course @ \$336 per registrant – on-going
- ❖ B. Mercereau registered for online LGMA Writing course in April 2021 @ \$695
- ❖ J. McDougall registered for online LGMA Bylaw Drafting course in April 2021 @ \$695

- **ICBC**

- ❖ General training ongoing for M. Heiberg; dates / times of training being tracked

- **LGMA Freedom of Information & Records Management Committee**

- ❖ Committee Conference call scheduled for March 2021; review of 2021 Work Plan.
- ❖ *Note:* a Freedom of information – Advanced webinar is being held September 2021 and will include a session on FOI in relation to release of information pertaining to property files, etc. with the focus being on small communities



Jeanette McDougall,
Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Public Works Department Update

DATE: February 16, 2021

FROM: Mokles Rahman, CAO

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

PROJECTS:

A. Water Treatment Plant (WTP) Upgrades:

- During the last couple of weeks, contractor is testing the system with new Reverse Osmosis (RO) systems. The plant is running with RO systems and temporary systems alternatively.
- Contractor is working towards getting a Substantial Completion Certificate.
- Contractor was facing some difficulties in managing hydrogen sulfide and methane gasses. Due to this reason on-the-job training for staff delayed, though in-class training for all staff completed. On-the-job training for staff is scheduled for February 18 & 19, 2021.

B. Capital Projects (2021):

1. MacDougall Street Rehab: In the process of tendering.
2. Lynx Creek Re-pavement (Ph-2): In the process of tendering.
3. Water quality improvement at the reservoir: In the process of tendering.

C. OPERATIONS:

- Water Treatment Plant (WTP): Pumping of aquifer water through Reverse Osmosis (RO) is going on to the distribution systems off and on. Did not hear any complaint from the residents about order or discolour issues.
- Snow clearing: There were some heavy snow fall. Crews did a very good job in clearing the snow.
- Arena:
 - a. There is no relaxation of Provincial Health Officer's Orders. Arena operations are going on by following the orders.
 - b. Working towards fixing the deficiencies identified by the WorkSafe BC.

SR4

UPCOMING ACTIVITIES:

- Issuance of Substantial Completion Certificate for the WTP.
- Tender three pre-approved capital projects.

Prepared by:

A handwritten signature in blue ink, appearing to read 'Mokles Rahman', is positioned above a horizontal line.

Mokles Rahman, CAO

Attachment: Recreation and Special Events update

Recreation and Special Events Coordinator – MONTHLY UPDATE

INFORMATION- Special Events

➤ **Winter Carnival 2021** – February 5-15, 2021

As a result of new Provincial health orders, new COVID-19 friendly activities were scheduled. The RSEC is currently concluding Winter Carnival 2021 and its activities. A report will be forthcoming.

- Promoted on PSA, Facebook, posters and DOHH website. “A New Twist for 2021 Winter Carnival” flyers and bingo cards were available at various locations.

Monetary Sponsors:

CANTEX \$2000, ARC Resources \$1000, Petronas \$1000 (pending), Pacific Canbriam \$1000, Urban Systems \$1000, Butler Ridge \$300. Total: \$6,300

Community Feedback- Very positive feedback was received with many requests made to continue some of the events for 2022.

➤ **Family Day-** February 13 and 15, 2021

- Free Public Skate (2 sessions) with a pajama party skate and glow theme. Large stuffed animal door prizes and stuffed animal give away. Cinnamon buns from a local baker, chips and hot chocolate were served. COVID- 19 safety measures in place and recommendations followed.
- Family Day Selfie Challenge- Participants sent in a selfie of their family having fun and being active in the Playground of the Peace and were entered to win a draw for a photoshoot from a local photographer. This event is in partnership with Winter Carnival and costs shared.

BCRPA Family Day Grant – Successful \$800/ Expenses \$764

Cost: none

➤ **Valentine’s Day** - February 14, 2021.

Free Public skate with a Valentine’s Day Twist. The Arena was decorated, coloured lights were projected on the ice. Individually wrapped cookies and hot chocolate were served. COVID- 19 safety measures in place and recommendations followed.

Cost: \$90

➤ **Upcoming Events**

- **St. Patrick’s Day**– March 17, 2021
- **Easter** – April 5, 2021
- **Day of Mourning** – April 28, 2021

➤ **Grants**

- **BCRPA Family Day** – Successful for \$800
- **Canada Summer Jobs** – In progress

➤ **Projects**

- Pool employment sustainability-In progress.
- Arena Safety Plan, Staff and User group orientations and communication. BC Health, BCPRA, ViaSport return to play, BC.

➤ **Initiatives**

- Networking – Local, Regional, and Provincial
- Professional Development – Participaction Webinar January 21,2021
- Grants -Research and application
- Creating new community-based activities and safety plans in consideration restrictions

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Update

DATE: February 17, 2021

FROM: Brad Milton, Director of Protective Services

Below please find highlights of activities either done or underway in the Protective Services Departments during the last month.

- From Jan 20 – Feb 17 there were 5 calls for service. 3 – Alarms Ringing, 1 – Vehicle Fire, 1 – Investigation (No Fire).
- HHFR responded to a vehicle fire on Ellis Cres, when crews arrived, they found an SUV with heavy fire in the engine compartment. The crew from engine 1 quickly attacked the fire, preventing it from getting to the interior of the vehicle, preventing a total loss of personal items in the vehicle. Crews were able to clear the scene with in one hour of their arrival.
- Feb 11 HHFR COVID safe emergency services drive by to see and meet your local emergency service providers and the new Chief was postponed due to extreme cold. Rescheduling is planned for the end of February with warmer weather in forecast.
- There have been 3 bylaw complaints. 2 – Feeding Deer, 1 – Noise complaint.

Stay healthy and wear a mask. It's a great day to be a Hudson's Hope Firefighter.

Prepared by:



Brad Milton, Director of Protective Services

SR5

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council
SUBJECT: Special Projects – Update Report
DATE: February 2021
FROM: Chris Cvik

Some of the initiatives that I have been remotely working on or recently completed:

- Working on Director of Public Works recruitment.

Upcoming

- Follow-up with the Province on the status of the License of Occupation renewal for the proposed Dinosaur Lake ATV Campground site.
- Submit DOHH Gravel Pit License of Occupation to the Province.



Chris Cvik

From: Bebic, Antonio <Antonio.Bebic@fortisbc.com>
Sent: February 4, 2021 2:34 PM
Cc: Mason, Matt <Matt.Mason@fortisbc.com>
Subject: FortisBC Advanced Gas Meters – Join Us For A Project Update

Good Afternoon,

Please find attached an update regarding our Advanced Gas Meters project, which plans to upgrade all our existing gas meters with new advanced meters as we modernize our system, and add new safety features and customer benefits.

We expect to file for project regulatory approval in the spring, and will be holding virtual information sessions for our municipal partners on February 18, and sessions for the public on February 23 and 24.

Please feel free to reply with any questions you may have. We look forward to talking more at the information session.

Regards,

Antonio Bebić

External Relations, Major Projects - FortisBC

Tel: 778.871.5468

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

February 4, 2021

Greetings,

FortisBC – committed to working together towards a better future

Every day we deliver natural gas, electricity and innovative energy solutions to approximately 1.2 million customers in 135 communities throughout the province – including yours.

We're rethinking the energy we deliver today and into the future. By focusing on our climate leadership role as we move towards British Columbia's lower carbon future, we have set one of the most ambitious reduction targets in the Canadian utility sector. Our 30BY30 target sets an achievable, affordable path to reducing our customers' greenhouse gas emissions by 30 per cent by 2030.

Our work extends beyond 2030 as well and our Clean Growth Pathway plan outlines several strategies that align with the province's 2050 climate targets. This plan shows how we can reach our emission reduction targets using both the existing natural gas and electric systems. We're committed to partnering with customers, communities, industry and all levels of government to reduce greenhouse gas emissions and this work is already underway. We would welcome the opportunity to discuss these initiatives with you or your representative at your convenience.

Advanced Gas Meters project update

One of the other projects we are pursuing is our Advanced Gas Meters project. We are moving forward with plans to upgrade our customers' natural gas meters to new advanced meters, as we explore ways to modernize our system. Work on this project has been ongoing since we publicly announced it in October 2019 and we are pleased to announce that we expect to file for regulatory approval with the British Columbia Utilities Commission in spring 2021.

Our Advanced Gas Meters project will add new safety features such as the ability to remotely detect and respond to gas leaks, and customer benefits including access to daily updates on gas use. We believe that giving our more than one million natural gas customers access to more information will help them better understand and manage their use, and empower them to reduce energy consumption.

Ongoing consultation and joint-use opportunities

We're committed to ongoing engagement with customers and stakeholders across the province on the project. This includes public information sessions held throughout the province in late 2019 and virtual information sessions planned for later this month, responding to regular customer inquiries via email and telephone, and providing project updates as work progresses.

A number of municipalities have shown interest in gaining access to the network, which we are creating to support our advanced gas meters, for their own remote metering programs such as water metering. This

collaborative approach could also help municipalities with additional conservation efforts. We encourage you to attend our upcoming virtual information session or contact us directly for more information.

Upcoming information session

We would like to extend an invitation for you or your representative to participate in a virtual information session on Thursday, February 18, at 1 p.m. (PST), where we will provide a project update and answer questions. Please RSVP to advancedgasmeters@fortisbc.com.

If you are unable to attend but want to learn more, please visit fortisbc.com/advancedgasmeters or reach out to us directly at advancedgasmeters@fortisbc.com. More information on the public virtual information sessions occurring later this month is also available on our project website.

Sincerely,

Antonio Bebić

Antonio Bebić,
External Relations, FortisBC

Jeanette McDougall

From: NCLGA Admin <admin@nclga.ca>
Sent: February 12, 2021 11:46 AM
To: 'NCLGA Admin'
Subject: 2021 Resolution Submissions and Nominations for the NCLGA Board and Community Leadership Awards

Good morning NCLGA members,

The North Central Local Government Association is now accepting nominations for this year's Community Leadership Awards. Winners will be announced at the AGM & Convention in May.

Awards are available in three categories: Environmental Sustainability, Social Responsibility and Economic Development. If your local government has instituted a remarkable initiative that is advancing the environmental, social or economic well-being of your community, we encourage you to apply for an award.

Full information on the nominations process and recognition for award winners is featured on the [NCLGA website](#). The deadline to submit nominations is **March 15**.

In addition to the awards, NCLGA is still accepting resolutions for the 2021 AGM and nominations for the NCLGA Board for the 2021/2022 term. The submission deadlines are **February 26**.

To support members in writing resolutions, NCLGA's **2021 Resolution Writing and Submission Guidelines** is available on the [NCLGA website](#). Information on the nominations and election process as well as the responsibilities of various board positions is included in the **2021/2022 NCLGA Board of Directors Nominations Guide**. This document can also be accessed on the [NCLGA website](#).

If you have any questions regarding these announcements, please contact me.

Kind Regards,

Susan Chalmers

Executive Coordinator

North Central Local Government Association

T: 250-564-6585

E: admin@nclga.ca

[NCLGA Website](#) | [Facebook](#) | [Twitter](#)



Virus-free. www.avast.com

[WARNING: This message is from an external source]

Jeanette McDougall

From: NCLGA Admin <admin@nclga.ca>
Sent: February 10, 2021 11:41 AM
To: 'NCLGA Admin'
Subject: Short Survey on NCLGA Board Structure

Dear NCLGA members,

The North Central Local Government Association is considering updating its board structure in the near future. NCLGA would appreciate feedback from members on the options being evaluated.

We invite members to complete the following 5 minute survey by the end of the day on **Monday, March 1** –
<https://www.surveymonkey.com/r/MV8HZFY>

If a new board structure is generally supported by members, members would vote on a new structure at the 2021 AGM & Convention in May. It would be implemented for the 2022/2023 NCLGA Board term.

If you have any questions, please contact me.

Kind Regards,

Susan Chalmers

Executive Coordinator

North Central Local Government Association

T: 250-564-6585

E: admin@nclga.ca

[NCLGA Website](#) | [Facebook](#) | [Twitter](#)



Virus-free. www.avast.com

[WARNING: This message is from an external source]

C3



Friends of Hudson's Hope Society
10324 Gething St.
PO Box 247
Hudson's Hope BC
V0C 1V0

District of Hudson's Hope
Box 330
Hudson's Hope BC
V0C 1V0

February 8, 2021

Re: Letter of Support for BC Hydro "Go Fund"

To Whom It May Concern:

We, The Friends of Hudson's Hope Society are asking the District of Hudson's Hope Council to support our application for funding from the BC Hydro Go Fund in the amount of \$ 7 500.00 for our Food Bank. We have previously received funds from the Go Fund with your support.

The Friends of Hudson's Hope Society has had a very challenging year 2020. Due to the pandemic we lost half of our Thrift Store income as we were closed for 3 months. To date our Thrift Store sales are slow and we have seen an increase in the costs associated with our programs; especially visible is our food costs.

The Friends of Hudson's Hope are actively operating the following programs in our community.

- Year around operating Food Bank
- Christmas Hamper Program
- We partner with the RCMP & District of Hudson's Hope 12 Days of Christmas Giving Toy Drive (Christmas gifts to children & teens in our community)
- Provide Financial Assistance for Medical travel, treatment & equipment
- Provide Palliative Care Equipment: example: we purchased palliative care bed for use in our community.
- Provide MedicAid (911 responding units) to at risk individuals in our community
- Addiction & Disability Services an support
- Disaster Relief

C4

Our Food Bank & Christmas Hamper program cost approximately \$ 20 000.00 per year with the funds coming from our Thrift Store, laundromat, private & corporate donations, food drives, fundraising endeavors and grants. We anticipate that this year 2021 will be equally if not more difficult to fund our programs as the pandemic continues.

Thank you in advance for your support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patricia Campbell', written in a cursive style.

Patricia Campbell; Administrator, Friends of Hudson's Hope Society

Site C Project Supporting Peace Region Community Non-Profits to Generate Opportunities

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

1. Project Name

Provide a project name: Food Bank & Christmas Hamper Program	Have you previously received funding from this program? <input checked="" type="radio"/> Yes <input type="radio"/> No → Future funding applications from past fund recipients are invited once annual reports are received.
---	---

2. Applicant Profile

Applicant organization (legal name): Friends of Hudson's Hope Society	Non-profit society registration no. (if applicable): 89588971RR0001
Mailing address: PO Box 247 Hudson's Hope BC V0C 1V0	Telephone: 250-783-0977
Email: fohh15@gmail.com	Website (URL):

3. Primary Contact Information

Primary contact (for this application): Patti Campbell	Position/title: Administrator
---	----------------------------------

Complete the following if different from applicant organization contact information:

Mailing address: PO Box 24 Hudson's Hope BC V0C 1V0	Email: patti.campbell@outlook.com	Telephone: 250-783-0977
--	--------------------------------------	----------------------------

4. Required Application Features

See the application guide for more information on eligibility, application review and approval process.

Programs must be based in, or providing services to vulnerable populations in Fort St. John, Hudson's Hope, Taylor, Chetwynd, Peace River Regional District (Electoral Areas B, C and E). Please select the designated community or communities your program is based in:

- | | |
|--|---|
| <input type="checkbox"/> City of Fort St John | <input type="checkbox"/> District of Chetwynd |
| <input checked="" type="checkbox"/> District of Hudson's Hope | <input type="checkbox"/> District of Taylor |
| <input type="checkbox"/> Peace River Regional District (Electoral Areas B, C, E) | |

The Fund has been established to support non-profits that provide services and programs to vulnerable populations, including children, families, and seniors. Please select the vulnerable population(s) your program is supporting.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Children | <input checked="" type="checkbox"/> Families | <input checked="" type="checkbox"/> Seniors |
|--|--|---|

The Fund targets regional priority areas that have been identified by communities and service organizations in the region. Please select the priority area(s) that your program is addressing.

- ☒ Healthy food options (food bank support, nutrition, education)
- ☐ Child development programming (daytime: infant, toddler, pre-school and after-school: tweens and teens)
- ☒ Family care (support and education around violence, addiction, and healthy relationships)
- ☐ Affordable transportation to improve access to services and programs
- ☐ Affordable access to technology
- ☒ Other: Disability Support Services, Financial support for Medical travel & treatment,

5. Letter of Support (Required)

Identify the municipality, regional district, or community organization that is providing a letter of support for this funding application:

District of Hudson's Hope

- ☒ A letter of support from the municipality, regional district, or community organization is attached.

* Applicants must secure a letter outlining support for the funding request from a municipality, regional district or community organization. The applicant must provide a copy of the letter of support to Northern Development before an application can be considered for funding.

* If the applicant requests a letter of support from a community organization, they must send a notification letter to their local or regional government. A copy of the letter must be included with this application.

Sample:

THAT, the (insert local government or organization name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) from the BC Hydro GO Fund.

Project Overview

Please provide a description of how the grant will be used by your organization to support vulnerable populations including children, families, and seniors:

We will use the grant to financially support our Food Bank and Christmas Hamper Program . Our client base is made up of Single parents, seniors and persons with mental health & addiction. We have faced many challenges in 2020 accessing affordable healthy food options in our community. We feel that if we have these challenges so do many of our residents. We anticipate the need to grow as the current pandemic continues.

Please describe how the grant funds will strengthen what your organization can offer the community:

The grant funds will enable us to consistently provide healthy food options to our clients. We find that the first foods to be eliminated from the diets of our clients is meat and Produce (fresh fruit & vegetables). This is due to the high cost of these items in our community.

Please describe how your organization collaborates with other organizations to ensure program efficiencies and to avoid duplication in services:

We are at present the only organization in our community which provides a Food Bank & Christmas Hamper Program. We have the support of other organizations in our community either in cash donations or volunteers to assist. We also communicate with other organizations so that our residences get the assistance that they require and no one person goes without. Our new partnership this year with the RCMP & District of Hudson's Hope 12 Day of Giving Toy Drive was successful in bringing toys for Christmas to an additional 37 children in our community.

Identify the anticipated number of Peace region program participants who would benefit from the funding:

55-70

If this is an existing program, how was this previously funded?

We fund the Food Bank, Christmas Hamper and our other programs with profits from our Thrift Store, Laundromat, Private & Corporate Donations, Fundraising and Grant Funds as well as Food Drives and donations of food items.

If this is an existing program, what were the program results?

Our programs are highly successful in our community. Our success is measured by our ability to provide support and assistance to each person who requires it.

If a program is open to anyone, how will the program reach out to ensure vulnerable populations have the chance to participate? For example, would there be a referral approach, and if so, by whom?

We are part of a small community where everyone looks out for everyone. We easily reach our vulnerable population by word of mouth, our local Bulletin and referrals by other residents or health care providers.

7. Project Budget

Expense item:	Amount (\$):	Vendor:	Verification:
Food Bank & Christmas Hamper Program	\$24,000.00		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
TOTAL PROJECT BUDGET:		\$24,000.00	

8. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$7,500	<p>★ <i>Maximum allowable grant is \$10,000.</i></p> <p>★ <i>Previously funded projects or programs:</i> <i>Second application: maximum allowable grant is \$7,500.</i> <i>Third application: maximum allowable grant is \$5,000.</i></p>
<p>If applicable, what plans do you have for future funding to sustain your program?</p> <p>We have been successful in the past funding these programs from the profits of our Thrift Store & Laundromat, private and corporate donations as well as grant funding and fundraising efforts. We anticipate the costs to operate these programs to decrease when the pandemic comes to an end.</p>		

9 Other Funding Sources

Funding source: <i>Do not use acronyms.</i>	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Friends of Hudson's Hope Society - Profits & Fundraising	\$ 1,000.00	Applicant contribution	<input type="checkbox"/> Confirmation letter attached
District of Hudson's Hope	\$ 5,000.00	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: June 2021
Donations - Private & Corporate	\$ 8,000.00	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: Donations	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected: N/A
United Way of the Lower Mainland	\$ 1,000.00	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: Donations	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected: N/A
United Way of Northern BC	\$ 1,500.00	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected: N/A
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
TOTAL OTHER FUNDING: \$		TOTAL PROJECT FUNDING: \$ (Northern Development + Other Sources)	

* Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than six other funding sources, attach a complete list separately.

10 Leveraging

Northern Development's funding leverage for the project:	
The funding request as a percentage of total project funding is:	31.25 %
<p>* <i>Previously funded projects or programs:</i> <i>Second application: maximum 75% of eligible budget.</i> <i>Third application: maximum 50% of eligible budget.</i></p>	
<p>* <i>Leverage % = (Northern Development funding request) ÷ (Total project funding)</i></p>	

11 Attachments

List all documents attached to this application:

Document name:
<input checked="" type="checkbox"/> 1) Required: Financial statements from the organization.
<input checked="" type="checkbox"/> 2) Required: Society incorporation document.
<input checked="" type="checkbox"/> 3) Required: Letter of support.
4) 2020 BC Societies Annual Report
5)
6)

11. Authorization

- ☒ I have read and understand the [BC Hydro GO Fund Application Guide](#) including the ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans, is fairly presented.
- ☒ I also agree to submit a report using Northern Development's reporting form to verify the use of the funding.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, consultants, and BC Hydro.

Name (organization signing authority): + Please type name. Lynnea Stacey	Position/title: President	Date: February 12, 2021
---	-------------------------------------	-----------------------------------

12. Submitting Your Application

Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email. + Please do not scan this form.

Email: christine@northerndevelopment.bc.ca



NUMBER: S-42592

SOCIETY ACT

CERTIFICATE OF INCORPORATION

I Hereby Certify that

FRIENDS OF HUDSON'S HOPE SOCIETY

has this day been incorporated under the *Society Act*

Issued under my hand at Victoria, British Columbia

on January 16, 2001



JOHN S. POWELL
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

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

	Jan - Dec 20
Ordinary Income/Expense	
Income	
090 · Covid 19 - Wage Subsidy Program	12,072.87
095 · Fundraising Income	1,316.51
160 · Interest Earned	52.68
099 · Donations	30,504.85
100 · Laundromat Income	
101 · Laundromat Income Cash	17,013.33
102 · Laundromat Income Contract	4,936.00
Total 100 · Laundromat Income	21,949.33
120 · Thrift Store Income	
121 · Thrift Store Income Cash	16,198.70
122 · Thrift Store Income Debit	9,476.53
Total 120 · Thrift Store Income	25,675.23
Total Income	91,571.47
Gross Profit	91,571.47
Expense	
308 · Property Taxes	2,838.85
200 · Thrift Store Expenses	
201 · Debit Machine Fees	471.44
202 · Debit Machine Rental	554.76
203 · Electricity	929.90
204 · Natural Gas	2,254.14
205 · Telephone	1,281.59
206 · Supplies	864.36
Total 200 · Thrift Store Expenses	6,356.19
250 · Laundromat Expenses	
251 · Electricity	1,286.88
252 · Natural Gas	1,112.32
253 · Machine Repair & Maintance	580.00
254 · Supplies	456.96
256 · Water & Sewer	793.80
Total 250 · Laundromat Expenses	4,229.96
300 · Garbage collection	278.00
302 · Insurance	5,676.71
303 · Office Expense	1,665.87
304 · Payroll	37,674.36
306 · Payroll Remittance	12,110.13
308 · Work Safe BC	384.64
307 · General Maintance & Repairs	1,753.72
310 · Legal & Accounting	1,150.23
311 · Bank Fees	268.50
400 · Medical Expenses	
404 · Medical Needs	3,077.00
403 · Medical Travel and Treatment	3,310.27
401 · MedicAid Response Systems	2,618.00
402 · Prescriptions	2,955.91
Total 400 · Medical Expenses	11,961.18
500 · Food Bank	11,915.80
502 · Food Bank Rental	6,000.00
501 · Christmas Hamper Program	10,800.08
Total Expense	115,064.22
Net Ordinary Income	-23,492.75

12:52 PM

02/08/21

Accrual Basis

Friends of Hudson's Hope Society

Profit & Loss

January through December 2020

	Jan - Dec 20
Other Income/Expense	
Other Income	
096 - Grant Funding Received	
096A - Fresh Food Program	975.00
096 - Grant Funding Received - Other	29,247.00
Total 096 - Grant Funding Received	30,222.00
Total Other Income	30,222.00
Other Expense	
605 A - Pandemic Bonus	1,325.92
Total Other Expense	1,325.92
Net Other Income	28,896.08
Net Income	5,403.33

FRIENDS OF HUDSON'S HOPE SOCIETY

**FINANCIAL STATEMENTS
DECEMBER 31, 2019**

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

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

May 25, 2020

To the Members
Friends of Hudson's Hope Society

I have reviewed the books and records of **Friends of Hudson's Hope** for the year ending **December 31, 2019** consisting mainly of bank records from North Peace Savings and Credit Union and the receipts and documents supplied, and do believe that the following statement does fairly represent the transactions of the Society for this period.

Respectfully,

Richard Martin
RM/nc
Attached

**FRIENDS OF HUDSON'S HOPE SOCIETY
BALANCE SHEET
DECEMBER 31, 2019**

	2019	2018
ASSETS		
CURRENT ASSETS		
Bank - 537563	33,648.24	39,668.01
Bank - 516476	6,012.88	6,302.45
Bank - 700633	21,625.50	33,293.53
Cash	400.00	1,517.80
Lake View Shares	174.60	169.53
Accounts Receivable	<u>372.00</u>	<u>384.00</u>
TOTAL Current Assets	62,233.22	81,335.32
FIXED ASSETS		
Land & Buildings	149,742.39	149,742.39
Equipment - Computer	1,293.78	1,293.78
Equipment - Other	<u>61,486.96</u>	<u>61,486.96</u>
TOTAL Fixed Assets	212,523.13	212,523.13
TOTAL ASSETS	<u>274,756.35</u>	<u>293,858.45</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	<u>271.76</u>	<u>-1.00</u>
TOTAL Current Liabilites	271.76	-1.00
TOTAL LIABILITIES	271.76	-1.00
CAPITAL		
Society's Equity	44,676.23	44,676.23
Retained Earnings	249,183.22	246,331.51
Year-to-Date Earnings	<u>-19,374.86</u>	<u>2,851.71</u>
TOTAL CAPITAL	274,484.59	293,859.45
TOTAL LIABILITIES & CAPITAL	<u>274,756.35</u>	<u>293,858.45</u>



2020 BC SOCIETY ANNUAL REPORT

BC Society - Societies Act

NAME OF SOCIETY: **FRIENDS OF HUDSON'S HOPE SOCIETY**

Incorporation Number: S0042592

Business Number: 89588 9715 BC0001

Filed Date and Time: September 21, 2020 01:57 PM Pacific Time

Annual General Meeting (AGM) Date: September 14, 2020

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

10324 GETHING ST
P.O. BOX 247
HUDSON'S HOPE BC V0C 1V0

Mailing Address:

10324 GETHING ST
P.O. BOX 247
HUDSON'S HOPE BC V0C 1V0

DIRECTOR INFORMATION AS OF September 14, 2020

Last Name, First Name Middle Name:

BIEVER, JULIE - DIRECTOR

Delivery Address:

5044 BIEVER RD
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

FROCKLAGE, BARBARA A. - VICE PRESIDENT

Delivery Address:

20853 WEGAN ST
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

GRAHAM, MAUREEN C - FOOD BANK DIRECTOR

Delivery Address:

4469 BERYL PRAIRIE ROAD
PO BOX 717
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

ROSA, EDITH - SECRETARY/TREASURER

Delivery Address:

19592 LESAGE RD
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

STACEY LYNNEA - PRESIDENT

Delivery Address:

9005 TAYLOR AVE
HUDSON'S HOPE BC V0C 1V0

CERTIFICATION

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

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: February 22, 2021
SUBJECT: NOTICE OF CLOSED SESSION


RECOMMENDATION:

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

- **Community Charter Section 97 (1) (b):**
 - (b) *all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public*
 - *Closed Meeting Minutes – February 8, 2021*
- **Community Charter Section 90 (1) (k):**
 - (k) *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public*
 - *Risk Management re Storm Culverts – Beryl Prairie*
 - *Risk Management re Sewer Upgrade – MacDougall Street*
 - *Development Variance Permit – R. Travis*

ALTERNATIVE OPTIONS:

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



Jeanette McDougall,
Corporate Officer