



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, March 8, 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 22, 2021 Regular Council Meeting Minutes Page 1
- 7. Business Arising from the Minutes:**
- 8. Public Hearing:**
- 9. Staff Reports:**
 - SR1 Operating Budget 2021 Page 5
 - SR2 Capital Budget 2021 Page 19
 - SR3 Grant-in-Aid Applications 2021 Page 58
 - SR4 North Peace Rural Roads Coalition – MOU Page 122
 - SR5 Emergency Operations Centres & Training, Community Emergency Preparedness Fund Page 126
 - SR6 Housing Needs Report – Urban Matters Page 133
- 10. Committee Meeting Reports:**
- 11. Bylaws**
- 12. Correspondence:**
 - C1 Northern Health – COVID-19 Immunization Page 221
 - C2 Community Economic Restructure Infrastructure Program – Dinosaur Lake – All Terrain Vehicles Page 223

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| C3 | Aeronautical Study Process: Air Traffic Control & Workforce Adjustment | Page 224 |
| C4 | Saddle Club – Letter of Support re Grant Application | Page 227 |
| C5 | North Central Local Government Association – Special Committee on Reforming the Police Act | Page 235 |
| C6 | TC Energy – Notification Letter Johnson Creek Site | Page 236 |
| C7 | North Central Local Government Association – AGM | Page 238 |
| C8 | Wounded Warriors Canada – Request for Support | Page 239 |
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- 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 241 |
|------|--------------------------|----------|
- 18. Adjournment**



REGULAR COUNCIL MEETING
Council Chambers
6:00 P.M.
February 22, 2021

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

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: NB1 Peace River Regional District – 2021 Budget
NB2 North Peace Rural Roads Coalition
NB3 North Peace Regional Airport
Councillor's Additions: None
CAO Additions: NB4 Water Treatment Plant

4. ADOPTION OF AGENDA BY CONSENSUS AS AMENDED

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES

RESOLUTION NO. 019/21

M/S Councillors Gibbs / Paice

THAT the minutes of the February 8, 2021 Regular Council Meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

C1 REFERRAL REQUEST – AGGREGATE / QUARRY MATERIALS

The Corporate Officer advised that Staff is continuing to follow-up on obtaining a Traffic Management Plan.

M1

C2 THE ROYAL CANADIAN LEGION – BC / YUKON

Councillor Paice thanked Council for approving advertising in the BC/Yukon Royal Canadian Legion's Military Service Recognition book.

**C4 TELUS APPLICATION RE UNIVERSAL BROADBAND FUND
– LETTER OF SUPPORT**

The Mayor advised that Telus is seeking additional funding to expand wireless cellular coverage in the Peace River Region and, if successful, is expected to provide coverage for the Beryl Prairie and Farrell Creek areas.

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 PRE-APPROVAL RE COMPUTER PURCHASE – COUNCIL CHAMBERS

RESOLUTION NO. 020/21

M/S Councillors Quibell / Miller

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.

CARRIED

SR2 ADMINISTRATION – MONTHLY REPORT

Received for information.

SR3 CORPORATE – MONTHLY REPORT

Received for information.

SR4 PUBLIC WORKS – MONTHLY REPORT

Received for information.

SR5 PROTECTIVE SERVICES – MONTHLY REPORT

Received for information.

SR6 SPECIAL PROJECTS - MONTHLY REPORT

Received for information.

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 FORTIS BC ADVANCED GAS METERS – PROJECT UPDATE

Received for Information.

**C2 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
– 2021 RESOLUTIONS & NOMINATIONS**

Received for information.

**C3 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
– SURVEY RE BOARD STRUCTURE**

Received for information.

C4 FRIENDS OF HUDSON'S HOPE – LETTER OF SUPPORT

RESOLUTION NO. 021/21

M/S Councillors Miller / Markin

THAT Council approve issuing a letter of support for the Friends of Hudson's Hope Society's application to the BC Hydro "Go Fund" in the amount of \$7,500 for the local Food Bank.

CARRIED

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

14. OLD BUSINESS

**OB1 SIGNS – PEACE VIEW PULLOUT, HIGHWAY 29 & PEACE FOOTHILLS,
HIGHWAY 97**

The Corporate Officer advised that new signs will be ordered and installed once the 2021 Budget is approved.

OB2 PUBLIC SERVICE ANNOUNCEMENTS

The Corporate Officer advised that the Library is working with the Peace River Internet Society (PRIS) to ensure that all PRIS email accounts are able to receive Public Service Announcements.

15. NEW BUSINESS

NB1 PEACE RIVER REGIONAL DISTRICT – 2021 BUDGET

The Mayor provided an update and noted that an asset analysis is being conducted for emergency services and that options regarding operational models are being considered.

**NB2 NORTH PEACE RURAL ROADS COALITION – MEMORANDUM OF
UNDERSTANDING**

The Mayor noted that once approved by the Peace River Regional District, then all parties will sign the agreement and the District of Taylor will manage for a year; also noted is that Electoral Area B is providing most of the funding.

NB3 NORTH PEACE AIRPORT SOCIETY

The Mayor advised that the FEC Generator Project capital cost has increased to a total of \$696,000, which includes the addition of the terminal building on back-up power; the project is dependent on obtaining 50% of the total cost through grant money, which is expected at end of March 2021.

NB4 WATER TREATMENT PLANT - UPDATE

The Chief Administrative Officer advised that the Contractor is working to resolve the odour issue pertaining to the new Water Treatment Plant and that a certificate of substantial completion is expected to be issued soon.

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

RESOLUTION NO. 022/21

M/S Councillors Gibbs / Quibell

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

CARRIED

18. RISE AND REPORT

RESOLUTION NO. IC012/21

M/S Councillors Miller / Gibbs

THAT Council endorse the draft Memorandum of Understanding pertaining to the North Peace Rural Roads Coalition that will be comprised of the District of Hudson's Hope, the District of Taylor and the Peace River Regional District - Electoral Area B.

CARRIED

19. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:15 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

REQUEST FOR DECISION

RFD#: 2021MR02	Date: March 1, 2021
Meeting#: CM030821	Originator: Mokles Rahman
RFD TITLE: Draft 2021 Operations Budget	

RECOMMENDATION / RESOLUTION:

That Council receive the draft 2021 Operations Budget for information and discussion.

BACKGROUND:

Administration prepared this Operations Budget based on the Council Strategic Direction (2019-2022), Strategic Planning Session held on November 7, 2020 and Budget Workshop held on February 13, 2021.

The 2021 budget will be finalized once the 2020 year-end balance information has been verified through the 2020 audit being completed by KPMG, and information received from the Regional Hospital District, as well as amounts for BC Assessment, School Tax, Municipal Finance Authority, and Police Tax. It may be mentioned here that we already received information on 2021 grants estimate from the Peace River Regional District.

DISCUSSION:

Highlights or points of discussion include:

1. Transfers from the General Fund (i.e, Year end Surplus from 2020) are not yet known and therefore do not appear in the 2021 General Revenue amounts.
2. For 2021, no new Permanent Positions are included in the draft Operations budget.
3. One new casual staff considered for 7 months for Arena Safe Operation due to COVID. This amount would be charged to COVID grant.
4. Similar to 2020, an amount of \$150,000 considered as contingency fund under General Government Services Expense Account. The 2019 and 2020 contingency expenditures were \$78,753 and \$73,369 respectively.
5. There were one month overlapping of new and old CAO, and 3 months overlapping of new and old Deputy Treasurer.
6. The total Wages and Over Time (OT) for Public Works Administration, Water and Wastewater should read together to compare 2020 actual and 2021 budget.
7. From 2020 we are paying \$3,900 per year for solar panel maintenance. From this year, in addition to the maintenance, contractor asked us to keep \$4,000 per year in repair parts.

8. An amount of \$10,000 considered for Pool sustainability plan.

One-time expenses: Following items are budgeted as one-time expenses in 2021.

1. Administration: 4 cell phones replacement for staff and council.
2. FIRE: Beryl Prairie Water Reservoir repair - \$10,000.
3. FIRE: Emergency Siren Pole removal - \$4,000
4. Economic Development:
 - a. Seasonal Banners (spring/ summer and fall/ winter) - \$5,000.
 - b. Replacement of 2 HH signs (towards FSJ and Chetwynd) - \$5,000.
5. Public Works:
 - a. Traffic bylaw update - \$25,000.
 - b. Carter street hydro pole repair and north culvert repair - \$50,000.
 - c. Tennis court / pickle ball net, bench, and wind screen - \$3,000
 - d. Building assessment for Arena, Library, and Curling Rink - \$20,000.
 - e. Condition assessment of 2 sanitary lift stations (Adam street and Kendrick) - \$17,000.
 - f. Recreation – Map Update and Reprint \$3,000.

ALTERNATIVES:

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

FINANCIAL:

The estimated \$2,266,848 shown in the Draft Operations Budget for Property taxes is based on 2020 tax rates and 2021 assessed property values. Therefore, it does not include any increase in tax rates.

Council should discuss increasing tax rates for all classes of property by 2% to keep up targeted inflation amounts. Property tax rates have NOT increased in the last several years.

Attachments:

1. 2021 Draft Operations Budget - Summary
2. 2021 Draft Operations Budget – Detailed with 2020 actual

Prepared by:



Mokles Rahman, CAO

2021 Operating Budget Summary				
	2019 Actual	2020 Budget	2020 Actual	2021 Budget
REVENUE				
Property Taxes	-2,131,425	-2,423,180	-2,310,684	-2,315,839
Grants in Lieu	-1,727,048	-1,769,958	-1,773,879	-1,773,558
Grants Other	-1,380,181	-1,160,849	-1,119,380	-1,640,045
Collection for Other Governments	-3,178,870	-3,184,329	-3,321,786	-3,184,329
General Government Services	-140,508	-51,000	-96,518	-47,750
ICBC	-152,580	-122,761	-140,241	-141,911
Protective Services	-12,286	-19,500	-24,039	-13,150
Bylaw	-7,391	-8,750	-8,621	-8,750
Asset Management	0	-60,000	0	-60,000
Public Works	-14,606	-14,000	-10,462	-11,650
Environmental & Public Health	-278,228	-88,300	-84,457	-88,125
Auxiliary Facilities & Recreation	-159,070	-185,000	-110,251	-144,050
Lands	30	-379,400	-405,000	-1,000
Economic Development	-15,599	-500	-16,904	-1,200
Water	-211,194	-167,750	-167,947	-167,750
Sewer	-82,240	-83,143	-90,300	-83,143
General Operations Revenue	-\$ 9,491,198	-\$ 9,718,420	-\$ 9,680,467	-\$ 9,682,250
CHANGE IN SURPLUS				
General Reserves Change	1,500,985	333,820	1,383,020	-586,653
Water Reserves Change	-170,192	-420,205	-235,351	-406,700
Sewer Reserve Change	-94,025	-682,478	-285,887	-528,729
Total Change in Surplus	\$ 1,236,768	-\$ 768,863	\$ 861,782	-\$ 1,522,082
Total Revenue / Surplus	-\$ 8,254,430	-\$ 10,487,283	-\$ 8,818,685	-\$ 11,204,332
OPERATION EXPENDITURES				
Collection for Other Governments	3,180,763	3,184,329	3,315,859	3,184,329
Council	134,991	152,000	100,492	151,193
Grant in AID	37,663	50,700	20,659	549,632
GGS	1,415,182	1,201,561	1,168,144	1,211,170
ICBC	59,791	70,670	76,472	84,900
Protective Services	259,475	334,700	270,759	357,300
Bylaw	53,718	68,065	53,143	65,040
Asset Management	0	96,000	86,672	17,120
Public Works	1,496,931	1,634,297	1,505,783	1,913,199
Environmental & Public Health	55,574	66,400	48,346	66,000
Auxiliary Facilities & Recreation	796,817	942,185	651,285	1,040,628
Lands	3,131	29,500	14,654	17,500
Economic Development	11,225	11,000	1,203	11,000
Water	201,881	253,405	177,592	239,900
Sewer	96,580	191,956	89,666	186,872
Total Operations Expense	\$ 7,803,723	\$ 8,286,768	\$ 7,580,729	\$ 9,095,782
CAPITAL EXPENDITURES				
General Capital Expenditures	191,518	1,292,300	725,729	1,349,000
Water Capital Expenditures	179,505	334,550	225,706	334,550
Sewer Capital Expenditures	79,685	573,665	286,521	425,000
Total Capital Expenditures	\$ 450,708	\$ 2,200,515	\$ 1,237,956	\$ 2,108,550
Total Expenditures	\$ 8,254,430	\$ 10,487,283	\$ 8,818,685	\$ 11,204,332

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
GENERAL GOVERNMENT SERVICES BUDGET					
TAXES REVENUE					
01-10-1000-4002	PENALTIES	-9,969	-10,000	-8,178	-10,000
01-10-1000-4003	INTEREST ON ARREARS	-3,991	-2,000	-3,203	-2,000
01-10-1000-4004	INTEREST ON DELINQUENT	-830	-1,000	-967	-1,000
01-10-1000-4101	RESIDENTIAL TAXES	-347,373	-346,868	-346,312	-333,063
01-10-1000-4102	UTILITIES TAXES	-1,389,350	-1,570,034	-1,570,034	-1,601,801
01-10-1000-4103	MAJOR INDUSTRY TAXES	-190,455	-197,097	-197,097	-195,050
01-10-1000-4104	BUSINESS TAXES	-140,534	-141,705	-141,705	-128,568
01-10-1000-4105	RECREATIONAL/NON PROFIT TAXES	-3,966	-684	-684	-803
01-10-1000-4106	FARM TAXES	-7,294	-7,562	-7,562	-7,565
01-10-1000-4107	TWELVE MILE ELECTRICAL EXTENSION	-3,382	-2,536	-2,536	-2,536
01-10-1000-4110	1% REVENUE GRANT TAX	-12,299	-121,907	-11,964	-11,964
01-10-1000-4111	3% FRANCHISE FEE	-13,530	-14,401	-13,715	-14,265
01-10-1000-4112	1% EASTLINK	-1,636	-661	0	-500
01-10-1000-4113	1% FORTIS	-4,327	-4,295	-4,295	-4,295
01-10-1000-4114	1% TELUS	-2,489	-2,430	-2,430	-2,430
	TOTAL TAXES REVENUE	-2,131,425	-2,423,180	-2,310,684	-2,315,839
GRANTS IN LIEU OF TAXES					
01-10-1001-4201	FEDERAL GOVERNMENT (PILT RCMP & CP)	-15,535	-7,700	-13,817	-13,500
01-10-1001-4202	PROVINCIAL GOVERNMENT (PILT BC LIQUOR)	-3,993	-5,500	-3,304	-3,300
01-10-1001-4203	BC HYDRO GRANT IN LIEU	-145,820	-121,907	-121,907	-121,907
01-10-1001-4204	BC HYDRO DAMS/RESERVOIR	-1,561,700	-1,634,851	-1,634,851	-1,634,851
	TOTAL GRANTS IN LIEU OF TAXES	-1,727,048	-1,769,958	-1,773,879	-1,773,558
GRANT REVENUE					
01-10-1003-4206	PEACE RIVER AGREEMENT (FAIR SHARE)	-732,616	-702,000	-700,284	-697,196
01-10-1003-4207	UNCONDITIONAL GRANT FUNDING	-303,236	-311,000	-311,198	-311,000
01-10-1003-4208	FEDERAL GAS TAX GRANT	-195,835	-97,849	-97,869	-97,849
01-10-1003-4210	PROV GRANTS- OTHER (NDI/COMM REC/COVID)	0	0	0	-499,000
01-10-1003-4611	BCH - CMA PARTNERING RELATIONS (SITE C)	-148,495	-50,000	-10,029	-35,000
	TOTAL GRANT REVENUE	-1,380,181	-1,160,849	-1,119,380	-1,640,045
GENERAL GOVERNMENT SERVICES REVNEUE					
01-10-1005-4001	BANK INTEREST	-125,780	-35,000	-59,153	-35,000
01-10-1005-4322	INSURANCE % (NEW HRZN/REC COMM/SKI CLUB)	-500	-500	-1,000	-1,500
01-10-1005-4324	BULLETIN ADS	-4,575	-5,500	-7,110	-5,500
01-10-1005-4405	MISCELLANEOUS REVENUE	-8,897	-8,000	-28,498	-5,000
01-10-1005-4411	RETAIL SALES	-756	-2,000	-757	-750
	TOTAL GENERAL GOVERNMENT SERVICES	-140,508	-51,000	-96,518	-47,750
COLLECTION FOR OTHER GOVERNMENT					
01-10-1009-4115	SCHOOL TAX	-2,636,915	-2,649,086	-2,775,361	-2,649,086
01-10-1009-4116	PEACE RIVER REGIONAL DISTRICT	-178,983	-195,510	-195,447	-195,510
01-10-1009-4117	PEACE RIVER REGION HOSPITAL	-224,709	-195,731	-195,666	-195,731
01-10-1009-4118	BC ASSESSMENT AUTHORITY	-35,613	-41,095	-41,090	-41,095
01-10-1009-4119	MUNICIPAL FINANCE AUTHORITY	-76	-82	-82	-82
01-10-1009-4120	POLICING TAX	-102,574	-102,825	-114,140	-102,825
	TOTAL COLLECTION FOR OTHER GOVERNMENT	-3,178,870	-3,184,329	-3,321,786	-3,184,329
	TOTAL GENERAL GOVERNMENT REVENUE	-8,558,032	-8,589,316	-8,622,246	-8,961,521
COLLECTION FOR OTHER GOVERNMENT EXPENSES					
01-10-1009-5050	SCHOOL TAX	2,635,974	2,649,086	2,771,542	2,649,086
01-10-1009-5051	PEACE RIVER REGIONAL DISTRICT	179,654	195,510	195,510	195,510
01-10-1009-5052	PEACE RIVER REGION HOSPITAL	226,720	195,731	195,731	195,731
01-10-1009-5053	BC ASSESSMENT AUTHORITY	35,759	41,095	39,395	41,095
01-10-1009-5054	MUNICIPAL FINANCE AUTHORITY	77	82	82	82
01-10-1009-5055	POLICING TAX	102,580	102,825	113,600	102,825
	TOTAL COLLECTION FOR OTHER GOVERNMENT EXPENSES	3,180,763	3,184,329	3,315,859	3,184,329
COUNCIL EXPENSES					

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
01-10-1002-5001	COUNCIL STIPENDS & RENUMERATION	77,162	78,000	85,501	89,693
01-10-1002-5017	TRAVEL, MEETINGS, CONFERENCES	39,225	40,000	2,391	30,000
01-10-1002-5019	LOCAL MEETINGS	952	2,000	232	2,000
01-10-1002-5039	ELECTIONS/REFERENDUMS	0	2,500	0	2,500
01-10-1002-5100	COMMUNICATIONS - COUNCIL	3,896	4,500	6,284	7,000
01-10-1002-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	3,744	4,000	884	4,000
01-10-1002-5107	LEGAL FEES	1,532	4,500	0	1,500
01-10-1002-5109	MEMBERSHIP & DUES	1,131	4,000	0	2,000
01-10-1002-5127	SCHOLARSHIP/GRAD EXPENSES	1,252	4,000	1,510	4,000
01-10-1002-5133	AWARDS - VOLUNTEER APPRECIATION	2,018	2,500	0	2,500
01-10-1002-5309	STAFF APPRECIATION	4,078	6,000	3,691	6,000
	TOTAL COUNCIL EXPENSES	134,991	152,000	100,492	151,193
	GRANT EXPENSES				
01-10-1003-5038	GRANT IN AID (FINANCIAL ASSIST GRANTS)	37,663	50,700	20,591	50,700
01-10-1003-5708	PROVINCIAL GRANT EXPENSE (COVID)	0	0	68	498,932
	TOTAL GRANT EXPENSES	37,663	50,700	20,659	549,632
	GENERAL GOVERNMENT SERVICES EXPENSES				
01-10-1005-5002	WAGES (GGS)	338,235	425,000	472,449	440,000
01-10-1005-5006	WAGES BENEFITS (GGS)	337,443	158,100	172,375	88,000
01-10-1005-5017	TRAVEL	12,467	12,500	3,985	10,000
01-10-1005-5018	TRAINING AND DEVELOPMENT	7,429	25,000	4,134	20,000
01-10-1005-5024	CUSTODIAN WAGES	24,251	27,500	51,210	56,100
01-10-1005-5034	BAD DEBT EXPENSE	0	0	7,163	0
01-10-1005-5100	COMMUNICATIONS - GGS	22,618	22,500	21,859	22,500
01-10-1005-5101	NATURAL GAS	6,127	5,650	7,134	7,200
01-10-1005-5102	ELECTRICITY	4,098	4,810	5,159	4,810
01-10-1005-5103	POSTAGE	4,045	7,000	4,959	6,000
01-10-1005-5104	COURIER & FREIGHT	745	1,500	0	0
01-10-1005-5105	ADVERTISING	547	2,000	1,651	2,000
01-10-1005-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	1,168	2,000	65	1,000
01-10-1005-5107	LEGAL FEES	81,868	35,000	39,576	35,000
01-10-1005-5108	AUDIT FEES	40,649	45,000	38,829	45,000
01-10-1005-5109	MEMBERSHIP & DUES	3,982	4,000	4,369	4,500
01-10-1005-5110	INSURANCE	76,705	80,000	91,813	125,000
01-10-1005-5111	SUPPLIES	29,871	29,500	37,945	37,500
01-10-1005-5112	LICENCES & PERMITS	223	500	631	500
01-10-1005-5113	EQUIPMENT RENTALS & LEASES	39,164	44,600	37,785	40,000
01-10-1005-5117	PROTECTIVE CLOTHING/FIRST AID	0	500	1,116	500
01-10-1005-5118	BUILDING MAINTENANCE & REPAIRS	5,609	25,500	7,088	10,000
01-10-1005-5124	CONTRACT SERVICES (PHOTO COPIER MAINT)	148,181	68,840	55,539	60,000
01-10-1005-5128	SITE C EXPENSES	141,507	5,000	20,931	35,000
01-10-1005-5130	BANK CHARGES & PAYROLL COSTS	6,937	9,000	3,988	7,000
01-10-1005-5131	RETAIL SALES EXPENSE (GGS)	0	5,000	461	1,000
01-10-1005-5750	MFA PYMT: TWELVE MILE RD ELECTRICAL EXT.(INT)	398	398	795	795
01-10-1005-5751	MICELLANEOUS BANK CHARGES/NSF CHARGES	0	3,000	0	0
01-10-1005-5764	MFA PAYMENT: 12 MILE (PRINCIPLE)	2,163	2,163	1,765	1,765
01-10-1005-5774	CONTINGENCY FUND	78,753	150,000	73,369	150,000
	TOTAL GGS EXPENSES	1,415,182	1,201,561	1,168,144	1,211,170
	TOTAL GOVERNMENT SERVICES EXPENSES	4,768,598	4,588,590	4,605,155	5,096,324

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
OTHER GOVERNMENT SERVICES EXPENSES					
ICBC REVENUE					
01-10-1006-4313	HUNTING & FISHING LICENCES REVENUE	-7,948	-8,350	-7,260	-7,500
01-10-1006-4319	TELUS TOWER RENTAL	-4,411	-4,411	-4,411	-4,411
01-10-1006-4320	ICBC COMMISSIONS	-140,221	-110,000	-128,570	-130,000
		-152,580	-122,761	-140,241	-141,911
ICBC EXPENSES					
01-10-1006-5002	WAGES (ICBC)	52,397	54,170	68,257	62,000
01-10-1006-5006	WAGES BENEFITS (ICBC)	0	0	1,289	12,400
01-10-1006-5017	TRAVEL	0	1,000	0	1,000
01-10-1006-5018	TRAINING AND DEVELOPMENT	0	5,000	0	2,000
01-10-1006-5131	RETAIL SALES EXPENSE (HUNTING & FISHING LIC)	7,394	10,500	6,926	7,500
	TOTAL OGS EXPENSES	59,791	70,670	76,472	84,900
	TOTAL ICBC	-92,789	-52,091	-63,769	-57,011
PROTECTIVE SERVICES BUDGET					
PROTECTIVE SERVICES REVENUE					
01-12-1200-4317	SUMMER STUDENT GRANT	0	-8,000	0	-1,650
01-12-1200-4318	OUT OF AREA RESPONSE FEES	-12,286	-11,500	-340	-11,500
01-12-1200-4405	MISCELLANEOUS REVENUE	0	0	-23,699	0
	TOTAL PROTECTIVE SERVICES REVENUE	-12,286	-19,500	-24,039	-13,150
FIRE DEPT EXPENSES					
01-12-1200-5002	WAGES (PROT SERV)	104,026	104,900	97,270	91,000
01-12-1200-5003	WAGES (PW)	17,382	17,000	6,653	12,000
01-12-1200-5006	WAGES BENEFITS (PROT SERV)	0	0	166	20,600
01-12-1200-5017	TRAVEL	186	1,500	2,166	12,500
01-12-1200-5018	TRAINING AND DEVENOPMENT	3,124	8,000	4,000	5,000
01-12-1200-5022	VOLUNTEER STIPEND	21,708	20,000	13,890	20,000
01-12-1200-5023	VOLUNTEER TRAINING COURSES & MATERIALS	4,502	20,000	1,463	12,000
01-12-1200-5100	COMMUNICATIONS - FIRE DEPT	10,220	11,000	15,054	15,500
01-12-1200-5101	NATURAL GAS	1,577	2,500	1,815	2,500
01-12-1200-5102	ELECTRICITY	917	2,500	977	1,500
01-12-1200-5104	COURIER & FREIGHT	70	500	376	500
01-12-1200-5109	MEMBERSHIP & DUES	1,046	1,500	904	1,000
01-12-1200-5110	INSURANCE VOLUNTEERS	5,403	5,800	5,019	5,600
01-12-1200-5111	SUPPLIES	4,174	2,250	624	650
01-12-1200-5112	LICENSES & PERMITS	5,981	5,000	880	1,000
01-12-1200-5113	EQUIPMENT RENTALS & LEASES	0	1,500	0	1,500
01-12-1200-5114	FUEL, OIL LUBRICANTS	0	650	0	650
01-12-1200-5115	VEHICLE OPERATING & MAINTENANCE	3,308	25,000	22,016	25,000
01-12-1200-5120	MATERIALS & SUPPLIES	30,708	31,000	30,068	35,000
01-12-1200-5123	VEHICLE INSPECTIONS	7,180	10,000	7,208	9,000
01-12-1200-5124	CONTRACT SERVICES	12,518	17,000	18,316	19,000
01-12-1200-5200	O & M FIRE HALL	7,686	15,000	21,394	28,000
01-12-1200-5201	O & M FIRE EQUIPMENT	4,795	10,000	2,143	19,000
01-12-1200-5202	DUTY OFFICER	7,000	6,500	11,650	6,500
01-12-1200-5204	SCBA&C	775	4,200	4,551	2,500
01-12-1200-5207	OUT OF AREA RESPONSE	85	2,500	0	2,500
01-12-1200-5209	PUBLIC RELATIONS	3,087	3,100	851	3,100
	TOTAL FIRE DEPT EXPENSES	257,456	328,900	269,455	353,100
MUNICIPAL EMERGENCY PREPAREDNESS EXPENSES					
01-12-1201-5018	TRAINING AND DEVELOPMENT	716	2,000	0	2,000
01-12-1201-5100	COMMUNICATIONS - MEP	1,273	1,800	857	1,200
01-12-1201-5120	MATERIALS & SUPPLIES	30	2,000	447	1,000
	TOTAL MUNICIPAL EMERGENCY PREPAREDNESS EXPENSES	2,019	5,800	1,305	4,200
	TOTAL PROTECTIVE SERVICES EXPENSES	259,475	334,700	270,759	357,300
BYLAW / ANIMAL CONTROL BUDGET					

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
BYLAW ENFORCEMENT REVENUE					
01-13-1300-4310	BUSINESS LICENCE FEES	-4,212	-5,000	-4,501	-5,000
01-13-1300-4311	BYLAW FINES	0	-250	0	-250
	TOTAL BYLAW ENFORCEMENT REVENUE	-4,212	-5,250	-4,501	-5,250
ANIMAL CONTROL REVENUE					
01-13-1301-4312	DOG LICENCES	-2,209	-2,000	-1,570	-2,000
	TOTAL BYLAW ENFORCEMENT REVENUE	-2,209	-2,000	-1,570	-2,000
BUILDING INSPECTION					
01-13-1302-4315	BUILDING PERMITS	-970	-1,500	-2,550	-1,500
	TOTAL BUILDING INSPECTION REVENUE	-970	-1,500	-2,550	-1,500
	TOTAL BYLAW REVENUE	-7,391	-8,750	-8,621	-8,750
BYLAW ENFORCEMENT EXPENSES					
01-13-1300-5002	WAGES	0	0	0	0
01-13-1300-5018	TRAINING AND DEVELOPMENT	0	2,000	0	2,000
01-13-1300-5037	REMEDIATION ACTION (BITTERMAN)	0	0	0	0
01-13-1300-5100	COMMUNICATIONS - BYLAW	0	500	0	0
01-13-1300-5105	ADVERTISING	0	500	0	500
01-13-1300-5107	LEGAL FEES	0	3,000	694	2,000
01-13-1300-5108	ADJUDICATION EXPENSE	0	3,000	0	0
01-13-1300-5109	MEMBERSHIP & DUES	0	500	0	0
01-13-1300-5111	SUPPLIES	0	200	0	0
01-13-1300-5120	MATERIALS & SUPPLIES	80	500	33	500
	TOTAL BYLAW ENFORCEMENT EXPENSES	80	10,200	727	5,000
ANIMAL CONTROL EXPENSES					
01-13-1301-5026	ANIMAL CONTROL CONTRACT WAGES	34,286	35,615	35,933	37,600
01-13-1301-5027	ANIMAL CONTROL EXPENSES	598	1,500	1,845	1,530
01-13-1301-5110	INSURANCE	2,000	2,100	2,090	2,142
01-13-1301-5116	UNIFORMS	0	250	0	0
01-13-1301-5120	MATERIALS & SUPPLIES	358	1,000	614	1,020
	TOTAL ANIMAL CONTROL EXPENSES	37,242	40,465	40,481	42,292
BUILDING INSPECTION EXPENSES					
01-13-1302-5124	CONTRACT SERVICES	16,396	17,400	11,934	17,748
	TOTAL BUILDING INSPECTION EXPENSES	16,396	17,400	11,934	17,748
	TOTAL BYLAW & BUILDING INSPECTION EXPENSES	53,718	68,065	53,143	65,040
PUBLIC WORKS BUDGET					
ASSET MANAGEMENT REVENUE					
01-14-1011-4209	ASSET MGMT: FCM GRANT	0	-50,000	0	-50,000
01-14-1011-4329	ASSET MGMT: BC GOVERNMENT GRANT	0	-10,000	0	-10,000
	TOTAL ASSET MANAGEMENT REVENUE	0	-60,000	0	-60,000
ASSET MANAGEMENT EXPENSES					
01-14-1011-5134	MUNISIGHT - ASSET PLANNING	0	15,000	16,051	0
01-14-1011-5135	MUNISIGHT - ASSET MANAGEMENT SERVICES	0	66,000	70,621	0
01-14-1011-5136	CONDITION ASSESSMENT - CCTV	0	15,000	0	0
01-14-1011-5112	LICENCES & PERMITS	0	0	0	17,120
	TOTAL ASSET MANAGEMENT EXPENSES	0	96,000	86,672	17,120

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
PUBLIC WORKS BUDGET					
PUBLIC WORKS REVENUE					
01-14-1007-4303	CARIP GRANT	-10,462	-10,000	-10,462	-10,000
01-14-1007-4317	CANADA STUDENT GRANT	-4,144	-4,000	0	-1,650
	TOTAL PUBLIC WORKS REVENUE	-14,606	-14,000	-10,462	-11,650
PUBLIC WORKS ADMINISTRATION EXPENSES					
01-14-1007-5002	WAGES (DPW ADMIN)	845,829	831,919	879,330	900,000
01-14-1007-5003	WAGES CASUAL	203,846	146,175	245,129	200,000
01-14-1007-5004	WAGES OVERTIME (DPW ADMIN)	26,987	69,188	26,079	30,000
01-14-1007-5006	WAGES BENEFITS (DPW ADMIN)	0	20,500	32,006	220,000
01-14-1007-5017	TRAVEL	3,930	14,350	2,615	14,350
01-14-1007-5018	TRAINING AND DEVELOPMENT	6,791	15,888	7,588	15,888
01-14-1007-5029	OH & SAFETY EQUIPMENT	5,740	8,500	4,052	8,500
01-14-1007-5104	COURIER & FREIGHT	2,521	4,080	1,477	2,000
01-14-1007-5105	ADVERTISING	0	2,000	1,280	2,040
01-14-1007-5109	MEMBERSHIP & DUES	899	2,000	1,881	2,040
01-14-1007-5110	INSURANCE	55,889	54,000	56,612	57,500
01-14-1007-5117	PROTECTIVE CLOTHING/FIRST AID	10,957	11,220	7,735	11,220
01-14-1007-5124	CONTRACT SERVICES	2,744	23,000	6,414	28,000
	TOTAL PW ADMINISTRATION EXPENSES	1,166,133	1,202,820	1,272,197	1,491,538
PUBLIC WORKS SHOP EXPENSES					
01-14-1400-5100	COMMUNICATIONS - PW SHOP	8,345	12,240	14,316	14,500
01-14-1400-5101	NATURAL GAS	10,025	10,000	12,332	11,000
01-14-1400-5102	ELECTRICITY	3,520	4,000	-3,043	4,000
01-14-1400-5112	LICENSES & PERMITS	1,091	1,122	1,378	1,200
01-14-1400-5300	O & M PUBLIC WORKS SHOP	52,141	61,800	36,993	59,000
	TOTAL PW SHOP EXPENSES	75,122	89,162	61,976	89,700
PUBLIC WORKS ROADS EXPENSES					
01-14-1401-5102	ELECTRICITY STREET LIGHTING	37,740	37,000	43,806	41,000
01-14-1401-5113	EQUIPMENT RENTALS & LEASES	0	9,690	0	0
01-14-1401-5114	FUEL, OIL LUBRICANTS	70,796	72,695	52,260	74,149
01-14-1401-5122	REPLACEMENT PARTS & EQUIPMENT	43,650	45,900	48,676	46,500
01-14-1401-5123	VEHICLE INSPECTIONS	2,080	4,080	2,470	4,162
01-14-1401-5301	O & M ROADS	100,770	152,800	9,518	160,000
	TOTAL PW ROADS EXPENSES	255,036	322,165	156,731	325,811
AIRSTRIP MAINTENANCE					
01-14-1402-5102	ELECTRICITY	140	150	139	150
01-14-1402-5302	O & M AIRSTRIP	500	20,000	14,739	6,000
	TOTAL AIRSTRIP MAINTENANCE	640	20,150	14,879	6,150
	TOTAL PUBLIC WORKS EXPENSES	1,496,931	1,634,297	1,505,783	1,913,199
ENVIRONMENTAL & PUBLIC HEALTH BUDGET					
ENVIRONMENTAL SERVICES REVENUE					
01-15-1500-4301	RESIDENTIAL GARBAGE FEES	-85,471	-85,500	-84,822	-85,500
01-15-1500-4303	FUEL TREATMENT PROJECT	-184,120	0	0	0
01-15-1500-4405	MISCELLANEOUS REVENUE (TRASH BIN)	-299	-500	-65	-325
	TOTAL ENVIROMENTAL REVENUE	-269,890	-86,000	-84,887	-85,825
PUBLIC HEALTH REVENUE					
01-15-1600-4304	CEMETERY FEES	-8,338	-2,300	430	-2,300
	TOTAL PUBLIC HEALTH REVENUE	-8,338	-2,300	430	-2,300
	TOTAL ENVIRO & PUBLIC HEALTH REVENUE	-278,228	-88,300	-84,457	-88,125

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
ENVIRONMENTAL SERVICES EXPENSES					
01-15-1500-5115	VEHICLE OPERATING & MAINTENANCE	950	5,100	381	1,500
01-15-1500-5400	O & M ENVIRONMENTAL	1,050	15,300	12,068	10,000
01-15-1500-5401	LANDFILL FEES (CHETWYND)	32,597	30,000	27,118	32,000
01-15-1500-5402	LANDFILL CLEAN UP	10,594	10,000	8,441	11,000
01-15-1500-5404	PINE BEETLE	9,816	0	0	0
	TOTAL ENVIRONMENTAL SERVICES EXPENSES	55,008	60,400	48,008	54,500
PUBLIC HEALTH EXPENSES					
01-15-1600-5500	CEMETERY EXPENSES	373	2,500	209	11,000
01-15-1600-5502	O & M PUBLIC HEALTH	193	3,500	129	500
	TOTAL PUBLIC HEALTH EXPENSES	566	6,000	338	11,500
	TOTAL ENVIRONMENTAL & HEALTH EXPENSES	55,574	66,400	48,346	66,000
ARENA BUDGET					
ARENA REVENUE					
01-17-1700-4401	DROP IN FEES	-1,081	-1,500	-1,161	-1,100
01-17-1700-4402	PASS FEES	-1,019	-2,200	-1,648	-1,500
01-17-1700-4404	RENTAL FEES	-14,738	-18,500	-10,506	-10,000
01-17-1700-4405	MISCELLANEOUS REVENUE	-561	-500	-2,449	-500
01-17-1700-4411	RETAIL SALES	-1,015	-1,400	-449	-500
	TOTAL ARENA REVENUE	-18,414	-24,100	-16,212	-13,600
ARENA EXPENSES					
01-17-1700-5031	SPECIAL EVENTS ARENA	2,183	3,000	86	2,000
01-17-1700-5100	COMMUNICATIONS - ARENA	10,792	4,000	4,009	4,200
01-17-1700-5101	NATURAL GAS	11,441	11,465	14,377	12,500
01-17-1700-5102	ELECTRICITY	24,482	28,050	35,189	30,000
01-17-1700-5111	SUPPLIES	1,093	3,500	1,775	2,000
01-17-1700-5131	RETAIL PURCHASES ARENA (VENDING/POP)	2,549	2,500	-433	2,000
01-17-1700-5900	O & M ARENA EXPENSES	40,535	35,000	31,385	40,000
	TOTAL ARENA EXPENSES	93,075	87,515	86,388	92,700
SWIMMING POOL BUDGET					
SWIMMING POOL REVENUE					
01-17-1701-4401	DROP IN FEES	-2,661	-28,500	-701	-2,500
01-17-1701-4402	PASS FEES	-14,889	-15,200	-8,234	-10,000
01-17-1701-4403	LESSONS	-4,808	-4,900	0	-3,500
01-17-1701-4404	RENTAL FEES	0	-400	0	-400
01-17-1701-4405	MISCELLANEOUS REVENUE	19,246	0	0	0
01-17-1701-4411	RETAIL SALES POOL	0	-150	0	0
01-17-1701-4317	CANADA STUDENT GRANT	-4,449	0	0	-5,000
	TOTAL SWIMMING POOL REVENUE	-7,562	-49,150	-8,935	-21,400
SWIMMING POOL EXPENSES					
01-17-1701-5003	WAGES SEASONAL (POOL)	112,840	116,661	87,725	120,000
01-17-1701-5006	WAGES BENEFITS (PDW POOL)	0	0	0	24,000
01-17-1701-5017	TRAVEL	3,195	3,200	0	3,000
01-17-1701-5018	TRAINING AND DEVELOPMENT	3,734	3,800	878	5,000
01-17-1701-5100	COMMUNICATIONS - POOL	1,293	1,500	1,680	1,500
01-17-1701-5101	NATURAL GAS	12,018	14,200	13,598	14,000
01-17-1701-5102	ELECTRICITY	6,886	7,500	8,557	8,000
01-17-1701-5104	COURIER & FREIGHT	1,475	1,500	1,198	1,300
01-17-1701-5111	SUPPLIES	1,918	5,500	1,170	2,000
01-17-1701-5124	CONTRACT SERVICES	513	600	0	10,000
01-17-1701-5901	O & M POOL	66,032	73,550	21,467	65,000
	TOTAL SWIMMING POOL EXPENSES	209,905	228,011	136,273	253,800

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
	VISITOR CENTER BUDGET				
	VISITOR INFORMATION CENTER REVENUE				
01-17-1702-4205	TOURISM BC GRANT	-11,007	-10,000	-11,000	-10,000
01-17-1702-4411	RETAIL SALES	-1,240	-1,650	-801	-1,650
	TOTAL VISITOR INFORMATION CENTER REVENUE	-12,247	-11,650	-11,801	-11,650
	VISITOR INFORMATION CENTER EXPENSES				
01-17-1702-5003	WAGES SEASONAL (INFO)	37,560	38,130	35,581	39,000
01-17-1702-5006	WAGES BENEFITS (INFO)	0	0	0	7,800
01-17-1702-5017	TRAVEL	0	500	0	0
01-17-1702-5018	INFO CTR TRAINING	674	1,000	0	0
01-17-1702-5100	COMMUNICATIONS - VIS CENT	4,484	4,200	4,557	4,600
01-17-1702-5102	ELECTRICITY	1,861	1,850	2,165	2,000
01-17-1702-5105	ADVERTISING - INFO CTR TOURISM	5,639	7,000	6,130	7,000
01-17-1702-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	6,246	9,500	2,641	9,500
01-17-1702-5109	MEMBERSHIP & DUES	38	1,400	0	0
01-17-1702-5111	SUPPLIES	543	2,500	446	500
01-17-1702-5116	UNIFORMS	44	600	0	0
01-17-1702-5124	CONTRACT SERVICES	0	650	0	0
01-17-1702-5131	RETAIL SALES	78	1,000	0	1,000
01-17-1702-5903	O & M VISITORS CENTER	2,440	25,000	611	25,000
	TOTAL VISITOR INFORMATION CENTER EXPENSES	59,607	93,330	52,131	96,400
	CURLING CLUB BUDGET				
	CURLING CLUB REVENUE				
01-17-1703-4308	CURLING CLUB RENTAL/LEASE	-10,000	-10,000	0	-10,000
	TOTAL CURLING CLUB REVENUE	-10,000	-10,000	0	-10,000
	CURLING CLUB EXPENSES				
01-17-1703-5100	COMMUNICATIONS - CURLING	2,457	2,500	2,772	2,800
01-17-1703-5101	NATURAL GAS	3,845	4,000	4,618	4,200
01-17-1703-5102	ELECTRICITY	3,667	3,500	2,685	3,500
01-17-1703-5906	O & M CURLING RINK	12,843	14,000	7,823	45,000
	TOTAL CURLING CLUB EXPENSES	22,812	24,000	17,898	55,500
	COMMUNITY HALL BUDGET				
	COMMUNITY HALL REVENUE				
01-17-1704-4332	COMMUNITY HALL RENTALS	0	-2,500	-700	-1,700
	TOTAL COMMUNITY HALL REVENUE	0	-2,500	-700	-1,700
	COMMUNITY HALL EXPENSES				
01-17-1704-5100	COMMUNICATIONS - COMM HALL	0	0	1,086	1,300
01-17-1704-5101	NATURAL GAS	0	3,000	2,111	3,000
01-17-1704-5102	ELECTRICITY	0	1,500	817	1,530
01-17-1704-5907	O & M COMMUNITY HALL	0	17,000	6,832	15,000
	TOTAL COMMUNITY HALL EXPENSES	0	21,500	10,845	20,830

GL CODE	2021 BUDGET LIBRARY BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
LIBRARY REVENUE					
01-17-1705-4307	LIBRARY IT MAINTENANCE COSTS	-9,599	-9,600	-9,599	-9,600
	TOTAL LIBRARY REVENUE	-9,599	-9,600	-9,599	-9,600
LIBRARY EXPENSES					
01-17-1705-5038	GRANT IN AID	121,103	122,314	122,314	123,537
01-17-1705-5119	BUILDING MAINTENANCE & REPAIRS	15,919	55,000	2,519	55,000
01-17-1705-5124	CONTRACT SERVICES (IT MNTHLY MAINT)	8,799	12,500	10,399	9,600
	TOTAL LIBRARY EXPENSES	145,820	189,814	135,232	188,137
PARK BUDGET					
PARK REVENUE					
01-17-1706-4203	BC HYDRO/TREE PROGRAM	0	0	0	0
	TOTAL PARK REVENUE	0	0	0	0
PARKS EXPENSES					
01-17-1706-5101	NATURAL GAS	460	500	426	500
01-17-1706-5102	ELECTRICITY	1,748	2,200	3,008	3,100
01-17-1706-5120	MATERIALS & SUPPLIES	0	10,200	7,343	10,200
01-17-1706-5132	TREE PROGRAM EXPENSES	600	1,150	1,039	1,000
01-17-1706-5902	O & M PARKS	11,856	28,850	14,643	30,000
	TOTAL PARKS EXPENSES	14,664	42,900	26,459	44,800
CAMPGROUNDS BUDGET					
CAMPGROUNDS REVENUE					
01-17-1707-4402	PASS FEES	-5,142	-6,000	-4,997	-6,000
01-17-1707-4405	MISCELLANEOUS REVENUE	-6,512	-6,500	-10,007	-6,500
01-17-1707-4406	ALWIN HOLLAND PASS	-1,888	-3,000	-1,850	-2,000
01-17-1707-4407	CAMERON LAKE PASS	-20,486	-2,500	-23,515	-25,000
01-17-1707-4409	DINOSAUR LAKE PASS	-13,765	-1,500	-10,445	-11,000
01-17-1707-4410	KING GETHING PASS	-2,081	-3,000	-1,001	-2,000
	TOTAL CAMPGROUNDS REVENUE	-49,875	-22,500	-51,815	-52,500
CAMPGROUNDS EXPENSES					
01-17-1707-5100	COMMUNICATIONS - CAMPGROUNDS	116	150	327	7,625
01-17-1707-5111	SUPPLIES	61	150	0	0
01-17-1707-5113	EQUIPMENT RENTALS & LEASES	0	500	0	0
01-17-1707-5905	O & M CAMPGROUNDS	13,333	13,100	6,338	15,000
	TOTAL CAMPGROUNDS EXPENSES	13,510	13,900	6,665	22,625
SPECIAL EVENTS BUDGET					
SPECIAL EVENTS REVENUE					
01-17-1708-4214	GRANTS - OTHER (CANADA DAY)	-23,017	-30,000	-1,300	-2,600
01-17-1708-4215	PROGRAM REGISTRATIONS	-11,695	-9,000	-350	-9,000
01-17-1708-4321	SUMMER STUDENT WORK EXPERIENCE	-5,712	0	0	-5,000
01-17-1708-4330	WINTER CARNIVAL DONATIONS	-10,950	-6,500	-8,915	-6,500
01-17-1708-4331	DONATIONS	0	-10,000	-625	-500
	TOTAL SPECIAL EVENTS REVENUE	-51,374	-55,500	-11,190	-23,600

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
SPECIAL EVENTS EXPENSES					
01-17-1708-5002	WAGES (REC)	66,093	62,007	62,673	64,800
01-17-1708-5003	WAGES CASUAL (REC)	18,727	5,000	0	15,000
01-17-1708-5006	WAGES BENEFITS (SEC)	0	0	1,943	15,960
01-17-1708-5017	TRAVEL	1,708	3,000	514	1,500
01-17-1708-5018	TRAINING AND DEVELOPMENT	1,238	3,000	392	3,000
01-17-1708-5030	SPECIAL EVENTS CONTRACT & FIT FOR LIFE	11,860	14,000	4,077	13,000
01-17-1708-5031	SPECIAL EVENTS EXPENSES	24,557	28,000	8,710	28,000
01-17-1708-5100	COMMUNICATIONS - SPECIAL EVENTS	1,032	1,000	1,426	1,500
01-17-1708-5109	MEMBERSHIP & DUES	400	500	405	500
01-17-1708-5111	SUPPLIES	87	1,000	1,773	0
01-17-1708-5308	WINTER CARNIVAL EXPENSES	9,415	22,000	10,616	15,000
01-17-1708-5311	SPECIAL PROJECTS: DESIGN & PRINTNG TRAIL MAPS	16,467	5,000	33	5,000
	TOTAL SPECIAL EVENTS EXPENSES	151,584	144,507	92,564	163,260
LANDS BUDGET					
LANDS					
01-18-1800-4316	LAND USE APPLICATION FEES	30	-1,000	-1,600	-1,000
01-18-1800-4325	SITE C TECHNICAL SUPPORT	0	-378,400	-403,400	0
	TOTAL LANDS DEVELOPMENT REVENUE	30	-379,400	-405,000	-1,000
LANDS					
01-18-1800-5034	BYLAW EXPENSE	3,131	5,000	2,589	5,000
01-18-1800-5107	LEGAL FEES	0	8,500	3,930	8,500
01-18-1800-5303	SURVEY/MAPPING/GIS	0	1,000	0	0
01-18-1800-5405	LUCAS SUBDIVISION - MARKETING/GRADING	0	15,000	8,135	4,000
		3,131	29,500	14,654	17,500
MUSEUM BUDGET					
MUSEUM EXPENSES					
01-17-1709-5038	GRANT IN AID	85,800	86,708	86,708	87,576
	TOTAL MUSEUM EXPENSES	85,800	86,708	86,708	87,576
NEW HORIZONS BUDGET					
NEW HORIZONS					
01-17-1711-5119	NEW HORIZONS BUILDING REPAIRS & MAINT	41	10,000	122	15,000
	TOTAL NEW HORIZONS RECPENES	41	10,000	122	15,000
ECONOMIC DEVELOPMENT BUDGET					
ECONOMIC DEVELOPMENT REVENUE					
01-19-1900-4210	PROV GRANTS- OTHER (NDI/COMM REC)	-15,599	0	-15,548	-15,000
01-19-1900-4405	MISCELLANEOUS REVENUE	0	-500	-1,356	-1,200
	TOTAL ECON DEV REV	-15,599	-500	-16,904	-1,200
ECONOMIC DEVELOPMENT EXPENSES					
01-19-1900-5400	O & M ENVIRONMENTAL CTO SIGNS	11,225	11,000	1,203	11,000
	TOTAL ECON DEV EXP	11,225	11,000	1,203	11,000

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
WATER & TREATMENT BUDGET					
WATER TREATMENT & DISTRIBUTION REVENUE					
04-40-4000-4501	WATER - RESIDENTIAL CHARGES	-113,984	-115,250	-113,801	-115,250
04-40-4000-4502	WATER - COMMERCIAL WATER STAND CHARGES	-87,282	-40,000	-40,086	-40,000
04-40-4000-4503	WATER - RESIDENTIAL WATER STAND CHARGES	-5,699	-6,200	-5,933	-6,200
04-40-4000-4507	WATER - METERED CHARGES	-7,561	-8,500	-11,339	-8,500
04-40-4000-4512	WATER - DISCOUNTS	3,331	3,200	3,212	3,200
	TOTAL WATER TREATMENT & DIST REVENUE	-211,194	-166,750	-167,947	-166,750
WATER CONNECTION REVENUE					
04-40-4001-4504	CONNECTION & SERVICE CHARGES	0	-1,000	0	-1,000
	TOTAL WATER CONECTION REVENUE	0	-1,000	0	-1,000
	TOTAL WATER REVENUE	-211,194	-167,750	-167,947	-167,750
WATER TREATMENT & DISTRIBUTION EXPENSES					
04-40-4000-5002	WAGES (WATER)	40,747	72,930	49,118	65,000
04-40-4000-5004	WAGES OVERTIME (WATER)	22,684	20,400	26,406	35,000
04-40-4000-5006	WAGES BENEFITS (WATER)	0	0	792	13,000
04-40-4000-5017	TRAVEL	0	5,500	1,190	2,000
04-40-4000-5018	TRAINING AND DEVELOPMENT	3,172	8,000	4,470	6,500
04-40-4000-5100	COMMUNICATIONS - WATER	6,008	6,120	6,240	6,300
04-40-4000-5102	ELECTRICITY	49,087	51,050	58,747	65,000
04-40-4000-5104	COURIER & FREIGHT	514	765	494	600
04-40-4000-5112	LICENCES & PERMITS	1,474	2,550	913	1,500
04-40-4000-5124	CONTRACT SERVICES	1,360	5,000	0	5,000
04-40-4000-5800	O & M WATER TREATMENT AND DISTRUBUTION	76,836	81,090	29,222	40,000
	TOTAL WATER TREATMENT EXPENSES	201,881	253,405	177,592	239,900
	TOTAL WATER EXPENSES	201,881	253,405	177,592	239,900
WASTE WATER BUDGET					
WASTE WATER REVENUE					
05-50-5000-4405	MISCELLANEOUS REVENUE	0	0	-10,000	0
05-50-5000-4502	SEWER - RESIDENTIAL CHARGE	-70,163	-70,165	-69,549	-70,165
05-50-5000-4505	SEWER - LAGOON DUMPS	-5,550	-5,500	-3,375	-5,500
05-50-5000-4508	SEWER - METERED CHARGES	-3,914	-4,000	-4,709	-4,000
05-50-5000-4513	SEWER - DISCOUNTS	2,065	2,200	2,011	2,200
	TOTAL SEWER TREATMENT REVENUE	-77,562	-77,465	-85,622	-77,465
WASTE WATER COLLECTION REVENUE					
05-50-5001-4504	CONNECTION & SERVICE CHARGES	0	-1,000	0	-1,000
05-50-5001-4514	THOMPSON SEWER BYLAW NO# 877	-4,678	-4,678	-4,678	-4,678
	TOTAL WASTE WATER COLLECTION REVENUE	-4,678	-5,678	-4,678	-5,678
	TOTAL SEWER REVENUE	-82,240	-83,143	-90,300	-83,143

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
WASTE WATER EXPENSES					
05-50-5000-5002	WAGES (SEWER)	36,939	47,940	23,193	35,000
05-50-5000-5004	WAGES OVERTIME (SEWER)	28,190	12,750	18,234	20,000
05-50-5000-5006	WAGES BENEFITS (SEWER)	0	0	278	7,000
05-50-5000-5017	TRAVEL		1,500	0	1,500
05-50-5000-5018	TRAINING AND DEVELOPMENT	2,127	6,000	760	6,000
05-50-5000-5100	COMMUNICATIONS - SEWER	856	3,030	1,395	1,500
05-50-5000-5101	NATURAL GAS	1,608	1,836	1,422	1,700
05-50-5000-5102	ELECTRICITY	832	1,000	-5,334	1,020
05-50-5000-5104	COURIER & FREIGHT	0	500	0	600
05-50-5000-5112	LICENCES & PERMITS	531	47,500	11,948	35,552
05-50-5000-5124	CONTRACT SERVICES	929	5,000	5,751	22,000
05-50-5000-5802	O & M SEWER & PIPING	24,569	64,900	32,018	55,000
	TOTAL WASTE WATER EXPENSES	96,580	191,956	89,666	186,872
	TOTAL SEWER EXPENSES	96,580	191,956	89,666	186,872
	TOTAL OPERATIONS REVENUE	-9,491,198	-9,718,420	-9,680,467	-9,682,250
	TOTAL OPERATIONS EXPENSES	7,803,723	8,286,768	7,580,729	9,095,782
	CAPITAL EXPENDITURES	450,708	2,200,515	1,237,956	2,108,550
	CHANGE IN SURPLUS	1,236,768	-768,863	861,782	-1,522,082
		0.00	0.00	0.00	0.00

REQUEST FOR DECISION

RFD#:	2021MR03	Date:	March 2, 2021
Meeting#:	CM030821	Originator:	Mokles Rahman
RFD TITLE:	Draft 2021 Capital Budget		

RECOMMENDATION / RESOLUTION:

That Council receive the draft 2021 Capital Budget for information and discussion.

BACKGROUND:

Administration prepared this Capital Budget based on the Council Strategic Direction (2019-2022), Strategic Planning Session held on November 7, 2020 and Budget Workshop held on February 13, 2021.

The 2021 budget will be finalized once the 2020 year-end balance information has been verified through the 2020 audit being completed by KPMG, and information received from the Regional Hospital District, as well as amounts for BC Assessment, School Tax, Municipal Finance Authority, and Police Tax. It may be mentioned here that we already received information on 2021 grants estimate from the Peace River Regional District.

Once these additional information are received, the operations and capital budget will come back to council for adoption of the 2021 Financial Plan and then following this, the 2021 Tax Bylaw will come before Council.

DISCUSSION:

Highlights or points of discussion include:

- Administration is proposing \$2,108,550 of Capital Projects for 2020. Out of which \$564,550 is carry over from 2020.
- A large portion (\$697,196) of the proposed Capital Budget is funded from Peace River Agreement grant funding, which is \$3,000 less than 2020.
- Also, an amount of \$311,000 is from Small Communities Grant.
- Beryl Prairie Subdivision stormwater culverts in 2 locations are proposed in 2021. To save costs engineering services for the construction will be done in-house and contractor will be hired for construction.
- ATV Campground grant application was declined. Administration is working on extension of lease. An amount of \$150,000 is budgeted to construct some of the basic infrastructure to start the ATV Campground.
- A prefabricated Restroom Block (1 man and 1 women washroom) considered at the Dinosaur lake with an estimated cost of \$90,000.
- Using COVID Grant Funds, a sound system for Council Chamber considered. Because of COVID, flexi glass barriers installed in the Council Chamber which became more difficult to follow the conversation during the council meeting.

- Similarly, using COVID Grant Funds safety glass wall will be installed at the front entrance of the District Office. A glass enclosure would provide increased security / personal safety for Staff, primarily during regular hours when the Office is open to the Public, and during the Council meetings.

ALTERNATIVES:

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

Other:

This is the third year Administration is using a Risk Based Matrix to help set priority for proposed Capital expenditures. The intent is to assist Council setting priority in terms of budgeting limited capital dollars as demand usually outstrips supply.

Attachments:

1. 2021 Proposed Capital Budget - Summary
2. 2021 Proposed Capital Project Priority Matrix
3. 2021 Capital Planning Project/ Purchase Fact Sheets.

Prepared by:



Mokles Rahman, CAO

ATTACHMENT - A

2021 PROVISIONAL CAPITAL BUDGET

Proposed Capital Project List	Project Ranking - Staff	High/ Medium/ Low	Estimated Budget	Reserve/ carry over	PRA	Source of Funding	Department
Water Reservoir water quality improvement***	1	H	\$100,000		\$50,000	Peace River Agreement (PRA) Carry Over from 2020	Water & Wastewater
BP Water Well Piping and Residential-Water Stand	Carry Over	H	\$34,550	\$50,000			
				\$5,550		Carry over from 2020	Water & Wastewater
				\$29,000		PRA carryover from 2020	
MacDougall Sewer - construction***	2	H	\$625,000		\$100,000	Peace River Agreement (PRA)	Water & Wastewater
				\$311,000		Small Community Grant	
				\$214,000		Carry Over from 2020	
Lynx Creek Re-Pavement (Ph-2) ***	3	M	\$408,000		\$250,000	Peace River Agreement (PRA)	Public Works
						Capital Machinery and Equipment Reserve	Public Works
				\$28,000		Carry over from 2020	Public Works
Beryl Prairie Culvert Replacement (2 locations)	8	H	\$90,000			Capital Machinery and Equipment Reserve	Public Works
Carter Street and Post office Storm Culvert	9	M	\$80,000			Capital Machinery and Equipment Reserve	Public Works
Arena Door and Water Heater Replacement	Carry Over	M	\$50,000				Public Works
				\$36,000		Carry over from 2020	
				\$14,000		Capital Machinery and Equipment Reserve	
Arena Condesner Replacement and	5	H	\$75,000		\$40,000	Peace River Agreement (PRA)	Public Works
				\$35,000		Capital Machinery and Equipment Reserve	
				\$25,000		Capital Machinery and Equipment Reserve	Public Works
Restroom block in Dynosaur lake camgrounds	12	L	\$90,000		\$20,000	Peace River Agreement (PRA)	Public Works
						Capital Machinery and Equipment Reserve	
				\$70,000			
ATV Campground	13	L	\$150,000		\$30,000	Peace River Agreement (PRA)	Public Works
				\$20,000		NDIT Grants received in 2017/ 2018	
				\$100,000		District allocated in 2017/ 2018	
Sand/Plow Truck Replacement (Unit #15, 1995)	11	L	\$260,000		\$207,196	Peace River Agreement (PRA)	Public Works
				\$52,804		Capital Machinery and Equipment Reserve	
				\$8,000		Protective Services Reserve Fund	Protective Services
Fire - Turn Out Gear	4	H	\$8,000				Administration
Safety Wall in the District Office	6	H	\$30,000			COVID safe re-start grant	
Computer replacement and server upgrade	7	H	\$35,000			Capital Machinery and Equipment Reserve	
Council Chamber Sound system	10	L	\$18,000			COVID safe re-start grant	Administration
Community Hall Reserve		L	\$30,000	\$30,000		General Reserve	Recreation
Total			\$2,108,550	\$1,411,354	\$697,196		

2020
2021

Breakdown of Funding	Costs for different priorities	Costs
Peace River Agreement (PRA)	High	\$1,022,550
COVID Safe re-start	Medium	\$538,000
NDIT grant	Low	\$548,000
Small Community Grant		\$2,108,550

Carry over from previous year

Capital Machinery and Equipment Reserve

Note: \$29,000 PRA carry over from 2020

General Reserve

Note: Community hall has a reserve fund of \$60,000 as of December 2020.

Protective Services Reserve Fund

District of Hudson's Hope Capital Planning Priority Matrix

Proposed Capital Projects																																	
Decision Criteria		Water Reservoir Water Quality Improvement - APPROVAL RECEIVED PRE-BUDGET		BP Water Well Piping Upgrade and Residential Water Stand		MacDougall Sewer Rehab - APPROVAL RECEIVED PRE-BUDGET		Lynx Creek Pavemet (Ph-2) APPROVAL RECEIVED PRE-BUDGET		Beryl Prarie Storm culverts replacement in 2 locations		Carter Steet and post office Storm Culvert		Arena Door and Water Heater Replacement		Arena and curling Rink condensers Replacement		Restroom block in Dinosaur Lake Campground		ATV Campground		Sand/ Plow Truck Replacement		Safety Wall in District Office		Computer replacement and server upgrade		Council Chamber Sound System		Turnout Gear			
Weighting	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7	Weighted score	Score out of 7		
5	Risk to Worker Safety	2	10	2	10	3	15	3	15	2	10	3	15	3	15	3	15	1	5	1	5	1	5	3	15	5	25	2	10	1	5	5	25
		6	30	3	15			3	15	3	15	2	10																				
5	Risk to the Public																																
15	Potential Environmental Impact Rating	4	60	2	30	3	45	2	30	1	15	1	15	1	15	2	30	1	15	1	15	2	30	2	30	1	15	1	15	1	15	1	15
		3	75	2	50	5	125	4	100	3	75	3	75	2	50	3	75	4	100	4	100	4	100	4	100	2	50	2	50	2	50	1	25
25	Financial Cost Rating																																
		6	90	4	60	4	60	5	75	4	60	3	45	2	30	3	45	3	45	3	45	2	30	1	15	1	15	1	15	2	30	1	15
15	Reputational Impact																																
		5	75	2	30	5	75	1	15	2	30	1	15	1	15	3	45	1	15	1	15	1	15	2	30	2	30	3	45	3	45	5	75
15	Impact on Services Reliability																																
		6	120	4	80	5	100	4	80	4	80	4	80	4	80	4	80	1	20	1	20	1	20	4	80	4	80	4	80	1	20	6	120
20	Risk Frequency																																
																						</											

Capital Planning Critiera Decision Rating									
Impact Scoring (1-7)	1	2	3	4	5	6	7		
Employee Safety Risk Potential	Not Applicable	Near Miss	First Aid	Temporary disability	Permanent disability	Fatality	Multiple fatalities		
Public Safety Risk Potential	Not Applicable	Near Miss	First Aid	Temporary disability	Permanent disability	Fatality	Multiple fatalities		
Potential Environmental Impact Rating	Not Applicable	Minor	Low	Moderate	High	Extreme	Catastrophic		
Financial Cost Rating	<\$10K	<\$50K	<\$100K	<\$500K	<\$1M	<\$1.5M	>\$1.5M		
Reputational Impact	Not Applicable	Limited	Small	Small but vocal	Many	Majority	All		
Impact on Services Reliability	Short disruption of service to few residences	Short disruption of service to many residences	Short disruption of service to all residences	Long disruption of service to few residences	Long Disruption of service to many residences	Long disruption of service to all residences	Very long disruption of service		
Risk Frequency	Not Applicable	at least once every 100 years	at least once every 10 years	at least once per year	at least 10 times per year	at least 100 times per year	Everyday		

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Water Reservoir Chlorine Booster and Mixer

Date: February 2, 2021

What needs to be done? What is the project scope?

A new chlorine booster station and reservoir mixer need to be installed in the small reservoir and possibly the large reservoir. This work could be performed in a phased approach as the following.

Phase 1a – install mixer in the small reservoir

Phase 1b – install chlorine booster system for small reservoir

Phase 2a – install mixer in the large reservoir

Phase 2b – install chlorine booster system for large reservoir

Purpose:

Currently, the Jamieson Ave and Thompson Ave areas of town have low chlorine residual that doesn't meet Northern Health's guidelines.

What alternatives were considered?

Increasing the chlorine at the water treatment plant was considered, but since the chlorine is already near the maximum allowable chlorine concentration and residences nearby have already complained about the chlorine taste this option was not chosen.

Revising the watermain connections to and between the reservoirs was also explored, but it was determined that this may not solve the problem as there would still be slow turnover of the water in the reservoirs.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

This work is being mandated by Northern Health. The current chlorine residual doesn't meet guidelines, and this could lead to bacterial regrowth in the water distribution lines, which has potential to make people sick.

What is the estimated Capital cost?

Small Reservoir

- Mixer only \$25,000
- Mixer and Chlorine Booster \$55,000

Small and Large reservoir

- Mixer only \$40,000
- Mixer and Chlorine Booster \$100,000

What is the impact on Operating Budget?

Increase/decrease – please explain

☒ Personnel

☒ Supplies/Expense

☒ Utility Cost

☐ No Impact on Operating Budget

This will require additional sodium hypochlorite (liquid chlorine) and staff time to monitor and maintain the system as well as an small increase in electricity to power the system.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

How is the project linked to the strategic plan?

Strategic Objectives 2019-2022: Provide quality Infrastructure Services in a sustainable manner.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: MacDougall Street Rehabilitation

Date: February 5, 2021

What needs to be done? What is the project scope?

The scope of this project is to rehabilitate MacDougall Street from Dudley Dr intersection to Paquette Ave intersection with the replacement of sewer, water, and reconstruction of road. There is no stormwater pipe network in this road.

The service connections for water and sewer will be replaced up to the property lines.

Purpose:

As part of providing quality infrastructure services, MacDougall Street project was identified as one of the projects to improve sanitary sewer network and reduce risk of basement flooding due to sewer backup. In addition, the Ten Years Capital Plan of the District identified the requirements of existing sewer and water pipe upgrades.

During the last several years, the District is experiencing severe sanitary sewer blockage problems at the MacDougall Street. In February 2019, we had to bring a contractor to keep the sanitary main operational as our equipment were not capable to flush the line. Later, video inspection (CCTV) was conducted by hiring a contractor in the summer. Through CCTV inspections, sag and cracks in the northern segment of the MacDougall Street sanitary sewer found. This problem may happen due to settlement of the pipe and inadequate depth of cover of pipe. During wintertime everyday crews are checking the sanitary manholes at MacDougall Street and flushing the line, which is a pressure to staff time and O & M budget for wastewater.

MacDougall Street was originally built in 1962 with water and sanitary services (without storm sewer system). In 2001, to address sanitary main problems, the District replaced the northern segment of the sanitary sewer from AC to PVC, which has sewer flow problems. Although there was no noticeable problem in the AC water main, there are leaks in the hydrant which needs to be replaced immediately.

What alternatives were considered?

1. Rehabilitate the MacDougall Street involving replacement of sanitary sewer and waterline including road and associated infrastructure.
2. Continue flushing the line everyday during the winter months as we are doing now, which is very expensive in operations and maintenance.
3. Do Nothing; however, the District will be at risk of sewer backup, and spending high operating money to keep the sewer line functional.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If we do not take this project, there is a chance of sewer back up, and ultimately may lead to litigation. To avoid sewer back up we must flush the sewer line every day during the winter months, otherwise it will be blocked.

What is the estimated Capital cost?

The estimated cost for construction is \$625,000.

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

The rehabilitation work will significantly reduce the operating cost.

Staff do not need to flush the sanitary line every day during winter months.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

Received estimates from two consultants and a contractor and prepared with best guess.

How is the project linked to the strategic plan?

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

Also, rehabilitation of sewer, water and road are identified in the ten years capital plan.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Lynx Creek Re-Pavement (Ph-2)

Date: February 6, 2021

What needs to be done? What is the project scope?

In 2021, the plan is to re-pave 220 m of Reschke Road plus full length of Lesage road (which is approximately 812 m). Similar to 2020, the scope of the project is to pulverize existing road structure, add 100mm thickness of 20mm minus gravel base and apply 75mm thickness of asphalt surface. In addition, all the existing driveways (gravel/ asphalt) will be adjusted up to the property line with the existing driveway materials. The ditches will not be regraded, and shoulder dressing will not be part of this scope of work to save money. Like 2020, the shoulder will be re-graded by the Public Works summer crews.

Purpose:

The intend of this project is to re-pave the second phase of the three-phase re-pavement plan of the Lynx Creek subdivision.

In 2020, Phase -1 comprising of 1.13 km of Reschke Road was re-paved. In 2021 (Ph-2) 1.32 km will be re-paved. The remaining (Ph-3) 565 m will be re-paved in 2022 if approved.

The reason of this re-pavement of Lynx Creek subdivision is that the road condition is poor. The subdivision was built in the late 1960's and early 70's as a gravel road. Asphalt coat was applied to Reschke Road and Lesage Road in the mid to late 1970's. The surface has deteriorated over the past decade and there are signs of small areas of subsurface distortion (poor sub surface drainage) resulting in potholes.

What alternatives were considered?

Continue repair potholes during wintertime based on the need and spot repair the asphalt during summertime.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If we do not take this project, the road condition will deteriorate year after year. The remaining roads of the Lynx Creek subdivision will be incomplete of re-pavement.

What is the estimated Capital cost?

	Road Name	Length (m)	Width (m)	Area (m ²)	Costs	2020	2021	2022
1	Reschke Road	1,913	5.8	11,095	\$687,915	\$413,093	\$79,112	\$202,455
2	Lesage Road	812	5.8	4,710	\$291,995		\$291,995	
						Sub-Total	\$371,107	
						Contingency	\$37,111	
						Total	\$408,218	

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

The repaving work will reduce the operating cost as staff do not need to repair the potholes and asphalt.

What is your estimate based on? Check all applicable:

Quote Past ☐

Work ☒

Best Guess ☐

Other: _____

The estimate is based on the Ph-1 work done in 2020.

How is the project linked to the strategic plan?

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Storm culvert Replacement in Beryl Prairie

Date: February 6, 2021

What needs to be done? What is the project scope?

The work will involve replacement of culverts at the following locations;

1. Tompkins Road South – Install the washed away 900 CSP culvert.
2. Coulson Road – Replace Existing 700mm CSP with 1600 CSP culvert.

Purpose:

The existing storm water infrastructure in the Beryl Prairie subdivision is undersized for the estimated peak flow of 6 to 12 m³/s.

The Beryl Prairie Subdivision experienced a significant flooding event in May 2, 2020, in and around the Tompkins Road and Coulson Road intersection. Based on this event Council approved the following resolutions:

THAT Council approve a temporary repair for the Beryl Prairie Subdivision road that was impacted by recent flooding and road damage in the amount of approximately \$6,000.

THAT Council waive the Purchasing Policy and approve a sole source contract, not to exceed \$20,750, to Urban Systems for the assessment of the Stormwater in and around the Beryl Prairie Subdivision.

As directed by Council temporary repairs were done. And Urban Systems was hired for the assessment of the Stormwater. Based on their final report the estimated cost for the upgrade is \$830,000. The recommended size of culverts and high-level estimated costs are mentioned below. The estimate includes 30% contingency and 20% Engineering and Environmental allowance. Their estimate is provided below:

Locations	Existing size (in mm)	Replace by	Cost
21102 driveway with culvert	1- 1000 CSP	1-1600 CSP	\$110,000
Upgrades to Tompkins road south culvert crossing (near 21079)	1- 800 CSP 1- 600 CSP	1- 1200 CSP	\$120,000
Upgrades to the roadside ditch along Tompkins Road	Damaged ditch	50 kg rip rap	\$430,000
Coulson Road culvert crossing near 21044	1- 800 CSP 1- 700 CSP	1- 800 CSP 1- 1600 CSP	\$170,000

Based on the consultant's report, the District took the 1st phase of the project which is reinstallation of the driveway at 21102 with 1-1600 dia CSP culvert at a cost of \$29,000 (consultant's estimated cost was \$110,000). The work was done as per council direction. The engineering was done in house. No regulatory approval taken.

THAT Council waive the Purchasing Policy and direct award a contract to W-6 Ranch Limited for an amount not to exceed \$30,000 + taxes to repair the driveway at 21102 Tompkins Road, Beryl Prairie.

In 2021, District is planning to take the 2nd phase of the project upgrade of the Tompkins Road south culvert crossing (near 21079) and Coulson Road culvert crossing (near 21044).

What alternatives were considered?

Continue cleaning the culverts whenever it is plugged. In that case we must spend operating budget in keeping the culverts operational.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If we do not take this project, there is a risk of private property flooding and potential for litigation.

What is the estimated Capital cost?

The estimated cost for the upgrade of the Tompkins Road south culvert crossing (near 21079) and Coulson Road culvert crossing (near 21044) is \$90,000 (consultant's estimated cost is \$290,000). This estimated cost does not include engineering which will be done in house. No regulatory approval will be taken. Also, an old culvert will be utilized, and gravel will be used from District's gravel pit.

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

If we take the project the operating budget will be saved as it is assumed that less staff time will be required for maintaining these storm culverts.

What is your estimate based on? Check all applicable:

Quote ☐

Work ☒

Best Guess ☐

Other: _____

How is the project linked to the strategic plan?

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Storm culvert Replacement

Date: February 6, 2021

What needs to be done? What is the project scope?

The work will involve replacement of culverts at the following locations;

1. Carter St – culvert at the intersection of Carter St and Matt Boe Ave.
2. Post Office – the three (3) undersized and damaged culverts at the approach and back alley of the post office which will be replaced with proper size culverts.

Purpose:

Carter St @ Matt Boe Ave

In 2018, Public Works replaced several upstream culverts along Carter Street (north side) which resulted in increased flow at the two (2) downstream under sized culverts at/near the intersection of Carter St and Matt Boe Ave.

Due to this bottle neck, the yard of the property at the south east corner of the intersection at Carter St and Matt Boe Ave was flooded during the spring 2019. We had to bring in contractor to move snow from the culvert and its surrounding areas. Also, we spent staff overtime to watch the flooding situation in that location.

In 2020, the culvert at the driveway of Matt Boe Ave was replaced with bigger size culvert.

In 2021, the plan is to replace the existing culvert at the intersection of Carter St and Mac Boe Ave with bigger size culvert. There was a gas line near the culvert which was relocated by Fortis in 2020 based on District's request.

Post Office

There are three (3) under sized culverts at the west side of the post office. Two (2) of those are at the approach off the Learmonth St and one is at the north alleyway off the Learmonth St. All the culverts are damaged, and some are even buried. Post office approached us to replace those culverts, as the culverts are not functional, and the area is flooded during spring and rainy season. After assessment, we confirmed that those need to be replaced.

What alternatives were considered?

Continue cleaning the culverts whenever it is plugged. In that case we must spend operating budget in keeping the culverts operational.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If we do not take this project, there is a risk of private property flooding and potential for litigation.

What is the estimated Capital cost?

The estimated costs for these two projects are \$80,000.

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

There is no negative impact on the Operating Budget once drainage is improved. Furthermore, it is assumed that less staff time will be required for maintaining these storm culverts.

What is your estimate based on? Check all applicable:

Quote ☐

Work ☒

Best Guess ☐

Other: _____

How is the project linked to the strategic plan?

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: __Mokles Rahman__

Project Name: __Arena Doors and Water Heaters Upgrades__

Date: __February 6, 2021__

What needs to be done? What is the project scope?

This project was in 2020 capital budget, however, we could not find a contractor to perform the job within the approved budget. Based on the discussion with few contractors, the budget has been increased to perform the project in 2021.

There are a few upgrades planned for the arena. Although, the facility requires a significant sum spent, it is best to wait until the future of the building is known. The identified projects will assist in keeping the building in usable condition for the public.

1. Replacement of interior doors
 - a. Double doors onto the ice floor (3)
 - b. Barn (Dutch) door for the office (1)
2. Replacement of centralized water heaters with on-demand units (4)

The Arena was built in 1981 as a steel frame structure with sheet steel enclosing the building.

1. The warm side of the building – lobby and change rooms – are separated from the ice floor by three double doors with half lights and one single solid door. The office is closed off with a solid steel door
 - a. The three double doors do not meet or seal allowing large air flow between the two sides of the building. In addition, from a safety aspect, the doors having a half light each, do not allow for a good view of young children that may be standing behind the door when larger individuals walk through. This could potentially lead to injury of small children in the arena. A $\frac{3}{4}$ light would reduce the chance of individuals being knocked down. The $\frac{3}{4}$ light would still provide a relatively large steel strip across the bottom in the even they are hit by ice skates.
 - b. The solid steel door for the office does not allow staff to see or interact with patrons unless the door is open. Installing a split barn style door will allow staff to open the top and interact with the public while maintaining some semblance of security.
2. The water heaters for the arena are original to the building and are large gas fired central units (2). Over the last few years, staff have had issues with the pilot going out or backdrafts interfering with good burning. The water heaters run all the time and therefore waste energy in heating water that is not used. Additionally, given that they are central, it takes up to 5-7 minutes to get hot water to some of the change rooms. Installing 4 strategically placed on-demand water heaters would be efficient. These on-demand heaters can provide hot water only when needed and do not store / reheat water until needed.

Purpose:

Replacing the rink floor doors will reduce the exchange of hot and cold air between zones and placing a $\frac{3}{4}$ light in the doors will improve sight lines between the rink area and the lobby.

Replacing the office door with a barn (Dutch) style door will allow the staff to maintain a level of security while allowing public interaction.

What alternatives were considered?

The existing doors can remain in place until a future is known for the arena, but until they are replaced there will be continual air flow between the warm and cold sides of the building. The current door on the office should be replaced to improve security and public interface.

The water heaters can be replaced by new units of a similar type and size in the same location. This does not address wastage of energy or the long wait time for hot water at some of the change rooms or the concession.

If there is no building envelope assessment done, the building will continue to function, but there will be ongoing issues with potential back draft to the furnaces and water dripping through on to the ice surface and other floor area of the building.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

1. No new doors will allow the continuance of warm/cold air exchange between the two sides of the building. It will also not improve sight lines to small children adjacent to the doors.
2. No new door on the office will continue to limit public interaction and continue to allow public easy access to the office when the door is open.
3. The existing water heaters have reached the end of their life, not replacing will be conducive to critical failure of the water heaters and no hot water in the arena. The backdraft issue continues to create an unsafe air environment.
4. Not completing a building envelope assessment will allow for the continual infiltration and exfiltration of water and air into the building. Back draft issues will continue creating a potentially hazardous air environment.

What is the estimated Capital cost?

Doors - \$25,000

On-demand water heaters - \$25,000

Building envelope assessment considered under operating budget.

What is the impact on Operating Budget?

Increase/decrease – please explain

- Personnel
- Supplies/Expense
- Utility Cost

Installing doors that seal between zones will reduce the heating costs on one side of the arena and the cooling effort on the other.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☒

Other: Quotes from vendors

How is the project linked to the strategic plan?

This work fits with Objective 1 of the Strategic Plan – Provide Quality Infrastructure Services in a Sustainable Manner. Providing doors that seal reduces overall energy consumption.

Other comments

The addition of 3/4 light as opposed to the current ½ light windows improves sight lines between the two zones of the arena which is especially beneficial if young children are behind the doors.

The barn door provides an added level of safety for staff working at the arena during public open times.

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Replacement of Condenser at the Arena and Curling Rink

Date: February 6, 2021

What needs to be done? What is the project scope?

The work will involve replacement of condensers at the following locations;

1. Arena – replacement of the existing condenser with a correctly sized unit.
2. Curling rink - reinstall the old arena condenser at the curling rink.

Purpose:

This initiative is for energy saving opportunities at the Hudson's Hope Arena and Curling Club.

The work involves replacing the existing condenser at the Arena with a correctly sized unit. Then reinstall the old arena condenser at the curling club.

Also, the work will involve retrofitting the arena chiller with electronic expansion valves (EXVs). These changes would provide the opportunity to dramatically reduce the compressor head pressure (condensing pressure) at both facilities.

Advantages of reduced compressor head pressure:

- Estimated annual electrical savings of \$4,500 at the arena
- Estimated annual electrical savings of \$1,500 at the curling club
- Reduced equipment run times;
 - Longer equipment life;
 - Longer maintenance intervals;
- Increased system capacity will allow for ice making during hot outside temperature beginning of September.

The life expectancy of an air-cooled condenser coil is 20yrs. It is estimated that this improvement will pay for itself in 12 years.

What alternatives were considered?

Continue running the Arena and Curling Club with the old condenser. In that case the start of ice making facilities at the beginning of the season (September 1) would be challenging.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If we do not take this project, there is a risk of shutting down the ice making plant at any time during the play season which may lead to cancellation of the ice game programs.

What is the estimated Capital cost?

The estimated costs for these two projects are \$100,000.

The price includes:

- Supply and installation of new larger condenser at Hudson's Hope Arena
- Removal and relocation of old arena condenser to curling club
- All modifications to condenser base at both facilities
- Supply and installation of two (2) electronic expansion valves (EXVs) at arena
- Recommissioning of Arena refrigeration plant.
- All required refrigerant piping and valves
- All required electrical work
- All required fan controls (VFD fan sequencer)
- TSBC permits and compliance
- All required labour, travel, LOA
- All equipment freight to site
- 1-year warranty on all above work.

District will have to rent equipment such as crane for placing and relocating units, the cost of which has been considered under this total cost.

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☐ Personnel
- ☐ Supplies/Expense
- ☒ Utility Cost

There will be significant saving of electricity bills, approximately \$6,000 per year.

What is your estimate based on? Check all applicable:

Quote ☒

Work ☐

Best Guess ☐

Other: _____

How is the project linked to the strategic plan?

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Gordon Davies, A.Sc.T. Public Works Manager

Project Name: Dinosaur Lake Campground Restrooms

Date: February 8, 2021

What needs to be done? What is the project scope?

The project will involve the installation of a restroom building at the Dinosaur Lake Campground. The restroom will accommodate one Men's and one Ladies toilet facility and both will be wheelchair accessible with grab bars to aid with mobility. The two existing "outhouses" will be removed.

The features would include:

- Two toilets – separate entrances – wheelchair accessible
- Factory supplied "under building" pump out vaults
- Waterless design
- Hand sanitizing stations

Purpose:

At Dinosaur Lake Campground there are two sets of existing outhouses. One set of outhouses (1 men's and 1 ladies) is located near the entrance to the campground and the other set is located mid way between the Campground and the Boat Launch. The existing outhouses are in excess of 25 years old and are coming to "end of life" as they will require some major maintenance soon. The existing outhouses are not wheelchair accessible or considered "accessible" for other persons with disabilities. The proposed Phase 1 Washroom Building is suggested to be located at the mid way point between the Campground and Boat Launch. From the outside, the building will appear as very attractive, clean and modern. Hard surfaces within the building will be easier for the Campground Attendants to keep it clean. The building size is approximately 7' x 14' or 98 square feet and is of precast concrete construction. The life expectancy of this washroom building will be 40 to 50 years.

Council could consider a fee increase for camping at Dinosaur Lake Campground for contributory funding for the project.

What alternatives were considered?

1. Continue utilizing the existing outhouses.
2. A larger building design with 2 Men's toilets and 2 Ladies toilets – cost prohibitive and ideally suited for a location with running water and gravity or pressure sewer.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

Customers will not be happy with these low-quality toilets.

What is the estimated Capital cost?

The MSRP of the Standard Washroom Building is \$50,000 (not including taxes).

Freight to Site is \$20,000.

Installation – Rental of Equipment or by Contractor \$20,000.

Total Cost - \$90,000.

What is the impact on Operating Budget?

Increase/decrease – please explain

- Personnel
- Supplies/Expense
- Utility Cost

There is no negative impact on the Operating Budget. It would be easier for the campground attendants to clean the washrooms.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

How is the project linked to the strategic plan?

Strategic Objectives 2019 – 2022; Provide quality Infrastructure Services in a sustainable manner.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: ATV Campground

Date: February 9, 2021

What needs to be done? What is the project scope?

Construction of 20 spaces All Terrain Vehicle (ATV) campground located at Dinosaur Lake. The ultimate goal of this project include: Clearing, Grubbing and Stripping, Common Excavation, Granular Sub-base Gravels, Intermediate Graded Base Crushed Gravel, Hydroseeding disturbed areas between road shoulders and trees. In addition, there are plans to have picnic tables including a concrete 8ft x 8ft base slab, Steel fire pit rings, Metal Bear proof garbage containers (double bin with concrete pad). Firewood storage box, group campsite wooden log picnic shelter/building. Comment kiosk. Sewer Men and Women pit toilets. Signs Small Internal vehicle and pedestrian guide signs and campsite number posts. RFP will be issued to perform some of the mentioned job within this limited budget.

The new ATV Campground would be located ½ km north of the existing 17 site Dinosaur Lake Campground and Boat Launch.

Purpose:

Tourism is growing in northern BC and off-road vehicle usage is increasing. Having additional camping sites that are targeted to this demographic will encourage campers to register here and open up more space in Dinosaur Lake Campground from non-ATV campers.

ATV Camping is growing in the province, and Northern BC is characterized by a younger demographic . Unfortunately, there is not a lot of campgrounds targeting this group. Bringing more people to the area will have a positive economic impact on local business including (grocery, gas, liquor, restaurant). Creating a dedicated campground may also reduce the potential for unauthorized 'side of the road' camping whereby ATV Campers set up camp on vacant crown land. The area around Williston Lake (Getty's Bay) is particularly bad for this, and it creates a greater risk for unauthorized fire-pits, and increased litter as there are not garbage receptacles, nor washroom facilities. The Campground will create local employment as the District will be required to have personnel clean and maintain the campground.

The main community that will benefit is the District of Hudson's Hope. Secondary communities that will benefit include the Moberly Lake, City of Fort St. John and the District of Chetwynd, Dawson Creek could also benefit from Alberta traffic via Highway 97 as they will stop for fuel and supplies (groceries) on their way through.

What alternatives were considered?

People can use this undeveloped site for ATV parking which is now reserved for ATV campground. The use without an approved site will be unauthorized and we are not able to make any revenue.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

ATV users will not be happy. There will be overflow/ unauthorized parking in the vicinity.

What is the estimated Capital cost?

The estimated cost of the project is \$820,468. We submitted an application for grant under BC Government – Community Economic Recovery Infrastructure Program. Recently we got the message that the grant application has been declined.

At this moment we are budgeting \$150,000. The source funds are;

PRA - \$30,000

NDIT - \$20,000; already got approval.

District - \$100,000; District allocated this amount in 2017/ 2018.

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☒ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost

There will be impact on the Operating Budget. We have to review the work load of campground attendants to clean the washrooms and the site.

What is your estimate based on? Check all applicable:

Quote ☒

Work ☐

Best Guess ☐

Other: ___ Consultant's estimate _____

How is the project linked to the strategic plan?

Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Gordon Davies A.Sc.T., Public Works

Project Name: Plow Truck Replacement Unit #15 1995 GMC Topkick Plow Truck

Date: February 2, 2021

What needs to be done? What is the project scope?

Replacement of Unit #15 a 1995 GMC Topkick Plow truck. The plow truck is equipped with a Monashee underbody plow and slide in V-box sander c/w rear discharge.

The Unit is 26 years old with 95,360 km on it. However, the dump box has completely rusted through and prolonged service has been obtained by placing some plywood on the inside of the box. The truck will probably not pass the B.C. Commercial Vehicle Inspection in July 2021 due to box and truck frame rust making it unsafe in the opinion of the Provincial Inspector.



Purpose:

This truck is used as a spare to the two front line snowplow trucks in the District's fleet. It is capable of snow plowing, gravel hauling and distribution of Winter sand/salt mix. The truck has been retained longer than usual due to the fact that it utilizes hydraulic brakes and does not require a special license to operate.



It is suggested that Unit #44 the 2013 International snowplow truck be used as a spare to the two front line snowplow trucks and Unit #15 be disposed of as a trade in. Unit #44 has impending motor failure symptoms in addition to dump box/hydraulic hoist issues from near time of purchase. Unit #44 will be satisfactory as a spare snow plow truck even with the defects as described below. The dump box hoist fails to react due to the fact that the wheelbase of the truck chassis was too short for the snowplow package to be properly mounted on it in the beginning. Public Works have bolted on 800 pounds of extra metal on the overhanging cab guard to try to assist the hoist to release and the box to come down. This has failed to cure the problem and another \$5,000.00 hydraulic hoist requires to be purchased in 2021.

Unit #44 is only utilized in the winter as a snowplow truck due to the small and unusual size and configuration of the box. It is also not used in the other seasons due to the fact that the box does not come back down after dumping.

A replacement truck should be specified identical to the snowplow truck purchased in 2020 to be delivered in March 2021 (due to COVID 19). The truck would be equipped with a gravel dump box, underbody snowplow and directional front plow. This sanding unit would be a side tilting box with mid unit sand spinner to discharge sand/salt mix in front of the rear tires.

What alternatives were considered?

The alternative is to keep old unit # 02 which we supposed to dispose in March 2021 once new unit #2 is available.

At a minimum, retaining Unit #44 as the spare or “back up” snowplow truck would be adequate for a 3-year period with the complete disposal by trade in of Unit #15.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If a front-line snow plow truck fails and there is only one other snow plow truck, the District roads could experience a reduced level of service in reaction time or service time. This reduced level of service could potentially result in vehicle accidents and travel delays.

The District would experience difficulty renting or leasing a suitable snow plow truck in an emergency situation, due to the difficulty of private contractors being able to purchase liability insurance for snowplowing on District roads.

What is the estimated Capital cost?

\$260,000

What is the impact on Operating Budget?

Increase/decrease – please explain

☒ Personnel

☒ Supplies/Expense

☐ Utility Cost

☐ No Impact on Operating Budget

Purchase of new snowplow truck will decrease expenses in the Operating Budget. This is due to the improved fuel economy and warranty repair costs being covered by the manufacturer.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _Similar purchase 2020_____

Purchase of a similar unit in 2020 to be delivered in March 2021 due to COVID 19 (upfitter shop closure.)

How is the project linked to the strategic plan?

Mobile equipment in new condition permits personnel to provide quality infrastructure services in a sustainable manner.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Brad Milton

Project Name: Fire Fighter Turnout Gear Replacement

Date: 18 January 2021

What needs to be done? What is the project scope?

This proposal would be to purchase 3 sets of structural fire fighter turn out gear.

Purpose:

This purchase is necessary to ensure the department has an inventory of turn out gear which meets industry best practices for life cycle, and the requirements of the Occupational Health and Safety Regulation Part 31.

What alternatives were considered?

None.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

If this purchase does not occur, it would impact the department's ability to provide safe and reliable equipment to fire department staff. The purchased sets of gear would be utilized to replace older gear which has reached the end of its accepted life span.

What is the estimated Capital cost?

\$8,000

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☐ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost
- ☒ No Impact on Operating Budget

No significant impact.

What is your estimate based on? Check all applicable:

- Quote Past ☒
- Work ☐
- Best Guess ☐

Other: _____

How is the project linked to the strategic plan?

Official Community Plan Section 3.6
Continue to provide a high level of protective services (fire and police) in the community.

Other comments

All turn out gear purchased would meet National Fire Protection Association Standard 1971.

HH Capital Project/Purchase Fact Sheet

Requestor's Name: J. McDougall
Project Name: Glass Enclosure & Door - Office
Date: February 3, 2021

What needs to be done? What is the project scope?

Purchase and installation of a glass enclosure and door at the front entrance to the Office on the upper level; quotation obtained from All-West Glass, Chetwynd.

Purpose:

A glass enclosure with a door placed at the entrance to the Office (upstairs) would provide for increased security / personal safety for Staff, primarily during regular hours when the Office is open to the Public, as well as for Council, Staff and the Public when Council meetings are being held. Security for District property is also a risk as the Office is open while no Staff are present.

A glass enclosure would also serve as a significant safety measure with respect to guarding against COVID-19 infections as it has not been uncommon for members of the public to either ignore or not notice the "Stop – Staff Only" sign near the Front Counter and to enter the Office, ie the sign does not provide a sufficient physical barrier, and there are numerous visits from the public each day, eg ICBC, tax inquiries, permits issued, etc.

What alternatives were considered?

Discussions took place regarding placing a gate between the ICBC Counter and the Front Counter, however this could very easily be opened by the public and visitors and provides virtually no improvement with respect to security or safety.

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

District Staff remain at risk for their personal safety, including the risk of infections from COVID-19. District property would remain at risk and could void the District's property insurance for the Office.

What is the estimated Capital cost?

\$30,000

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☒ Personnel – increase operating cost because of extra cleaning.
- ☐ Supplies/Expense
- ☐ Utility Cost
- ☐ No Impact on Operating Budget

The funding source would be the COVID-19 grant of \$499,000 that was issued by the Province in November 2020.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

Quote obtained from All West Glass, Chetwynd, BC as of January 27, 2021 and subsequent emails.

How is the project linked to the strategic plan?

The funding source would be the COVID-19 grant of \$499,000 that was issued by the Province in November 2020, hence there is not a direct link to a specific Strategic Plan item, however the benefits of a glass enclosure would significantly improve health, safety and security of both staff and District property.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Jeanette McDougall, Corporate Officer

Project Name: Computer Replacements 2021

Date: February 8, 2021

What needs to be done? What is the project scope?

The District has approximately 30 computers and began a scheduled computer replacement program in 2020 with 7 desktops replaced and 1 laptop purchased, which was to effectively replace the Surface laptop that the former CAO is using while working remotely.

Recommending the replacement of 10 computers for 2021, comprised of 8 desktops at approximately \$1,000 per unit and 2 laptops at approximately \$1,500 per unit, with approximately \$1,000 for on-site installation. In addition, the server should be replaced every 5 years; given that the current server was purchased in 2016, it should be replaced in 2021 and will cost approximately \$20,000.

Purpose:

To continue with the scheduled replacement plan that was implemented in 2020 (7 computers were replaced in 2020 that were running Windows 7 - which was no longer supported as at the end of January 2020 - with new computers that could run Windows 10). An annual budget amount for computer and server replacements allows the District to avoid significant expenses in a given year.

What alternatives were considered?

N/A

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

District property would be at increasing risk pertaining to potential technological failure, ie if a computer fails then productivity is negatively impacted. In addition, without a scheduled replacement plan, the District would risk facing a substantial cost in a given year if a number of computers were to fail during that year. Failure of the existing server, if not replaced, would be very disruptive as no Staff could use their computers and there would be downtime while waiting delivery of a new server.

What is the estimated Capital cost?

Approximately \$15,000 to replace 8 desktops and 2 laptops, and \$20,000 for the cost of a new server that is anticipated to be purchased in 2021, for a total of \$35,000.

What is the impact on Operating Budget?

Increase/decrease – please explain

- ☐ Personnel
- ☐ Supplies/Expense
- ☐ Utility Cost
- ☐ No Impact on Operating Budget

What is your estimate based on? Check all applicable:

Quote Past ☐

Work ☐

Best Guess ☐

Other: _____

Quote obtained from IT Partners, the District's service provider, in February 2021.

How is the project linked to the strategic plan?

Other comments

The inventory for computer equipment has not been well-controlled in the past; ie the current inventory list maintained by IT Partners does not reflect all of the District computers (although most are listed) and a record of disposed computer equipment has not been maintained. Staff are working with IT Partners to bring the list current and to properly manage the disposal of replaced computer equipment.

HH Capital Project/Purchase Fact Sheet

Requestor's name: _____

Project Name: _____

Date: _____

What needs to be done? What is the project scope?

Why do we need to do this? Has something recently changed that made the situation worse?

What has been done in the past to mitigate this issue?

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

Based on you previous answer what is the risk/need ranking for this project? (See the attached risk or needs matrices)

What is the estimated cost?

What is your estimate based on? Check all applicable:

Quote

Past work

WAG

Other: _____

Other comments

--

REQUEST FOR DECISION

RFD#: JM-2021-05	Date: March 8, 2021
Meeting#: CM030920	Originator: Jeanette McDougall
RFD TITLE: 2021 Financial Grant in Aid Requests	

RECOMMENDATIONS:

***THAT** Council approve Schedule A as the 2021 Financial Grant in Aid allocation;
and*

***THAT** requests for “In-Kind” assistance be referred to Administration to work with
the requesting organization on a case-by-case basis.*

BACKGROUND:

Based on the District’s Financial Assistance Grant Policy No 001/20, an amount not exceeding 10% of the annual municipal residential tax revenue will be budgeted for financial assistance grants.

Of the total amount budgeted, eighty-percent (80%) will be eligible for disbursement through the budget approval process and the remaining twenty-percent (20%) will remain unallocated for requests that may be received later in the year.

The estimated residential taxes for 2021 are \$333,063 and ten-percent of this total is \$33,301, **therefore \$26,644 (80% of \$33,301) is available for Financial Assistance Grants through the budget process** with **\$6,661 (20% of \$33,301)** remaining unallocated for requests throughout the year.

This compares to the 2020 Financial Assistance report that was included on the Council Agenda for March 9, 2020, where the estimated residential taxes were \$349,516 with 10% of this amount being \$34,952, therefore \$27,962 (80% of \$34,952) available through the budget process, leaving \$6,990 (20% of \$34,952) remaining unallocated for requests throughout the year.

DISCUSSION:

The District received six (6) financial grant in aid requests for 2021 and the allocation of funds is based on Council’s decision. Administration is recommending that Council delegate the decision around the level of “In-Kind” support back to Administration to work directly with the societies making the requests.

FINANCIAL:

SR3

The total amount requested by all of the 2021 applicants is \$13,944.10, which is less than the \$26,644 maximum amount available in the 2021 budget. For comparison, the 2020 amount spent on Grant in Aid was \$20,591.

ALTERNATIVES:

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

ATTACHMENTS:

- *Financial Assistance Grant Policy*
- *Summary of 2021 Financial Assistance Grant Applications*
- *2021 Financial Assistance Grant Applications*

Report Prepared by:


Jeanette McDougall,
Corporate Officer

Report Approved by:


Mokles Rahman, CAO

FINANCIAL ASSISTANCE GRANT POLICY

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

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

Section: Finance

Purpose:

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

Policy:

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

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

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

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

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

This policy does not apply to:

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

Procedure:

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



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

APPLICATION FOR A GRANT

Date: _____

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Mailing Address	City	Province	Postal Code
SOCIETY INFORMATION			
Society Registration Number	Charity's BN (Business Number) / Registration Number <i>(the number the organization puts on charitable donation receipts)</i>		
SOCIETY EXECUTIVE – ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Mailing Address	City	Province	Postal Code
Work Telephone	Home Telephone	Cell Telephone	Email Address

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



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

ORGANIZATION INFORMATION					
Organization Name:					
Address:					
City:					
State:					
Zip:					
Phone:					
Fax:					
E-mail:					
Website:					
Industry:					
Business Type:					
Year Founded:					
Number of Employees:					
Annual Revenue:					
Primary Products/Services:					
Key Personnel:					
Other Information:					

Describe the purpose of your organization:

User Statistics	
Active Users	1,234
New Registrations	567
Returning Users	890
Churn Rate	15%
Average Session Duration	12:34
Peak Concurrent Users	2,500
Geographic Distribution	North America: 60%, Europe: 30%, Asia: 10%
Device Usage	Mobile: 70%, Desktop: 25%, Tablet: 5%
Referral Sources	Search Engines: 40%, Direct: 30%, Social Media: 20%, Referrals: 10%
Feedback Score	4.5/5
Support Tickets	123 Open, 456 Closed
Compliance Status	GDPR: Compliant, CCPA: Compliant

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

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

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

[illegible]



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

Describe the reason for your grant application:

☐ Event ☐ Capital Project

☐ Youth ☐ Seniors ☐ Disadvantaged Persons

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

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

DECLARATION

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

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

Signature of Applicant

Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250-783-9901.

APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA

Financial Assistance - 2021 Schedule A

Name	Request	Amount Requested
Hudson's Hope Bible Fellowship - Afterschool Club/Stay and Play	To purchase of childrens toys and games	\$1,000
Double "H" Saddle Club	Facility Upgrade - 500' x6' round pen; fee waiver re Building Permit	\$5,304.10
Friends of Hudson's Hope Society	Food Bank	\$5,000
HH Grad Society	In Kind donations: Staff to hang banners in the park	\$2,140
Hope for Health Society	In Kind donations orange safety cones, stop & slow signs utilize District office copier; porta-potties moved from Butler Ridge to race site & return; large tent setup; large sign sandwich boards; media and publicity support; smaller tent set up; use of hot chocolate backpack, and assistance from the Recreational Coordinator on day of event.	
Hudson's Hope Minor Soccer	In-Kind donations: DoHH tent, picnic tables, garbage cans and PW labour to set-up	\$500
Total:		\$13,994.10

APPLICATION FOR A GRANT

Date: Feb. 15, 2021

Date Received: FEB. 15/21

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Hudson's Hope Minor Soccer			
Mailing Address	City	Province	Postal Code
PO Box 144	Hudson's Hope	BC	V0C-1V0
SOCIETY INFORMATION			
Society Registration Number		Charity's BN (Business Number) / Registration Number	
S040361			
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
President	Naisby, Jason	250-783-0753	
Vice-President	Baytaluke, Cheryl	250-783-2366	
Treasurer	Naisby, Heidi	250-783-9385	
Secretary	Beebe, Leon	250-783-0755	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Jason Naisby			
Mailing Address		City	Province
PO Box 144 10003 Dudley Drive		Hudson's Hope	BC
			Postal Code
			V0C-1V0
Work Telephone	Home Telephone	Cell Telephone	Email Address
250-783-5112	250-783-9385	250-783-0753	jaynaisby@hotmail.com

GRANT APPLICATION	
<input checked="" type="checkbox"/> New [JN1] Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the

ORGANIZATION INFORMATION

Describe the purpose of your organization:

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

User Statistics

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

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

1. **10 the number of volunteers and 300 the number volunteer hours worked per year.**
2. **The number of paid staff, their titles and number of paid hours per year. Not applicable**

Number	Title	Paid Hours Per Year

REQUEST FOR GRANT
Describe the reason for your grant application:
We did not have a soccer season last year, due to Covid-19. We hope to be able to practice this year, from approximately April to June. We are not certain if we will be able to play soccer games or host a home tournament, due to Covid-19 restrictions.
We are requesting the following items. These items are not dependant on the Covid-19 situation:
- Locker rental fee at Pearkes Center (equipment storage) \$100
- Paper, ink, miscellaneous supplies \$100
- Field lining supplies: paint, string, measuring tape, lime. \$300
If we are able to host a home soccer tournament (June 2021), we are requesting the following:
- Large DOHH sun tent
- Picnic tables (x8)
- Garbage cans (x8)
- Labour of DOHH staff to set up the above items
Proposal is best characterized as:
<input checked="" type="checkbox"/> Event <input type="checkbox"/> Capital Project
Participants/beneficiaries will primarily be:
<input checked="" type="checkbox"/> Youth and families.
Attach the following information:
<input type="checkbox"/> Most recent Financial Statements including a Balance Sheet and Income Statement <input type="checkbox"/> Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements) <input type="checkbox"/> Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements) <input type="checkbox"/> Projected operating budget for the next year <input type="checkbox"/> Copy of Non-Profit Society Registration papers

DECLARATION
<div style="display: flex; justify-content: space-between;"> <div>Council Agenda - March 8, 2021</div> <div>Page 70 of 241</div> </div>



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

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

Jason Naisby (Jason Naisby)

Signature of Applicant

Feb 15, 2021

Date

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APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA

APPLICATION FOR A GRANT

Date: **Feb. 15, 2021**

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Hudson's Hope Grad Society			
Mailing Address	City	Province	Postal Code
PO Box 144	Hudson's Hope	BC	V0C-1V0
SOCIETY INFORMATION			
Society Registration Number		Charity's BN (Business Number) / Registration Number	
S0072649		74970 8673 BC0001	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
Director	Naisby, Jason	250-783-0753	
Director	Deitner, Lyndsay	250-783-0948	
Director	Reschke, Stacey	250-783-0643	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Jason Naisby			
Mailing Address		City	Province
PO Box 144 10003 Dudley Drive		Hudson's Hope	BC
Postal Code		V0C-1V0	
Work Telephone	Home Telephone	Cell Telephone	Email Address
250-783-5112	250-783-9385	250-783-0753	jaynaisby@hotmail.com

GRANT APPLICATION	
<input checked="" type="checkbox"/> New [JN1] Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the

ORGANIZATION INFORMATION

Describe the purpose of your organization:

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

User Statistics

1. **100+ The number of persons that are served by your organization annually.**
2. **10 The number of members in your organization/society.**

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

1. **20 the number of volunteers and 500 the number volunteer hours worked per year.**
2. **The number of paid staff, their titles and number of paid hours per year. Not applicable**

Number	Title	Paid Hours Per Year

REQUEST FOR GRANT
Describe the reason for your grant application:
<p>Due to Covid-19, the graduation ceremony has had to be adapted. The community, friends and family are not able to gather together in the school gym as they did previously. A couple of new initiatives have been launched to adapt to these circumstances. Banners showing the current Grads have been displayed in Beattie Park. The Grad ceremony has been Live Streamed to allow the community, friends and family to participate in the Grad event, even if they cannot attend in person.</p> <p>We believe that both of these initiatives will continue after the Covid-19 restrictions have been lifted. The banners in the park allows the whole community to identify and recognize the graduating class of HHESS. The Live Stream, which is a live video recording that gets uploaded to either Facebook or You Tube, allows friends and relatives who cannot physically attend the ceremony in Hudsons' Hope to watch the event. The Live Stream is a great way for our grads to be celebrated by the largest audience of friends and relatives possible.</p> <p>We are seeking grant assistance to cover one or more of the following items, or part thereof:</p> <ul style="list-style-type: none"> - \$40 to maintain society status (cost to file Annual Report) - \$100 (approximately) for misc supplies such as printer paper, ink, office supplies - \$500 (approx.) for purchasing the banners in the park and frames - Assistance from DOHH staff to hang the banners in the park - \$1500 (approx.) to pay for the Grad Live Stream
Proposal is best characterized as:
<div style="display: flex; align-items: center; gap: 20px;"> <div style="text-align: center;"> <input checked="" type="checkbox"/> </div> <div>Event</div> <div style="text-align: center;"> <input type="checkbox"/> </div> <div>Capital Project</div> </div>
Participants/beneficiaries will primarily be:
<div style="display: flex; align-items: center; gap: 20px;"> <div style="text-align: center;"> <input checked="" type="checkbox"/> </div> <div>Youth, Families, seniors who cannot physically attend our event</div> </div>
Attach the following information: Note: will send items below in separate email <ul style="list-style-type: none"> <input type="checkbox"/> Most recent Financial Statements including a Balance Sheet and Income Statement <input type="checkbox"/> Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements) <input type="checkbox"/> Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements) <input type="checkbox"/> Projected operating budget for the next year <input type="checkbox"/> Copy of Non-Profit Society Registration papers

DECLARATION

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

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

Jason Naisby (Jason Naisby)

Signature of Applicant

Feb 15, 2021

Date

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APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA



RECEIPT

BC Society • Societies Act

This is confirmation of payment for filing.

Form Filed:	BC Society Annual Report
Incorporation Number:	S0072649
Business Number:	74970 8673 BC0001
Society Name:	HUDSON'S HOPE GRAD SOCIETY
Filing Date and Time:	February 14, 2021 10:07 AM Pacific Time

Fee:	\$40.00
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Payment Method:	Credit Card
Payment Invoice Number:	REGI000004324959
Transaction ID:	10158910
Credit Card Type:	MASTERCARD
Credit Card Number:	XXXXXXXXXXXXXXXXXX
Authorization Number:	01150J

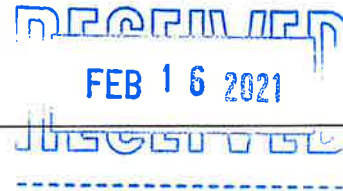


**HUDSON'S
HOPE**
PLAYGROUND OF THE PEACE

APPLICATION FOR A GRANT

Date: Tuesday, February 16, 2021

Date Received: _____



GENERAL INFORMATION

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

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

Email Address: hope4healthsociety@gmail.com

SOCIETY INFORMATION

Society Registration Number: S-0062868.

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

SOCIETY EXECUTIVE

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

Other Active Members:

Dr. David Courtney

Fiona McLay-Courtney

Grace Okada

Lynda Luchinski

LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM

Contact Name: Greta Goddard

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

Home Telephone: (250) 783-5338

Email Address: rgfequet@pris.ca

Cell Telephone: (250) 783-0855

GRANT APPLICATION

☐ New Grant Application

☒ Application for Event Previously Supported

ORGANIZATION INFORMATION

Describe the purposes of your organization:

- To promote health and wellness in Hudson's Hope and the surrounding area by creating awareness about healthy options, in part by making these available, affordable and accessible;
- To increase physical activity as a lifestyle choice;
- To reduce the use and consumption of tobacco and alcohol products;

- d. To educate our citizens on proper nutrition; and
- e. To develop and support health-oriented events and activities.

User Statistics:

1. Varies The number of persons that are served by your organization annually.
2. Seven (7) The number of members in your organization/society.

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

H4H financially supports the healthy meals program at Silver Willows.

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

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

We are also continuing with That Dam Run. That Dam Run was on track to becoming our signature event of the year. We attract runners from all over the region. The participation numbers have been steadily growing over the years. Unfortunately, like so many other events, That Dam Run was cancelled in 2020 due to the current Covid-19 pandemic. Currently there are seven (7) members of our society.

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

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

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

In 2015, the activities of H4H have been generously supported by approximately 40 to 50 volunteers and some of these individuals have helped out with more than one event. A conservative estimate of the number of volunteer hours contributed in 2015 is 390, and approximately the same for 2016 through to 2019.

REQUEST FOR GRANT

Describe the reason for your grant application:

H4H was incorporated as a society in 2014. Start up funding was provided by Northern Health. In accordance with its purposes (see above), H4H has hosted healthy meal events, sponsored cooking classes, organized physical activities, and helped to fund other local

groups (over \$10,000 was contributed to the Hudson's Hope School, the Hudson's Hope Ski Association, the District of Hudson's Hope and the Bullhead Mountain Curling Club).

In September 2014, the Hope for Health Society ("H4H") first held *That Dam Run* – a 10-mile run/walk on pavement and trails. 46 participants registered for this event and weather conditions were perfect. The 2015 TDR was again held in September and a 5 km run/walk was added as a separate event; but the weather was brutal – snow and a cold wind. There were 102 registered ranging from 87 to 7 years of age. In 2016, the third annual run, attracted 111 runners. In 2017, we had 124 registered participants and perfect conditions. In 2018, our numbers dropped slightly to 110. But overall, we feel that this event is gradually gaining ground. The year 2019 saw another successful event with approximately 115 participating. All participants must agree to waive all liability and save harmless the organizations which have any involvement in this event; and the municipality is included as an indemnified party.

In 2021, H4H again hopes to organize this event with the aim of having 150-200 participants if the logistics can be worked out. Accordingly, rather than a cash donation, H4H requests from the municipality the contribution of equipment and labour:

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

Proposal is best characterized as: Event.

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

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

Attach the following information:

- ☐ Most recent **audited** Financial Statements including a Balance Sheet and Income Statement
- ☐ Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)

- ☐ Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)
- ☐ Projected operating budget for the next year
- ☐ Copy of Non-Profit Society Registration papers

DECLARATION

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

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

Tuesday, February 12, 2021

Signature of Applicant



Hope For Health
Income Statement 01-04-201 to 31-03-2020

REVENUE

Revenue

Grant Funding	3,200.00
Donations Revenue	1,200.00
Fund Raising Revenue	0.00
Event Revenue	2,715.00
Interest Revenue	2.50
Total Revenue	<u>7,117.50</u>

TOTAL REVENUE

7,117.50

EXPENSE

Expenses

Bank Charges & Interest	78.00
Advertising & Promotions	0.00
Business Fees & Licenses	52.50
Commissions on Event Registration	255.50
Donations Expense	0.00
Event Supplies, Small Equip & Materials	3,386.88
Honorariums	200.00
Insurance	151.62
Office Supplies/Postage/Admin	13.13
Other Subsidies	0.00
Travel Costs	0.00
Venue Rent	0.00
Wage/Contract Costs	4,116.17
Total Expenses	<u>8,253.80</u>

TOTAL EXPENSE

8,253.80

NET INCOME

-1,136.30

HOPE FOR HEALTH SOCIETY
BALANCE SHEET
As at March 31, 2020

ASSETS	
Current Assets	
NPSCU Chqing 952	\$ 3,308.70
NPSCU Equity Shares	\$ 30.09
Grant money in transit	\$ -
Total Current Assets	\$ 3,338.79

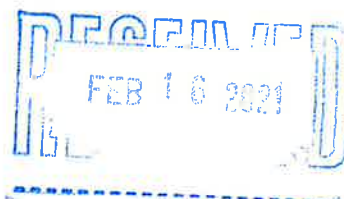
LIABILITIES	
Current Liabilities	
Deferred grant monies rec'd this year	\$ -
Accounts Payable (Due to CRA)	\$ 37.86
Total Current Liabilities	\$ 37.86
TOTAL LIABILITIES	\$ 37.86

EQUITY	
Equity	
Unspent Funds - Previous Year	\$ 4,437.23
Current Earnings	-\$ 1,136.30
Total Equity	\$ 3,300.93
TOTAL EQUITY	\$ 3,300.93

TOTAL ASSET	\$ 3,338.79
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LIABILITIES AND EQUITY	\$ 3,338.79
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APPLICATION FOR A GRANT



Date: 15th FEBRUARY 2021

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization HUDSON'S HOPE BIBLE FELLOWSHIP - AFTER SCHOOL CLUB / STAY AND PLAY			
Mailing Address 9702 BEATTIE DRIVE	City HUDSON'S HOPE	Province B.C.	Postal Code V0C 1V0
SOCIETY INFORMATION			
Society Registration Number 829313279 RR0001		Charity's BN (Business Number) / Registration Number (the number the organization puts on charitable donation receipts) 829313279 RR0001	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
MATTIAS GIBBS - CHAIR	MATTIAS GIBBS	778-837-3221	
TREASURER	NICOLA GIBBS	778-837-3221	
PASTOR	LUKE HUGHES-BUNGER	778-204-0102	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name RUTH HUGHES-BUNGER			
Mailing Address Box 371 10703 KRUGER STREET	City HUDSON'S HOPE	Province BC	Postal Code V0C 1V0
Work Telephone 778-204-0050	Home Telephone 778-204-0050	Cell Telephone 778-204-0050	Email Address office@hbbf-ca

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

ORGANIZATION INFORMATION

Describe the purpose of your organization:

AFTER SCHOOL CLUB EXISTS TO SERVE THE ELEMENTARY SCHOOL AGED CHILDREN OF HUDSON'S HOPE WITH A SAFE PLACE TO PLAY AND SOCIALISE TOGETHER. WE MEET TWICE A WEEK ON WEDNESDAY AFTERNOONS IN HUDSON'S HOPE BIBLE FELLOWSHIP. HOMEWORK HELP SESSIONS ARE OFFERED BY A QUALIFIED TEACHER. THERE IS A STRUCTURED PROGRAM OF GAMES, CRAFTS, ACTIVITIES, SONGS, STORIES AND PRAYER TIME.

STAY AND PLAY GROUP MEETS ONCE A WEEK ON A WEDNESDAY MORNING AND IS A SAFE, WARM PLACE FOR PARENTS AND CAREERS OR BABIES AND YOUNG PRESCHOOL CHILDREN TO MEET AND SOCIALISE TOGETHER. WE OFFER OPPORTUNITY TO PLAY, TALK AND SUPPORT ONE ANOTHER. WE OFFER A STRUCTURED TIME WITH TOYS, GAMES, ACTIVITIES, CRAFT, STORIES AND SONGS LED BY A QUALIFIED EARLY YEARS SPECIALIST.

User Statistics

1. 100+ The number of persons that are served by your organization annually.
2. 60+ The number of members in your organization/society.

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

1. 20 the number of volunteers and 3000+ the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

Number	Title	Paid Hours Per Year
<u>1</u>	<u>PASTOR</u>	

REQUEST FOR GRANT

Describe the reason for your grant application:

WE ARE A RECENTLY FORMED GROUP, HAVING RUN FROM SEPTEMBER 2020 AND ARE LOOKING TO IMPROVE OUR PROVISION FOR THE COMMUNITY OF HUDSON'S HOPE.

WE ARE CURRENTLY SUPPORTED BY THE CHURCHES GENERAL GIVING BUT WOULD LIKE TO INCREASE THE QUALITY OF OUR PROVISION FOR BOTH AFTER SCHOOL CLUBS AND STAY AND PLAY GROUPS BEYOND THE CHURCH'S CURRENT BUDGET. WE ARE APPLYING FOR THE GRANT IN ORDER TO BUY MORE APPROPRIATE LARGER SCALE TOYS AND GAMES FOR THE CHILDREN TO INCREASE THEIR COMMUNICATION AND SOCIAL INTERACTIONS.

THE CURRENT VOLUNTEER LEADERS PREVIOUS JOB W/TS RUNNING SIMILAR GROUPS IN THE UK, HAVING RUN THESE GROUPS PREVIOUSLY WE KNOW THE TYPES OF TOYS, GAMES AND ACTIVITIES WE ARE LOOKING TO PURCHASE ARE EFFECTIVE AND EDUCATIONAL AND WILL MAKE A BIG DIFFERENCE TO THE QUALITY OF EXPERIENCE WE OFFER TO THE CHILDREN AND FAMILIES HERE IN HUDSON'S HOPE.

WE ARE REQUESTING A GRANT OF \$1000 TO PURCHASE CHILDRENS TOYS AND GAMES.

Proposal is best characterized as:

☐ Event ☒ Capital Project

Participants/beneficiaries will primarily be:

☒ Youth ☐ Seniors ☐ Disadvantaged Persons

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

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

Attach the following information:

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

unavailable AGM 1st Week of March

DECLARATION

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

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


Signature of Applicant

15th February
Date 2021.

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250-783-9901.

APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA

Profit and Loss
January - December 2020

	TOTAL
INCOME	
Designated donations	6,878.00
General donations	44,311.30
Rental Income	4,400.00
Unapplied Cash Payment Income	100.00
Uncategorized income	800.00
Total Income	\$56,489.30
GROSS PROFIT	\$56,489.30
EXPENSES	
Church Expenses	0.00
HHBF Utilities	5,192.39
House of Hope Utilities	1,482.30
Insurance	3,436.00
Licenses and Fees	727.54
Office/General Administrative Expenses	361.79
Property Tax	575.80
Repair and maintenance	9,199.04
Special Projects	325.00
Supplies	1,521.68
Total Church Expenses	22,821.54
Ministry Expenses	0.00
Benevolent Offering	6,389.76
CPP Expense	4,177.86
EI expense	857.40
Gross Wages	37,747.42
Guest Speaker Expense	1,165.39
Local Outreach	1,159.36
Pastoral Expenses	3,000.00
Subscriptions and Ministry Materials	961.41
Total Ministry Expenses	55,458.60
Missions Expenses	0.00
Missions and Charities	5,040.00
Total Missions Expenses	5,040.00
Uncategorized Expense	370.00
Total Expenses	\$83,690.14
OTHER INCOME	
Interest earned	2.36
Total Other Income	\$2.36
PROFIT	\$ -27,198.48

Balance Sheet
As of December 31, 2020

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
NPSCU Chequing	8,438.53
NPSCU Savings	4,641.06
NPSCU Shares	68.66
Total Cash and Cash Equivalent	\$13,148.25
Uncategorized Asset	0.00
Total Current Assets	\$13,148.25
Non-current Assets	
Property, plant and equipment	
Building	274,100.00
Furniture & Fixtures	594.67
Land	151,900.00
Music Equipment	2,304.79
Total Property, plant and equipment	\$428,899.46
Loan Receivable	21,301.87
Total Non Current Assets	\$450,201.33
Total Assets	\$463,349.58
Liabilities and Equity	
Liabilities	
Current Liabilities	
Payroll liabilities payable	1,744.86
Wages payable	0.00
Total Current Liabilities	\$1,744.86
Total Liabilities	\$1,744.86
Equity	
Retained Earnings	488,803.20
Profit for the year	-27,198.48
Total Equity	\$461,604.72
Total Liabilities and Equity	\$463,349.58

APPLICATION FOR A GRANT

Date: January 28, 2021

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization FRIENDS OF HUDSON'S HOPE SOCIETY			
Mailing Address PO Box 247	City Hudson's Hope	Province BC	Postal Code VOC1V0
SOCIETY INFORMATION			
Society Registration Number 895889715 RR0001		Charity's BN (Business Number) / Registration Number (the number the organization puts on charitable donation receipts)	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
PRESIDENT	LYNNEA STACEY	250-783-0883	
VICE PRESIDENT	BARB FROCKLAGE	250-601-0027	
SECRETARY/TREASURER	EDITH ROSA	250-783-0498	
FOOD BANK DIRECTOR	MAUREEN GRAHAM	250-783-0967	
DIRECTOR	JULIE BIEVER	250-783-0597	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name PATTI CAMPBELL, ADMINISTRATOR			
Mailing Address PO Box 247	City Hudson's Hope	Province BC	Postal Code VOC1V0
Work Telephone 250-783-0977	Home Telephone 250-783-0977	Cell Telephone 250-783-0977	Email Address fohh15@gmail.com

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

ORGANIZATION INFORMATION

Describe the purpose of your organization:

The purpose of our organization is to support the most vulnerable residents of our community. We do this by:

1. Year around Food Bank
2. Christmas Hamper Program
3. Provide financial assistance for Medical travel & treatment
4. Provide 911 (Medic AID) units free of charge to at risk residents
5. Palliative (end of life) equipment & support
6. Addiction & Disability services
7. Disaster Relief Services

User Statistics

1. 55-70 The number of persons that are served by your organization annually.

2. 5 The number of members in your organization/society.

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

1. 4 the number of volunteers and 1000+ the number volunteer hours worked per year.

2. The number of paid staff, their titles and number of paid hours per year.

Number	Title	Paid Hours Per Year
1	ADMINISTRATOR	1950 +

REQUEST FOR GRANT

Describe the reason for your grant application:

We The Friends of Hudson's Hope Society wish to Apply for the District grant in the amount of \$ 5,000. for the Food Bank. Last year was an exceptionally difficult year for our residents and 2021 is here with great uncertainty. Our food costs are on the rise as purchases are being made locally. It is difficult to obtain quality nutritious foods that are affordable in our community. Having said this we recognize that everyone is doing the very best that they can during these difficult times

Proposal is best characterized as:

☒ Event ☐ Capital Project

Participants/beneficiaries will primarily be:

☒ Youth ☒ Seniors ☒ Disadvantaged Persons

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

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

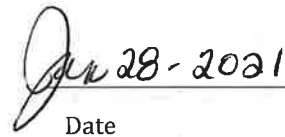
Attach the following information:

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

DECLARATION

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

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


Signature of Applicant
Date

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

APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

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



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*

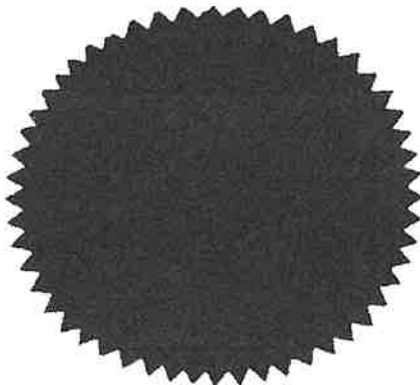
Issued under my hand at Victoria, British Columbia

on January 16, 2001



JOHN S. POWELL

Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA



FRIENDS OF HUDSON'S HOPE SOCIETY

**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	372.00	384.00
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	61,486.96	61,486.96
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	271.76	-1.00
TOTAL Current Liabilities	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	-19,374.86	2,851.71
TOTAL CAPITAL	274,484.59	293,859.45
TOTAL LIABILITIES & CAPITAL	<u>274,756.35</u>	<u>293,858.45</u>

**FRIENDS OF HUDSON'S HOPE SOCIETY
RECEIPTS AND DISBURSEMENTS
DECEMBER 31, 2019**

	2019	2018
RECEIPTS		
Revenues Thrift Shop	48,727.06	58,720.98
Donations	34,102.45	21,188.57
Revenues Laundry	19,937.51	17,307.61
Earned Interest	175.48	198.53
Food Bank Donations	9,915.95	0.00
Grants	6,688.27	0.00
Revenues Misc.	<u>3,494.68</u>	<u>2,892.11</u>
TOTAL RECEIPTS	<u>123,041.40</u>	<u>100,307.80</u>
DISBURSEMENTS		
Accounting & Legal	1,106.07	596.49
Advertising	276.19	232.62
Equipment - Rep,Lic & Ins	560.00	448.23
Equipment - Rental	529.80	529.80
Hampers - Christmas	15,490.00	4,958.29
Food Bank	15,719.00	13,152.32
Interest & Bank Charges	815.54	952.06
Laundry Supplies	845.42	352.58
Medic Aid	1,958.90	310.80
Medical Assistances	9,628.99	6,981.12
Office Expense	2,100.58	1,889.20
Prior Period Adjustments	0.00	162.04
Rent	6,000.00	0.00
Repairs & Maintenance - Bldgs	15,477.06	1,500.53
Supplies	264.74	1,510.27
Tax, Licence & Insurance	8,455.03	9,233.83
Telephone & Utilities	21,305.58	7,619.46
Wages & Benefits	<u>41,883.36</u>	<u>47,026.45</u>
TOTAL DISBURSEMENTS	<u>142,416.26</u>	<u>97,456.09</u>
OPERATING PROFIT	<u>-19,374.86</u>	<u>2,851.71</u>
EXCESS OF RECEIPTS (DISBURSEMENTS)	<u><u>-19,374.86</u></u>	<u><u>2,851.71</u></u>

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	1,624.64
304 · Payroll	37,674.36
305 · Payroll Remittance	12,110.13
306 · 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	3,488.08
401 · Medicaid Response Systems	2,618.00
402 · Prescriptions	2,861.09
400 · Medical Expenses - Other	94.82
Total 400 · Medical Expenses	12,138.99
500 · Food Bank	11,915.80
502 · Food Bank Rental	6,000.00
501 · Christmas Hamper Program	10,800.08
Total Expense	115,200.80
Net Ordinary Income	-23,629.33

11:54 AM

01/28/21

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	
505 A · Pandemic Bonus	1,325.92
Total Other Expense	1,325.92
Net Other Income	28,896.08
Net Income	5,266.75

Friends of Hudson's Hope Society

Profit & Loss Prev Year Comparison

January through December 2020

	2020 Jan - Dec 20	2019 Jan - Dec 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
090 · Covid 19 - Wage Subsidy Program	12,072.87	0.00	12,072.87	100.0%
095 · Fundraising Income	1,316.51	2,674.03	-1,357.52	-50.8%
160 · Interest Earned	52.68	170.41	-117.73	-69.1%
099 · Donations	30,504.85	34,102.45	-3,597.60	-10.6%
100 · Laundromat Income				
101 · Laundromat Income Cash	17,013.33	17,126.51	-113.18	-0.7%
102 · Laundromat Income Contract	4,936.00	2,811.00	2,125.00	75.6%
Total 100 · Laundromat Income	21,949.33	19,937.51	2,011.82	10.1%
120 · Thrift Store Income				
121 · Thrift Store Income Cash	16,198.70	30,785.70	-14,587.00	-47.4%
122 · Thrift Store Income Debit	9,476.53	17,993.36	-8,516.83	-47.3%
Total 120 · Thrift Store Income	25,675.23	48,779.06	-23,103.83	-47.4%
Total Income	91,571.47	105,663.46	-14,091.99	-13.3%
Gross Profit	91,571.47	105,663.46	-14,091.99	-13.3%
Expense				
308 · Property Taxes	2,838.85	3,396.63	-557.78	-16.4%
200 · Thrift Store Expenses				
201 · Debit Machine Fees	471.44	581.54	-110.10	-18.9%
202 · Debit Machine Rental	554.76	485.65	69.11	14.2%
203 · Electricity	929.90	1,251.68	-321.78	-25.7%
204 · Natural Gas	2,254.14	1,982.24	271.90	13.7%
205 · Telephone	1,281.59	1,280.87	0.72	0.1%
206 · Supplies	864.36	845.42	18.94	2.2%
Total 200 · Thrift Store Expenses	6,356.19	6,427.40	-71.21	-1.1%
250 · Laundromat Expenses				
251 · Electricity	1,286.88	1,307.73	-20.85	-1.6%
252 · Natural Gas	1,112.32	1,749.61	-637.29	-36.4%
253 · Machine Repair & Maintenance	580.00	560.00	20.00	3.6%
254 · Supplies	456.96	264.74	192.22	72.6%
256 · Water & Sewer	793.80	793.26	0.54	0.1%
Total 250 · Laundromat Expenses	4,229.96	4,675.34	-445.38	-9.5%
300 · Garbage collection	278.00	148.00	130.00	87.8%
302 · Insurance	5,676.71	5,058.40	618.31	12.2%
303 · Office Expense	1,624.64	2,100.58	-475.94	-22.7%
304 · Payroll	37,674.36	38,301.73	-627.37	-1.6%
305 · Payroll Remittance	12,110.13	12,339.36	-229.23	-1.9%
306 · Work Safe BC	384.64	399.63	-14.99	-3.8%
307 · General Maintenance & Repairs	1,753.72	15,477.06	-13,723.34	-88.7%
310 · Legal & Accounting	1,150.23	1,106.07	44.16	4.0%
311 · Bank Fees	268.50	234.00	34.50	14.7%
400 · Medical Expenses				
404 · Medical Needs	3,077.00	161.44	2,915.56	1,806.0%
403 · Medical Travel and Treatment	3,488.08	7,375.61	-3,887.53	-52.7%
401 · MedicAid Response Systems	2,618.00	1,958.90	659.10	33.7%
402 · Prescriptions	2,861.09	2,091.94	769.15	36.8%
400 · Medical Expenses - Other	94.82	0.00	94.82	100.0%
Total 400 · Medical Expenses	12,138.99	11,587.89	551.10	4.8%
500 · Food Bank	11,915.80	13,750.00	-1,834.20	-13.3%
502 · Food Bank Rental	6,000.00	6,000.00	0.00	0.0%
501 · Christmas Hamper Program	10,800.08	15,490.00	-4,689.92	-30.3%
Total Expense	115,200.80	136,492.09	-21,291.29	-15.6%
Net Ordinary Income	-23,629.33	-30,828.63	7,199.30	23.4%
Other Income/Expense				
Other Income				
096 · Grant Funding Received				
096B · Furnace Repair Grant Funding	0.00	650.00	-650.00	-100.0%
096A · Fresh Food Program	975.00	1,808.32	-833.32	-46.1%
096 · Grant Funding Received - Other	29,247.00	4,229.95	25,017.05	591.4%
Total 096 · Grant Funding Received	30,222.00	6,688.27	23,533.73	351.9%
Total Other Income	30,222.00	6,688.27	23,533.73	351.9%

12:05 PM

01/28/21

Accrual Basis

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

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
Other Expense				
505 - Volunteer Appreciation Gifts	0.00	276.19	-276.19	-100.0%
505 A - Pandemic Bonus	1,325.92	0.00	1,325.92	100.0%
Total Other Expense	1,325.92	276.19	1,049.73	380.1%
Net Other Income	28,896.08	6,412.08	22,484.00	350.7%
Net Income	5,266.75	-24,416.55	29,683.30	121.6%

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

PROJECTED
2021
BUDGET

	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 & Maintenance	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	1,624.64
304 • Payroll	37,674.36
305 • Payroll Remittance	12,110.13
306 • Work Safe BC	384.64
307 • General Maintenance & 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	3,488.08
401 • MedicAid Response Systems	2,618.00
402 • Prescriptions	2,861.09
400 • Medical Expenses - Other	94.82
Total 400 • Medical Expenses	12,138.99
500 • Food Bank	11,915.80
502 • Food Bank Rental	6,000.00
501 • Christmas Hamper Program	10,800.08
Total Expense	115,200.80
Net Ordinary Income	-23,629.33

1500.00
55.00
2500.00

- 21,000.00

- 35,000.00

\$82,555.00

0
450.-
554.76
1000.00
2200.00
1200.00
700.00
\$6104.76

1200.00
1100.00
500.00
400.00
793.80

3993.80

300.-
5676.71
1500.-
37674.36
12110.13
300.00
1500.00
1150.00
441.00

60,652.20

12000.00

26000.00

104756.96

-22201.96

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	
505 A - Pandemic Bonus	1,325.92
Total Other Expense	1,325.92
Net Other Income	28,896.08
Net Income	5,266.75

1700.⁰⁰
20,000.⁰⁰
21700.⁰⁰

ø

- 501.⁹⁶

* We regret that our budgets for 2021 cannot be certain. There are many factors affecting us. The biggest being the pandemic and what the need will be from our community residents.

loss.

APPLICATION FOR A GRANT

Date: Feb. 10 2021

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Double "H" Saddle Club			
Mailing Address	City	Province	Postal Code
PO Box 25	Hudson's Hope	BC	V0C 1V0
SOCIETY INFORMATION			
Society Registration Number		Charity's BN (Business Number) / Registration Number <i>(the number the organization puts on charitable donation receipts)</i>	
S0008206		800384117BC0001	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
President	Terylee Fieber	(250) 263-7809	
Treasurer	Debbie Beattie	(250) 262-1669	
Secretary	Robin Milliken/Lyndsay D.	(250) 783-5611	
Vice President	Liza Rhymer	(250) 783-5552	
Director w/o portfolio	Elisabeth Haagsman	(250) 783-9955	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Elisabeth Haagsman			
Mailing Address	City	Province	Postal Code
PO Box 307	Hudson's Hope	BC	V0C 1V0
Work Telephone	Home Telephone	Cell Telephone	Email Address
(250) 783-1084	(250) 783-9955	(250) 783-1084	dhsaddleclub@gmail.com

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

ORGANIZATION INFORMATION

Describe the purpose of your organization:

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

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

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

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

Our membership numbers have easily doubled since last 2019.

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

User Statistics

1. 500+ The number of persons that are served by your organization annually.

2. 66 The number of members in your organization/society.

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

1. 13 the number of volunteers and 340 the number volunteer hours worked per year.

2. The number of paid staff, their titles and number of paid hours per year.

Number	Title	Paid Hours Per Year
	No paid staff	

REQUEST FOR GRANT

Describe the reason for your grant application:

We are looking to upgrade our facility usage by adding a sturdy 50'x6' round pen. In the last several years one of our biggest requests by local horse trainers and cold starters is a round pen. Not only will this round pen be used to safely teach young horses but also new riders in our lesson programs. This round pen will be constructed with Hi Hog panels which will be secured to 8'x5-6" treated fenceposts. The panels will be wrapped in ¾' matting for added safety to horse and rider. Topped off with several loads of sand for footing to finish off the project.

This project will entail several other donations from outside sources which we have already secured. Thanks to a concerted effort on part of the district financial assistance grant, Conuma Coal Resources, P&L Ventures Ltd and membership volunteer hours the round pen could be a reality by the end of this fall. Please see quote from Peace River Building Supply for panels/gate and fence posts.

Total Monetary Grant requested by The Double "H" Saddle Club: \$ 5,304.10

We also request a waiver in Building Permit Application Fees for 2021.

Proposal is best characterized as:

☐ Event ☒ Capital Project

Participants/beneficiaries will primarily be:

☒ Youth ☒ Seniors ☒ Disadvantaged Persons

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

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

Attach the following information:

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



9511 85 Ave Fort St John, BC V1J 6M5
p 250.785.2116 | prbp@prbp.ca
f 250.785.9113

Sold To:

Double H Saddle Club
po box 25
hudson hope BC V0C1V0

(250) 783-9359

Ordered	lbs/pcs/ft	Description
15.000		Hi Hog Parkland Pen Panels #2910
1.000		Hi Hog Parkland Pen Panel with gate #2906
20.000		8' 5-6" Treated Wood Post

Estimate

533206

11-02-2021

Page 1 of 1

Sukh

3

Job Number

Estimate

TERMS: NET 30

Price / Unit	Price	Total
	273.00	4,095.00
	342.00	342.00
	14.94	298.80

- Prices subject to change with market conditions
- Take-offs are a service only, please review all quotations

Quote valid for 30 days

Sub Total	\$4,735.80
PST 7%	\$331.51
GST 5%	\$236.79
Eco Fee	\$0.00
Total	\$5,304.10

Estimate



Double H Saddleclub <dhsaddleclub@gmail.com>

RE: EXT : Inquiry on company in-kind donation

Bob Martin <BMartin@conumacoal.com>

Wed, Dec 4, 2019 at 6:37 PM

To: Double H Saddleclub <dhsaddleclub@gmail.com>

Hi Elisabeth I do have a couple of rolls of 60 in belt that is about ½ inch thick would be about 400 ft so should work for you and that way you can take to stable / cut to fit . You also wont need to worry about PPE on site as we can load right into trailer

Bob Martin

Plant Maintenance Supervisor

Willow Creek

PH# (250)788-8842 EXT 30132

Cell# (506)252-9786

Conuma Coal Resources

Willow Creek Mine | Box 2140, Tumbler Ridge BC | V0C 2W0 | Canada |

DONATION FROM
CONUMA COAL
@ DHSC

From: Double H Saddleclub <dhsaddleclub@gmail.com>**Sent:** Wednesday, December 4, 2019 2:24 PM**To:** Bob Martin <BMartin@conumacoal.com>**Subject:** EXT : Inquiry on company in-kind donation

Hello Mr. Martin,

Please find attached a letter to Conuma Coal.

Sincerely,

Elisabeth Haagsman

Hudson's Hope BC

250.783.9955



c/o Pieter & Leone Haagsman
PO Box 681 Hudson's Hope BC V0C1V0
Tel# 250.783.5442

Donation

DATE: January 01 2021
Invoice#: 2051
P.O.#
WO#: DHSC
Ordered By: Terylee Fieber

Customer Name:

Double "H" Saddle Club PO Box 25 Hudson's Hope BC
V0C1V0

Location: DHSC Riding Arena Round Pen

Scope: Haul three loads of sand from outdoor arena to
round pen spread with skidsteer.

DESCRIPTION	Hours/m ³	Rate/Load	AMOUNT
Tandem Dump Truck	2.00	\$145.00	\$ 290.00
Skidsteer	2.00	\$125.00	\$ 250.00
MOB Skidsteer to site	1.00	\$150.00	\$ 150.00
			\$ -
			\$ -
GST# 88909 9412 RT0001			SUBTOTAL \$ 690.00
			5.00%
Signature: _____			\$ 34.50
Thank you for your business!			OTHER
			TOTAL \$ 724.50

DECLARATION

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

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



Signature of Applicant

Feb. 10 2021

Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250-783-9901.

APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA



Double H Saddleclub <dhsaddleclub@gmail.com>

Annual Report Extension Notification S0008206 DOUBLE "H" SADDLE CLUB

BCRegistries@gov.bc.ca <BCRegistries@gov.bc.ca>

Mon, Nov 30, 2020 at 5:32 PM

To: dhsaddleclub@gmail.com



November 30, 2020

DOUBLE "H" SADDLE CLUB
9505 - 100TH STREET
BOX 25
HUDSON'S HOPE BC V0C 1V0

Under section 71(3) of the *Societies Act*, I hereby allow the society to extend the time within which the above named society is required to hold its 2020 Annual General Meeting. You may hold your Annual General Meeting on or before November 1st of 2021. The Annual Report is required to be filed by December 1st to stay in good standing.

CAROL PREST
REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA
CANADA

PLEASE DO NOT REPLY TO THIS EMAIL. It was sent from an unmonitored email address and the Corporate Registry is unable to respond to any replies.



BC Registries
and Online Services

Corporate Registry

Questions? Contact us at 1-877-526-1525
www.gov.bc.ca/Societies



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

Carol Prest

CAROL PREST

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society - Societies Act

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

Incorporation Number:

S0008206

Business Number:

80038 4117 BC0001

Filed Date and Time:

December 1, 2019 05:02 PM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

12550 CARTER ST
HUDSON'S HOPE BC V0C 1V0

Mailing Address:

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

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

BEATTIE, DEBBIE

Delivery Address:

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

Last Name, First Name Middle Name:

FIEBER, TERYLEE

Delivery Address:

PO BOX 137
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

MILLIKEN, ROBIN

Delivery Address:

12702 CARTER ST
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

RHYMER, LIZA

Delivery Address:

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

Operational Budget for 2021

Double “H” Saddle Club

Admin \$9,850.00

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

Utilities \$4,480.00

BC Hydro
Fortis BC

Concession \$1,876.00

Maintenance \$15,030.00

Grounds Keep
Building Upkeep
Pen Upkeep
Snowplowing
Rodeo Grounds

Total Operational Budget for 2021 \$28,595.00

Projected Operational Budget for 2022

Double “H” Saddle Club

Admin \$9,900.00

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

Utilities \$4,500.00

BC Hydro
Fortis BC

Concession \$500

Maintenance \$10,000.00

Grounds Keep
Building Upkeep
Pen Upkeep
Snowplowing
Rodeo Grounds

Total Projected Operational Budget for 2022 \$24,900.00

Report for grant 2020

Grant received from DOHH: \$5,600.00

Paid in full to Reg Knox \$5,600.00

See DHSC cheque # 1663 and 1669

	A	B	C	D
1	Double H Saddle Club			
2	Balance Sheet As at 11/30/2020			
3				
4				
5	ASSET			
6				
7	Current Assets			
8	Platinum Account	2,689.47		
9	Gaming Account- 59071	105.94		
10	Chequing - 622340	18,454.30		
11	Total Cash		21,249.71	
12	Accounts Receivable	-2,600.00		
13	Total Receivable		-2,600.00	
14	Total Current Assets		18,649.71	
15				
16	Capital Assets			
17	Accum. Amort. -Furn. & Equip.	4,500.00		
18	Net - Furniture & Equipment		4,500.00	
19	Total Capital Assets		4,500.00	
20				
21	TOTAL ASSET		23,149.71	
22				
23	LIABILITY			
24				
25	Current Liabilities			
26	PST Payable		8.75	
27	GST/HST Charged on Sales	6.25		
28	GST/HST Paid on Purchases	-811.56		
29	GST/HST Owing (Refund)		-805.31	
30	Total Current Liabilities		-796.56	
31				
32	TOTAL LIABILITY		-796.56	
33				
34	EQUITY			
35				
36	Owners Equity			
37	Retained Earnings - Previous Year		25,272.48	
38	Current Earnings		-1,326.21	
39	Total Owners Equity		23,946.27	
40				
41	TOTAL EQUITY		23,946.27	
42				
43	LIABILITIES AND EQUITY		23,149.71	
44				
45	Generated On: 01/20/2021			

	A	B	C	D
1	Double H Saddle Club			
2	Income Statement 12/01/2019 to 11/30/2020			
3				
4				
5	REVENUE			
6				
7	Sales Revenue			
8	Grants		6,002.40	
9	Pen Rental		4,885.00	
10	Locker Rental		1,080.00	
11	Concession		2,956.75	
12	Membership Fees		2,618.00	
13	Donations - Bequests		8,284.73	
14	Donations - Corporate		1,500.00	
15	Operating Revenue from Fund Raising		300.00	
16	Extra Horse in Pens		1,875.00	
17	Events		1,135.00	
18	Play Day		1,145.00	
19	Arena Rental		6,080.00	
20	Net Sales		37,861.88	
21				
22	Other Revenue			
23	Interest Revenue		4.28	
24	Miscellaneous Revenue		2,314.77	
25	Total Other Revenue		2,319.05	
26				
27	TOTAL REVENUE		40,180.93	
28				
29	EXPENSE			
30				
31	Cost of Goods Sold			
32	Concession Groceries		1,876.94	
33	Total Cost of Goods Sold		1,876.94	
34				
35	General & Administrative Expenses			
36	Advertising & Promotions		369.15	
37	Business Fees & Licenses		125.00	
38	Insurance		9,085.00	
39	Interest & Bank Charges		40.25	
40	Office Supplies		139.70	
41	Motor Vehicle Expenses		28.08	
42	Miscellaneous Expenses		8,081.35	
43	Repair & Maintenance		15,030.07	
44	Utilities		4,480.70	
45	Suspense		2,250.90	

	A	B	C	D
46	Total General & Admin. Expenses		39,630.20	
47				
48	TOTAL EXPENSE		41,507.14	
49				
50	NET INCOME		-1,326.21	
51				
52	Generated On: 01/20/2021			

STAPLES 51E

DATE Dec 8/20
BUILDING INSPECTOR Laura Larson

PERIOD ENDING:
NOVEMBER 30, 2020

NUMBER OF IMAGES:
6

MEMBER NUMBER:
101000622340

2020-11-02 Chq#:1663 \$2,800.00

DOUBLE H SADDLE CLUB
PO BOX 25
HUDSON'S HOPE, BC V0C1V0
TEL: (250) 783-5220

DATE 20 11 02

PAY to the order of Reg Knox \$ 2800.00

Two thousand eight hundred XX DOLLARS

RE contract to build entryways

DE Debbie Bratte
Kyle Tuben

001663 16730809 101000622340

2020-11-02 Chq#:1664 \$252.00

DOUBLE H SADDLE CLUB
PO BOX 25
HUDSON'S HOPE, BC V0C1V0
TEL: (250) 783-5220

DATE 20 11 02

PAY to the order of Lisa Blayney \$ 252.00

Two hundred & fifty two XX DOLLARS

RE invoice 16-05-20

DE Debbie Bratte
Kyle Tuben

001664 16730809 101000622340

2020-11-12 Chq#:1665 \$800.00

DOUBLE H SADDLE CLUB
PO BOX 25
HUDSON'S HOPE, BC V0C1V0
TEL: (250) 783-5220

DATE 20 11 12

PAY to the order of Hudson's Hope Road 2021 \$ 800.00

Eight hundred XX DOLLARS

RE ground maintenance

DE Debbie Bratte
Kyle Tuben

001665 16730809 101000622340

2020-11-02 Chq#:1666 \$500.00

DOUBLE H SADDLE CLUB
PO BOX 25
HUDSON'S HOPE, BC V0C1V0
TEL: (250) 783-5220

DATE 20 11 02

PAY to the order of Nelson Truck \$ 500.00

Five hundred XX DOLLARS

RE invoice for overhead door maintenance

DE Debbie Bratte
Kyle Tuben

001666 16730809 101000622340

2020-11-19 Chq#:1667 \$43.86

DOUBLE H SADDLE CLUB
PO BOX 25
HUDSON'S HOPE, BC V0C1V0
TEL: (250) 783-5220

DATE 20 11 19

PAY to the order of Peace Pioneer Properties Ltd. \$ 43.86

Forty three XX DOLLARS

RE inv 215810, 215947

DE Debbie Bratte
Kyle Tuben

001667 16730809 101000622340

2020-11-26 Chq#:1668 \$369.60

DOUBLE H SADDLE CLUB
PO BOX 25
HUDSON'S HOPE, BC V0C1V0
TEL: (250) 783-5220

DATE 20 11 26

PAY to the order of Printed Signs & Auto Designs \$ 369.60

Three hundred & sixty nine XX DOLLARS

RE invoices 82523 & 82524

DE Debbie Bratte
Kyle Tuben

001668 16730809 101000622340

PERIOD ENDING:
DECEMBER 31, 2020

NUMBER OF IMAGES:
1

MEMBER NUMBER:
101000622340

2020-12-09

Chq#:1669

\$2,800.00

DOUBLE H SADDLE CLUB P.O. BOX 25 HUDSON'S HOPE, BC V0C1V0 TEL: (250) 783-3320		001669
DATE 2020-12-09		
PAY to the order of <u>Reg. Knox</u>	\$ 2800.00	
<u>Two thousand eight hundred</u>		xx DOLLARS @
NORTH PEACE NORTH PEACE SAVINGS & CREDIT UNION TEL: (250) 783-3320 FAX: (250) 783-3321 NORTH PEACE, BC V0C1V0		DOUBLE H SADDLE CLUB
initial for building course		by <u>Dianne Bratt</u> <u>Cheryl Fuder</u>
⑈001669⑈ ⑈165730⑈809⑈ ⑈01000622340⑈		

REQUEST FOR DECISION

RFD#:	JM-2021-04	Date:	March 8, 2021
Meeting#:	CM-03082021	Originator:	Jeanette McDougall
RFD TITLE:	NORTH PEACE RURAL ROADS COALITION – MEMORANDUM OF UNDERSTANDING		

RECOMMENDATION

THAT Council approve the North Peace Rural Roads Coalition – Memorandum of Understanding between the District of Hudson’s Hope, the District of Taylor and the Peace River Regional District for the District of Taylor to provide contract and procurement administration effective 2021.

BACKGROUND:

A draft Memorandum of Understanding pertaining to the North Peace Rural Roads Coalition was brought before Council during an *in-camera* meeting held February 22, 2021 and the following resolution was released into the open meeting:

RESOLUTION NO. IC012/21

M/S Councillors Miller / Gibbs

THAT Council endorse the draft Memorandum of Understanding pertaining to the North Peace Rural Roads Coalition that will be comprised of the District of Hudson’s Hope, the District of Taylor and the Peace River Regional District - Electoral Area B.

CARRIED

The District of Taylor has now received endorsement from both the District of Hudson’s Hope and the Peace River Regional District for the Memorandum of Understanding and the final version is now before Council for approval.


ALTERNATIVES:

THAT Council not approve the North Peace Rural Roads Coalition – Memorandum of Understanding.

Attachments:

North Peace Rural Roads Coalition – Memorandum of Understanding

Prepared by:


Jeanette McDougall, Corporate Officer

SR4

**NORTH PEACE RURAL ROADS COALITION
MEMORANDUM OF UNDERSTANDING**

BETWEEN:

THE DISTRICT OF TAYLOR

located at 10007 – 100th A Street, Taylor, BC V0C 2K0
and having as its mailing address PO Box 300, Taylor, BC V0C 2K0
(the “District”)

AND:

THE PEACE RIVER REGIONAL DISTRICT – AREA B

located at 1981 Alaska Avenue, Dawson Creek, BC V1G 4H8
and having as its mailing address PO Box 810, Dawson Creek, BC V1G 4H8
(the “PRRD”)

AND:

THE DISTRICT OF HUDSON’S HOPE

located at 9904 Dudley Drive, Hudson’s Hope, BC V0C 1V0
and having as its mailing address PO Box 330, Hudson’s Hope, BC V0C 1V0
(“Hudson’s Hope”)

(collectively, the “Parties” or the “Coalition”)

PURPOSE:

The purpose of this memorandum of understanding is to outline the parameters of the contract and procurement administration for the North Peace Rural Roads Coalition, (the Coalition) commencing in 2021.

The **DISTRICT OF TAYLOR** agrees to provide contract and procurement administration for the coalition as follows:

- **Coalition Management:**
 - Initiate and manage the Request for Quotation (RFQ) procurement process for the Coalition’s review and consideration by the Coalition.
 - Provide a contact to the Coalition to finalize details and support the administration of this Memorandum of Understanding.
 - Collect resolutions of support from participating local governments for the financial commitment to the Coalition for the duration of the contract term.
 - Issue quarterly invoices to each participating local government, which includes a year-to-date summary of financial transactions.
- **Contract Management:**
 - Award the contract based on direction from the Coalition.
 - Manage the fully executed contract for the Coalition and issue contract payments as outlined within the contract, as amended from time to time.
 - Pay any invoices provided and approved for the contractor.
 - Maintain a general ledger of all financial transactions related to the contract, in accordance with the Public Sector Accounting Board standards.

All Parties, agree to:

- **Coalition Management:**
 - Follow the Project Charter and Task Force Terms of Reference for the North Peace Rural Roads initiative effective May 22, 2018, as amended from time to time.
 - Agree upon each participating local government's financial commitment to the Coalition contract. (Estimated contract value up to \$150,000 per year.)
 - Area B's financial commitment may be approved through the Peace River Regional District's Rural Budgets Committee.
 - Provide a resolution of support to the District of Taylor for each local government's commitment of funds, as agreed upon by the Coalition, for the term of the contract.
 - Review and amend (when required) the terms and financial contributions of this Memorandum of Understanding annually or sooner if required.
 - Reach consensus on all decisions and amendments related to this Memorandum of Understanding.
 - Review the contract and procurement administration for the Coalition at any time. (This administration may be re-designated to another participating local government at the discretion of the Coalition.)
 - Indemnify and hold harmless the District of Taylor for all North Peace Rural Roads Coalition & Task Force activities provided by or take place in the District of Taylor.
- **Contract Management:**
 - Review and evaluate responses to the Coalition RFQ and agree upon a desired proponent.
 - All decisions and amendments to the issuance, extension or termination of any contracts be determined by simple majority with all Coalition representatives present.
 - All contract delivery and day-to-day business decisions may be made by simple majority.
 - Provide a contact to the District of Taylor in order for staff to distribute invoices and any other necessary information to Coalition representatives.
 - Review the contract at least three months prior to its expiration to determine next steps which could include contract extension/renewal, contract termination, or tender of a new contract.
 - Review quarterly invoices and year-to-date financial transactions relating to the contract.
 - Discuss any questions or concerns regarding the financial transactions with the Contractor.

EXECUTION AND DELIVERY OF MEMORANDUM OF UNDERSTANDING

- This memorandum of understanding may be entered into by a separate copy of this memorandum of understanding being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method agreed to by the parties.
- The parties have executed this memorandum of understanding as follows:

<p>SIGNED on the ____ day of ____ 2021 by the District of Taylor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Signature</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Print Title</p>	<p>SIGNED on the ____ day of ____ 2021 on behalf of the Peace River Regional District – Area B by its duly authorized representative:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Signature</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Print Title</p>
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<p>SIGNED on the ____ day of ____ 2021 by the District of Hudson's Hope (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Signature</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Print Title</p>

REQUEST FOR DECISION

RFD#: BM-2021-01	Date: March 8, 2021
Meeting#: CM-2021-05	Originator: Brad Milton, Director of Protective Services
RFD TITLE: Council Resolution for CEPF Grant Application	

RECOMMENDATION:

THAT Council approve an application for the Emergency Operations Centres & Training, Community Emergency Preparedness Fund to provide emergency services training for Staff and equipment upgrades; and

THAT Council support the application and commits to any associated ineligible costs and cost overruns.

BACKGROUND:

CEPF Emergency Operations Centers & Training through UBCM is accepting applications for grants to assist communities to complete upgrades to training and local government EOC Equipment. If accepted, the grant will cover 100 % of eligible project costs.

District Staff identified several training courses for staff and equipment upgrades, these include:

- ICS and Positional training for 8 staff
- Purchase of 5 Laptops for the EOC
- Purchase and installation of interactive white board (smartboard)
- Purchase of a portable projector incase of EOC relocation

All the noted upgrades have been identified by staff to improve:

- Effective EOC operations,
- Improve Staff knowledge and understanding,
- Provide dependable equipment to be used in an emergency, and
- Ensure success in an EOC activation.

DISCUSSION:

The Director of Protective Services has identified the following issues with the EOC and required training:

- Training of staff needed, due to change of staff
- Need for operational laptops as staff use desktops in their office, cannot easily relocate
- Newer technology such as smart board to allow staff to move functionally through various aspects of the EOC needs

District Staff continue to ensure that the EOC is capable of meeting or exceeding our needs as a District.

The estimated costs for the proposed works is \$23,560.00, which should be covered by the grant.

As per the grant conditions, the District is responsible for all ineligible costs and cost overruns. The amount of which is unknown at this moment.

Prepared by:

A handwritten signature in blue ink, appearing to read "Brad Milton", with a horizontal line extending to the right.

Brad Milton, Director of Protective Services

Community Emergency Preparedness Fund

Emergency Operations Centres & Training

2021 Application Form

Please complete and return the application form by **March 26, 2021**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Name of Primary Applicant: District of Hudson's Hope	Date of Application: 17 February 2021
Contact Person*: Brad Milton	Position: Director of Protective Services
Phone: 250-783-9901	E-mail: brad@hudsonshope.ca

** Contact person must be an authorized representative of the applicant.*

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the <i>Program & Application Guide</i> for eligibility.</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

SECTION 3: Project Summary
<p>3. Name of the Project: Emergency Operations Center Capability Upgrade and Training</p>
<p>4. Project Cost & Grant Request: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Total Project Cost: \$24,000.00 Total Grant Request: \$24,000.00 </div> </p>

Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

Yes, the District applied for and utilized funding from CEPF in 2018.

5. Project Summary. Provide a summary of your project in 150 words or less.

This Project would allow the District to improve resiliency of the community, and staff by providing critical training, increasing knowledge, capability and comprehension of the Districts EOC Key Operators. The project will ensure ease of operability with in the various EOC funtions. With new staff in key functional roles we are taking efforst to increase our capabilitys as a municipal EOC.

6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

Establish a functioning Emergency Operations Center (EOC) and coordinating its operation.

SECTION 4: Detailed Project Information

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the *Program & Application Guide* for eligibility.

The following is what will be completed for the Project.

1. ICS and Positional training for 8 staff.
2. Purchase of 5 Laptops for the EOC
3. Purchase and instalation of interactive white board (smartboard)
4. Purchase of a portable projector incase of EOC relocation.

8. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

The project would allow the District of Hudson's Hope to improve its ability to present timely and relevant information with the EOC and would improve the situational awareness of the EOC staff managing the incident.

Training will ensure key staff are functional and informed on the position and requirements of the EOC.

9. Emergency Support Services. Describe the extent to which the proposed project will consider large scale emergency support services scenarios.

This Project will focus on training and the upgrad of the Distircts EOC capabilitys along with its IT infastructure. The District will be focusing on ESS in the near future.

10. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (e.g. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).

This Project will ensure that the District of Hudson's Hope has its Key administrative staff properly trained. We will have the ability to provide assistance and guidance to other partner communities should they request assistance. This will also assist with the Peace River Regional Districts Collaborative emergency management model.

11. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.

N/A

12. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (e.g. tracking number of training events and exercises, external evaluators, etc.)?

Upon completion of project activities, the effectiveness of the new EOC additions would be evaluated during our exercise program activities including a variety of discussion based and medium - larger scale exercises. Post exercise feed back will be gathered to implement improvements.

13. Progress to Date. If you received funding under the 2018, 2019, or 2020 Emergency Operations Centres & Training funding stream, please describe the progress you have made in increasing EOC capacity.

The 2018 file was completed. There was training of staff and the procurement of a permanently mounted overhead projector that was installed and currently in use.

14. Additional Information. Please share any other information you think may help support your submission.

There has been a turnover of key staff in the district in the last year. There has been the appointment of a new CAO, Fire Chief, Deputy Treasurer. This training will allow the districts key staff to be trained to ICS 300 along with other position specific training to ensure a fluent and competent EOC.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- ☒ Local government Council or Board resolution, Band Council resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- ☒ Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.

- ☐ For regional projects only: local government Council or Board resolution, Band Council resolution, or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place).

Name: Brad Milton

Title: Director of Protective Services

Signature:

An electronic or original signature is required.

Date: 17 February 2021

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Emergency Operations Center Capability Upgrade and Training

Budget

ITEM	# OF ITEMS	UNIT COST	APPLICANT CONTRIBUTION	OTHER GRANT FUNDING	TOTAL
Intro to EOC's	8	\$60.00	Staff time to complete	\$0	\$480.00
ICS 200	8	\$380.00	Staff time to complete	\$0	\$3040.00
ICS 300	8	\$380.00	Staff time to complete	\$0	\$3040.00
Smartboard	1	\$5500.00	Staff to install	\$0	\$5500.00
Portable Projector	1	\$2000.00	No cost	\$0	\$2000.00
Laptop Computers	5	\$1,900.00	IT costs to set up for the District	\$0	\$9500.00

Total: \$23,560.00

Brad Milton

Director of Protective Services

Hudson's Hope



REQUEST FOR DECISION

RFD#: 2021MR04	Date: March 2, 2021
Meeting#: CM030821	Originator: Mokles Rahman
RFD TITLE: Housing Needs Assessment	

RECOMMENDATION / RESOLUTION:

THAT the report entitled Housing Needs Report, February 25, 2021, which is a joint project with the Peace River Regional District, be received in accordance with Section 585.31 of the Local Government Act; and

THAT the Housing Needs Report, February 25, 2021, be published to the District of Hudson's Hope website.

BACKGROUND:

There are legislative requirements for local governments to prepare report on housing needs assessment.

To prepare this report there is a "partnership" between the PRRD, the 4 Electoral Areas, Hudson's Hope, Chetwynd, Dawson Creek and Pouce Coupe. Taylor, Tumbler Ridge, City of Fort St. John did not participate in this partnership (City of Fort St. John is doing their own, along and / or in combination with a housing strategy).

Draft presentation for District Council was made on December 14, 2020.

DISCUSSION:

In April 2019, legislative requirements took effect requiring local governments to collect data, analyze trends, and present reports that describe current and anticipated housing needs in B.C. communities. A three-year funding program, administered by the Union of B.C. Municipalities (UBCM), was put in place to support communities. This funding stream was available municipalities and regional districts, with funding allotted by community size. Projects with regional partnerships (e.g. municipalities and regional districts) were able to pool funding up to a total of \$150,000.

The Peace River Regional District (PRRD) led an application on behalf of the 4 electoral areas: Hudson's Hope, Chetwynd, Dawson Creek, and Pouce Coupe. The application was successful and \$140,000 was allocated to the PRRD for the project. In addition, the PRRD budgeted additional funds for a follow-up policy/implementation report (forthcoming).

The PRRD undertook a competitive bid process, with 17 bids received. Urban Matters CCC was selected as the successful proponent, and work began in June 2020. The project milestones archived are;

- a. Initial data collection was undertaken in June/ July 2020;
- b. Round 1 of engagement was undertaken in August/September 2020;
- c. Draft reports were developed October/November 2020;
- d. Reporting to the Regional District Board and partner member municipalities took place in November/December 2020, with a presentation to Hudson's Hope Council December 14, 2020;
- e. Round 2 of engagement was undertaken in December 2020 and January 2021;
- f. Finalization of reports took place in February 2021;
- g. Currently work is underway to review best practices for addressing housing issues identified in the report and preparing recommendations.

This report focuses on Hudson's Hope and meets the new legislative requirement regarding a housing needs assessment as per Section 585.31 of the *Local Government Act*; under the legislation, local governments are required to receive the reports and post them publicly to their websites; additionally, local governments are required under the legislation to consider the findings of these reports when developing Official Community Plans.

Attachments:

1. Housing Needs Report Hudsons' Hope.

Prepared by:



Mokles Rahman, CAO



Housing Needs Report

Hudson's Hope

2021



PEACE RIVER
REGIONAL DISTRICT



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

Prepared for the District of
Hudson's Hope through a joint
project with the Peace River
Regional District.

February 25, 2021

File: 0601.0089.01

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Executive Summary

This Housing Needs Report provides a detailed assessment of relevant housing related data for the District of Hudson's Hope ("Hudson's Hope" or the "District"). The purpose of this report is to establish an understanding of housing needs in the District prior to the development of future policy considerations.

Recognizing that the 2016 Census data used throughout this report is already somewhat dated, particularly for a region with a largely cyclical economy, this information nonetheless remains the most reliable data available for the purposes of this type of reporting, as it is collected only through Statistics Canada's Census. The legislative requirements stipulate the use of census data in British Columbia Housing Needs Reports. This data is supplemented by more recent data from sources such as Canada Mortgage and Housing Corporation and BC Housing, as well as feedback collected from residents and stakeholders in the community. Report updates are required every five years and can be used to monitor trends.

Community Engagement

Residents of Hudson's Hope were invited to participate in an online survey and stakeholders were invited to participate in focus groups and individual interviews. The top housing challenges identified through community and stakeholder engagement were the lack of supportive senior housing options, lack of available and affordable rental properties, and supportive housing for individuals with disabilities or experiencing mental health challenges.

Population and Age

From 2006 to 2016, the population of Hudson's Hope increased very slightly from 1,012 to 1,015. It is projected that the population will remain steady from 2016 to 2025, with an estimated

1,009 individuals in 2025. The median age of residents was 46.6 in 2016, indicating an older population overall compared to the median age of 34.1 in the Peace River Regional District (PRRD) population.

Shadow Population

The shadow population that exists throughout the region has a significant impact on housing in both rural areas and the municipalities within the PRRD. With mining, hydro, oil and gas, forestry and agricultural industries active in the region, there are significant numbers of work camps situated across the PRRD to house employees that do not live permanently in the surrounding communities. Work camps reduce the impact of large numbers of individuals moving in and out of communities as work is available, and influencing vacancy and rental rates on a large scale.

Households

The number of households also increased slightly by 5% over the same time period, but average household size decreased. The majority of Hudson's Hope households are occupied by 1 or 2 persons (71%) and consist of families without children, or one-person non-census families. Seventy-nine percent (79%) of households own their property and 21% are renter households.

Income

The medium income of owner households increased from 2006 to 2016, while the median income of renter households was 63% lower than owner households in 2015.

Current Housing Stock

As of 2016, there were 440 dwellings in Hudson's Hope, 69% of which were single-detached dwellings. The majority of all dwelling types had three or more bedrooms. Rented dwellings consisted of fewer single-detached units than owned dwellings, and included more movable dwellings, semi-detached units, and apartments.

The majority of housing units in Hudson's Hope were built prior to 1980 (64%), and the majority only require regular maintenance (37%) or minor repairs (48%). Building permits (residential permits only) between 2015 and 2019 indicate a steady demand for new residential units. In 2019, the average sales price for a single-family dwelling (3 or more bedrooms) was \$184,000.

Housing Indicators

Of all Hudson's Hope households in 2016, 15% lived in inadequate dwelling units, 4% lived in unsuitable conditions, and 8% spent more than 30% or more of their income on shelter costs indicating issues with affordability. Senior households in particular experienced issues with adequacy and affordability, but not suitability. Additionally, a much higher proportion of renters than owners experienced Core Housing Need¹ (27.8% vs. 8.8%) and Extreme Core Housing Need (11.1% vs. 2.9%).

Key Areas of Local Need

Senior Housing

Stakeholders identified the need for at-home care for seniors as the top issue in the community. It was indicated that there is a lack of supportive

housing for seniors or downsizing options for senior led households to consider. As a result, seniors often leave the community due to lack of supportive housing options.

Rental Housing

Availability and affordability of rental units was identified as a challenge by stakeholders in Hudson's Hope. Especially for young people starting out and single income households it can be difficult to find suitable and affordable housing options in the community. Additionally, temporary workers in the area typically occupy the few rental properties that might be available in the community.

Supportive Housing

Stakeholders indicated that there is a need for assisted living facilities and supportive housing in rural areas, specifically for people with disabilities or individuals experiencing mental health challenges.

¹ CMHC defines Core Housing Need as a household whose housing does not meet the minimum requirements of at least one of the adequacy, affordability, or suitability indicators. In addition, it would have to spend 30% or more of its total before-tax income to

pay the median rent of alternative local housing that is acceptable (meets all three housing standards). Those in Extreme Core Housing Need meet the definition of Core Housing Need and spend 50% or more of their income on shelter costs.

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1.0 Introduction

The District of Hudson's Hope (Hudson's Hope) is centrally located within the Peace River Regional District (PRRD) and is located North of the District of Chetwynd. Hudson's Hope is bordered by Electoral Area B to the North and Electoral Area E to the South. As of the 2016 Census, Hudson's Hope had a population of 1,015 residents.

Hudson's Hope residents face unique housing challenges based on their location, the context of the community and current economic and growth drivers within the community and region. Across BC, a housing affordability crisis has emerged due to high demand for housing from a growing population, low interest rates, and the attractiveness of housing as an investment. Increasingly, the cost of renting and owning is creating unprecedented financial burdens for households.

In 2019, the Government of BC introduced changes to the *Local Government Act*, Part 14, Division 22, requiring municipalities and regional districts to complete Housing Needs Reports to understand current and future housing needs and to use the findings to inform local plans and policies. Each local government must complete their first report by 2022 with updates every five years thereafter. The Union of British Columbia Municipalities (UBCM) is providing funding for local governments to support the completion of the first round of reports. The PRRD was awarded funding through this program and retained Urban Matters to complete Housing Needs Reports for four constituent communities, and the four electoral areas. Separate reports have been prepared for each participating community and electoral area, which are based on local context while also providing a regional lens.

The purpose of the PRRD Housing Needs Assessment Project is to:

- Develop an understanding of the current housing availability, suitability, and affordability across the entire housing continuum;
- Make projections and recommendations on future population growth and significant expected changes in housing demand;
- Provide a breakdown of housing units by type, size, condition, and state of repair; and
- Provide recommendations for relevant policy updates for participating local governments.

This Housing Needs Report includes relevant housing data for Hudson's Hope and establishes a baseline understanding of housing need prior to the development of full housing needs reports across the PRRD and its partner municipalities in this endeavour.

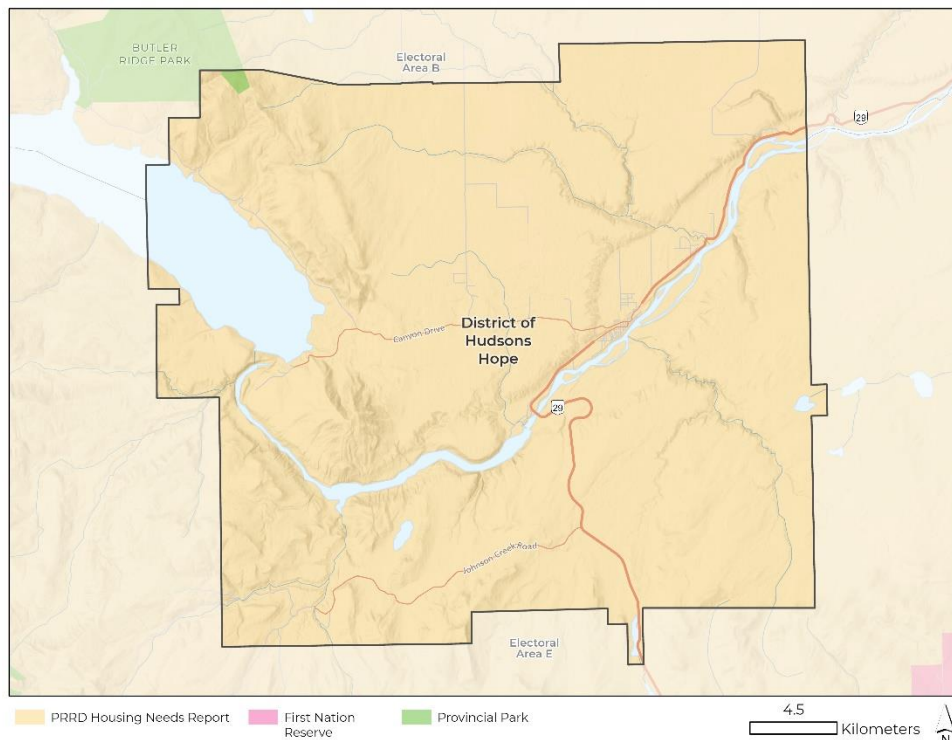
Recognizing that the 2016 Census data used throughout this report is already somewhat dated, particularly for a region with a largely cyclical economy, this information remains as the most reliable data due to its basis in the Census. It is required through legislation that this data be used in British Columbia Housing Needs Assessments. The future needs projections and engagement sections are intended to ensure that a more current snapshot of needs is captured. Over time, as future Housing Needs Assessments are produced, it will be important to be able to track trends in both Census data and qualitative data collected through engagement.

1.1 Overview

Hudson's Hope is located approximately 87 kilometers south west of Fort St. John and is surrounded by both Electoral Area E and C (Figure 1). As of 2016, Hudson's Hope had 1,015 residents, which comprised 2% of the PRRD's total population. From 2006 to 2016, the median age in Hudson's Hope increased from 42.7 to 46.6, indicating a trend of an aging population, which was significantly higher than the median age of 34 for the PRRD as a whole.

Census data labelled as Hudson's Hope refers only to the population within the municipality's boundary and does not account for the population living within First Nation reserves. Census data labelled PRRD refers to all populations within the boundaries of the regional district, including First Nations, municipalities, and electoral areas. There are 320 households or 1% of the total private households in the PRRD who reside in band housing as of the 2016 Census.

Figure 1 – Study Area Overview Map



In 2016, there were 440 dwellings in Hudson's Hope. Of the 440 dwellings, 69% were single-detached dwellings, which is comparable to the PRRD (67%). Almost a quarter of dwellings in Hudson's hope were movable dwellings (24%) and the remaining units consisted of apartment units in a flat, duplex or building with less than five storeys. Of all Hudson's Hope dwellings, 37% require only regular maintenance and 48% require minor repairs, leaving only a small proportion needing major repairs. The need for repairs corresponds with the fact that 64% of dwellings in the District were built prior to 1980.

The District's Official Community Plan (Bylaw No. 822, 2013) outlines an urban service boundary that identifies the maximum extent to which the District will extend municipal water, sewer and storm drainage infrastructure. Lands within the boundary are the only areas where urban uses and servicing may be supported. The purpose of the urban service boundary is to ensure compact, efficient development and to ensure service extensions can be effectively managed. There are rural areas outside the urban service boundary, which are kept for agricultural and environmental uses. Forty percent (40%) of land within the District are protected by the Agricultural Land Reserve.

Some of the housing related policies laid out by the OCP include promoting density within the townsite, particularly within the town core, to better use existing infrastructure; ensuring diversity of dwelling types, including single family homes, legal secondary suites, semi-detached, townhouses and apartments; ensure housing suitable to seniors; and to recognize and encourage the need to provide affordable and adequate accommodations for lower income households.

1.2 Housing Needs Report Requirements

The Housing Needs Reports Regulation (B.C. Reg. 90/2019) require the collection of approximately 50 different data indicators about past and current population, households, income and economy, and housing stock, as well as projected population, households, and housing stock.² Part 14, Division 22 of the Local Government Act details the requirements for Housing Need Reports. Most of this data is made available by the Government of BC through their data catalogue. While not all 50 data indicators are summarized in the body of the report, all required data that is currently available for Hudson's Hope can be found in the Data Appendix (Appendix A).

This report fulfills Housing Need Report requirements for Hudson's Hope, providing information on housing needs across the housing continuum, including an estimate of the number and size of housing units required to address existing demand and future growth over the next five years. This report is intended to be used by the District of Hudson's Hope, the PRRD, and other stakeholders to inform the planning and development of housing, through local plans, policies, and the management of development. It is also a public report intended to inform the public and stakeholders to help improve local understanding of housing needs.

This report provides an overview of housing needs based on analysis of quantitative data, as well as qualitative data from engagement. This data is used to identify housing units required currently and over the next five years, the current number of households in Core Housing Need, and statements about key areas of local need, in fulfilment of Housing Needs Reports regulations.³

² https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/summaryhnrrequirements_apr17_2019.pdf

³ <https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports>

1.3 Data Limitations

This report refers to both the standard Census Profile from Statistics Canada, as well as custom data that was prepared for the purpose of completing Housing Needs Reports. The custom data refers to private households only and figures may be different than what is publicly available through the Census Profiles.

Recognizing that the 2016 Census data used throughout this report is already somewhat dated, particularly for a region with a largely cyclical economy, this information nonetheless remains as the most reliable data available for the purposes of this type of reporting, as it is collected only through Statistics Canada's Census. The legislative requirements require that it be used in British Columbia Housing Needs Assessments. In order to address this limitation, the future needs projections and engagement sections are intended to ensure that a more current snapshot of needs and issues is captured. Over time, as future Housing Needs Assessments are produced, this tool and approach will be important to be able to track trends in the Census data and qualitative data collected through engagement. This report is intended to provide a baseline against which to assess changes.

The 2011 National Household Survey (NHS) was voluntary and as a result had a much lower response rate than the mandatory long-form Census. Because of this, data from the 2011 NHS is of a lower quality than Census data from other years. The data is used as supplementary data to inform historical household and housing related trends between 2006 and 2016.

The statistical data included in this report was collected prior to COVID-19 and may not entirely reflect current housing trends. The data reported should be considered together with Section 7 COVID-19 Implications of this report. The findings in the concluding sections consider both available data, desktop research on COVID-19 implications on the housing system, and what was heard from stakeholders during engagement about the on-the-ground implications in Hudson's Hope.

2.0 Community Engagement Findings

2.1 Overview

To better understand local housing needs, a community stakeholder engagement was completed between July and September 2020. This process collected insight on local housing challenges and opportunities from the perspective of Hudson's Hope residents, local stakeholders, and neighbouring First Nations. Additional stakeholder interviews were undertaken in December 2020 and January 2021 to ensure stakeholders across the region were well represented in the study. This section provides an overview of the engagement process.

2.1.1 COMMUNITY SURVEY

A community survey was available from July 15 to August 13, 2020. It was available through the District's website as well as through paper copies by request. The purpose of the survey was to collect information about the housing needs and challenges of residents.

A total of 27 respondents from Hudson's Hope responded to the survey, including 3 individuals who identified as Metis. Twenty-three (23) respondents were owners and 2 were renters. Of respondents, nine (9) were aged 55 to 64, seven (7) were 65 and older, seven (7) aged 35 to 54 and four (4) were 25 to 34. There were no responses from individuals 15 to 24.

2.1.2 STAKEHOLDER INTERVIEWS AND FOCUS GROUPS

Interview and focus group questions identified gaps in housing and housing-related services across the housing continuum. Interviews were completed with staff within neighbouring First Nations, regional elected officials, service providers and housing providers across the PRRD. The following stakeholders from Hudson's Hope participated in interviews: Hudson's Hope Health Care and Housing Society, Friend's of Hudson's Hope, and the Hudson's Hope Library.

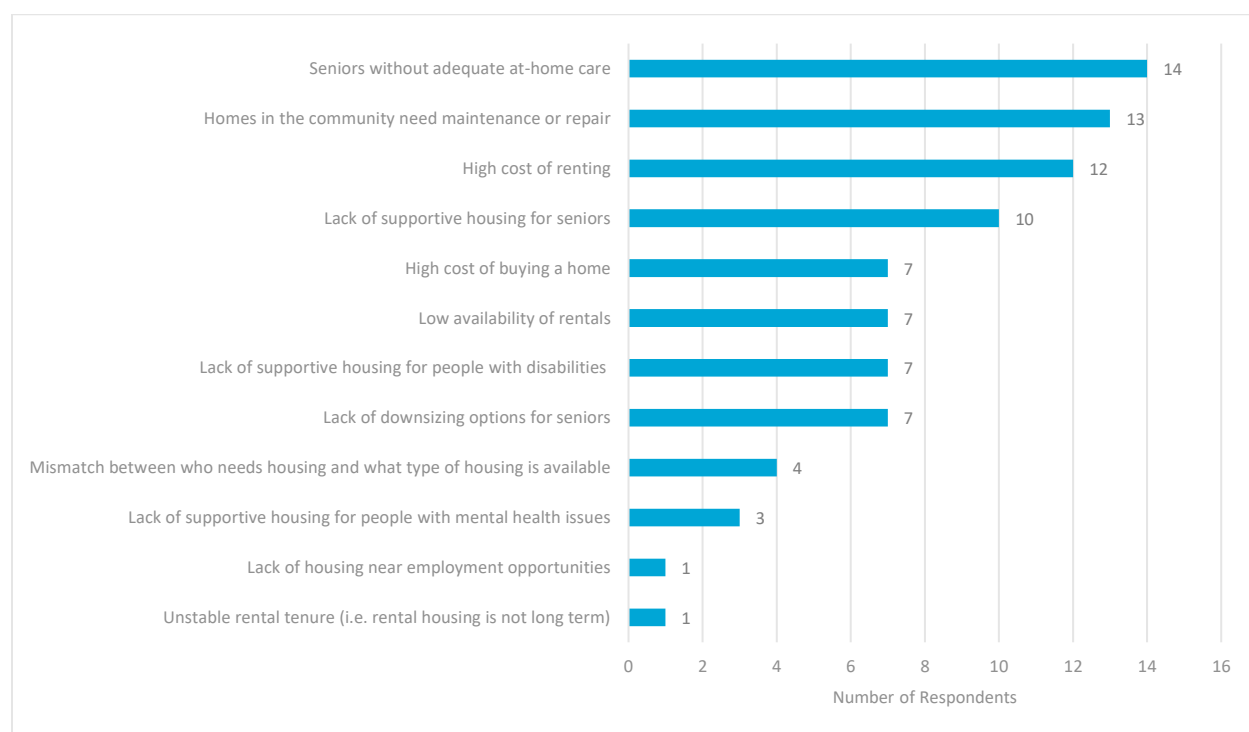
The full results of the survey and focus groups and interviews can be found in Appendix B.

2.2 Findings for Hudson's Hope

2.2.1 HOUSING CHALLENGES

Figure 2 shows the community issues reported by survey respondents in Hudson's Hope. Respondents suggested that seniors without adequate at-home care (14), homes needing maintenance or repairs (13), and high costs of renting (12) were the main concerns. One respondent commented that there is a lack of maintenance on rural streets. Another respondent commented that they will need to downsize eventually and will not be able to maintain their own home.

Figure 2 – Top Community Issues in Hudson’s Hope



2.2.2 FINDING A SUITABLE HOME

Survey respondents were asked to identify any barriers they faced when searching for their current home. The top five barriers experienced were the limited supply (12) or poor quality of type of home they were looking for (9), and the cost of purchasing (8) and renting (7).

2.2.3 SENIOR HOUSING

Respondents were asked what forms of housing were missing in the community. Survey responses suggest that the most needed forms of housing in Hudson’s Hope are assisted living facilities (13). Stakeholders indicated that seniors often leave the community due to lack of supportive housing options.

2.2.4 SUPPORTIVE HOUSING

Stakeholders indicated that there is a need for assisted living facilities and supportive housing in rural areas, specifically for people with disabilities or individuals experiencing mental health challenges.

2.2.5 AFFORDABILITY

Respondents were asked if they believed their housing costs were affordable to them. Sixteen respondents said yes that their housing costs were affordable, six said no, and three said they were not sure. However, the most anticipated issue in the next five years for survey respondents was the uncertainty of being able to afford future rent payments (9). One respondent commented that rental costs are high due to temporary or out-of-town workers. In interviews, local stakeholders indicated that it can be especially challenging for young people starting out, single income households, and people with disabilities or experiencing mental health challenges have the greatest challenge in securing suitable and affordable housing in the community.

2.2.6 PUBLIC TRANSIT

The most common housing issue for respondents at their current home is not being well served by public transit (12). Respondents also stated that being too far from employment opportunities (6) or transit (6) were barriers to finding a home.

2.2.7 CHALLENGES AND NEEDS

The population of Hudson's Hope is declining. In the past few years, there has been very limited residential development. As a result of a high supply and low demand of houses, it is hard to sell homes in the area. Family farms are being sold, as younger generations are not taking up the farming lifestyle. However, new people are moving to town to work on dam and hydro projects. Hudson's Hope needs more housing options, including accommodations for mobile workers, seniors, and people experiencing homelessness.

Interviewees identified the following challenges and needs:

- One of the most important housing priorities in the PRRD, according to one interviewee, is the provision of supportive housing in rural areas.
- There is a low supply of seniors housing and the demand is increasing.
- Hudson's Hope is predominantly comprised of single-family homes. There are a few duplexes and very few apartments (the interviewee could recall one apartment). A variety of housing options is needed.
- There is demand for mobile worker accommodations. Some companies put their workers in hotels, and there are some camps near the community for workers.
- The lack of transit in the area makes it hard for people to access services and move around. For many specialized medical appointments, people must travel outside of the community.
- The interviewee was unaware of any visibly homeless people in the community. People are living marginally, on couches and with friends or family.

2.2.8 PROJECTS AND OPPORTUNITIES

The following opportunities and projects were identified in the interviews:

- The Hudson's Hope Health Care and Housing Society is working on a feasibility study for a new supportive living facility (20 units). The new project will be fully supportive, including meal services and house keeping. This new development would be funded 100% by grants.
- Silver Willow Court is an existing 10-unit independent living accommodation. There is a housekeeper for common areas and tenants typically use the New Horizons Seniors Centre for social activities, potlucks, etc. The waitlist isn't too long.
- Friends of Hudson's Hope runs food drives around holidays to make hampers for those in need.
- Save Our Northern Seniors also provide support services in the community.
- There is an existing dialogue between First Nation communities and Hudson's Hope about services and events. The relationships between communities could continue to be strengthened.

2.3 Regional Findings

2.3.1 HOUSING AFFORDABILITY AND SUPPLY

Interviewees observed that there are more housing developments during strong economic periods which increases the availability of housing. However, strong economic periods also observed to drive housing unaffordability as prices rise due to the influx of workers. For some service providers, it has also been challenging to recruit staff, partly due to housing. Finding affordable housing options is reported to be especially challenging for one-person or single-income households.

2.3.2 SENIOR HOUSING

For seniors in the PRRD, interviewees report that there are long waitlists for seniors housing of up to two to three years. Having fixed incomes makes it difficult for many seniors to find appropriate housing and some end up living in sub-standard units. Stakeholders report a need for services to support seniors who choose to age in place in their own homes, for example, support with meals, snow removal, etc. Improved accessibility would also help many remain independent over a longer term. It was also reported that seniors with dementia who do not have access to appropriate housing and supports may be prematurely placed in long-term care. In rural communities with limited services, seniors may find it difficult to access health care services close to home and may move to more urban areas to access to these services or be closer to family.

2.3.3 SUPPORTIVE HOUSING

Stakeholders identified a need for supportive housing for vulnerable population such as seniors, Indigenous Elders, youth, individuals with disabilities, and individuals with mental health issues. Additionally, some service providers face challenges of recruiting staff.

Youth

Stakeholders point out that youth, under 19, who require medical care are put into long-term care. More youth housing near larger municipalities would ensure that they can attend nearby schools and receive education.

Individuals with Disabilities

Despite recent improvements in housing for individuals with disabilities (such as brain injuries, mobility issues, MS), there is still a need for more housing options for these individuals in new buildings. Individuals who receive disability support face many challenges in finding appropriate housing because of restricted budgets. Interviewees also report a need for additional accessible housing units for individuals with disabilities who are able to live independently. Stakeholders noted that the default accommodations (such as extended hospital stays or long-term care) for individuals with disabilities is not suitable for their needs and prevents them from accessing services. Individuals stay for extended periods of times in hospitals when there isn't proper housing available, which have resulted in over capacity in hospitals.

Individuals with Mental Health Issues

Interviewees pointed out that individuals suffering from mental health issues often face additional barriers when looking for housing. Service providers reported that there is a lack of low barrier housing available for people at different stages of their lives and individuals are often turned away from rentals and shelters due to their conditions, limiting them to access the supports they require. One stakeholder mentioned there is a particular need for increasing programming that serve men with mental health issues.

Vulnerable Population

Interviewees indicated there is a need for supportive housing for individuals leaving abusive relationships and or families fleeing negative or dangerous living situations.

2.3.4 HOUSEHOLDS WITH INCOME ASSISTANCE

Housing affordability was a concern for stakeholders, with particular mention of individuals on income-assistance. Despite rental availability, many individuals on income-assistance are unable to afford market housing. The stigma of income-assistance has also resulted in some rental companies discriminating individuals from housing opportunities.

2.3.5 INDIGENOUS HOUSING

There is a shortage of housing for Indigenous households living both on and off reserve. Interviewees report that Indigenous households need better access to medical services, mental health supports, and safe homes when living off reserve.

One of the major issues influencing the availability of housing on reserve is the lack of funding for repairing existing homes or building new ones. The application process to receive funding is time-consuming and difficult. Additionally, interviewees report that the current minimum building code is unsuitable for meeting the needs of climate conditions (e.g. high snow load). Many homes have not been built to withstand climate conditions and need to be replaced. Materials for replacements are limited locally and must be sourced from communities that are farther away.

Interviewees reported a need for better quality housing suited for the northern climate that serves diverse household needs (e.g. families, singles, Elders). There is also need for more nearby community infrastructure and services to support existing homes (e.g. schools, shops, medical support for Indigenous Elders).

2.4 Opportunity Areas

2.4.1 COLLABORATIONS AND PARTNERSHIPS

Stakeholders highlighted the importance of fostering collaborations in the District between communities and First Nations, and pursuing partnerships with service providers, housing providers and BC Housing. Stakeholders identified a need for collaborative conversations between emergency service providers, health care workers and District Officials to better understand the housing needs of vulnerable populations.

2.4.2 RESEARCH AND POLICY

Those involved in housing development indicated a need for the PRRD and municipalities to review development procedures to reduce any unnecessary restrictions on development and incentivize development through tax incentives. Collecting data and conducting assessments were identified as important to addressing current and future housing needs and issues. Stakeholders felt that increasing knowledge of housing needs will support the District in preparing for future funding and investment opportunities.

2.4.3 CONTINUED SUPPORT FOR SENIOR HOUSING AND AFFORDABLE HOUSING OPTIONS

There are currently many initiatives aimed at providing more housing options for seniors and supportive living across the PRRD. Stakeholders highlighted senior housing initiatives, including Heritage, the Mennonite's Elder's Lodge, and Better at Home, that provide house keeping duties, food provisions, and medical care for seniors. Stakeholders noted that providers (e.g. Northern Health) are interested in exploring similar opportunities to build and operate senior housing in the PRRD, while investors are specifically

interested in opportunities in Fort St. John. Stakeholders suggested that a database of senior accommodation and support services available across the region should be established to help residents access the services they need.

Stakeholders highlighted other housing initiatives that are aimed towards providing housing options to specific groups including BC Hydro's building for Hudson's Hope's staff and medical workers, BC Housing's passive apartment building with allocation for low-income households, and apartments for medical students at CMHC rates.

2.4.4 OTHER OPPORTUNITIES

Stakeholders identified a number of other opportunities for building new housing or providing supports for specific groups:

- Provide more off reserve housing across the PRRD for First Nations
- Provide mental health housing that allow independence for tenants
- Provide private assisted living facilities to increase options and availability for seniors
- Provide housing options for individuals living in hospital care
- Increase funding for the Homeless Prevention Program
- Repurpose underutilized hotels for affordable housing units
- Utilize underutilized buildings and undeveloped properties to develop housing projects or accommodate support services

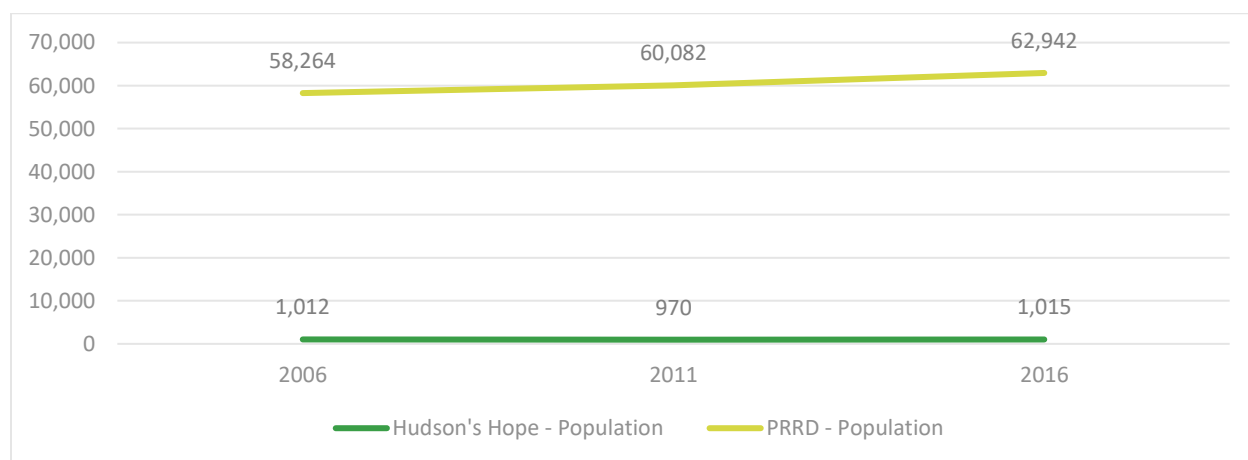
3.0 Hudson's Hope Community Profile

The demographic and economic context of a community shape its housing needs. Age and stage of life, household type and size, income, and employment all directly affect the type of housing units, sizes, and tenures needed. This section provides an overview of these factors, using a combination of data from the Statistics Canada Census Profiles and data tables and custom data prepared for Housing Needs Reports.

3.1 Population

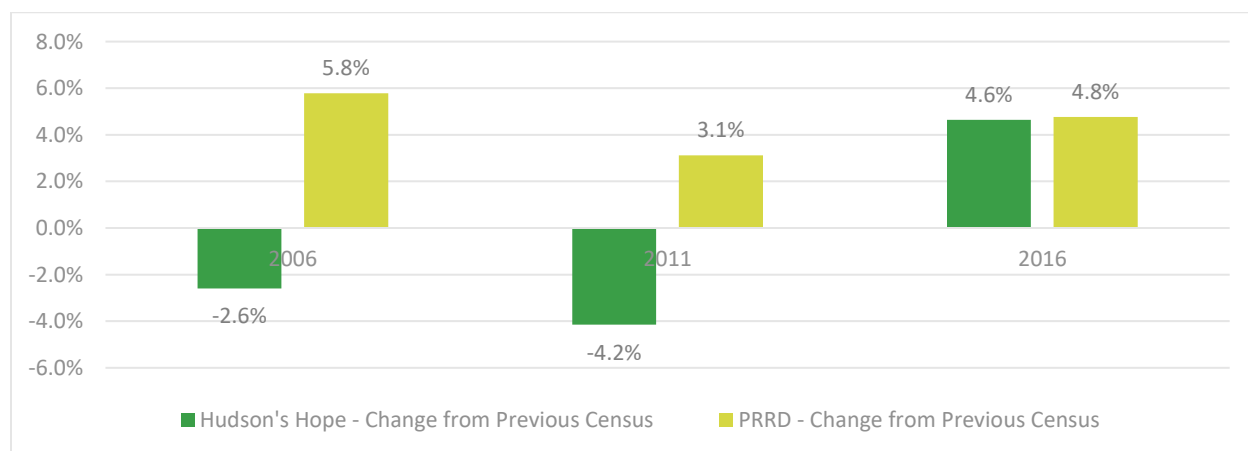
The population of Hudson's Hope remained fairly stable from 2006 to 2016, decreasing by 3 individuals or less than 1% of the population (Figure 3). There was a total of 1,015 residents recorded in 2016, making up 2% of the PRRD's total population. The rate of population growth was negative between the 2001 and 2011 censuses (Figure 4), but a positive population growth of 4.6% was experienced between 2011 and 2016 in Hudson's Hope.

Figure 3 – Population Changes in Hudson's Hope and PRRD, 2006-2016



Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

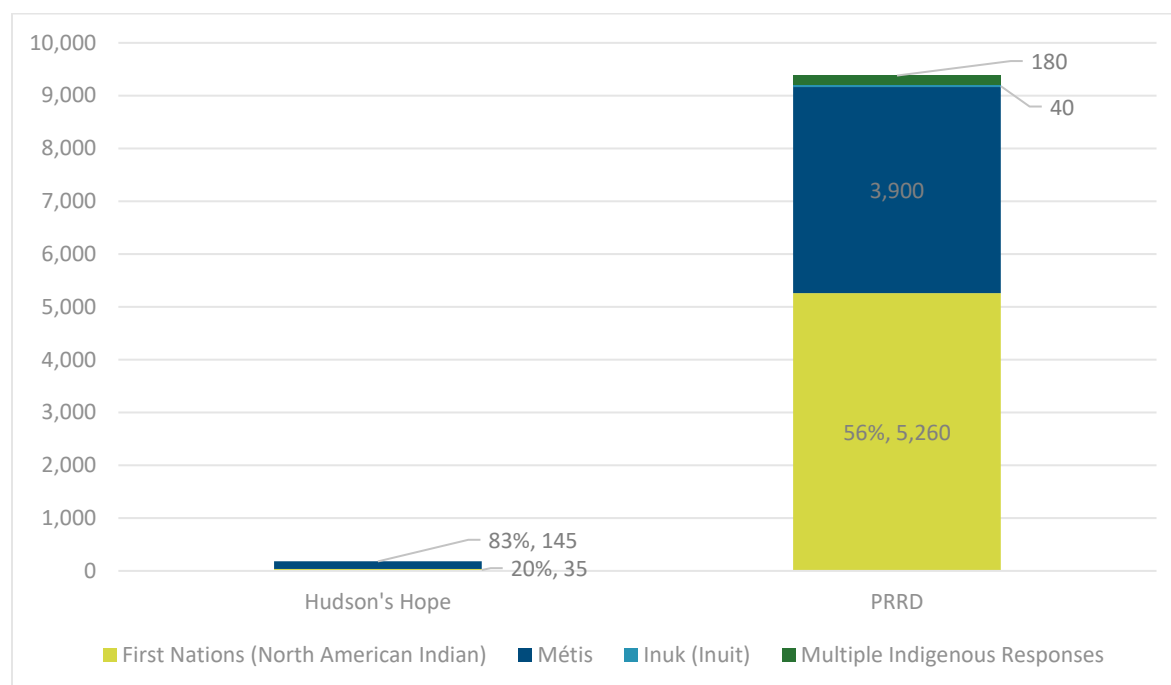
Figure 4 – Population Changes in Hudson's Hope and PRRD, 2006-2016



Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

Hudson's Hope has a total of 175 individuals or 18% of the population in private households (1,010 individuals) who identify as Indigenous as of the 2016 Census (Figure 5). Of this group, 20% identify as First Nations and 83% as Métis. The Indigenous population in Hudson's Hope makes up approximately 2% of the overall Indigenous population in the PRRD as recorded in the 2016 Census.

Figure 5 – Indigenous Identity for Population in Private Households, 2016

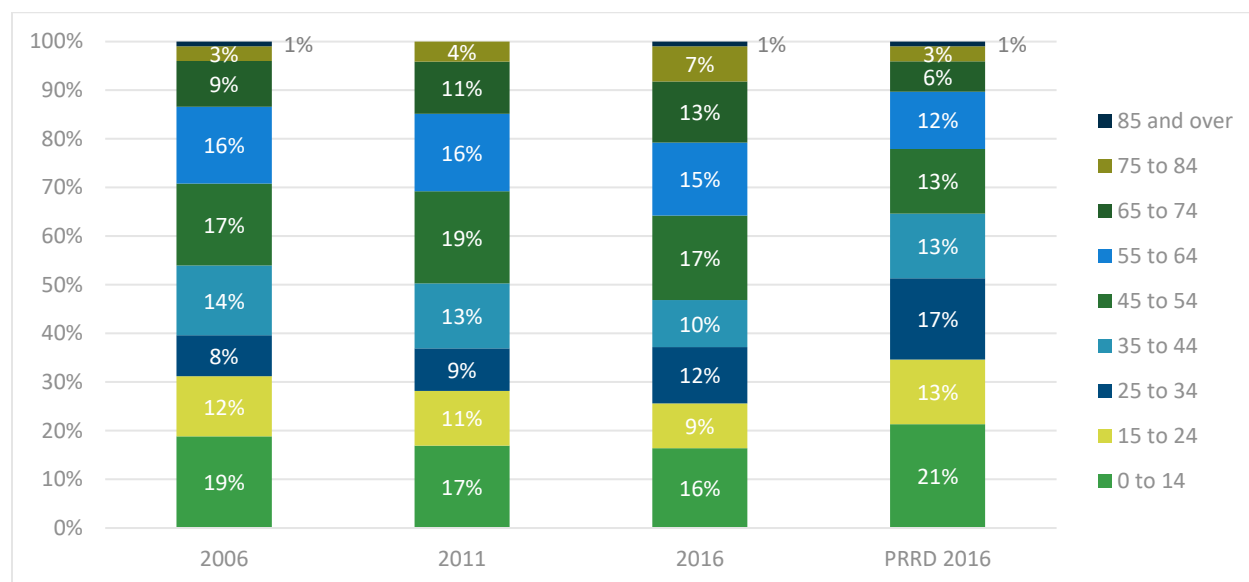


Source: Statistics Canada Census Program, Census Profiles 2016

3.2 Age

From 2006 to 2016, the median age in Hudson's Hope increased from 42.7 to 46.6, indicating a trend towards an older population. During this same time period the median age in the PRRD remained relatively constant, decreasing from 34.2 in 2006 to 34.1 in 2016 which is significantly lower than Hudson's Hope median age. The age distribution over the past three Census reports in Hudson's Hope show a relatively stable population, with increases in the following age categories: 65 to 74 years (9% to 13%), 75 to 84 years (3% to 7%), and 25 to 34 years (8% to 12%).

Figure 6 – Age Distribution in Hudson's Hope, 2006-2016

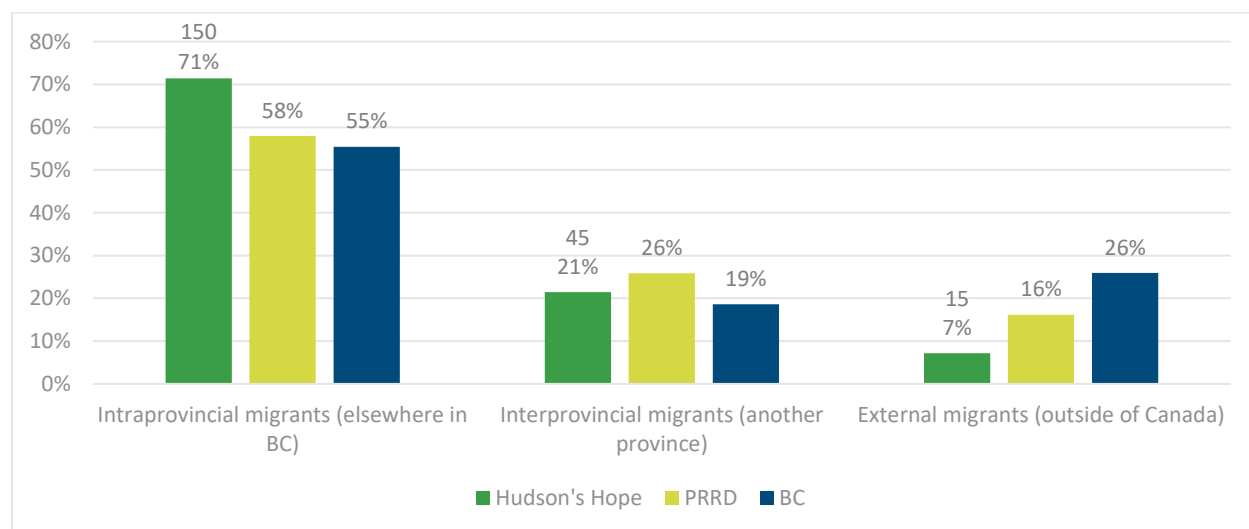


Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

3.3 Mobility

In Hudson's Hope, 23% of the population moved into the municipality between 2011 and 2016, compared to 22% in the PRRD and 21% in BC. Of those who moved to Hudson's Hope, 71% were intra-provincial migrants (people who moved from elsewhere in BC), 21% were inter-provincial migrants (people who moved from another province), and 7% are external migrants (people who moved from outside of Canada). Compared to the PRRD, Hudson's Hope has a lower proportion of inter-provincial and external migrants. This may suggest that other Canadians outside British Columbia are less interested than residents of BC, to move to Hudson's Hope.

Figure 7 – Five Years Ago Mobility Status in Hudson's Hope, PRRD, and BC, 2011-2016



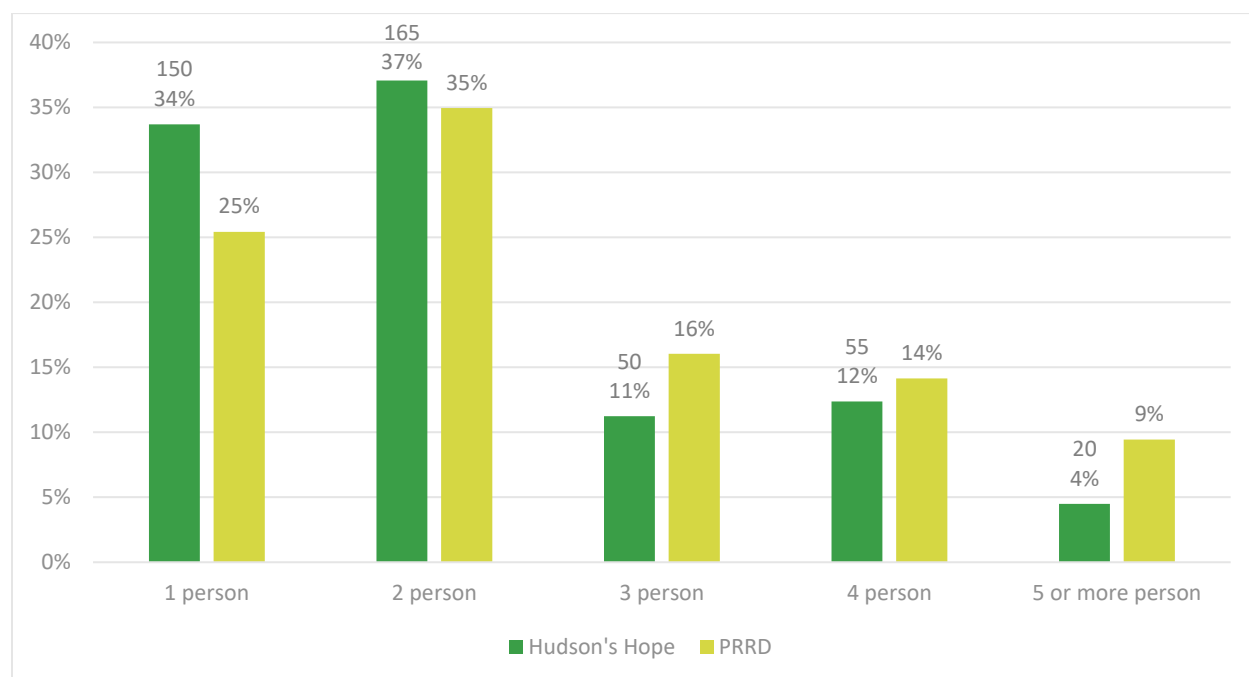
Source: Statistics Canada Census Program, Census Profiles 2011, 2016

3.4 Households

From 2006 to 2016, the number of households in Hudson's Hope grew by 20 households, or 5%, from 425 to 445. Although there was a growth of 130 individuals during this time period, the decrease in households suggests that households were formed at a slower rate. Between 2006 and 2016 the average household size in Hudson's Hope decreased slightly from 2.4 to 2.2. The average household size in the PRRD has also decreased during this time, dropping from 2.6 in 2006 to 2.5 in 2016. In 2016, 27% of households in Hudson's Hope were 3 person or more households (i.e. family households), compared to 39% of PRRD households (Figure 8). However, households in Hudson's Hope are predominantly one and two-person households (71% collectively).

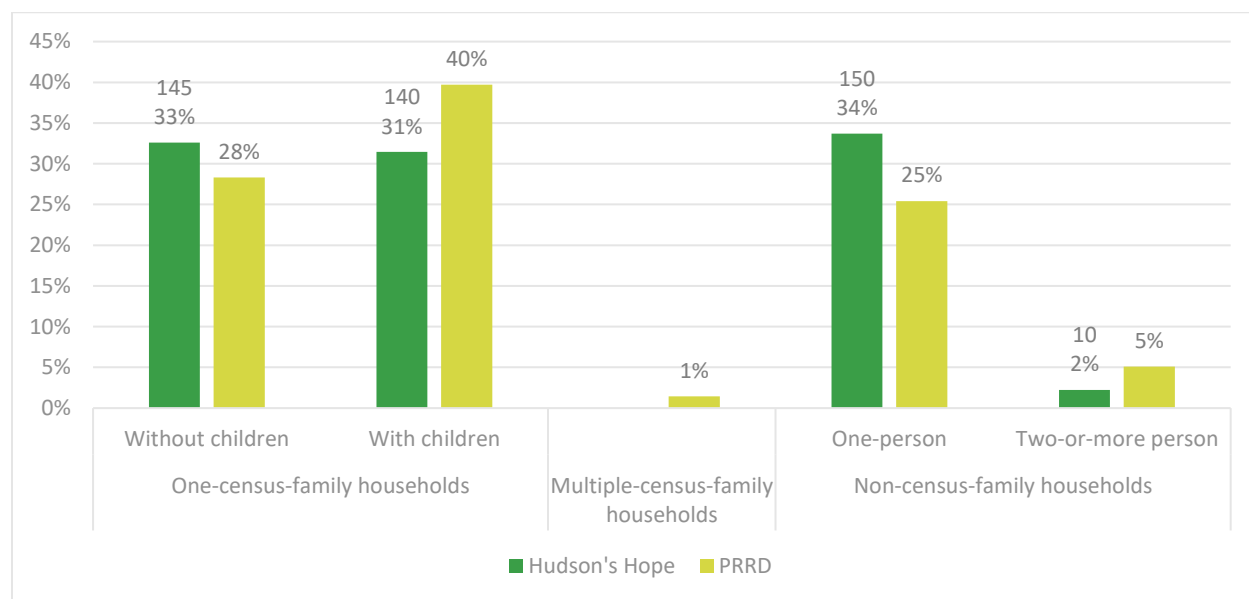
Hudson's Hope has a higher percentage of family households without children (33%) and one-person households than the PRRD (34%), and a lower proportion of families with children (31%) (Figure 9). These figures show that families are somewhat less likely to live in the community than in the PRRD as a whole, and households are more likely to be non-family households (i.e. one person living alone or unrelated roommates).

Figure 8 – Households by Size Comparison in Hudson's Hope and PRRD, 2016



Source: Statistics Canada Census Program, Census Profiles 2016

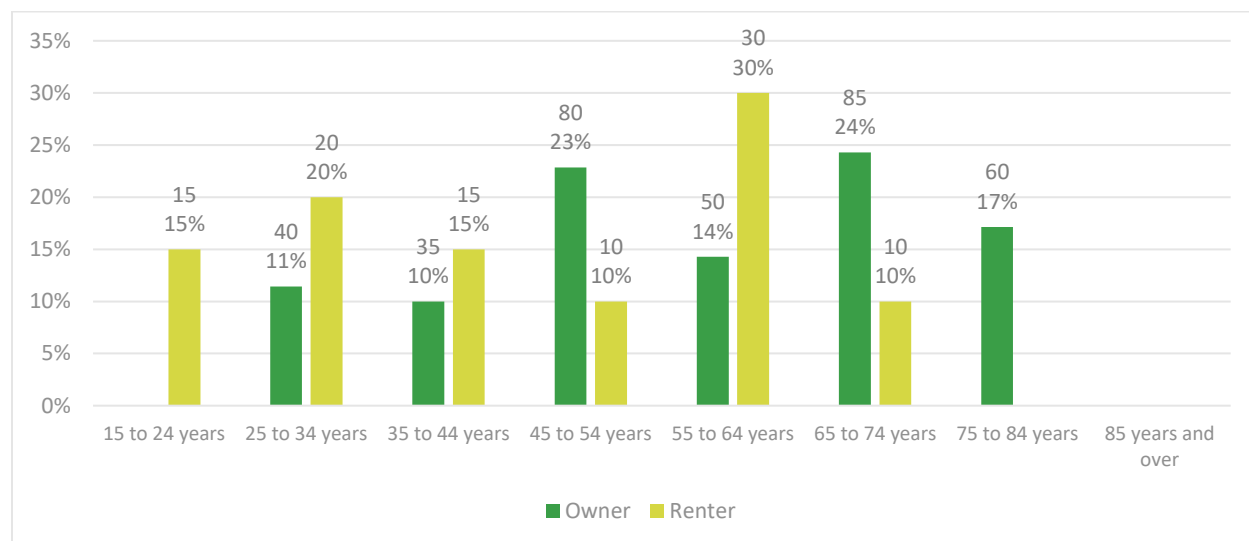
Figure 9 – Households Type in Hudson's Hope and PRRD, 2016



Source: Statistics Canada Census Program, Census Profiles 2016

Figure 10 shows the ages of primary household maintainers by tenure, to illustrate the distribution of tenure across age groups in 2016. Primary household maintainer refers to the person leading a household. The Census allows two to be identified per household and the data is based on the first entry. In Hudson's Hope, renter households were equally split between younger and older age categories, while owner households were slightly more prominent in older age categories. There were no owner household maintainers in the 15 to 24 years category and no renter household maintainers in the 75 to 84 years category. Both owner and renter households had no household maintainers in the 85 years and older category.

Figure 10 – Age of Primary Household Maintainer by Tenure, 2016

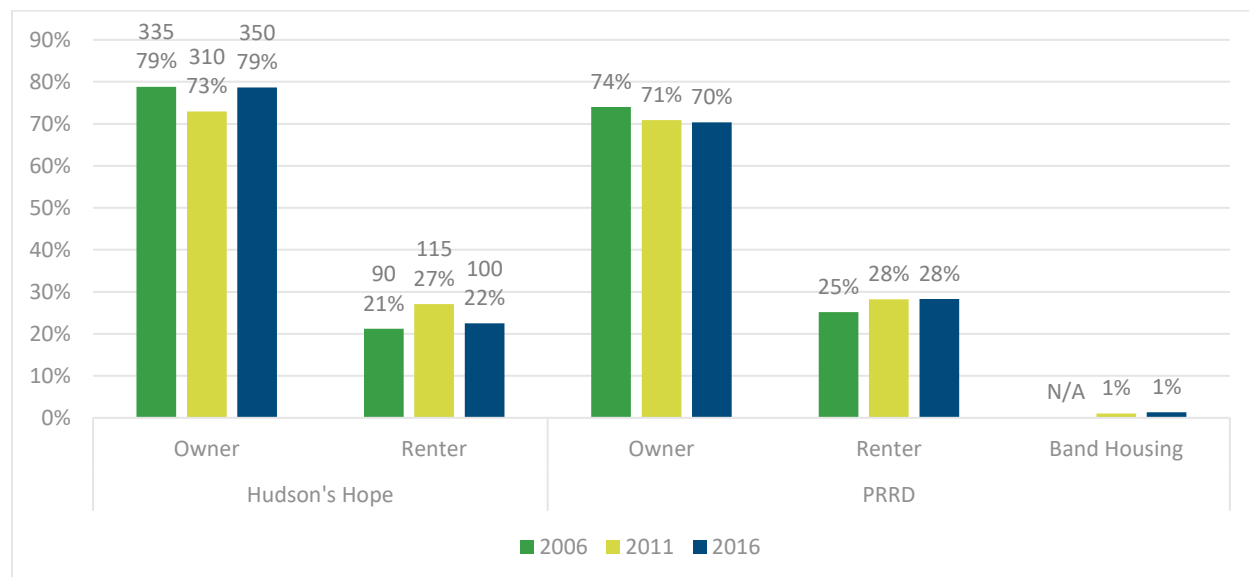


Source: Statistics Canada Census Program, Census Profiles 2016

3.4.1 TENURE

Hudson's Hope has seen the proportion of owner households fluctuate over the past three Census periods, from 79% in 2006 to 73% in 2011, and back to 79% in 2016 (Figure 11). The proportion of renter households in Hudson's Hope also fluctuated from 21% in 2006 to 27% in 2011, and back to 22% in 2016. For comparison, in 2016, 70% of PRRD residents were homeowners and 28% were renters. These fluctuations are a result of the cyclical nature of the predominantly resources based industry. On the other hand, the PRRD experienced a reverse trend during this time period, where the proportion of owners decreased from 74% to 70%.

Figure 11 – Households by Tenure in Hudson's Hope and the PRRD, 2006-2016



Source: Statistics Canada Census Program, Census Profiles 2006, 2016, NHS Profile 2011

3.5 Economy

Between 2006 and 2016, Hudson's Hope saw a decrease in the labour force participation rate from 67% to 57%. The unemployment rate in Hudson's Hope fluctuated between 5.5% and 14.1% over the same time period. These changes in labour participation and unemployment rate took place during a period of time where there was a significant downturn in the economy, which was most notably felt in the oil and gas industry in the region, and these numbers reflect that. However, by 2018 an unemployment rate of 5.7%⁴ was reported for North East BC, followed by 6.3%⁵ in 2019 (October YTD). Comparatively, the PRRD participation rate also decreased from 76% to 73% and the unemployment rate increased from 5.5% to 12.1%, which may be related to the 2014-2015 downturn in the oil and gas industry.

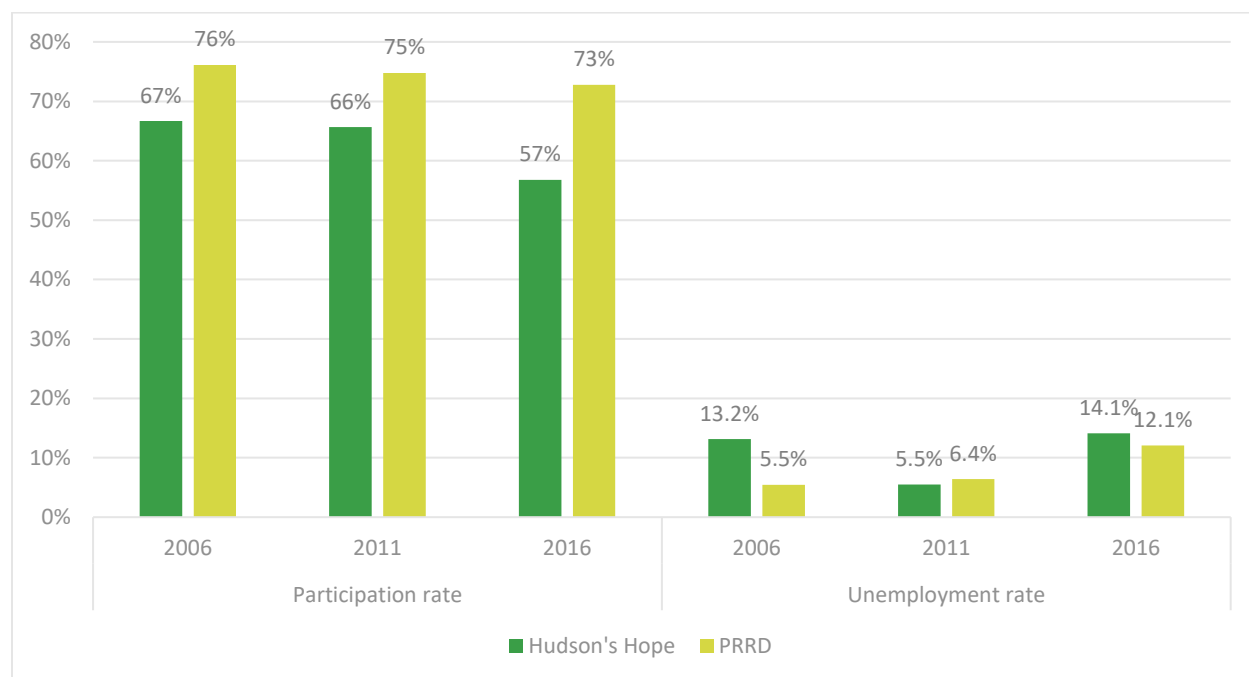
In 2016, the top five industries employing Hudson's Hope residents included utilities (20%), construction (18%), agriculture, forestry, fishing and hunting (11%), accommodation and food services (9%), and public administration (9%). However, the current distribution of labour force by industry in Hudson's Hope is likely to have changed from 2016. Since 2016, there have been several large projects initiated in the PRRD,

⁴ <https://www.workbc.ca/Labour-Market-Information/Regional-Profiles/Northeast#employment-statistics>

⁵ <https://www.alaskahighwaynews.ca/business/northeast-b-c-unemployment-holds-at-6-2-1.24001568>

including the construction of the Coastal GasLink pipeline, Site C construction, Pembina pipeline expansion, and major growth in the Montney region. Many employees working on these projects live in Dawson Creek and in work camps situated across the PRRD, and some employees may be residents of neighbouring communities such as Hudson's Hope.

Figure 12 – Labour Force Participation Rate and Unemployment Rate in Hudson's Hope and the PRRD, 2006-2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing, 2006, 2011, 2016

3.6 Household Median Income

Between 2006 and 2016, median before-tax private household income grew by 13% in Hudson's Hope, compared to the 24% across the PRRD. As of 2016, Hudson's Hope had a lower median household income than the PRRD. In 2016, the median household income in Hudson's Hope was \$71,987; about \$22,000 lower than the PRRD median household income of \$94,046 (Figure 13).

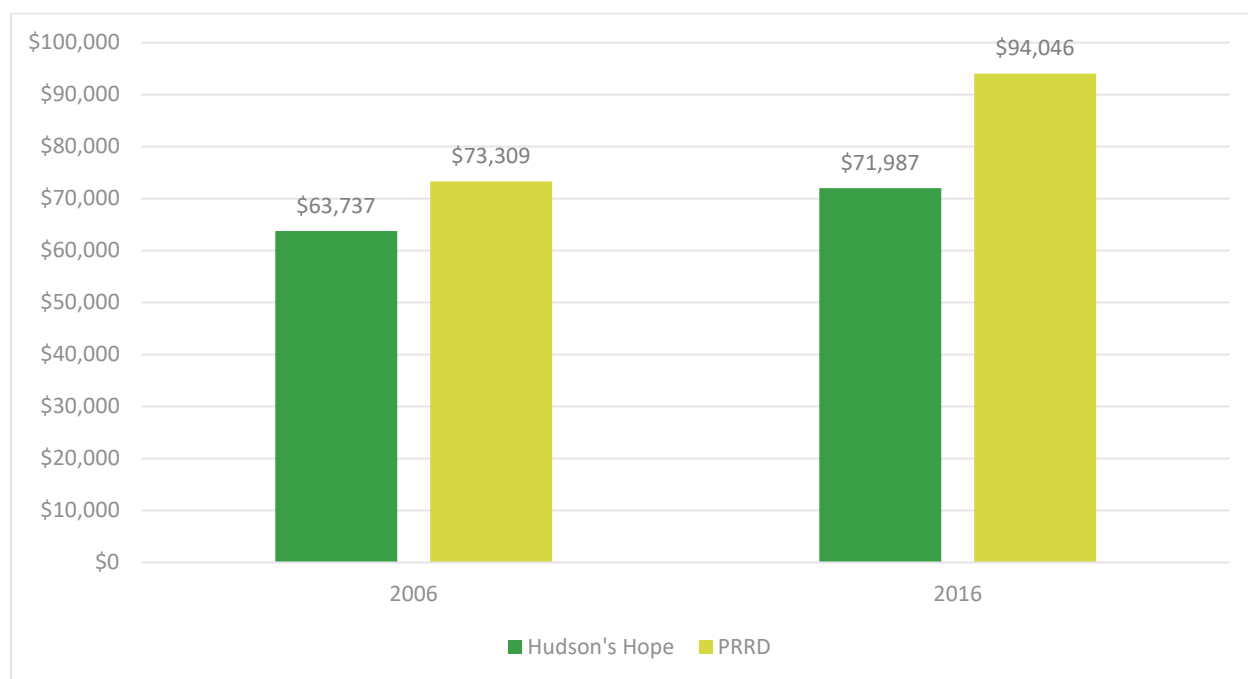
Median household income differs by household type. Non-census family households (typically individuals living alone, though in some cases with roommates) had the lowest median household incomes in Hudson's Hope, followed by couples without children. Couples with children had the highest median household income, which is typical as they represent households generally at the peak of their earning potential and may have two-income streams (Figure 14).

The median renter household income in a community is often much lower than the median owner household income, as is the case in Hudson's Hope. In Hudson's Hope, the median renter household income in 2015 was \$51,134, compared to the median owner household income of \$83,320. Median incomes of owner households were 63% greater than that of renters (Figure 15). Because median household incomes for renters is significantly lower than owner households, there are also higher levels of Core Housing Need among renter

households (27.8% vs 8.8%) which creates a level of tenure insecurity. However, secure rental tenure represents an important component of the housing continuum.

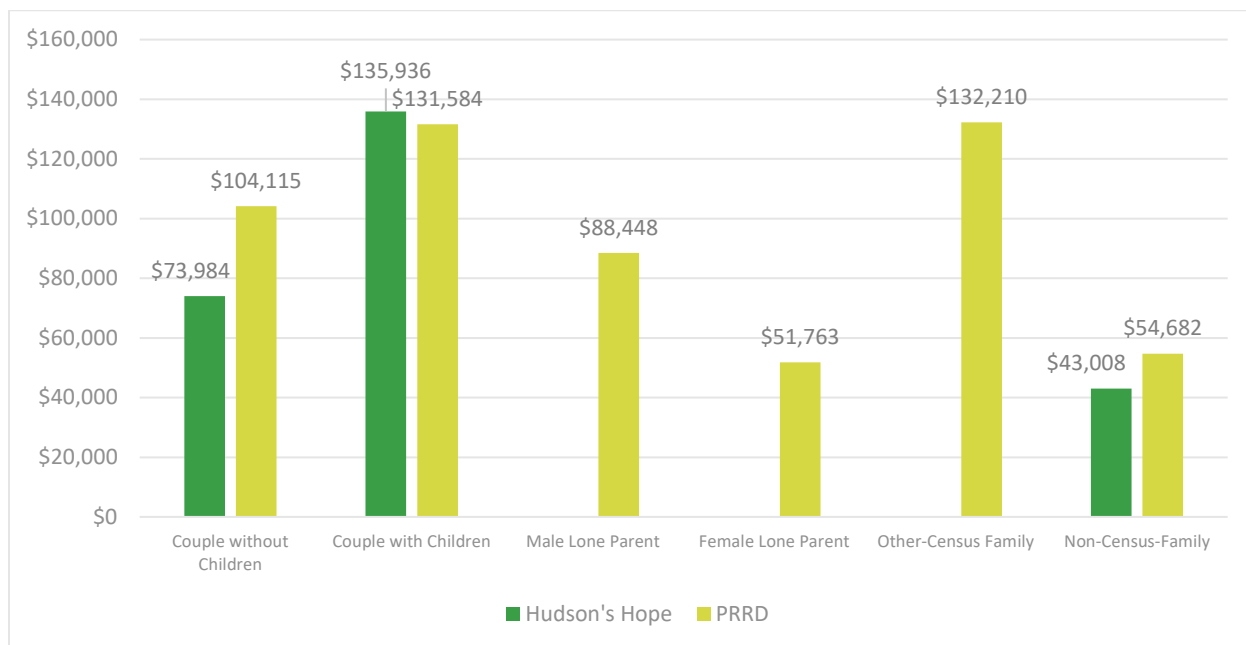
Of the renter households, 55% earn less than \$80,000, while owner household income is more evenly distributed across income groups (Figure 16). This indicates that renters may not necessarily choose this tenure, but rent because they are unable to afford ownership as an option.

Figure 13 – Median Before-Tax Private Household Income, 2006-2016 Census Years



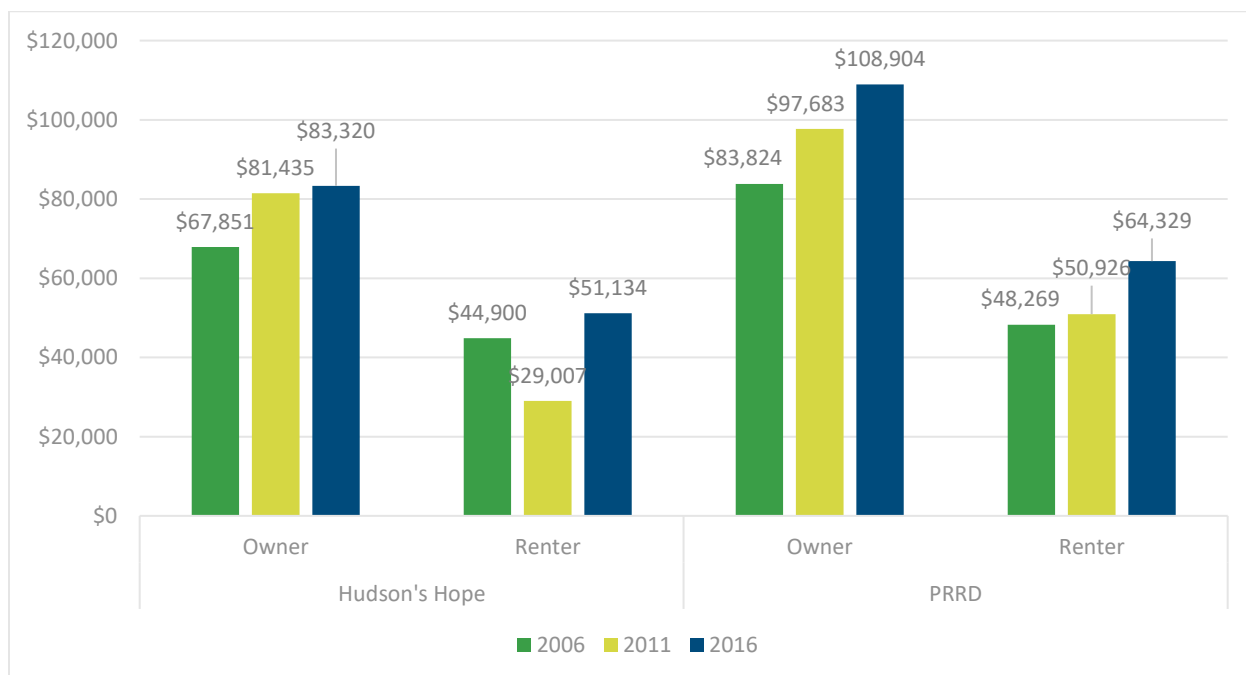
Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing, 2006-2016

Figure 14 – Median Total Household Income in Hudson's Hope and PRRD, 2016



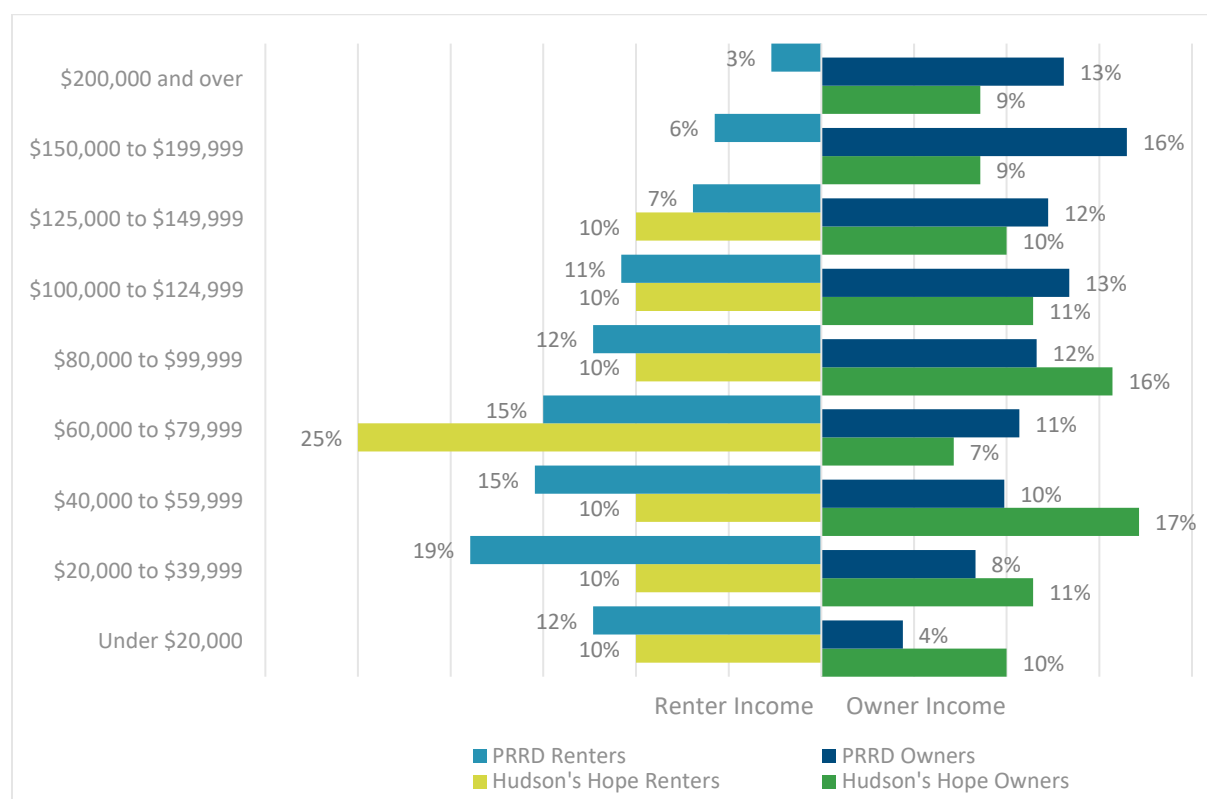
Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing 2016

Figure 15 – Median Household Income by Tenure in Hudson's Hope and PRRD, 2006-2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing, 2006, 2011, 2016

Figure 16 – Renter and Owner Household Income by Income Bracket, 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing, 2016

3.7 Summary

Between 2006 and 2016, Hudson's Hope population fluctuated only slightly and reached 1,015 in 2016. It is projected that the population will remain consistent at 1,009 individuals in 2025 (see Section 4.1). The median age of Hudson's Hope residents was 46.6 in 2016, which was significantly higher than the median age of the PRRD's total population of 34.1, indicating an older population. There are 175 individuals who identify as Indigenous in Hudson's Hope (20% First Nations and 83% as Métis) who make up 18% of the Hudson's Hope population in private households.

In 2016, Hudson's Hope experienced some population change as a result of individuals moving to the area from elsewhere in British Columbia. Only 25 new Hudson's Hope residents that year relocated to the area from another province or from outside Canada.

The number of households in Hudson's Hope increased slightly by 5% between 2006 and 2016. During the same period, the average household size decreased slightly to 2.2 persons. The majority of households in Hudson's Hope are occupied by 1 or 2 persons. Compared to the PRRD, Hudson's Hope had more family households without children and a higher percentage of one-person non-census family households.

In Hudson's Hope, 79% of households are owned and 21% are rented, and the median income of owner households increased from 2006 to 2016 while the median incomes of renter households fluctuated and were 63% lower than owner households. However, the median income of private households in Hudson's Hope

increased slightly over the same time period. Households with the highest median income in 2016 were couples with children.

Since 2006, the unemployment rate in Hudson's Hope decreased from 13.2% to 5.5% in 2011 before climbing to a new high of 14.1%. At the same time the participation rate declined steadily to 57% which indicates that the labour force is shrinking in relation to the overall population and those who remain in the labour force have likely experienced volatility in their employment. In the same timeframe, the unemployment rate for the PRRD more than doubled from 5.5% to 12.1%.

4.0 Housing Profile

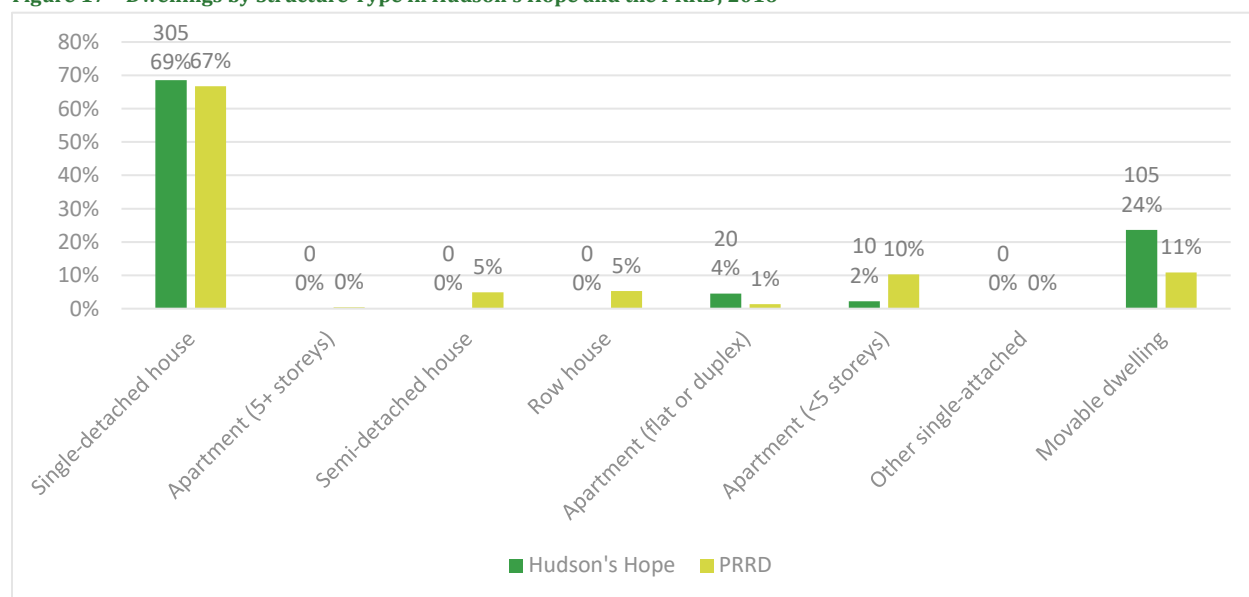
This section provides an overview of community housing stock (dwelling type, size, and age), market and non-market housing trends, and indicators of housing need. The content in this section forms the basis of the statements about key areas of local need provided in Section 7. Throughout this section there are instances where some unit types may not show the number of units and proportions may not add up to 100%. This is due to randomized rounding implemented by Statistics Canada.

4.1 Overview of Housing Stock

4.1.1 HOUSING UNITS

As of 2016, there were 440 dwellings in Hudson's Hope. The dominant form of housing in Hudson's Hope is single-detached dwellings (69%), which is comparable to the PRRD as a whole (67%). Compared to the PRRD, Hudson's Hope also had higher proportions of apartments (flats or duplexes) and movable dwellings (Figure 17).

Figure 17 – Dwellings by Structure Type in Hudson's Hope and the PRRD, 2016⁶



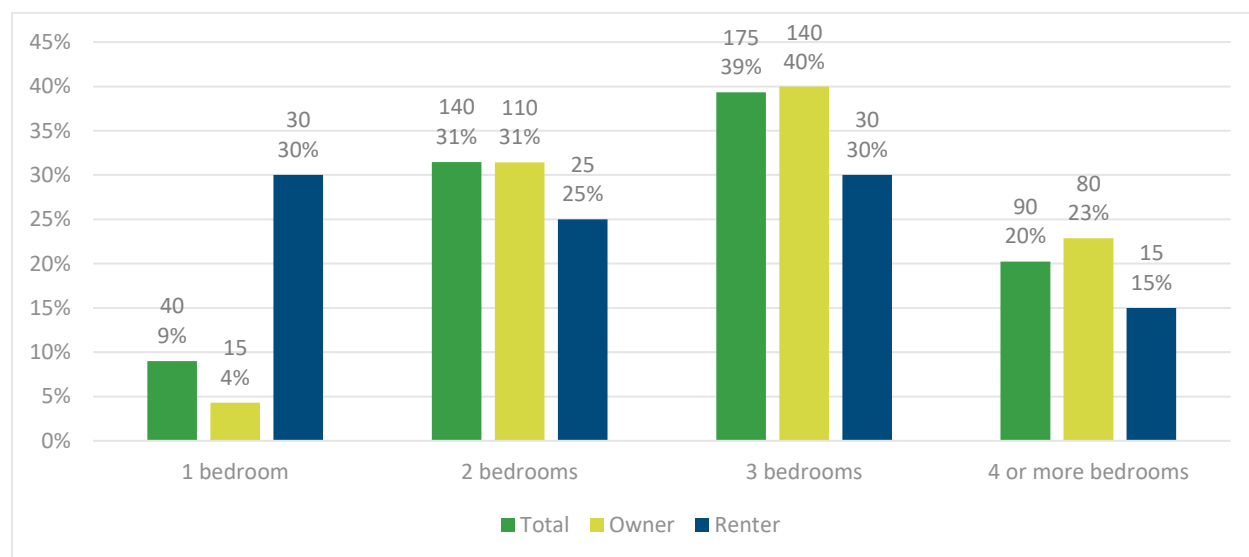
Source: Statistics Canada Census Program, Census Profiles 2016

⁶ Some unit types may not show the number of units. This is due to randomized rounding implemented by Statistics Canada, where small data sets may appear as 0, or in some cases may lead to proportions not adding to 100%.

In 2016, 59% of dwellings in Hudson's Hope had three or more bedrooms. Most dwellings with three bedrooms or more were owned (63%), and 45% were rented dwellings of that size. Fifty five percent (55%) of rented dwellings has two bedrooms or fewer (Figure 18).

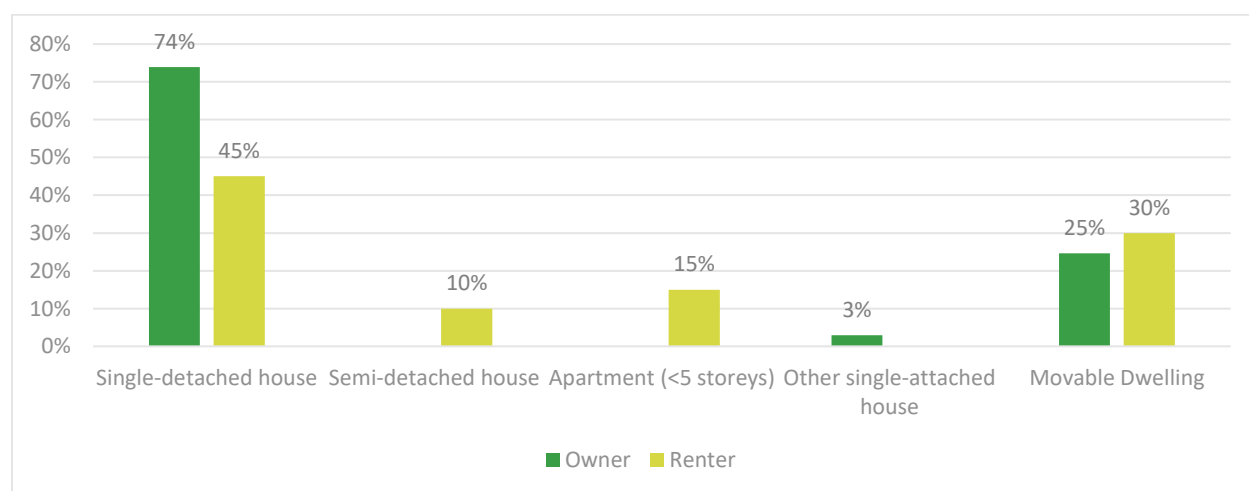
In 2016, 74% of owner households and 45% of renter households were single-detached dwellings. At the same time, 25% of owner households and 30% of renter households were movable dwellings. Only renter households occupied semi-detached houses and apartment units in buildings with less than five storeys (Figure 19).

Figure 18 – Dwellings by Unit Size by Tenure in Hudson's Hope, 2016⁷



Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016220

Figure 19 – Dwellings by Structure Type and Tenure, 2016



Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016227

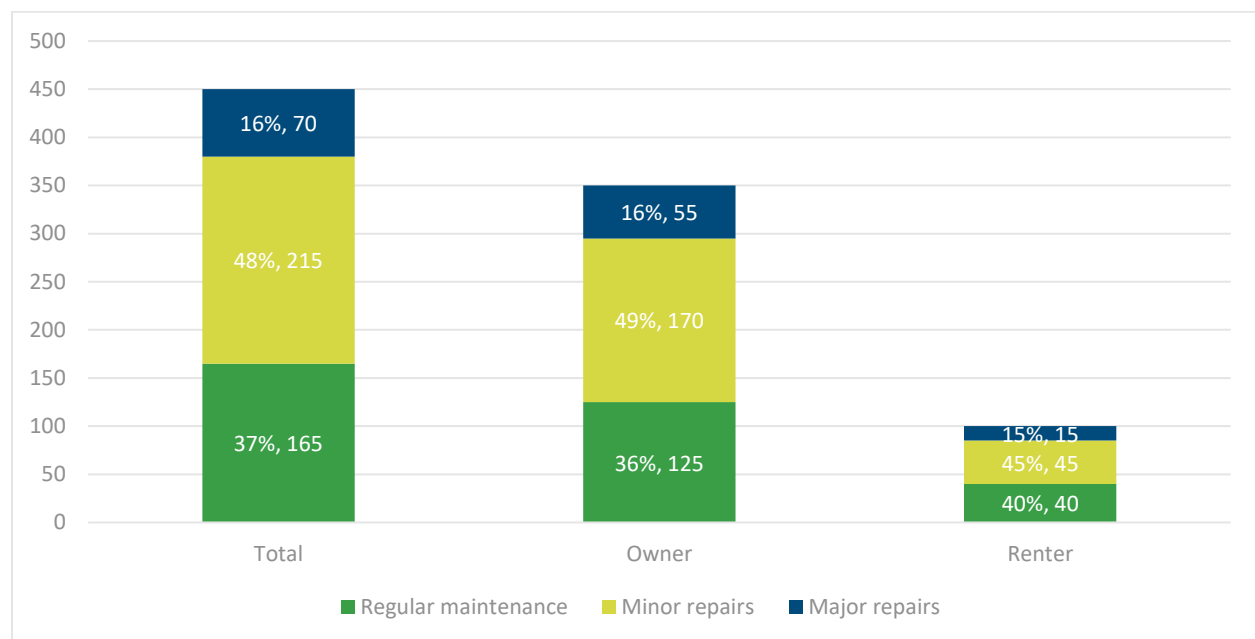
⁷ Some unit types may not show the number of units. This is due to randomized rounding implemented by Statistics Canada, where small data sets may appear as 0, or in some cases may lead to proportions not adding to 100%.

4.1.2 CONDITION OF HOUSING

In 2016, almost half (48%) of all dwellings in Hudson's Hope required minor repairs, while 37% required regular maintenance and 16% required major repairs. Owner and renter households had similar proportions requiring minor repairs and major repairs (Figure 20). In general, this indicates that dwellings in Hudson's Hope are of similar condition for owners and renters.

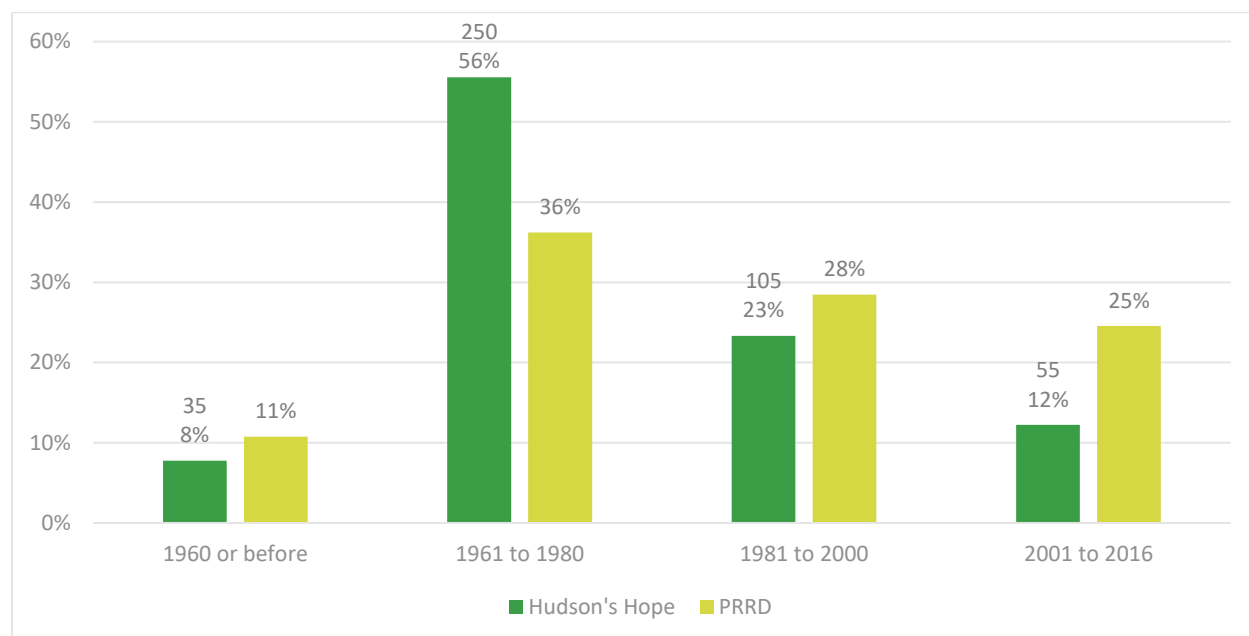
Compared to the PRRD, dwellings in Hudson's Hope are older, with 64% of homes being built before 1980, and in the same time period only 47% were built in the PRRD (Figure 21). This corresponds with the relatively high rates of housing requiring minor or major repairs. Having an older housing stock overall indicates the potential need for investments from homeowners and rental property owners to ensure dwelling units are maintained to a high standard, which may not be possible in all income brackets, thus lowering the quality of housing available in the market.

Figure 20 – Condition of Dwelling by Tenure, 2016



Source: Statistics Canada, Census 2016, Data Table 98-400-X2016227

Figure 21 – Dwellings by Period of Construction in Hudson's Hope and the PRRD, 2016



Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016227

4.1.3 OCCUPIED PRIVATE DWELLINGS

Private dwellings that are occupied by usual residents means a house in which a person or household is permanently residing. Dwellings that are not occupied by usual residents usually means that the housing unit is either vacant or rented out on a temporary basis. In Hudson's Hope, 82% of private dwellings were occupied and 18% (99 units) were unoccupied (Table 1).

Table 1 – Occupied Private Dwellings, Hudson's Hope, 2016

	Number of Dwellings	Proportion of Total Private Dwellings (%)
Total private dwellings	545	100%
Private dwellings occupied by usual residents	446	82%
Private dwellings not occupied by usual residents	99	18%

Source: Statistics Canada Census Program, Census Profiles 2016

4.1.4 RECENT CHANGES IN HOUSING STOCK

Between 2015 and 2017, the annual number of building permits for new residential dwelling units approved by the District of Hudson's Hope remained relatively stable. In 2018 and 2019, the number of building permits decreased by almost half compared to the previous three years, indicating a drop in demand for new residential units (Table 2). This change can be attributed to the economic downturn experienced in 2016. Note that these figures do not include permits for decks or accessory buildings such as garages and sheds, and only includes permits for residential dwelling units.

Table 2 – Residential Dwelling Building Permit and Demolition Permits, Hudson's Hope, 2015-2019

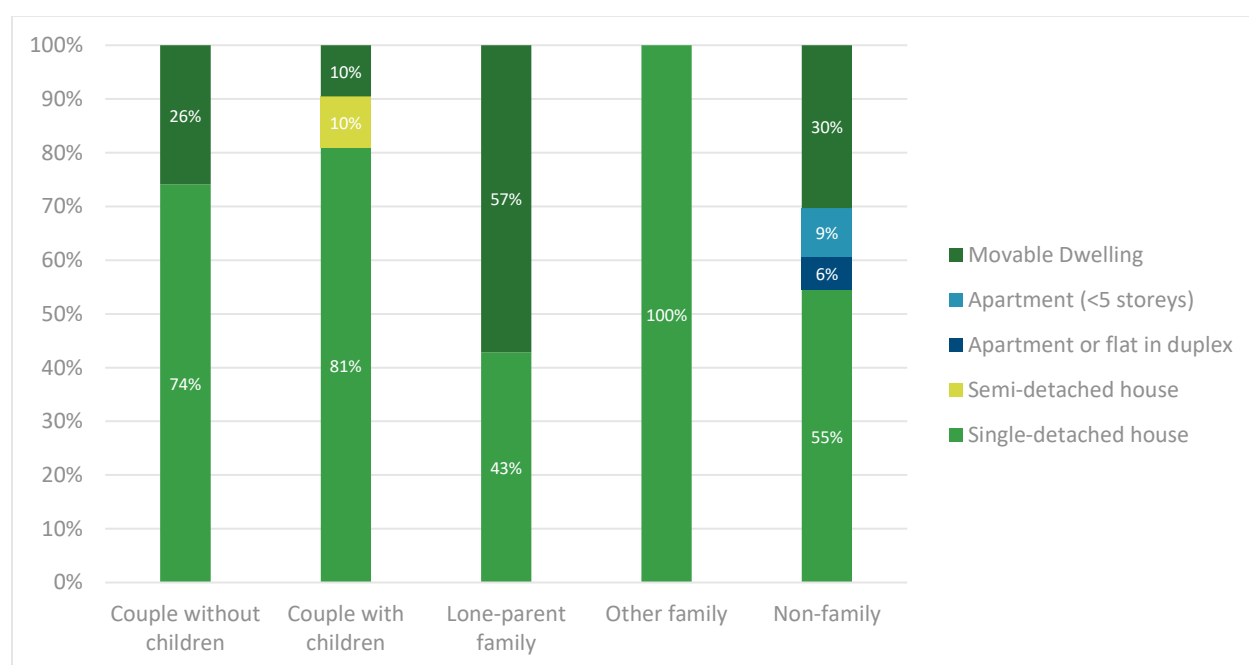
	2015	2016	2017	2018	2019
Residential Dwelling Building Permits	10	9	11	6	6
Demolition Permits	0	0	0	0	2

Source: District of Hudson's Hope, 2020

4.1.5 HOUSEHOLDS AND STRUCTURE TYPES

In Hudson's Hope, the majority of all family types live in a single-detached dwelling. Seventy-four percent (74%) of couples without children, 81% couples with children, and 100% other families live in a single-detached dwelling, while 43% of lone-parent families and 55% of non-families live in single-detached dwellings. Forty-three percent (43%) of lone-parent families live in moveable dwelling. Nine percent (9%) of non-families live in an apartment structure that are less than 5 storeys and 10% of couples with children live in semi-detached houses and another 10% in moveable dwellings, indicating that these dwelling choices may be an affordable options for individuals and families who can't afford single family homes in Hudson's Hope (Figure 22).

Figure 22 – Households by Structure and Family Type in Hudson's Hope, 2016

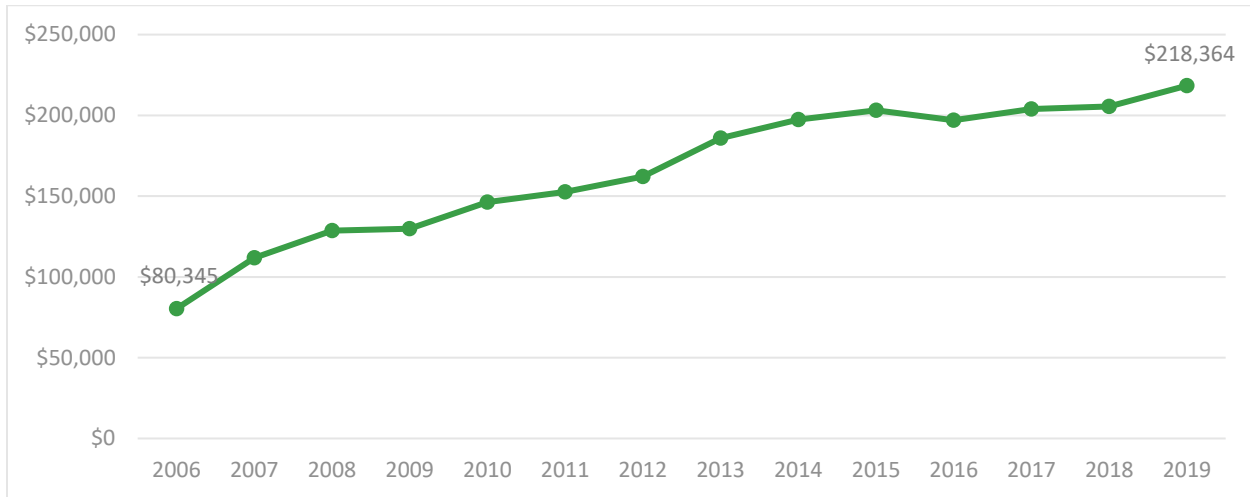


Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016227

4.2 Trends in the Homeownership Market

Based on assessment values for residential properties in Hudson's Hope, the average house value (e.g. includes all housing types), has increased from \$90,345 to \$218,364 over the last 14 years. This equivalent to an increase of approximately 172% from 2006 to 2019. The upward trend has been steady for Hudson's Hope over this time period.

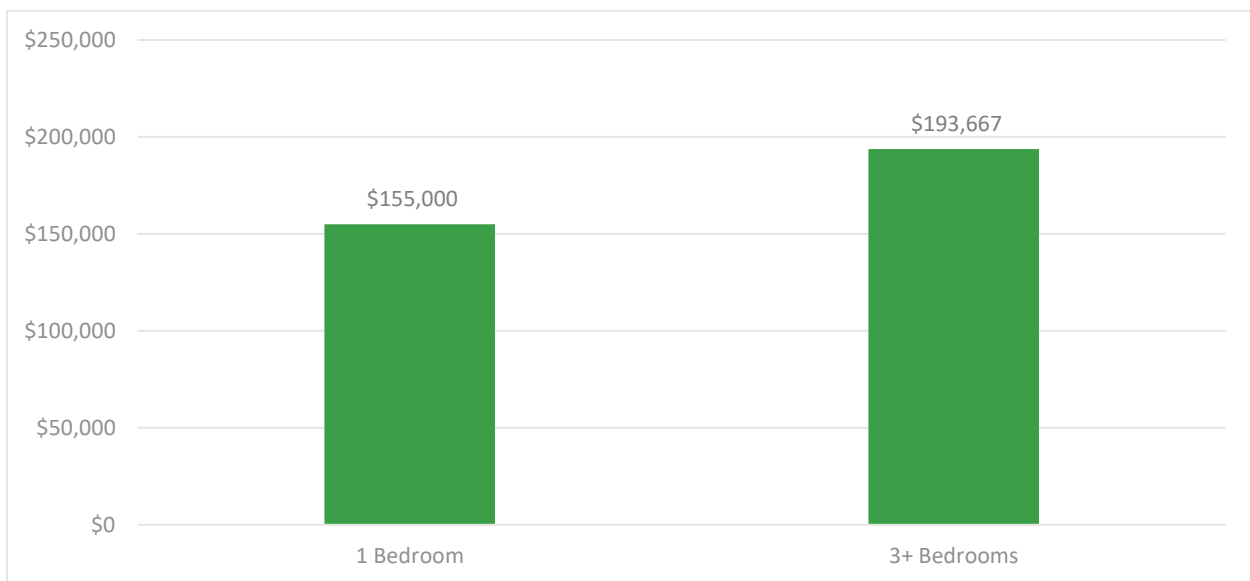
Figure 23 – Average Assessed Residential Values in Hudson's Hope, 2006-2019



Source: BC Assessment, 2019

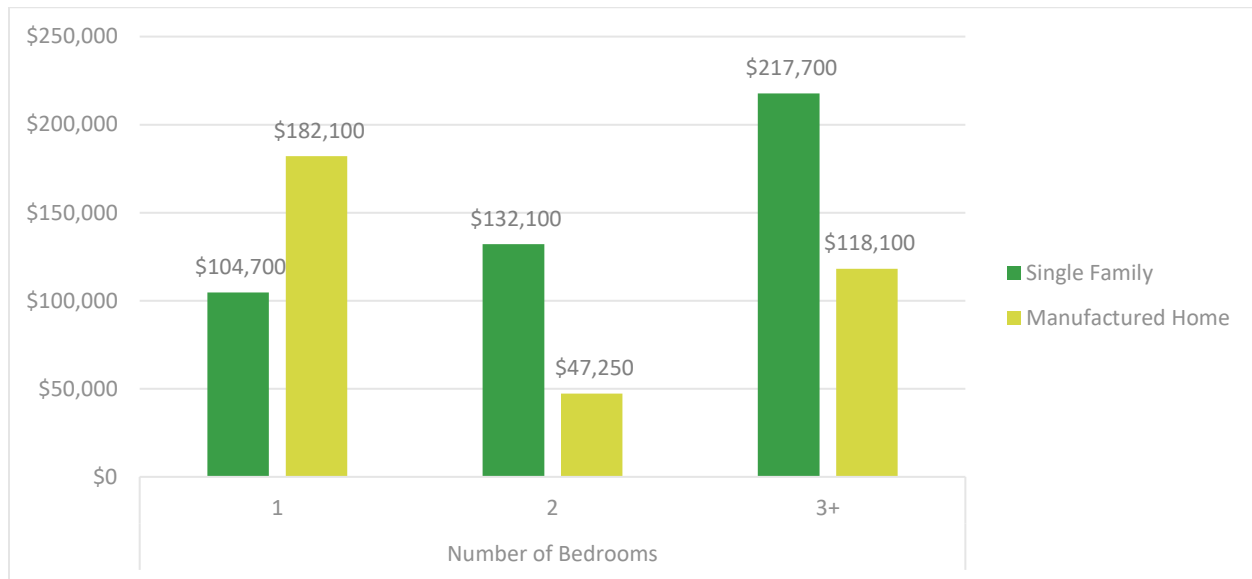
The only data available for Hudson's Hope in 2019 for average residential conveyance pricing (i.e. sales price) was in the single family dwelling category (Figure 24). For single family dwellings with one bedroom, the average conveyance price was \$155,000 and for three or more bedrooms the average conveyance price was \$193,667. Among all single family dwellings of all sizes, the average conveyance price was \$184,400. For the median residential category value, data was available for single family dwellings and movable dwellings. Single family dwellings with three or more bedrooms had the highest median residential value in Hudson's Hope in 2019 (Figure 25). Note that these sales prices are highly dependent on the number of sales occurring in the given year of the assessment (e.g. 2019) and should be interpreted in comparison to the 2019 assessed values.

Figure 24 – Average Residential Category by Conveyance Price for Single Family Dwellings by Bedroom Type in Hudson's Hope, 2019



Source: BC Assessment, 2019

Figure 25 – Median Residential Category Residential Value by Type and Bedroom Type, 2019



Source: BC Assessment, 2019

4.2.1 HOMEOWNERSHIP AFFORDABILITY GAP ANALYSIS

An affordability gap analysis was prepared to assess gaps between shelter costs and household incomes. This provides insight into whether households are spending an unaffordable amount of monthly income on shelter costs. Affordability is defined as spending less than 30% of gross household income on shelter costs.

For ownership housing, shelter costs are primarily driven by housing prices via mortgage payments, but also include other monthly expenses like property tax, utilities, home insurance, municipal services charges, and strata fees. The shelter costs for the affordability analysis use the 2019 average conveyance price (e.g. sales price) for the average single family house in Hudson's Hope.

The values highlighted in green, orange, and red are the difference between what is affordable for each household type and shelter costs per month. Green cells indicate the household is spending less than 30% of monthly household income on shelter costs; orange indicates they are spending 30% to 49%, and red indicates they are spending 50% or more.⁸

This analysis represents a scenario where a median income household is buying into the market for the first time and illustrates what they would be able to afford. This analysis does not represent households in the community already experiencing affordability issues.

The figures below the dollar amount leftover after paying their calculated affordable monthly shelter costs (30% of the monthly median household income). Based on the average conveyance price for a single family home in Hudson's Hope and median household income, it is possible for all household types to be spending less than 30% of their income on shelter costs (Table 3). Non-census families may have the greatest

⁸ Statistics Canada considers households spending 30% or more of total before-tax household income to be living in unaffordable housing. This may include households in Core Housing Need. Households spending 50% or more of total before-tax household income may be in Extreme Core Housing Need. These indicators are described in more detail in Sections 4.7 and 4.8.

vulnerability in terms of housing affordability, being closest to the 30% mark. However, if the sales price for a single family house rises above the \$184,000 price, lone-parent families followed by couples with children may begin to face unaffordability challenges.

Table 3 – Affordability Gap Analysis for Owners in Hudson’s Hope

	Median Household Income (2019)	Affordable Monthly Shelter Costs	Monthly Shelter Affordability Gap
			Single Family Home (\$184,400)
Couples without children	\$86,432	\$2,161	\$927
Couples with children	\$158,807	\$3,970	\$2,736
Lone parent families	\$66,469	\$1,662	\$428
Non-census families	\$50,244	\$1,256	\$22

**For the purposes of this analysis, mortgage payments are calculated using a 25-year amortization, with 2.14% interest rate, and a 10% downpayment.*

Sources: Statistics Canada, 2016, BC Assessment, 2019.

	Spending less than 30% of their income on shelter costs
	Spending approximately 30%-49% of their income or less on shelter costs
	Spending 50% or more of their income or less on shelter costs

4.3 Trends in Rental Market

The rental market can be divided into primary rental and secondary rental. The primary rental market consists of purpose-built rental buildings with multiple units while the secondary rental market consists of rented homes, secondary suites, individually rented condominium units, and other dwellings that are not purpose built. Both primary and secondary rental unit data is unavailable through CMHC for Hudson’s Hope. Additionally, data for short-term rental market is unavailable for Hudson’s Hope. While there are data availability issues on rent and vacancy for many smaller communities in British Columbia, including communities in Peace River, housing indicators and Core Housing Need (sections 3.7 and 3.8) provide an indication of the challenges renters currently face in Hudson’s Hope.

4.4 Non-Market Housing

As of March 31, 2020, there were a total of 4 reported non-market units where BC Housing has a financial relationship, in Hudson’s Hope, all of which rent assisted units in the private market. Additionally, there are 10 senior housing units offered by Hudson’s Hope Health Care and Seniors Housing Society.

4.5 Homelessness

Through engagement, stakeholders indicated that there is a need for both emergency housing and homeless shelters in the community. Although interviewees indicated that there is limited visible homelessness in the community, it is known that there are people that are living marginally, usually couch surfing between houses of friends and family.

4.6 Student Housing

The only purpose built post-secondary student housing known in the PRRD is at Northern Lights College in Dawson Creek and Fort St. John. Dawson Creek has a 190 bed student dormitory and Fort St. John has a 102 bed dormitory. As of the 2018/2019 school year, there was a total of 599 full-time equivalent enrolments at Northern Lights College across all campuses. Between the 2008/2009 and 2018/2019 school years, the Northern Lights College full-time equivalent enrollments decreased by 37% respectively.

4.7 Housing Indicators

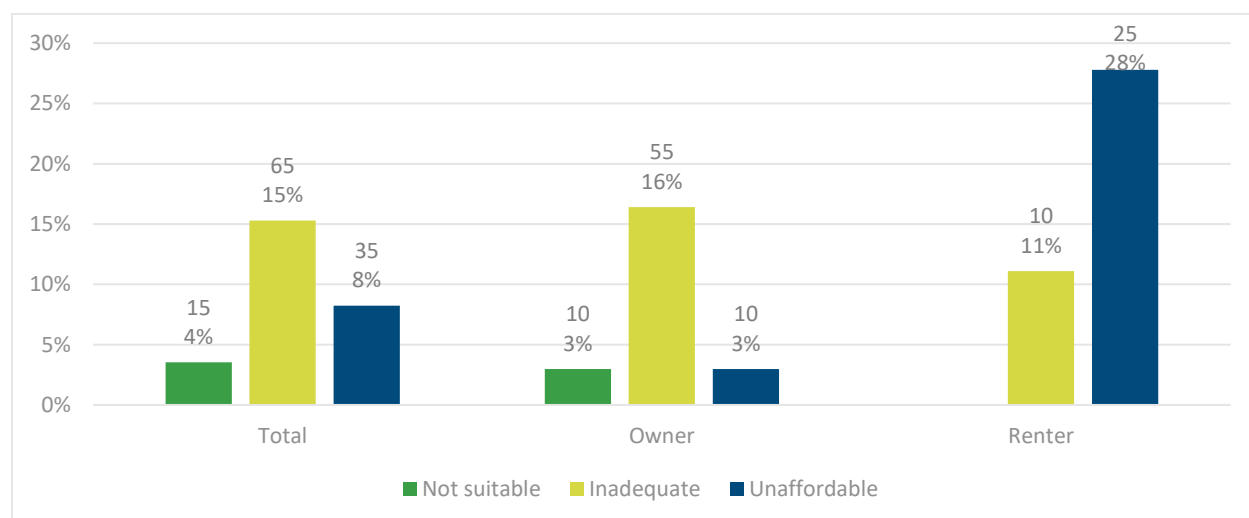
Housing indicators show when households are not meeting housing standards defined as follows:

- Adequate housing is reported by their residents as not requiring any major repairs.
- Affordable housing costs less than 30% of total before-tax household income.
- Suitable housing has enough bedrooms for the size and makeup of resident households according to National Occupancy Standard (NOS) requirements.

In Hudson's Hope, as of 2016, 15% of households are living in inadequate housing, indicating that this is the single greatest housing issue for Hudson's Hope. This correlates to older housing stock in the community, but may also point to an inability of both home-owners and landlords to maintain these assets over time. Many communities see affordability as their primary housing issue, so this presents a unique challenge to Hudson's Hope. This issue is even more pressing for owner households (16%) as compared to renter households (11%).

Affordability is the second most common housing standard not met in Hudson's Hope, though this is more typical of the regional and provincial trends (Figure 26). Eight percent (8%) of all households in 2016 spent 30% or more of their income on shelter costs, including 28% of renter households and 3% of owner households. Only 3% of owner households were living in unsuitable housing as of 2016.

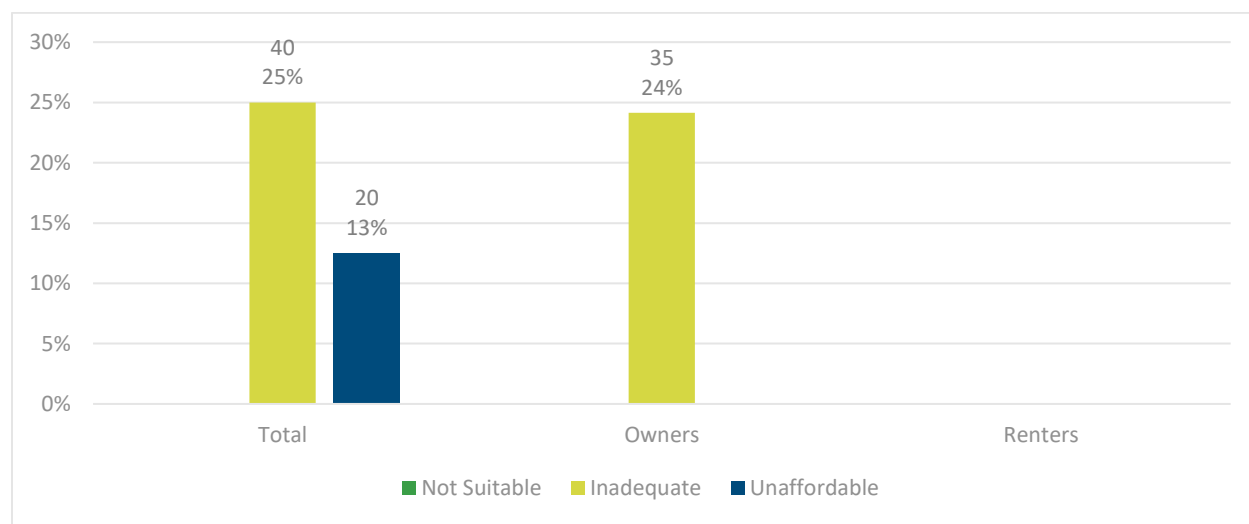
Figure 26 – Unsuitable Housing by Tenure for Private Households, 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing, 2016

Seniors housing is an important topic in the PRRD, and as such housing indicators for seniors provide an indication of how seniors may differ from the population as whole with regards to housing issues. Of senior households in Hudson's Hope (aged 65 and over), 25% of households experiencing housing need had issues with adequacy and 13% had issues with affordability (Figure 27). Across all senior led households there weren't any issues with suitability. Almost a quarter (24%) of senior owner households experienced issues with adequacy (35 households). In Hudson's Hope, there aren't any housing need issues among senior renter households.

Figure 27 – Housing Indicators of Senior Households, 2016⁹



Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016231

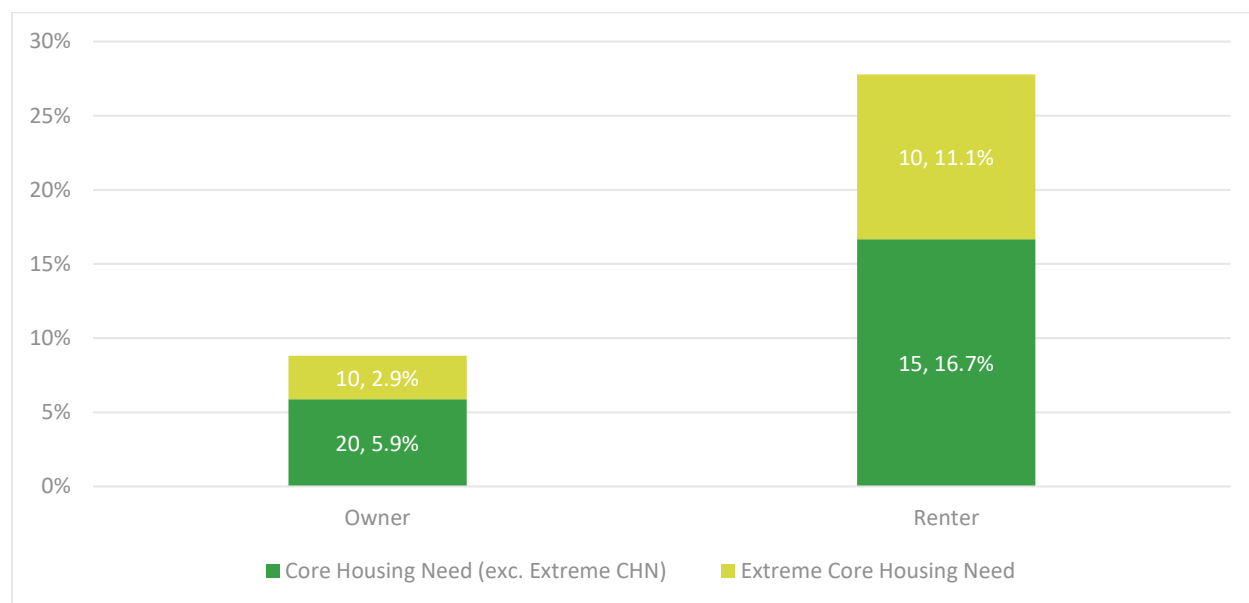
4.8 Core Housing Need

CMHC defines Core Housing Need as a household whose housing does not meet the minimum requirements of at least one of the adequacy, affordability, or suitability indicators. In addition, a household would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable (meets all three housing standards). Those in Extreme Core Housing Need meet the definition of Core Housing Need and spend 50% or more of their income on housing.

In 2016, Hudson's Hope had a much higher proportion of renters than owners experiencing Core Housing Need (27.8% vs 8.8%). This is not atypical of BC communities, where renters with lower incomes are more likely to experience housing vulnerability. Of those households in Core Housing Need, a much higher proportion of renters than owners experienced Extreme Core Housing Need (11.1% vs. 2.9%) (Figure 28). As compared to the PRRD, Hudson's Hope has a higher proportion of households living in Core Housing Need, but a lesser proportion of households in Extreme Core Housing Need (Figure 29).

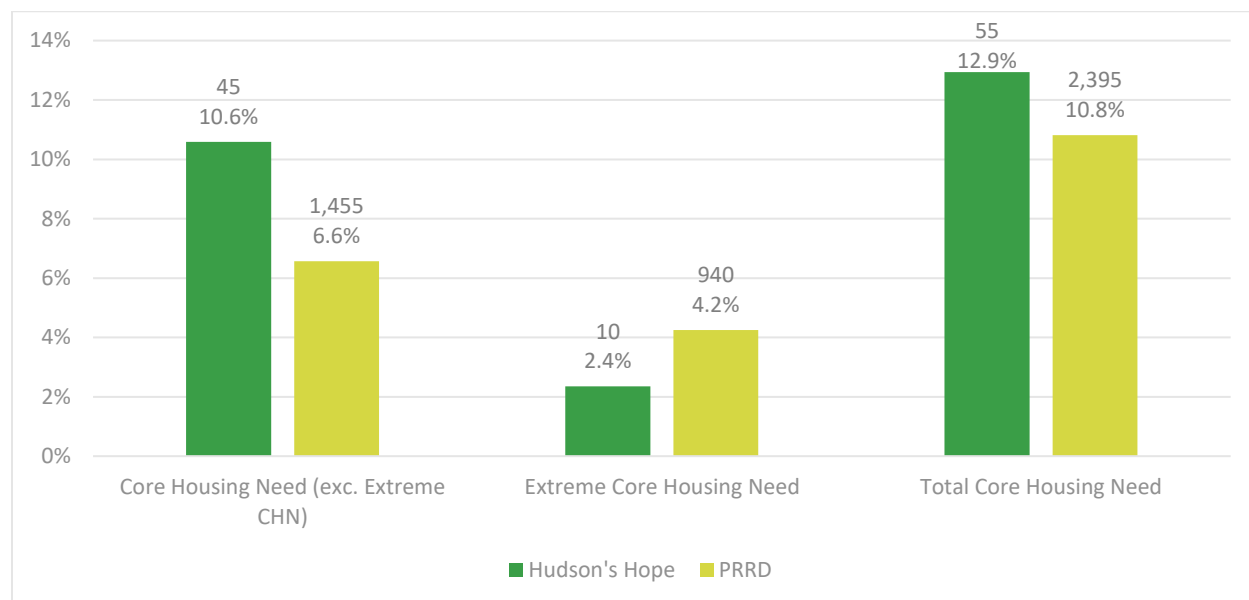
⁹ Due to the small number of renter households who are seniors, those in Core Housing Need may be suppressed.

Figure 28 – Proportion of Private Households in Core Housing Need and by Tenure, 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing, 2016

Figure 29 – Private Households in Core Housing Needs in Hudson's Hope and PRRD, 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing, 2016

4.9 Summary

As of 2016, there were 440 dwellings in Hudson's Hope, 69% of which were single-detached dwellings and 24% are moveable dwellings. The remaining units are apartment units in a flat, duplex or building with less than five storeys. Of all dwellings, 59% had three or more bedrooms, with 63% of owned dwellings being of that size. However, 55% of rented dwellings had two or less bedrooms. Owned dwellings consisted of 74%

single-detached dwellings, 25% movable dwellings, and the remaining proportion were single attached houses. Rented dwellings consisted of 45% single-detached dwellings and the remaining proportion were semi detached houses (10%), apartments (15%), and movable dwellings (30%).

Of all Hudson's Hope dwellings, 37% require only regular maintenance and 48% require minor repairs, leaving only a small proportion needing major repairs. The need for repairs also corresponds with the fact that 64% of dwellings in the District were built prior to 1980. Between 2015 and 2019, the District approved between 6 and 11 building permits (residential permits only) annually indicating steady demand for new residential units and in 2019 the average sales price for a single-family dwelling (3 or more bedrooms) was just under \$300,000.

Of all households in Hudson's Hope in 2016, 15% were living in inadequate dwelling units, 4% were living in unsuitable conditions, and 8% were spending 30% or more of their income on shelter costs indicating issues with affordability. Senior households in particular experienced issues with adequacy and affordability, but not suitability. Additionally, a much higher proportion of renters than owners experienced Core Housing Need (27.8% vs 8.8%) and Extreme Core Housing Need (11.1% vs. 2.9%).

5.0 Anticipated Population

This section summarizes population, household, and housing unit projections for the next five years, as required for Housing Needs Reports. Population projections such as these offer a glimpse at a possible future scenario. Real community growth depends on many influencing factors, including the economy, housing market, growth in the PRRD, trends in neighbouring communities, locational desirability, and planning and development decisions. The availability, type, and affordability of housing in the community will influence growth and the demographic make up of the community.

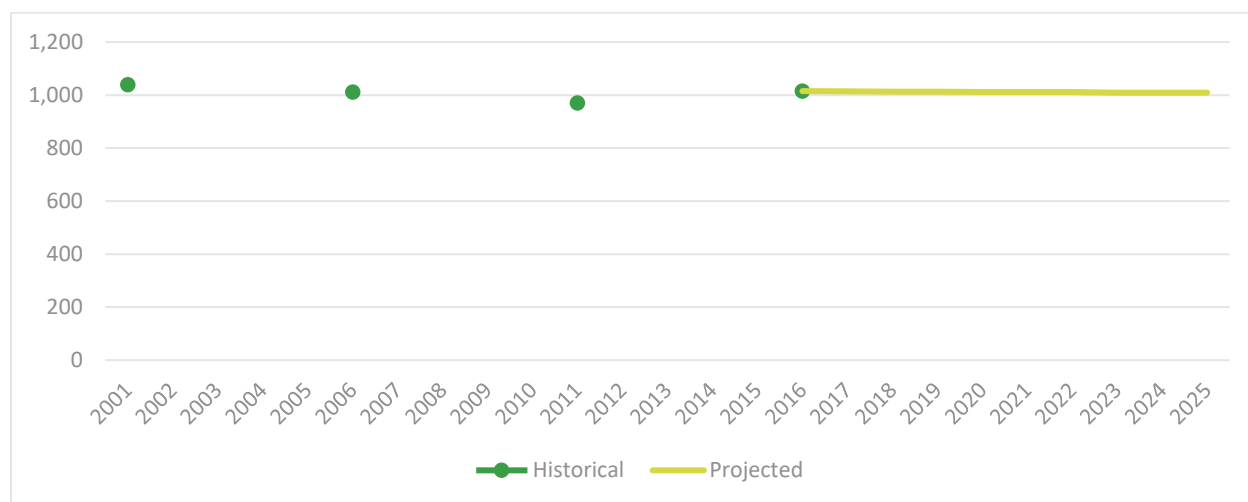
The projections presented here use 2016 as the base year, which was the last year of a full population counts through the Census. This means that projections are presented for 2016 to 2020, as well as 2020 to 2025. Although the years 2017, 2018, and 2019 have already passed, full population counts were not conducted in these years, which means that data for these years is projected from 2016.

Due to the small population of Hudson's Hope, detailed headship rates by household types are not available to reliably project population and household growth using BC Statistic's sub-regional projections. Instead, the population projections are based on historical growth in previous Census periods (2001, 2006, 2011, and 2016) for Hudson's Hope. As these population projections are based on past trends, any unexpected economic changes will alter the population growth. Appendix C provides a summary of the population projection methodology used in this report.

5.1 Population and Household Growth

Between 2001 and 2011, Hudson's Hope population decreased slightly from 1,039 to 970 before increasing to 1,015 in 2016. From 2016 to 2025, the population is projected to remain fairly stable, and experience a slight decline to approximately 1,009 individuals.

Figure 30 – Estimated and Projected Population, 2001-2025



Source: Derived from Statistics Canada Census Program and Hudson's Hope Population Projections

Table 4 – Projected Population and Population Growth, 2016-2025

	2016	2020	2025	Change from 2016 to 2020	Change from 2020 to 2025
Population Projections	1,015	1,011	1,009	-4	-2

Source: Derived from Statistics Canada Census Program and Hudson's Hope Population Projections

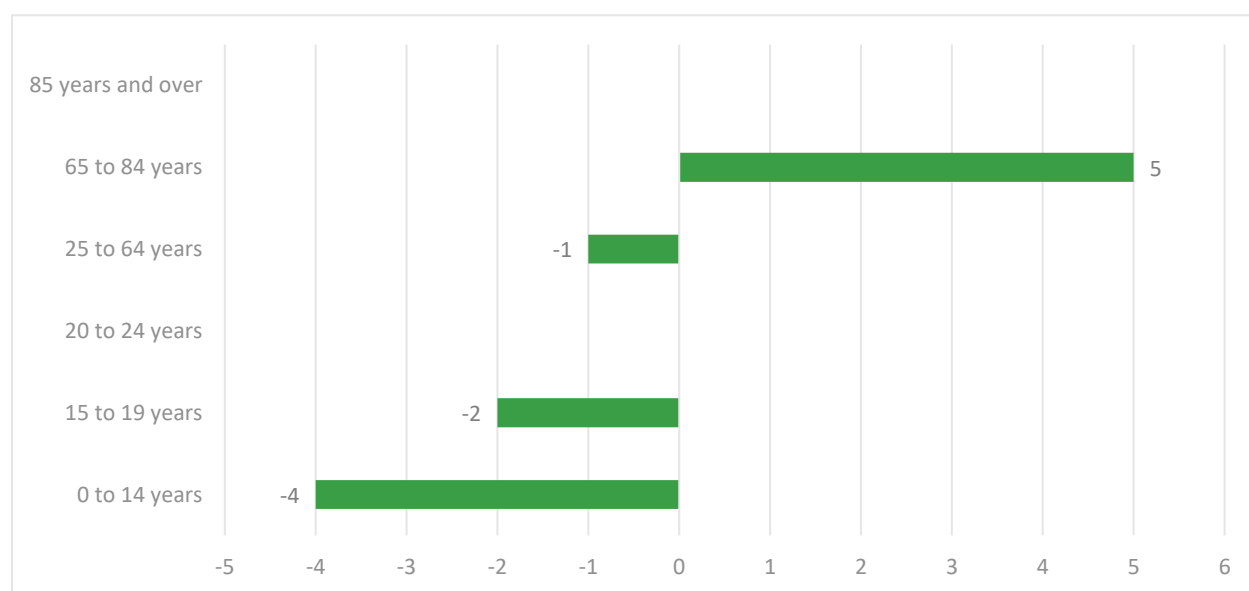
5.2 Age Projections

Between 2016 and 2020, the 0 to 14, 15 to 19, and 25 to 64 years age categories is projected to have declined in population. It is projected that between 2020 and 2025, that those same categories will again experience a decline (Table 5). The median age in Hudson's Hope is expected to increase only slightly from 46.6 in 2016 to 47.7 by 2025 (Table 6).

Table 5 – Projected Population Change by Age, 2016-2025

	2016 to 2020	2020 to 2025
0 to 14 years	-6	-4
15 to 19 years	-2	-2
20 to 24 years	0	0
25 to 64 years	-2	-1
65 to 84 years	6	5
85 years and over	0	0
Total	-4	-2

Source: Derived from Statistics Canada Census Program and Hudson's Hope Population Projections

Figure 31 – Projected Population Change by Age, 2020-2025


Source: Derived from Statistics Canada Census Program and Hudson's Hope Population Projections

Table 6 – Median and Average Age, 2016-2025

	2016 Actual	2016 Estimate	2020	2025
Median	46.6	46.9	47.3	47.7
Average	43.4	43.4	43.9	44.3

Source: Derived from Statistics Canada Census Program and Hudson's Hope Population Projections

5.3 Household Projections

The number of households in Hudson's Hope increased by only 3 between 2016 and 2020 and is expected to increase again by 3 households by 2025 (Table 7).

Table 7 – Projected Households Growth, 2016-2025

	2016	2020	2025	Change from 2016 to 2020	Change from 2020 to 2025
Household Projections	454	457	460	3	3

Source: Derived from Statistics Canada Census Program and Hudson's Hope Population Projections

Table 8 provides an estimate of unit sizes required for 2016 to 2020 and 2020 to 2025 based on projected household growth. Based on the population projections for 2016-2020, it is expected that only 3 additional housing units will be needed for this period of time. Another three dwelling units will be needed between 2020 and 2025 in a variety of dwelling sizes. It is likely that these households could be accommodated within the community with the current housing supply when unoccupied dwellings are factored in.

Table 8 – Projected Additional Dwelling Needs by Bedroom Type, 2016-2025

	2016- 2020	2020- 2025	Cumulative Total
Anticipated Household Growth	3	3	6
Anticipated Housing Units	3	3	6
No Bedroom / Studio	1	0	1
1 Bedroom	0	1	1
2 Bedroom	1	1	2
3+ Bedroom	1	1	1

Source: Derived from Statistics Canada Census Program and Hudson's Hope Population Projections

5.4 Summary

Between 2016 and 2025, the population is expected to decrease slightly to 1,009. Accordingly, the number of households is expected to increase from 457 to 460 by 2025. It is also projected that between 2020 and 2025, the 0 to 14, 15 to 19, and 25 to 64 years age categories will experience a decline in population, while the median age is expected to increase slightly to 47.7 by 2025. Due to the very small increase in population and number of households, only six new housing units are projected to be needed between 2016 and 2025, however these additional households can likely be accommodated within the current housing supply when currently unoccupied dwellings are considered.

6.0 Shadow Population Implications

With mining, hydro, oil and gas, forestry and agricultural industries active in the region, there are significant numbers of work camp developments throughout the PRRD to house employees that do not live permanently in the surrounding communities. This has created a significant shadow population in the PRRD. As a result, there is increased pressure on housing, infrastructure, transportation, and services for health, education, and community support due to the present shadow population. This pressure is somewhat alleviated by housing temporary workers in camps to avoid impacting rental vacancy and rates on a large scale. It is difficult to understand the true impact of the shadow population in the PRRD due to the lack of reliable and accurate data on the number of non-permanent workers living in the PRRD.

The PRRD experiences both benefits and challenges from hosting a shadow population and allowing for work camps. It is important for communities in the PRRD to understand the impact of shadow populations to assist in planning for development and being able to anticipate requirements for community infrastructure, including housing, in the future¹⁰.

6.1 Community and Industry Benefits

Communities can benefit from accommodating a shadow population and permitting work camp developments in that there is the potential for significant job creation and employment opportunities. Specifically, in terms of housing needs, work camps exist to house a set number of people for a determined period of time, so their existence reduces the need to develop new permanent residential areas to accommodate temporary increases in population. This alleviates some housing market pressure within communities by reducing the impact of large numbers of individuals moving in and out of the community as work is available, and influencing vacancy and rental rates on a large scale.

Industry benefits from housing employees in work camp developments as there are often fewer start-up costs to get to the operation stage, thus increasing the number of employment opportunities in the PRRD more quickly than trying to find housing units for all employees in surrounding communities. The use of work camps also spreads the risk and impact of economic downturns over many communities where workers may be commuting from as opposed to a singular community. Additionally, the investments in camp infrastructure and accommodations may be reused multiple times in various locations, creating significant efficiencies. Work camps are seen as a lesser expensive option to house employees temporarily, rather than buying or renting units in nearby communities, and there are added benefits to increased safety by not having employees travelling on rural roads every day to get to the job site.

¹⁰ Policy, Communications, Capacity: A Time to Lead – Scoping the Impacts and Benefits of Work Camps in the Peace Region – W. Beamish Consulting (June 2013) http://prrd.bc.ca/board/agendas/2013/2013-15-8827692533/pages/documents/4bPolicyCommunicationsCapacity-AtimetoLead_June25_001.pdf

6.2 Community and Industry Impacts

There is great concern for the negative impacts associated with a shadow population in the PRRD that affect economic, social, environmental, demographic, and cultural factors. In many cases, the presence of work camps creates an increased need for community health services and social services as well as an increase in crime and safety concerns due to the non-permanent nature of the population. There is a great deal of concern around the maintenance of a community's social fabric when the permanent resident workforce is in the minority and there is less of a meaningful commitment to the host community. There are also demographic factors to consider, as male populations in a community are usually larger where there is a large shadow workforce.

The major implication that the shadow population has on housing in the PRRD include a more limited availability of all housing types, shortage of rental properties, shortage of available hotel rooms for tourists, and limited accommodations for students and non-industry workers. In some cases, real estate prices are driven up due to companies and employees working in the PRRD buying up available units, thus decreasing housing affordability for locals. In addition to the homeownership market, this scenario also tends to lead to increased rental prices due to companies renting units for employees, and thus decreasing availability and affordability for permanent residents. Issues have also been identified where lower cost housing units have been renovated and now cost more to rent or own, resulting in fewer affordable units in the community. Overall, where there is a significant shadow population, there are often less affordable housing options available for middle or low income brackets of permanent residents. When demand significantly outpaces supply due to a shadow population in a community, there are also often increases in illegal suites, campground stays, hotel stays, etc.¹¹

The waves of economic activity specifically increase use of infrastructure assets such as water, sewage, utilities, and roads directly from industry which brings new workers to the community, and increases the shadow population and its impact on communities. Especially during times of economic downturn, the resulting losses in household income can create increased demand for welfare, education, training, and other support services, in addition to creating strains on physical and mental health and social relationships.

6.3 Managing Housing Pressures

Several communities within the PRRD have been reviewing the impact of the shadow population and work camps in the PRRD for the past decade. As a result, there have been many policies already developed to ensure the permanent populations continue to have access to appropriate and affordable housing units, and the non-permanent populations can still be accommodated. Community responses to housing pressures as a result of a shadow population have included:

- Amending Official Community Plans and Zoning Bylaws to encourage development of legal secondary suites to increase density and available housing;

¹¹ Ryser, L., Markey, S., Manson, D., & Halseth, G. (2014). From boom and bust to regional waves: Development patterns in the Peace River region, British Columbia. *Journal of Rural and Community Development*, 9(1), 87-111. <https://journals.brandonus.ca/jrcd/article/view/837/185>

- Providing additional support for low income permanent residents to retain affordable housing;
- Providing financial incentives such as tax breaks on multi unit developments;
- Encouraging the establishment of long term lease agreements to mitigate constant turnover;
- Encouraging the development of additional hotels, apartments, and condo units; and
- Developing additional social housing units.

7.0 COVID-19 Implications

In March 2020, COVID-19 was declared a global pandemic. Local economies have been, and continue to be, significantly impacted as governments closed international borders, mandated businesses to close, and issued stay-at-home directives for everyone but essential workers.

This section provides an overview of preliminary economic impacts based on the information available during this study process. While there were immediate economic effects due to precautionary measures, the full impact of the pandemic is still emerging and will continue to need monitoring.

7.1 Preliminary Economic Impacts

The economic impact has been and continues to be greatest in industries such as tourism, accommodations, food services, recreation, transportation and retail. The effect on employment and income are significant and the repercussions of reduced incomes—and reduced savings—will be felt for months and years to come. Several key demographics are expected to face significant challenges:

- Students approaching graduation and recent graduates seeking part-time or full-time work will likely see delays in finding work compared to previous years.
- Bars, restaurants, retail, and similar service jobs are unlikely to return to 100% capacity for some time due to social distancing measures.
- Older workers who have lost their jobs and may face difficulties re-entering the workforce.
- Those nearing retirement may be pushed into retiring earlier than planned for or see their savings impacted.
- Those who own their homes are typically in more stable financial positions than renters, particularly long-time homeowners. However, those who recently entered the homeownership market will be facing significant pressures if one or more members of their household has lost their job. As of the end of June 2020, 16% of mortgage holders in Canada have enrolled in mortgage deferrals since the pandemic started and the impact of these will likely not be felt until late 2020¹².
- Owners who rent their properties in the secondary market either long term or short term may find it more difficult to rent their units or see their revenue decrease as renters face job loss.

In the PRRD, the impacts of COVID-19 can be felt by residents, workers, businesses, and industries. As of March 2020, 39,000 individuals were employed in the northeastern economic region of BC, as compared to 35,400 employed in July 2020. As of July 2020, the unemployment rate of the northeastern BC economic region had reached 9.5%, compared to 4.9% at the same time last year. Comparatively, the unemployment

¹² Global News (August 2020). Mortgage deferrals will end soon for many Canadians. Then what? Retrieved from <https://globalnews.ca/news/7286008/coronavirus-mortgage-deferrals-end-canada/>.

rate across BC reached 11% in July 2020¹³. As of September 2020, the regional unemployment rate in northeast BC has declined to 7%, making it the lowest rate in all of BC¹⁴.

According to the British Columbia Northern Real Estate Board (BCNREA), sales in the northern region were down 22% in the first six months of 2020 as compared to the same time period in 2019. The value of total sold properties was also down by 24%. Properties of all types available for purchase were down 16%. According to the British Columbia Real Estate Association (BCREA), the region can expect to continue to see weaker sales figures due to the global pandemic, however as the economy gradually reopens, demand is expected to pick up and resale supply will be slow to respond, thus forecasting an increased average sale price through to the end of 2020¹⁵.

¹³ Alaska Highway News (August 2020). Northeast B.C. adds 1,800 jobs in July. Retrieved from: <https://www.alaskahighwaynews.ca/regional-news/northeast-b-c-adds-1-800-jobs-in-july-1.24182694>

¹⁴ Alaska Highway News (September 2020). 1,700 jobs added in August. Retrieved from: <https://www.alaskahighwaynews.ca/regional-news/1-700-jobs-added-in-august-1.24197903>

¹⁵ British Columbia Northern Real Estate Board (July 2020). Second Quarter News Release. Retrieved from: <http://bcnreb.bc.ca/files/images/graphs/Q22020/2020SecondQuarterNewsRelease.pdf>

8.0 Summary of Key Areas of Local Need

This section includes most of the information that is required by the regulations, including the number of units needed by unit size (from Section 5) and statements of key areas of local need (based primarily on the content in Sections 3 and 4). The statements of key areas of local need are interpretations of the data and engagement feedback.

8.1 Number of Units Needed by Unit Size

Table 9 presents the projected housing units needed in Hudson's Hope based on population projections. The overall total column indicates that six new units will be needed by the year 2025. The number of unoccupied dwellings in Hudson's Hope can also be considered to accommodate any increases in population.

Table 9 – Anticipated Housing Units Projection, 2016-2025

	2016- 2020	2020- 2025	Cumulative Total
Anticipated Household Growth	3	3	6
Anticipated Housing Units	3	3	6
No Bedroom / Studio	1	0	1
1 Bedroom	0	1	1
2 Bedroom	1	1	2
3+ Bedroom	1	1	1

Source: Derived from Statistics Canada Census Program and Hudson's Hope Population Projections

8.2 Statements of Key Areas of Local Need

8.2.1 AFFORDABLE HOUSING

After adequacy, affordability is the second most common housing standard not met in Hudson's Hope. Eight percent (8%) of all households in 2016 spent 30% or more of their income on shelter costs (35 households), including 28% of renter households (25 households) and 3% of owner households (10 households).

Through engagement, the majority of stakeholders indicated that they considered their housing costs were affordable in Hudson's Hope. However, they did indicate that one of the most anticipated issues in the next five years was uncertainty around being able to afford rent payments.

8.2.2 RENTAL HOUSING

Between 2006 and 2016, both the number and proportion of renter households fluctuated between 21% and 27%, representing between 90 and 115 households in the community. Renter households predominantly reside in single-detached dwellings (45%) or movable dwellings (30%), with the remaining renter households occupying semi-detached houses or apartments with less than 5 storeys.

In 2016, Hudson's Hope had a much higher proportion of renters (27.8%) than owners (8.8%) experiencing Core Housing Need, however there were more owner households than renter households experiencing Core Housing Need (30 vs. 25 households).

Through engagement, stakeholders indicated that high cost and lack of available rental housing was one of their top concerns in the community.

8.2.3 SPECIAL NEEDS HOUSING

Stakeholders indicated through engagement that the most needed forms of housing were assisted living facilities and supportive housing in rural areas. Additionally, stakeholders identified a lack of supportive housing for people with disabilities or individuals experiencing mental health challenges.

8.2.4 HOUSING FOR SENIORS

A small portion of seniors in Hudson's Hope experience issues with housing adequacy (25% or 40 households) and affordability 13% (20 households). Through engagement, stakeholders identified seniors without adequate at-home care as the top issue in the community. A lack of supportive housing for seniors and lack of downsizing options were also identified.

8.2.5 HOUSING FOR FAMILIES

Families in Hudson's Hope are generally well served by the housing choices available to them in the community. Over 81% of couples with children live in single-detached dwellings, while 43% of lone parent families live in single-detached dwellings with the remaining 57% residing in movable dwellings.

8.2.6 HOMELESSNESS

Hudson's Hope stakeholders weren't aware of any visibly homeless individuals in the community; however, it is known that there are individuals living marginally and couch surfing between homes of friends and family.

8.3 Conclusion

- The median renter household income in Hudson's Hope in 2015 was \$51,134 which is 63% lower than the median owner household income of \$83,320. Non-census families have the lowest median household income in the community, meaning half of the non-census families earn less than \$43,008. There is no data available for lone-parent families in Hudson's Hope, however, these households typically earn less than the overall median household income as it depends on a single-income earner.
- While renter households have a much lower median household income than owners, there are also higher levels of Core Housing Need among renter households (27.8% vs 8.8%) in Hudson's Hope. This creates a level of tenure insecurity. While there is no data available on the number of purpose-built rental units in Hudson's Hope, secure rental tenure represents an important component of the housing continuum.
- The top three housing concerns that respondents identified in the community survey were more housing with adequate at-home care for seniors, homes that are in need of maintenance or repairs, and the high costs of renting. Stakeholder interviews identified that more housing options are required, including accommodations for mobile workers, assisted living facilities for seniors, and housing for people experiencing homelessness.

- There is a need for more housing options in Hudson's Hope, in terms of more affordable and compact housing (e.g. duplexes, apartments, etc.), supportive housing options for seniors, and rental housing. While the population has remained relatively consistent across recent Census years, stakeholders reported that residential development has slowed while demand for affordable rental housing has remained strong due to out-of-town workers temporarily residing in the community. As the supply of rental housing becomes constrained, it causes rents to increase and could eventually force renters to move out of the community due to the lack of affordable rental housing options.

Glossary

Activity Limitation: “Activity limitations refer to difficulties that people have in carrying out daily activities such as hearing, seeing, communicating, or walking. Difficulties could arise from physical or mental conditions or health problems.”

<https://www03.cmhc-schl.gc.ca/hmip-pimh/en#TableMapChart/59/2/British%20Columbia> – Core Housing Need, Activity Limitations

Adequate Housing Standard: “[Housing] not requiring any major repairs.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm>

Affordable Housing Standard: “[Housing with] shelter costs equal to less than 30% of total before-tax household income.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm>

Apartment in a building that has fewer than five storeys: A dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/guides/001/98-500-x2016001-eng.cfm>

Apartment in a building that has five or more storeys: A dwelling unit in a high-rise apartment building which has five or more storeys. Also included are apartments in a building that has five or more storeys where the first floor and/or second floor are commercial establishments.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/guides/001/98-500-x2016001-eng.cfm>

Apartment or flat in a duplex: One of two dwellings located one above the other. If duplexes are attached to triplexes or other duplexes or to other non-residential structure (e.g. a store), assign this definition to each apartment or flat in the duplexes.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/guides/001/98-500-x2016001-eng.cfm>

Census Family: Census families include couples with and without children, and a single parent with children living in the same dwelling. Census families are restricted to these family units and cannot include other members inside or outside the family (including a grandparent, a sibling, etc.). Grandchildren living with grandparents (and without a parent) would also count as a census family.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/fam004-eng.cfm>

Core Housing Need: “A household is said to be in 'core housing need' if its housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable (meets all three housing standards).” Some additional restrictions apply.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm>

Household Income: The sum of incomes for all household members.

Household Maintainer: A person in a household who is responsible for paying the rent, mortgage, taxes, utilities, etc. Where multiple people contribute, there can be more than one maintainer.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage008-eng.cfm>

Headship Rate: The proportion of individuals of a given age group who are primary household maintainers.

Household Type: “The differentiation of households on the basis of whether they are census family households or non-census family households.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage012-eng.cfm>

Income: For the purposes of this report, unless otherwise indicated, income refers to “total income” which is before-tax and includes specific income sources. These specific income sources typically include employment income, income from dividends, interest, GICs, and mutual funds, income from pensions, other regular cash income, and government sources (EI, OAS, CPP, etc.). These income sources typically do not include capital gains, gifts, and inter-household transfers, etc.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop123-eng.cfm>

Labour Force: The labour force includes individuals aged 15 and over who are either employed, or actively looking for work. This means that the labour force is the sum of employed and unemployed individuals. Individuals not in the labour force would include those who are retired.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop056-eng.cfm>

Mobile Home: A single dwelling designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation such as blocks, posts or a prepared pad and may be covered by a skirt.

A mobile home must meet the following two conditions:

It is designed and constructed to be transported on its base frame (or chassis) in one piece.

The dwelling can be moved on short notice. This dwelling can be easily relocated to a new location, because of the nature of its construction, by disconnecting it from services, attaching it to a standard wheel assembly and moving it without resorting to a significant renovations and reconstructions.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/guides/001/98-500-x2016001-eng.cfm>

Multiple Census Families: A **household** in which two or more **census families** (with or without additional persons) occupy the same private dwelling. **Family households** may also be divided based on the presence of persons not in a **census family**.

<https://www12.statcan.gc.ca/census-recensement/2011/ref/dict/households-menage012-eng.cfm>

National Occupancy Standard: Standard for the number of bedrooms required by a household based on household composition. For example, lone-parents living with their child would require two bedrooms, one for themselves and one for their child.

<https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=100731>

Non-Census-Family Households: Households which do not include a census family. “Non-Census-family households are either one person living alone or a group of two or more persons who live together but do not constitute a Census family.”

<https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=251053>

Other Family or Other Census Family: When comparing households one way to distinguish between households is by “household family types.” These types will include couples with children, couples without children, lone-parent families, and non-family households; they will also include “other families” which refer to households which include at least one family and additional persons. For example, “other family” could refer to a family living with one or more persons who are related to one or more of the members of the family, or a family living with one or more additional persons who are unrelated to the family members.

Other Movable Dwelling: A single dwelling, other than a mobile home, used as a place of residence, but capable of being moved on short notice, such as a tent, recreational vehicle, travel trailer, houseboat, or floating home.

Other single-attached house: A single dwelling that is attached to another building and that does not fall into any of the other categories, such as a single dwelling attached to a non-residential structure (e.g., store or church) or occasionally to another residential structure (e.g., apartment building).

<https://www12.statcan.gc.ca/census-recensement/2016/ref/guides/001/98-500-x2016001-eng.cfm>

Participation Rate: The participation rate is the proportion of all individuals aged 15 and over who are in the labour force.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop108-eng.cfm>

Primary Household Maintainer: The first (or only) maintainer of a household listed on the Census.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage020-eng.cfm>

Seniors: Individuals aged 65 and over.

Shelter Cost: Total monthly shelter expenses paid by households that own or rent their dwelling. “Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water, and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage033-eng.cfm>

Subsidized Housing: “Subsidized housing’ refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/dwelling-logements017-eng.cfm>

Suitable Housing Standard: “[Housing that] has enough bedrooms for the size and composition of resident households.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm>

Supportive housing: A type of housing that provides on-site supports and services to residents who cannot live independently.

<https://www.bchousing.org/glossary>

Supportive Housing for Seniors: This report defines assisted living and long term or residential care options as supportive housing for seniors.

Transitional Housing: “A type of housing for residents for between 30 days and three years. It aims to transition individuals to long-term, permanent housing.”

<https://www.bchousing.org/glossary>

Appendix A

Data Appendix

Appendix A - Data Appendix

The Housing Needs Reports requirements list a large amount of data that needs to be collected. Most of it does not need to be included in the actual report. While the proposed Housing Needs Report template includes most of the required data, there are some pieces that we generally put in the appendix for the following reasons:

1. Better data is available through other sources. For example, BC Assessment data is only available for 2019 and does not provide a historical view of trends in the housing market. Instead, we report on data available from local real estate boards.
2. It doesn't add to the understanding of housing needs. Some of the data that is required doesn't help us understanding housing needs. For example, we do include labour participation and unemployment rates because these factor into understanding housing affordability trends. However, we don't include a detailed breakdown of workers by industry because this doesn't illuminate housing needs for workers.
3. To manage the length of the report. Housing Needs Reports can be very long. Reporting on too much data can make the report hard to read and less accessible to both local government staff and other stakeholders who may refer to it. Our approach has been to focus on the data that adds to the picture of housing needs and put anything that doesn't in the appendix.

BC Assessment

Average and median assessed values for all units since 2005 [Section 6 (1) (f) (i)]

	2006	2007	2008	2009	2010	2011	2012	2013	2014
Average	\$85,300	\$119,127	\$134,108	\$134,737	\$147,360	\$148,445	\$158,433	\$169,050	\$180,493
Median	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

	2015	2016	2017	2018	2019	2020
Average	\$192,061	\$190,838	\$187,461	\$183,855	\$189,809	\$192,315
Median		N/A	N/A	N/A	N/A	N/A

*Information for the median values of individuals units has not been provided. Additionally, given the information available, no estimation approach was identified that would provide a reasonable estimate of the median value across entire types.

Average and median assessed values by structure type since 2005 [Section 6 (1) (f) (ii)]

	2006	2007	2008	2009	2010
Average Assessed Value by Structural Type					
Single Family	\$94,336	\$130,898	\$142,898	\$143,839	\$154,073
Dwelling with Suite	\$70,533	\$60,800	\$112,100	\$112,100	\$164,900
Duplex, Triplex, Fourplex, etc.	N/A	N/A	N/A	N/A	N/A
Row Housing	N/A	N/A	N/A	N/A	N/A
Apartment	N/A	N/A	N/A	N/A	N/A
Manufactured Home	\$49,809	\$64,703	\$80,509	\$79,615	\$93,075
Median Assessed Value by Structural Type	N/A	N/A	N/A	N/A	N/A

	2011	2012	2013	2014	2015
Average Assessed Value by Structural Type					
Single Family	\$152,174	\$161,839	\$175,842	\$186,117	\$197,969
Dwelling with Suite	\$164,900	\$161,600	\$256,250	\$323,320	\$326,040
Duplex, Triplex, Fourplex, etc.	N/A	N/A	N/A	N/A	N/A
Row Housing	N/A	N/A	N/A	N/A	N/A
Apartment	N/A	N/A	N/A	N/A	N/A
Manufactured Home	\$94,840	\$93,449	\$91,465	\$104,220	\$115,303
Median Assessed Value by Structural Type	N/A	N/A	N/A	N/A	N/A

	2016	2017	2018	2019	2020
Average Assessed Value by Structural Type					
Single Family	\$200,913	\$201,162	\$197,356	\$196,906	\$199,164
Dwelling with Suite	\$254,633	\$255,950	\$256,617	\$257,783	\$267,422
Duplex, Triplex, Fourplex, etc.	N/A	N/A	N/A	N/A	N/A
Row Housing	N/A	N/A	N/A	N/A	N/A
Apartment	N/A	N/A	N/A	N/A	N/A
Manufactured Home	\$102,753	\$102,648	\$100,834	\$100,560	\$106,933
Median Assessed Value by Structural Type	N/A	N/A	N/A	N/A	N/A

*Information for the median values of individuals units has not been provided. Additionally, given the information available, no estimation approach was identified that would provide a reasonable estimate of the median value across entire types.

Average and median assessed values by unit size since 2005 [Section 6 (1) (f) (iii)]

	2006	2007	2008	2009	2010
Average Assessed Value by Number of Bedrooms					
0	N/A	N/A	N/A	N/A	N/A
1	\$58,324	\$87,469	\$114,944	\$99,667	\$106,224
2	\$57,268	\$80,005	\$91,103	\$93,078	\$104,801
3+	\$106,000	\$146,843	\$163,508	\$162,536	\$176,822
Median Assessed Value by Number of Bedrooms					
0	N/A	N/A	N/A	N/A	N/A
1	N/A	N/A	\$114,944	\$99,667	\$106,224
2	N/A	N/A	\$91,103	\$93,078	\$104,801
3+	N/A	N/A	\$163,508	\$162,536	\$176,822

	2011	2012	2013	2014	2015
Average Assessed Value by Number of Bedrooms					
0	N/A	N/A	N/A	N/A	N/A
1	\$107,391	\$113,373	\$120,713	\$130,786	\$148,439
2	\$104,812	\$109,226	\$113,165	\$125,937	\$135,735
3+	\$177,309	\$190,107	\$206,358	\$215,393	\$226,817
Median Assessed Value by Number of Bedrooms					
0	N/A	N/A	N/A	N/A	N/A
1	\$107,391	\$113,373	\$120,713	\$130,786	\$148,439
2	\$104,812	\$109,226	\$113,165	\$125,937	\$135,735
3+	\$177,309	\$190,107	\$206,358	\$215,393	\$226,817

	2016	2017	2018	2019	2020
Average Assessed Value by Number of Bedrooms					
0	N/A	N/A	N/A	N/A	N/A
1	\$152,373	\$156,627	\$151,288	\$168,850	\$189,494
2	\$130,145	\$123,351	\$121,210	\$126,236	\$126,390
3+	\$227,101	\$225,772	\$218,339	\$227,895	\$228,195
Median Assessed Value by Number of Bedrooms					
0	N/A	N/A	N/A	N/A	N/A
1	\$152,373	\$156,627	\$151,288	\$168,850	\$189,494
2	\$130,145	\$123,351	\$121,210	\$126,236	\$126,390
3+	\$227,101	\$225,772	\$218,339	\$227,895	\$228,195

*Median value is taken from the set of properties of the given type with the highest folio count. Where the highest folio count is a tie, the average of the medians associated with the tied highest folio counts is taken.

Average and median sales prices for all unit types since 2005 [Section 6 (1) (g) (i)]

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Average	\$77,635	\$121,173	\$150,678	\$188,700	\$151,462	\$161,542	\$198,793	\$208,335	\$176,000	\$216,667
Median	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

	2016	2017	2018	2019	2020
Average	\$221,500	\$207,298	\$187,467	\$266,000	\$241,291
Median	N/A	N/A	N/A	N/A	N/A

*Information for the median values of individuals units has not been provided. Additionally, given the information available, no estimation approach was identified that would provide a reasonable estimate of the median value across entire types.

Average and median sales prices by structural type since 2005 [Section 6 (1) (g) (ii)]

	2006	2007	2008	2009	2010
Average Sales Price by Structural Type					
Single Family	\$107,887	\$117,082	\$172,125	\$198,714	\$172,500
Dwelling with Suite	N/A	N/A	N/A	N/A	N/A
Duplex, Triplex, Fourplex, etc.	N/A	N/A	N/A	N/A	N/A
Row Housing	N/A	N/A	N/A	N/A	N/A
Apartment	N/A	N/A	N/A	N/A	N/A
Manufactured Home	\$36,553	\$74,104	\$90,223	\$99,500	\$72,970
Median Sales Price by Structural Type	N/A	N/A	N/A	N/A	N/A

	2011	2012	2013	2014	2015
Average Sales Price by Structural Type					
Single Family	\$169,750	\$187,659	\$202,816	\$205,222	\$217,111
Dwelling with Suite	N/A	N/A	N/A	N/A	N/A
Duplex, Triplex, Fourplex, etc.	N/A	N/A	N/A	N/A	N/A
Row Housing	N/A	N/A	N/A	N/A	N/A
Apartment	N/A	N/A	N/A	N/A	N/A
Manufactured Home	\$60,000	\$142,500	\$84,635	\$142,000	\$35,000
Median Sales Price by Structural Type	N/A	N/A	N/A	N/A	N/A

	2016	2017	2018	2019	2020
Average Sales Price by Structural Type					
Single Family	\$218,125	\$191,500	\$217,667	\$184,000	\$253,357
Dwelling with Suite	N/A	N/A	N/A	N/A	N/A
Duplex, Triplex, Fourplex, etc.	N/A	N/A	N/A	N/A	N/A
Row Housing	N/A	N/A	N/A	N/A	N/A
Apartment	N/A	N/A	N/A	N/A	N/A
Manufactured Home	\$141,250	\$144,261	\$96,700	\$142,300	\$151,345
Median Sales Price by Structural Type	N/A	N/A	N/A	N/A	N/A

Average and median sales price by unit size since 2005 [Section 6 (1) (g) (iii)]

	2006	2007	2008	2009	2010
Average Sales Price by Number of Bedrooms					
0	N/A	N/A	N/A	N/A	N/A
1	\$93,000	N/A	\$112,500	N/A	\$132,500
2	\$51,238	\$102,935	\$102,664	\$86,333	\$95,763
3+	\$96,277	\$135,120	\$197,178	\$232,571	\$195,606
Median Sales Price by Number of Bedrooms	N/A	N/A	N/A	N/A	N/A

	2011	2012	2013	2014	2015
Average Sales Price by Number of Bedrooms					
0	N/A	N/A	N/A	N/A	N/A
1	\$215,000	\$115,000	\$83,000	\$170,500	N/A
2	\$77,200	\$175,000	\$132,693	\$109,667	\$275,891
3+	\$222,917	\$208,009	\$251,125	\$192,154	\$198,900
Median Sales Price by Number of Bedrooms	N/A	N/A	N/A	N/A	N/A

	2016	2017	2018	2019	2020
Average Sales Price by Number of Bedrooms					
0	N/A	N/A	N/A	N/A	N/A
1	\$80,500	\$390,000	N/A	\$260,333	\$130,800
2	\$179,219	\$182,667	\$148,667	\$500,000	\$170,559
3+	\$269,212	N/A	\$200,400	\$193,667	\$283,563
Median Sales Price by Number of Bedrooms	N/A	N/A	N/A	N/A	N/A

*Information for the median values of individuals units has not been provided. Additionally, given the information available, no estimation approach was identified that would provide a reasonable estimate of the median value across entire types.

Census

Total number of workers over past 3 Census reports [Section 5 (a)]

Workers in the Labour Force for Population in Private Households			
	2006	2011	2016
Workers in labour force	6,185	6,585	6,720

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

Number of workers by industry over past 3 Census reports [Section 5 (b)]

Workers by NAICS Sector for Population in Private Households						
	2006		2011		2016	
	#	%	#	%	#	%
Total	570	100%	545	100%	460	100%
All Categories	570	100%	545	100%	455	99%
11 Agriculture, forestry, fishing and hunting	55	10%	50	9%	50	11%
21 Mining, quarrying, and oil and gas extraction	55	10%	40	7%	20	4%
22 Utilities	140	25%	45	8%	90	20%
23 Construction	20	4%	65	12%	85	18%
31-33 Manufacturing	20	4%	0	0%	0	0%
41 Wholesale trade	10	2%	0	0%	0	0%
44-45 Retail trade	25	4%	55	10%	25	5%
48-49 Transportation and warehousing	25	4%	0	0%	15	3%
51 Information and cultural industries	10	2%	0	0%	0	0%
52 Finance and insurance	15	3%	0	0%	10	2%
53 Real estate and rental and leasing	0	0%	0	0%	0	0%
54 Professional, scientific and technical services	20	4%	35	6%	15	3%
55 Management of companies and enterprises	0	0%	0	0%	0	0%
56 Administrative and support, waste management and remediation services	15	3%	0	0%	20	4%
61 Educational services	35	6%	45	8%	35	8%
62 Health care and social assistance	10	2%	40	7%	0	0%
71 Arts, entertainment and recreation	0	0%	0	0%	10	2%
72 Accommodation and food services	90	16%	30	6%	40	9%
81 Other services (except public administration)	10	2%	25	5%	0	0%
91 Public administration	40	7%	55	10%	40	9%
Not Applicable	0	0%	0	0%	10	2%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

Commuting destination in 2016 (within census subdivision, to different census subdivision, to different census division, to another Province/Territory) [Section 7 (d), (e), (f), (g)]

	#	%
Total	285	100%
Commute within census subdivision (CSD) of residence	260	91%
Commute to a different census subdivision (CSD) within census division (CD) of residence	25	9%
Commute to a different census subdivision (CSD) and census division (CD) within province or territory of residence	0	0%
Commute to a different province or territory	0	0%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

Renter and owner household income – average [Section 4 (f), (g)]

	2006	2011	2016
Average	\$77,435	\$8,5233	\$86,277
Owner	\$81,404	\$93,536	\$92,332
Renter	\$61,860	\$63,513	\$64,687

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

Number of non-movers, non-migrants, migrants over past three Census reports [Section 3 (1) (a) (x)]

Mobility Status of Population in Private Households			
	2006	2011	2016
Total	1,010	960	965
Mover	155	45	120
Migrant	130	25	70
Non-migrant	25	25	55
Non-mover	855	915	850

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

Average household income [Section 4 (a), (b)]

Average and Median Before-Tax Private Household Income			
	2006	2011	2016
Average	\$77,435	\$85,233	\$86,277

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

Households in specified income brackets [Section 4 (c)]

Before-Tax Private Household Income by Income Bracket						
	2006		2011		2016	
	#	%	#	%	#	%
Total	425	100%	425	100%	450	100%
\$0-\$4,999	0	0%	0	0%	10	2%
\$5,000-\$9,999	0	0%	0	0%	0	0%
\$10,000-\$14,999	20	5%	0	0%	10	2%
\$15,000-\$19,999	30	7%	65	15%	35	8%
\$20,000-\$24,999	30	7%	0	0%	25	6%
\$25,000-\$29,999	25	6%	0	0%	15	3%
\$30,000-\$34,999	0	0%	0	0%	10	2%
\$35,000-\$39,999	0	0%	0	0%	10	2%
\$40,000-\$44,999	0	0%	20	5%	15	3%
\$45,000-\$49,999	10	2%	30	7%	15	3%
\$50,000-\$59,999	50	12%	0	0%	50	11%
\$60,000-\$69,999	55	13%	0	0%	20	4%
\$70,000-\$79,999	15	4%	15	4%	25	6%
\$80,000-\$89,999	30	7%	0	0%	35	8%
\$90,000-\$99,999	20	5%	20	5%	25	6%
\$100,000-\$124,999	40	9%	65	15%	45	10%
\$125,000-\$149,999	65	15%	15	4%	45	10%
\$150,000-\$199,999	20	5%	65	15%	35	8%
\$200,000 and over	10	2%	25	6%	30	7%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

Number of units that are subsidized housing [Section 6 (1) (e)]

Subsidized Housing Units	
	2016
Subsidized housing units	N/A

Source: Data Set Published by BC Ministry of Municipal Affairs and Housing, Data from BC Housing

Renter households in subsidized housing [Section 3 (1) (ix)]

Renter Private Households in Subsidized Housing (Subsidized Rental Housing Data Not Collected Until 2011)						
	2006		2011		2016	
	#	%	#	%	#	%
Renter households	85	100%	115	100%	100	100%
Renter households in subsidized housing	#N/A	#N/A	0	0%	25	25%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing



Appendix B

Engagement Summary

Appendix B – Engagement Summary

1.0 Housing Needs Survey Summary

1.1 Introduction

A community survey on housing needs was available from July 15 to August 13, 2020 (extended from the original August 5 close date). It was available online through the District’s website, as well as through paper copies by request. The purpose of the survey was to collect information about the housing needs and challenges of residents. Survey results for each community have been analyzed and the results for Hudson’s Hope are presented here.

A total of 10 respondents from Hudson’s Hope responded to the survey, including 3 individual who identified as Metis. Respondents were allowed to skip questions, submit the survey at any point, and pick multiple answers for select questions. Responses from open-ended questions were reviewed and summarized by the themes that emerged.

Note: (N=) in figure titles provide the total number of respondents that answered the question.

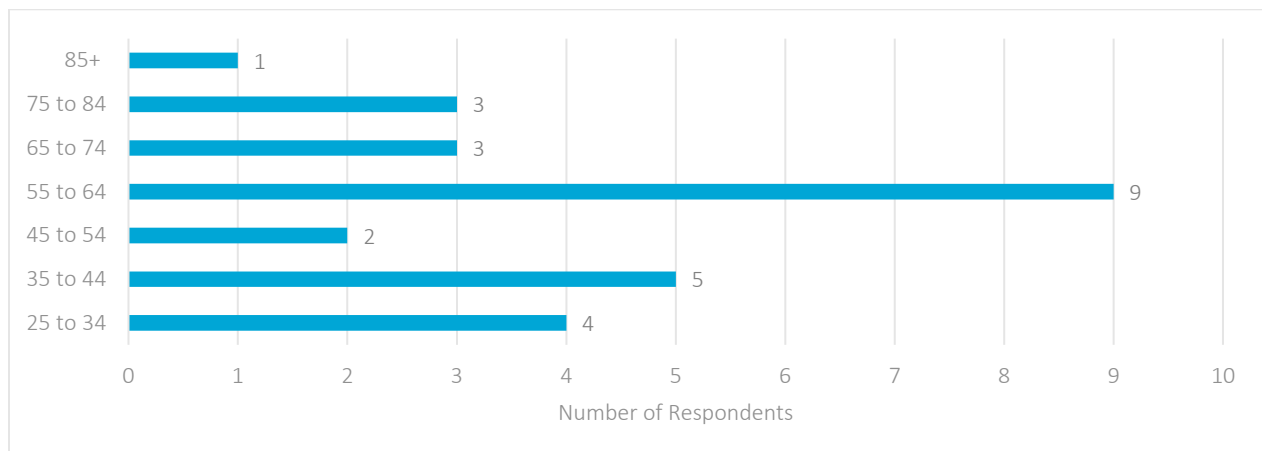
1.2 Demographic Questions

Demographic questions were asked to understand who completed the survey.

1.2.1 AGE

The survey had the most responses from individuals between the ages of 25 to 64. The survey received no responses from individuals 15 to 24.

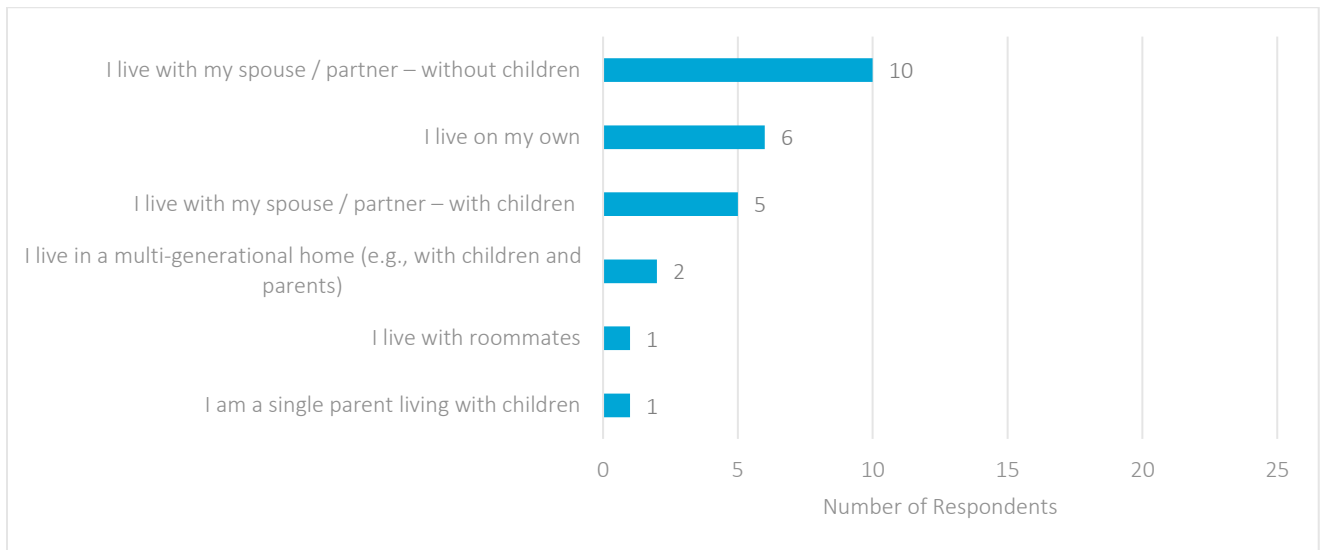
Figure 32 – Age of Respondents (N=27)



1.2.2 HOUSEHOLD TYPE AND SIZE

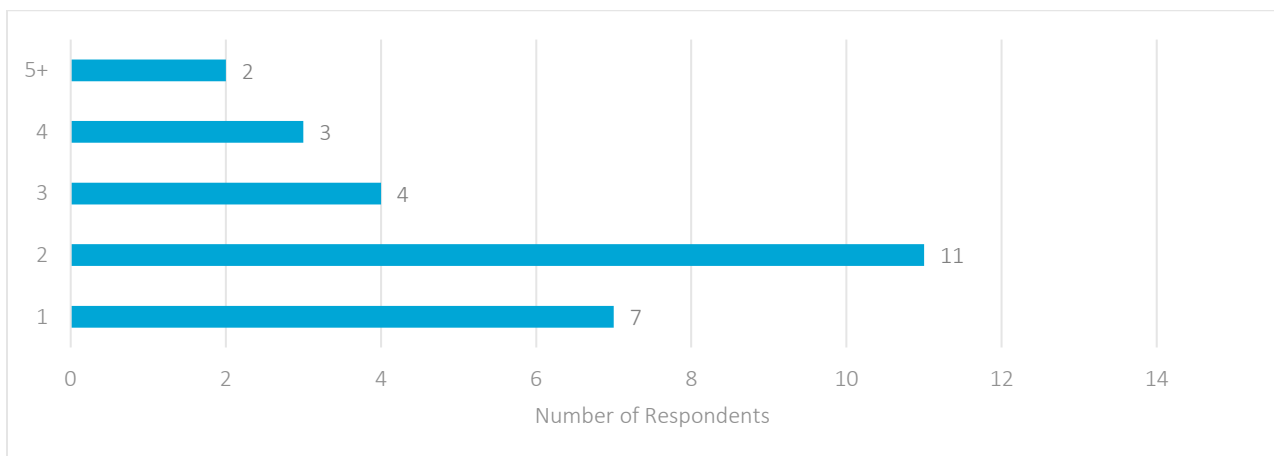
Survey respondents were asked to describe their household (Figure 33). Most respondents live in households with a spouse or partner without children (10 respondents), followed by living on their own (6 respondents).

Figure 33 – Household Types (N=25)



Respondents were also asked about the size of their household. The survey had the most representation from one-person (7 respondents) and two-person (11 respondents) households and lower representation from households with five or more people (2 respondents) (Figure 34).

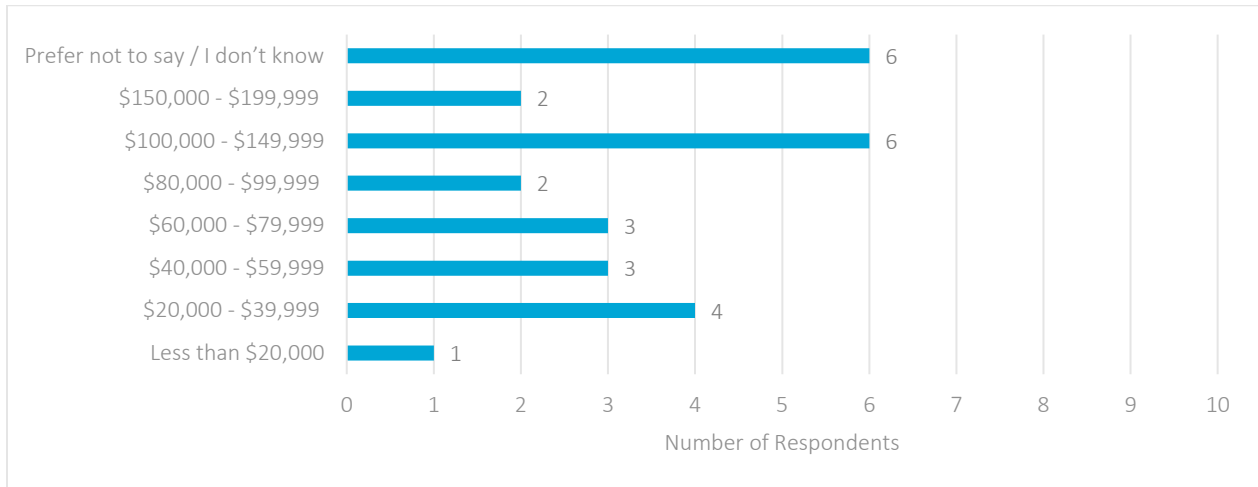
Figure 34 – Number of People in Households (N=27)



1.2.3 HOUSEHOLD INCOME

Figure 35 shows respondents' distribution of annual household incomes. Respondents had a wide range of incomes, with the most common income bracket being \$100,000 to \$149,999. Six respondents preferred not to disclose their annual household income information.

Figure 35 – Annual Household Income (N=27)



1.3 Housing Experiences

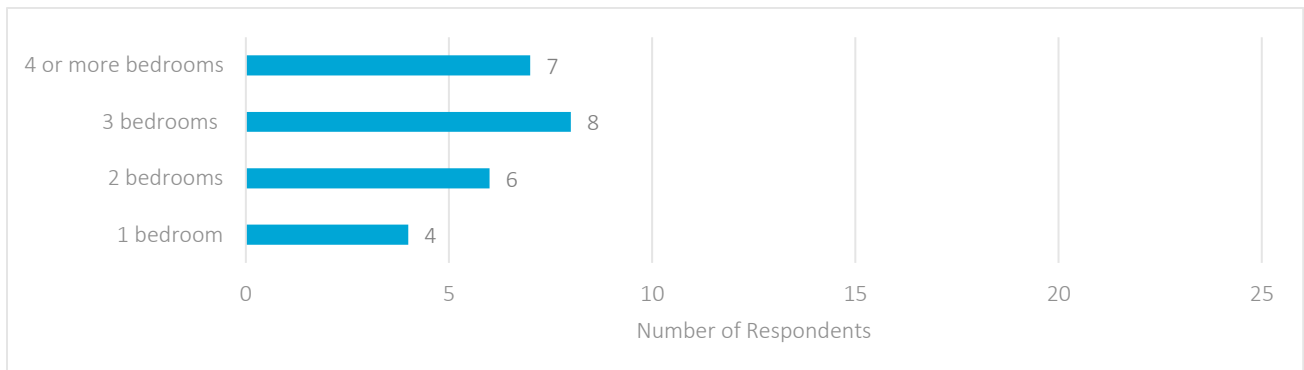
Survey respondents were asked a number of questions about their recent housing experiences.

1.3.1 CURRENT HOME

Respondents were asked about their tenure type. Twenty-three respondents reported that they owned their home and two reported that they rented.

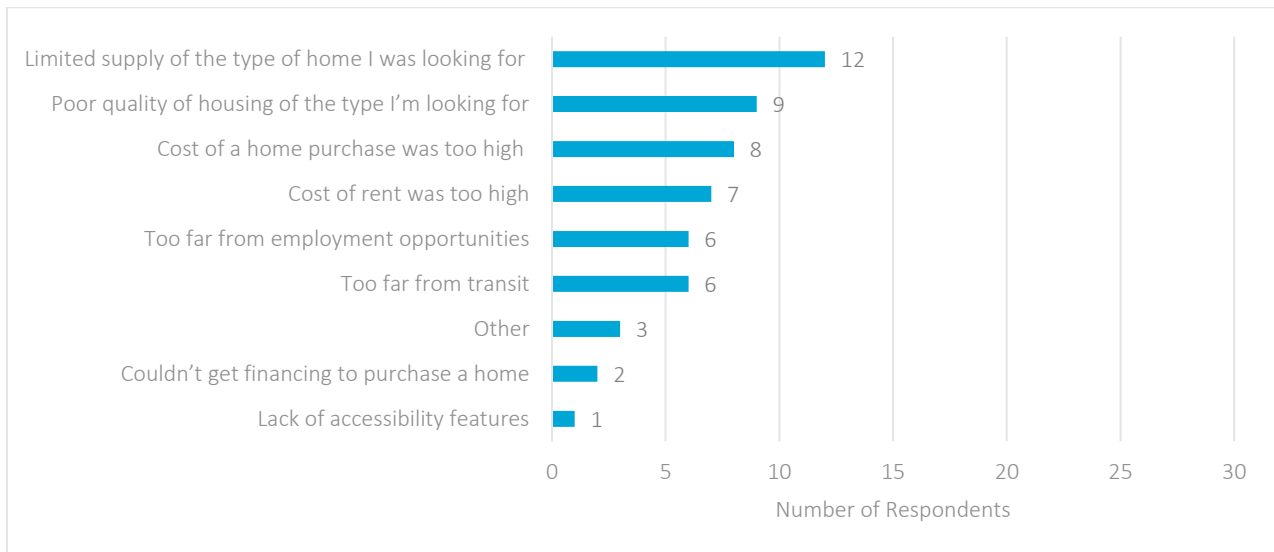
Respondents live in a home sizes ranging from one to four bedrooms (Figure 36).

Figure 36 – Number of Bedrooms in Current Home (N=25)



Respondents were asked to identify any barriers they faced when searching for their current home. The top barriers experienced were the limited supply (12 respondents) or poor quality of type of home they were looking for (9 respondents), and the cost of purchasing (8 respondents).

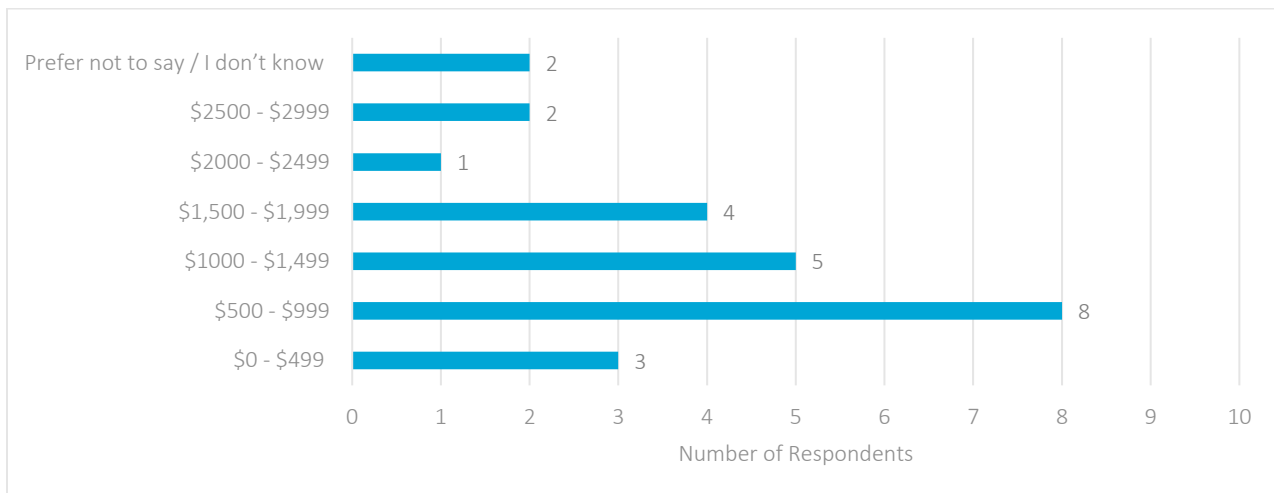
Figure 37 – Barriers During Search of Current Home (N=18)



1.3.2 CURRENT HOUSING COSTS

Respondents were asked about their housing costs each month, including rent, mortgage payments, condominium fees, and utilities. Although there were a wide range of reported housing costs, the most common range was between \$500 to \$800 (8 respondents). Respondents were asked if they believed their housing costs were affordable to them. Sixteen respondents said yes that their housing costs were affordable, six said no, and three said they were not sure.

Figure 38 – Housing Costs (N=13)



1.3.3 CURRENT AND ANTICIPATED HOUSING ISSUES

Respondents were asked about challenges they are currently facing or anticipate facing in the next five years. Figure 39 shows the top housing issues respondents are currently facing. Respondents were able to select as many issues that applied to them. The most common housing issue for respondents is that their home is not well served by public transit (12 respondents), followed by poor home conditions needing repairs (6 respondents).

Figure 39 – Top Housing Issues (N=12)

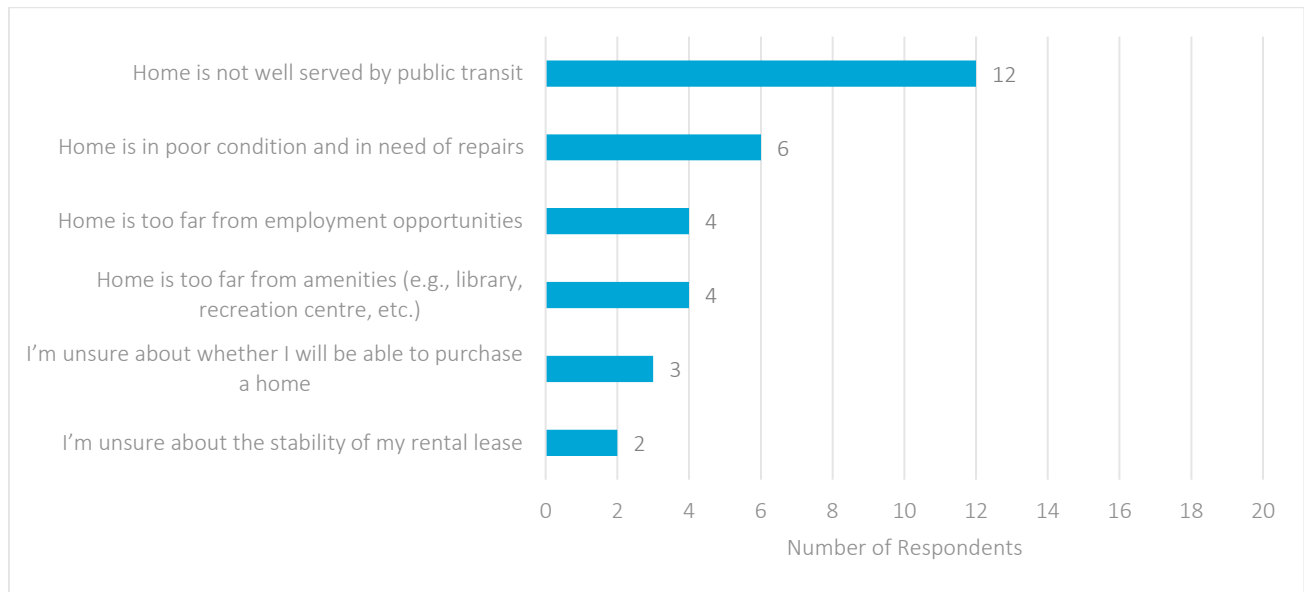
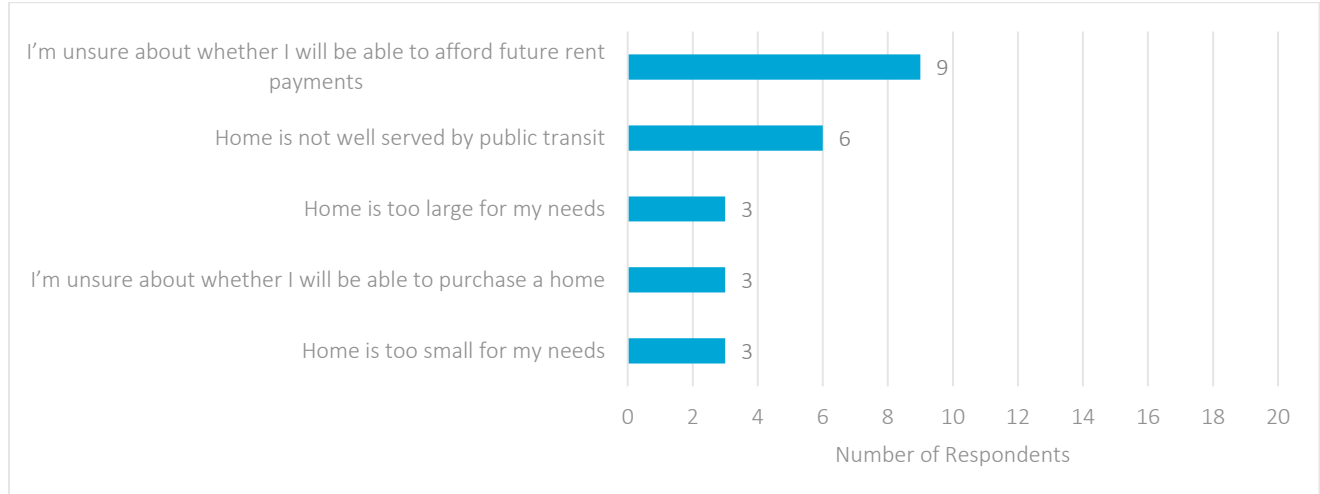


Figure 40 shows the top housing issues respondents anticipate in the next five years. Respondents were able to select as many issues that applied to them. The most commonly anticipated issue was the uncertainty of being able to afford future rent payments (9 respondents).

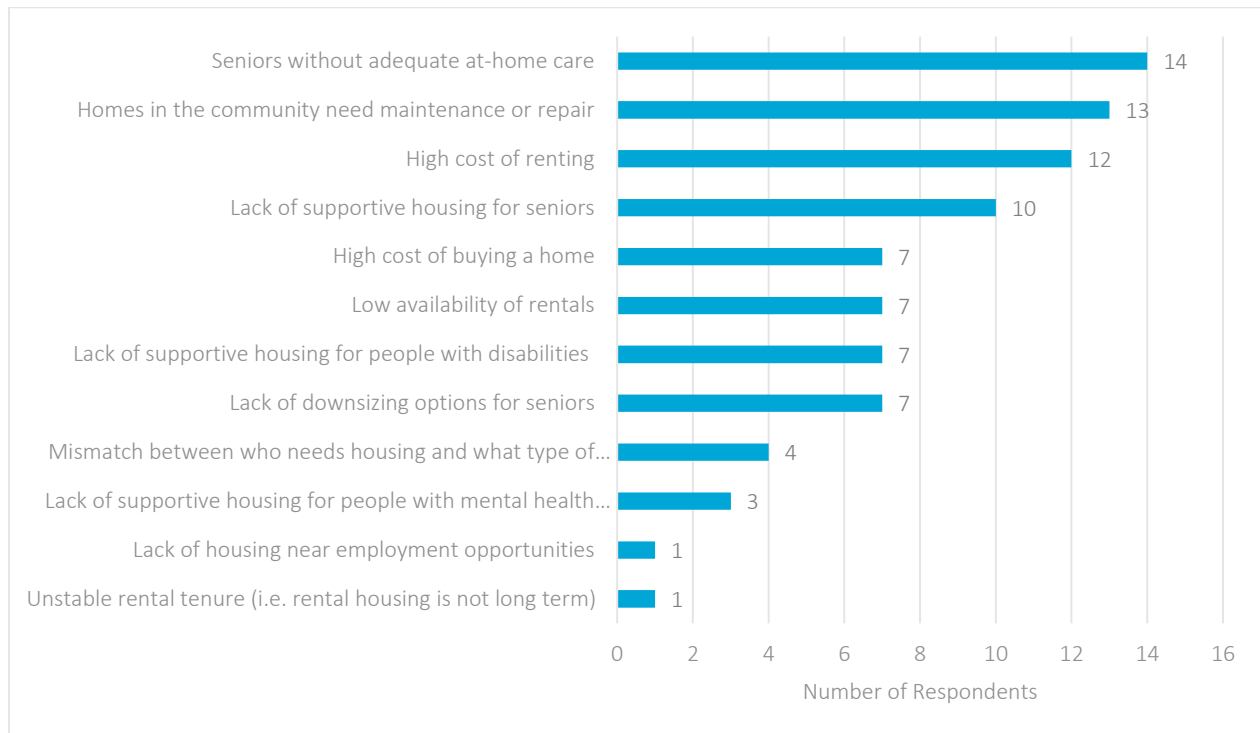
Figure 40 – Top Housing Issues Anticipated in the Next 5 Years (N=9)



1.4 Community Issues

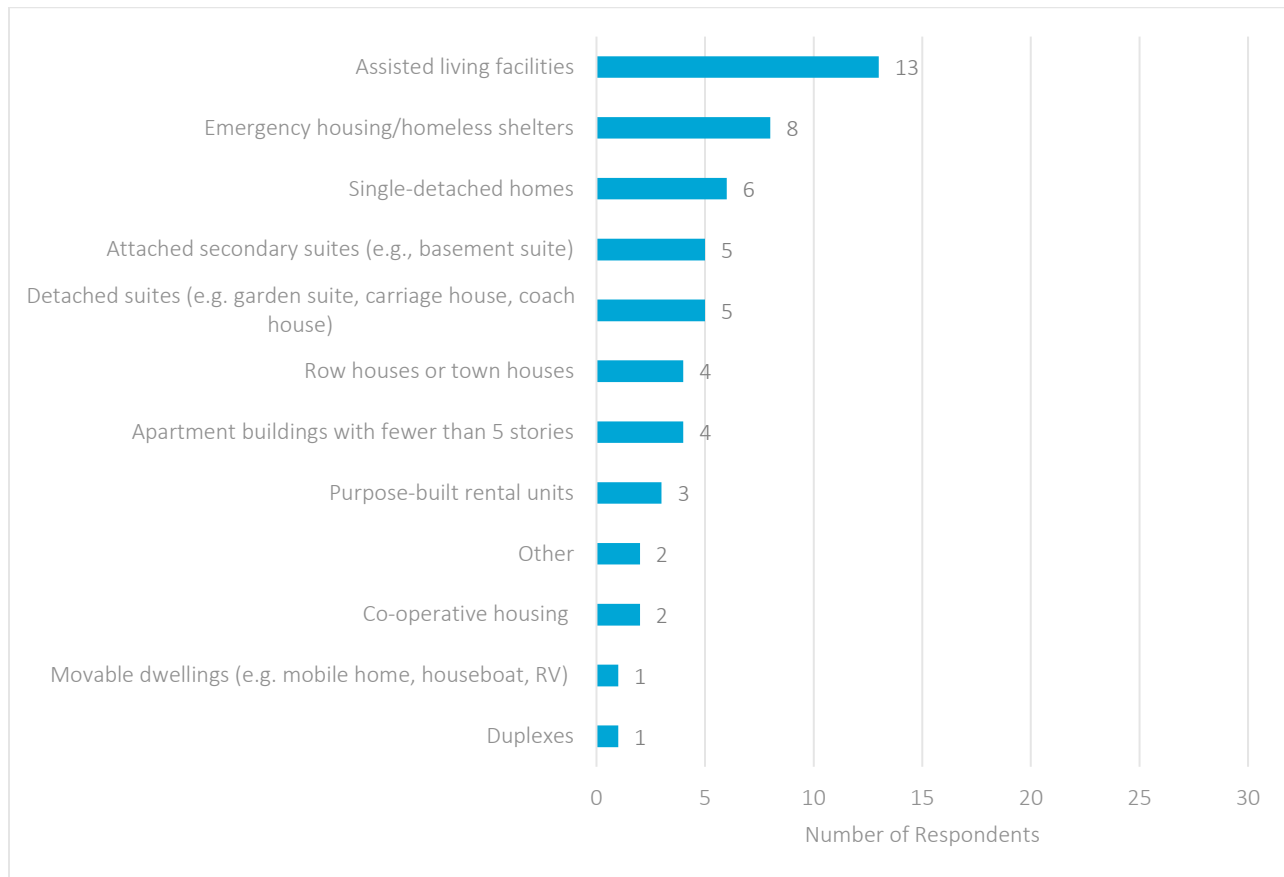
Figure 41 shows the community issues reported by respondents in Hudson's Hope. Respondents suggested that seniors without adequate at-home care (14 respondents), homes needing maintenance or repairs (13 respondents), and high costs of renting (12 respondents) were the main concerns. One respondent commented that there is a lack of maintenance on rural streets. Another respondent commented that they will need to downsize eventually and will not be able to maintain their own home.

Figure 41 – Community Housing Issues (N=18)



Respondents were asked what forms of housing were missing in the community. Respondents suggested that the most needed forms of housing in Hudson’s Hope are assisted living facilities (13 respondents), followed by emergency housing / homeless shelters (8 respondents). Two respondents commented that there is limited supply of housing that accommodate the needs of seniors or individuals with disabilities. One respondent commented that rental costs are high due to temporary or out-of-town workers.

Figure 42 – Forms of Housing Needed (N=18)



Respondents were asked if they had any additional comments. One respondent noted that there is a lack of maintenance in rural subdivision culverts. Another respondent described challenges of housing maintenance and the additional costs of having to hire contractors that have to travel from out of town. Interview and Focus Group Summary

This section summarizes the findings from the stakeholder engagement completed in August and September 2020. Interview and focus group questions focused on identifying gaps in housing and housing-related services across the housing continuum. Interviews were completed with staff within neighbouring First Nations, regional elected officials, service providers and housing providers. The questions also sought to uncover the broader community and economic context of housing issues. While questions varied depending on the stakeholder's expertise, they followed three major themes:

- Challenges, barriers and unmet needs in housing and housing-related services
- Potential opportunities
- Potential best practices and strategies to help address housing needs

Stakeholder engagement provides important housing context not captured by statistical information. Each key stakeholder brings important insight and individual perspectives. Some information may be anecdotal or based on personal perspectives. The information in this section should be considered in conjunction with other parts of this report.

Results from the interviews are summarized thematically below. Numbers in parentheses indicate how many interviewees mentioned each statement or topic. In some sections, there was only one interview. In this case, there are no parentheses. Note, these numbers are provided for context, but low numbers do not necessarily indicate that the statement or topic is less relevant. In some cases, one or a few interviewees had specialized knowledge or context that were not provided by others.

2.0 Interview and Focus Group Summary

This section summarizes the findings from the stakeholder engagement completed through individual interviews and focus groups. Focus group discussions and the first round of stakeholder interviews were held in August and September 2020. After a low response rate from stakeholders in Fall 2020, a second round of interviews were undertaken in December 2020 and January 2021 to ensure stakeholders across the region were well represented in this study. Interview and focus group questions focused on identifying gaps in housing and housing-related services across the housing continuum. Interviews were completed with staff within neighbouring First Nations, regional elected officials, service providers and housing providers. The questions also sought to uncover the broader community and economic context of housing issues. While questions varied depending on the stakeholder's expertise, they followed three major themes:

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2.1 Participants

Representatives from the following organizations were interviewed:

Peace River Regional District		
Name(s)	Organization	Description
First Nations or Indigenous Organizations		
Starr Acko	Doig River First Nation	A First Nations community of the Peace River area, which is signatory of Treaty No. 8. The community is comprised of Dane-zaa traditions and language.
Jim Fast	McLeod Lake Indian Band	A community of the Tse'Khene Nation (People of the Rocks), located near the unincorporated village of McLeod Lake.
Cindy O'Brien, Niki Ghostkeeper	Saulteau First Nation	A First Nations community located in the Peace River area, which is signatory of Treaty No. 8. The community is comprised of the Saulteaux (Anishinabe), Nehiyaw (Cree) and Mountain Dunne-Za (Beaver) people.
Cliff Calliou	Kelly Lake Cree Nation	The As'in'i'wa'chi Ni'Yaw Nation, also known as Kelly Lake Cree Nation (KLCN), is a community of over 800 members, located in the Peace River region.
Service Providers		
Donna Ward, Angela De Smit	Northern Health	An organization that focuses on providing support and services relating to mental health, substance use and elder care.
Jim Collins	Save Our Northern Seniors	An organization that works on extended care for seniors.
Cameron Eggie*	Fort St. John Salvation Army	The Fort St. John branch of the international Christian organization.
Lisa Jewell* (also participated in a stakeholder interview)	Fort St. John Women's Resource Society	A women's resource organization that strives to empower women and girls and people of low income with the tools to improve the quality of their own lives.
Patricia Taylor*	Fort St. John Association for Community Living	A non-profit organization that has contracts with Community Living BC to provide services to adults with developmental disabilities.
Housing Providers		
Liane McNeil and Linda Kennedy	Fort St. John Community Bridge	An organization that provides counselling and housing assistance, including the North Peace Community Housing (a 24-unit complex), the Homeless Prevention Program and the Transition House.

Peace River Regional District		
Name(s)	Organization	Description
Public Service Agents		
Amber Vieweg* and Kristen Danczak*	Peace River Regional District	The governing body, established in 1987, for the Peace River area that provides regional, sub-regional and local services to residents.

**Focus group participants*

Dawson Creek		
Name	Organization	Description
Service Providers		
Jacqueline Janssen	Networks Ministries	An organization that provides support to people experiencing homelessness
Linda Studley*	Better at Home – South Peace Community Resource Society	A non-profit organization dedicated to meeting the social, educational and personal needs of the community by providing services that develop skills for living.
Arden Smith* (also participated in a stakeholder interview)	Housing and Safety – South Peace Community Resource Society	A non-profit organization dedicated to meeting the social, educational and personal needs of the community by providing services that develop skills for living.
Jodi Cousins*	Axis Family Resources	Provides specialized support services – both residential and non-residential – to children and youth, families and adults throughout many communities in the North and Interior Regions of British Columbia.
Deris Fillier	Dawson Creek Salvation Army	Provides provide food, clothing, network support, and a listening ear to those in need.
Linda Walker	Cut Thumb Glass	Rental property manager.
Laurabel and Michelle	Community Living BC Dawson Creek	Provides housing support services for individuals with disabilities and complex needs such as addiction, mental health, history of trauma, etc.
First Nations or Indigenous Organizations		
April McEwen	Nawican Friendship Centre	A non-profit organization that provides services to Aboriginal People in the Dawson Creek and south Peace River area; designed to encourage, enhance, and promote the traditional values, culture, and well-being of Aboriginal people by strengthening individuals, family, and community.

Dawson Creek		
Jenn Selby-Brown	Dawson Creek Native Housing/Aboriginal Housing Management Association	Supporting Indigenous and Metis individuals who are homeless or at risk persons who face barriers in the community.
Housing Providers		
Marla Reed	Dawson Creek Society for Community Living	Provides services for adults with disabilities and social housing for individuals with disabilities, families, and seniors.

**Focus group participants*

Hudson's Hope		
Name	Organization	Description
Service Providers		
Bill Lindsay	Hudson's Hope Health Care and Housing Society	A society providing health care and housing supports.
Patti Campbell	Friend's of Hudson's Hope	Provides food bank services, Christmas hampers, elder care services, outreach services, and support for medical travel expenses.
Shellie Howard	Hudson's Hope Library	Local library resource centre.

Chetwynd		
Name	Organization	Description
Service Providers		
Sara Hoehn and Jason Farquharson	Chetwynd Mental Health & Addictions Community Program	Operates under Northern Health – an interprofessional team providing mental health and medical services to the community.

Pouce Coupe		
Name	Organization	Description
Service Providers		
Sukrit Parmar	Pouce Coupe Food Bank	A non-profit organization dedicated to providing free food to people within the Village of Pouce Coupe and rural area.
Cory Lizotte	Pouce Coupe Community Church	Community church.

Electoral Area B		
Name	Organization	Description
Elected Officials		
Karen Goodings	Peace River Regional District Board	The governing body, established in 1987, for the Peace River area that provides regional, sub-regional and local services to residents.
Housing Providers		
Trevor Bolin	Re-Max	A full-service real estate broker that supports much of the PRRD, specifically Fort St. John and Electoral Areas C and B.
Service Providers		
Glen Longley	Prespatou School	A school with approximately 300 students in Kindergarten to Grade 12 with 34 staff members.
Pat Lang	Wonowon Elementary School	An elementary school in Electoral Area B.
Herman Klassen	Prespatou Farmer's Institute	A regional organization that helps farmers be more efficient and effective and services as a liaison between farmers and government to resolve issues.
Melody Braun / Susan Gilmour	Upper Pine School	Elementary and Secondary School in Rose Prairie.

Electoral Area C		
Name	Organization	Description
Elected Officials		
Director Brad Sperling	Peace River Regional District Board	The governing body, established in 1987, for the Peace River area that provides regional, sub-regional and local services to residents.
Service Providers		
Joseph Lang	Fort St. John Association for Community Living	A non-profit organization that has contracts with Community Living BC to provide services to adults with developmental disabilities.
Lisa Jewell	Fort St. John Women's Resource Society	A women's resource organization that strives to empower women and girls and people of low income with the tools to improve the quality of their own lives.

Electoral Area D		
Name	Organization	Description
Elected Officials		
Director Leonard Hiebert	Peace River Regional District Board	The governing body, established in 1987, for the Peace River area that provides regional, sub-regional and local services to residents.
Service Providers		
Judy Seidl and Art	Tomslake Cultural Community Association	The Association operates a local community hall that hosts regular activities, meals, and events.

Electoral Area D		
Name	Organization	Description
Ernie Hiller	Swan Lake Enhancement Society	Volunteer group that works to ensure the community is an enjoyable place to live. They organize events such as community clean ups, trail development, and monitoring the lake.
Jennifer Critcher	Tower Lake Community Centre	The Community Centre hosts a variety of community events and private gatherings.

Electoral Area E		
Name	Organization	Description
Service Provider		
Linda Garland	Moberly Lake Community Association	A registered society made up of Moberly Lake residents and stakeholders.
Elected Officials		
Director Dan Rose	Peace River Regional District Board	The governing body, established in 1987, for the Peace River area that provides regional, sub-regional and local services to residents.

2.2 Peace River Regional District

A number of participants worked in multiple communities of the PRRD. This section summarizes the engagement findings for the region as a whole or subregions that include more than one project partner community.

2.2.1 FIRST NATIONS OR INDIGENOUS ORGANIZATIONS

Representatives from four First Nations were interviewed: Doig River First Nation, Sauleau First Nation, McLeod Lake Indian Band and Kelly Lake Cree Nation. All nations have some housing on-reserve, ranging from 50 to 150 housing units.

- Sauleau First Nation has 150 units, including three tri-plex units, ten Elder units, and many single-detached dwellings. There are 30 households on the Nation's waitlist.
- Doig River First Nation has 55 units with recent approval to build five tiny homes for Elders and 20 households on its waitlist.
- McLeod Lake Indian band has 56 units and 25 on its waitlist. Almost all units are single-detached dwellings, with one multi-unit building, which has six units. There are about five houses offered off-reserve as well. The band is about 60 homes below the Canadian average for on reserve housing stock.
- Kelly Lake Cree Nation has 36 houses in the community, including 8 rental homes that the Nation is managing through the Westkagen Housing Management. Twenty-two houses are owned by the Nation, and the rest are owned by the community. The Nation is not included in Treaty 8, resulting in exclusion from many funding opportunities.

Challenges / Needs

Off Reserve

Two nations have off-reserve housing units (Doig River First Nation has three units in Fort St. John and McLeod Lake First Nation has five units off-reserve). Interviewees reported that members living off-reserve in PRRD (including Fort St. John and Dawson Creek) often find that rental units are expensive, limited and often poorly maintained (3). Finding affordable rental is difficult, especially during strong economic periods and rents are driven up by an influx of workers. Off-reserve community members need affordable rental units that are closer to services. There are also limited services or supports for those living off reserve, including medical services and mental health supports (1). There is a need for supervised or safe homes for members with mental illness (1).

On Reserve

There is a shortage of housing on reserve—all nations have a waitlist of community members who wish to move back to the reserve (5). Elder housing is limited and more single-detached dwellings are needed (1). Multiple interviewees discussed the shortage of land for building new housing (3).

More housing is needed on reserve to allow for off-reserve members to move back (4). Saulteau First Nation has 30 households on the waitlist. Doig River First Nation has about 20 on its waitlist, and McLeod Lake First Nation has 25 on its waitlist. Interviewees also reported that there is a need for more housing diversity on reserve to serve a wide range of household needs, including families, singles, and Elders.

There is very limited funding to build new houses or repair existing ones (3). The application process for funding is time consuming and tedious (2). The cost to repair and maintain existing homes is high (4). One interviewee reported that they go to Fort St. John for all supplies, which increases costs. Funding for repairs is limited, making it difficult to adequately maintain the existing housing stock (3). One nation is currently trying to repair 10-15 houses and replace the roofs (1).

One interviewee discussed the importance of housing that meets the needs of the climate, including the high snow load. The 'cookie cutter' approach to housing does not meet the needs of the community or climate. Many homes that were poorly built need to be replaced altogether (1). This interviewee reported that the Nation lost funding for six houses because the community wanted to build homes that varied from the traditional 'box style' homes typically seen on-reserve. This minimum building code, said the interviewee, is not enough to withstand the harsh climate. It can also be hard to find materials for repairs that are appropriate for the climate.

There is limited infrastructure to support the existing housing (2). Central heating, water provision and road maintenance are key infrastructure challenges (1). Community members have to travel at least 45 minutes to attend school and access shops and services (1). One Nation is hoping for a new Community Hall (1).

Projects / Opportunities

Interviewees identified the following opportunities for addressing housing in the PRRD:

- One community is building tiny homes, while another is building ten timber homes for Elders. Another reported plans to build more single-family homes and units for individuals over the next five years.
- Data gathering and needs assessments (such as this study) were identified as important to addressing housing needs (1).
- Work with PRRD to provide housing (1)
- Provide off-reserve housing in PRRD towns (1)
- Increase investment and interest in the North in general (2)
- Build and maintain strong relationships with municipalities, including Electoral Area C, Fort St. John and Dawson Creek. Doig River First Nation has a strong relationship with Fort St. John and Dawson Creek. (1)
- Build more awareness for people with mental health concerns and addictions (1)
- Provide mental health housing that offers a supervised setting, providing independence for tenants (1)

2.2.2 SERVICE PROVIDERS, HOUSING PROVIDERS, PUBLIC SERVICE AGENTS

Challenges / Needs

The cyclical nature of local industries impacts the District's housing market. During strong economic periods, more housing is developed, which increases the availability of housing. One of the major challenges the district faces is housing those who have been in the hospital. In Fort St. John, there is a policy where people will not be discharged into the streets. As a result, many folks stay in the hospital for longer than needed, because there isn't proper housing available. This impacts the ability for service providers to provide support to community members.

From the experience of housing providers, housing needs have increased and despite rental availability, many residents still cannot afford market housing. Additionally, single people on Income Assistance cannot afford what is offered.

Interviewees identified the following housing needs:

Supportive Housing

- Mental health supports are needed (2). One interviewee sees many people, particularly men, with mental health issues who are not adequately cared for. People suffering from mental health issues are often turned away from rentals and shelters, due to mental health struggles.
- The default accommodation for people with disabilities is the hospital or long-term care, which is not suitable. People often stay in the hospital for extended periods of time because there isn't the proper housing available. This limits the ability to provide adequate care in hospitals for acute care, resulting in over-capacity in hospitals. It is costly and ineffective to keep folks in the hospital, but there is often nowhere else for them to go (1).
- Despite the recent improvements in disability housing, there is a need for at least 10% of new housing to have rooms for disability. Particularly, there is a need for people with brain injuries, mobility issues, or MS, according to one interview. Individuals who receive disability support are often on restricted budgets which makes it difficult to find appropriate housing (2).
- Housing is needed for young adults (under 19) who need medical care—until they turn 19, they are put into long-term care (1). Youth housing in the larger municipalities would enable youth to attend school.

Senior Housing

- Despite a recent increase in supply, senior housing supply is low (2). The waitlist for senior housing is two to three years.
- Having fixed incomes makes it difficult for many seniors to find appropriate accommodations and as a result there are many who live in sub-standard units (1).
- Dementia friendly housing is needed, as there is none in the area. As a result, people are prematurely placed in long-term care (some live in long-term care for 10-15 years) (1).
- Seniors tend to leave rural areas to move to towns closer to services or back with family, according to one interviewee. These seniors often move into a North Peace Senior Housing Society unit (there is one apartment in Fort St John that caters to seniors). Yet, there are about 80-100 people on the waitlist for units with the North Peace Senior Housing Society. It is important to consider the specific needs of rural seniors (1).
- There is a need to bring Elders from nearby nations closer to medical support (1).

Other Challenges and Needs

- Some service providers face challenges recruiting staff, due partly to housing challenges (1).
- The district needs better transportation connections from the more affordable communities (which are more remote) to the economic centres (1).
- The projects provided by Fort St. John Community Bridge need more maintenance that the organization cannot afford (1).
- Physical housing provision has unsustainably high maintenance costs.
- The lack of low barrier housing is a major concern (2). People need a place no matter their life stage or circumstance.
- There is limited housing choice, and the housing that is available is generally unaffordable (2).
 - Limited affordable housing units for one-person and single-income homes (1). Single people on Income Assistance cannot afford what is available.
- One interviewee discussed the stigma towards rental assistance. The Homeless Prevention Program has been working with rental companies to rebuild the relationship between the companies and renters on Income Assistance (1). Rental companies have become cynical about who they support because of the challenges they have experienced. If potential tenants are applying and are on Income Assistance, rental companies automatically do a criminal record check. Some of the rental companies have stopped taking people who are on Income Assistance.
- There is a need for supportive housing for individuals and families leaving abusive relationships.
- The temporary workforce creates challenges for determining housing needs.
- There is a need for accessible housing to support individuals with disabilities and allow seniors to age in place.
- It is difficult for seniors living in rural areas to access health care services. Virtual doctor support is becoming more common but can be a challenge for seniors to access and use. There is a need for dedicated doctors to service rural areas and support those aging in place.

Projects

Various housing initiatives exist in the community, and other opportunities are being explored. The following projects were identified in the interviews:

- Mennonite's Elder's Lodge which provides meals and housekeeping for seniors in Prespatou. Service providers are working with BC Housing to develop further initiatives (1).
- Heritage, an assisted living facility, has 24 suites and provides meals and medical care to residents (1).

- According to one interviewee, there is opportunity to provide private assisted living, which could provide more options and availability (1).
- BC Hydro built an apartment in Hudson's Hope for staff and medical workers, who can stay there for free (1).
- BC Housing built a passive apartment building (50 units) which includes an allocation for low income housing (1).
- There are two apartments for medical students who can rent at CMHC rates.
- Northern Health is working on a proposal to build a space for long term/mild dementia, and which community is best suited for that (1)
- Northern Health is exploring opportunities to build and operate senior housing in the PRRD. Private investors are interested in Fort St. John (1).
- Northern Health recently opened a tusher house with four beds (1)
- The Better at Home initiative provides support with house-keeping duties and food provision, servicing 150 people (1).
- Northern Lights College in Dawson Creek provides Northern Health staff with housing.

Opportunities

The following opportunities were discussed in the interviews:

- Collaboration between government, industry, Treaty 8 and the community has the potential to provide improved services and housing across the PRRD. Northern Health is very interested in pursuing partnerships (2).
- Use of hotels for temporary housing (as seen in Victoria) or repurposing hotels into affordable housing units (2).
- It is important to have an overarching plan for the PRRD to identify the core issues and needs (1). PRRD should prepared for future funding announcements from the province. If proposals are ready when funding is announced, PRRD will be better suited to receive the funding (1).
- Provide housing for those leaving the hospital.
- Additional funding is required to support the Homeless Prevention Program (2).
- Pursuit of BC Housing Funding for services (2).
- There are many unused buildings and undeveloped sites in rural areas and municipalities that could be repurposed for housing projects or accommodate support services.
- Encourage development by providing tax incentives or property tax extensions.
- PRRD should implement a Development Service Bylaw.
- Review development application procedures to understand any road blocks to development.
- Collaborative conversations need to take place between emergency services, District Officials, and healthcare workers to understand need and possible housing solutions.
- Establish a database of senior accommodations and support services across the region.

2.3 Hudson's Hope

2.3.1 CHALLENGES / NEEDS

The population of Hudson's Hope is declining. In the past few years, there has been very limited residential development. A lot of the existing housing stock is getting older and there aren't local contractors that are available to renovate properties. As a result of a high supply and low demand of houses, it is hard to sell homes in the area. Family farms are being sold, as younger generations are not taking up the farming lifestyle. However, new people are moving to town to work on dam and hydro projects.

Interviewees identified the following challenges and needs:

- The most important housing priorities in the region, is the provision of supportive housing in rural areas for seniors, individuals with disabilities, experiencing mental health challenges.
- Hudson's Hope is predominantly comprised of single-family homes. There are a few duplexes and very few apartments (the interviewee could recall one apartment). Stakeholders identified a lack of available and affordable rental unit options in the community. A variety of housing options is needed.
- There is demand for mobile worker accommodations. Some companies put their workers in hotels, and there are some camps near the community for workers. Stakeholders indicated that temporary workers in the community largely occupy the rental accommodation supply.
- The lack of transit in the area makes it hard for people to access services and move around. For many specialized medical appointments, people must travel outside of the community.
- The interviewee was unaware of any visibly homeless people in the community. People are living marginally, on couches and with friends or family.
- There are many people in the community who rely on food bank services and are experiencing challenges with addictions.
- There is a low supply of affordable and supportive seniors housing and the demand is increasing.

2.3.2 PROJECTS / OPPORTUNITIES

The following opportunities and projects were identified in the interviews:

- The Hudson's Hope Health Care and Housing Society is working on a feasibility study for a new supportive living facility (20 units). The new project will be fully supportive, including meal services and house keeping. This new development would be funded 100% by grants.
- Silver Willow Court is an existing 10-unit independent living accommodation. There is a housekeeper for common areas and tenants typically use the New Horizons Seniors Centre for social activities, potlucks, etc. The waitlist isn't too long.
- Friends of Hudson's Hope runs food drives around holidays to make hampers for those in need.
- Save Our Northern Seniors also provide support services in the community.
- There is an existing dialogue between First Nation communities and Hudson's Hope about services and events. The relationships between communities could continue to be strengthened.



Appendix C

Population Projection Methodology

Appendix C – Population Projection

Methodology

The population projections presented in this report are based on simple trends over the last four Census periods (2001, 2006, 2011, and 2016). The projection represents a simple approximation of the trend with the expectation we that the trend will level out fairly rapidly over time (converge to a steady population level).

The household projections presented within this report are the result of combining the population projections presented above with a simplified headship based approach. The headship rates are by the age of primary household maintainer. These headship rates describe the proportion of individuals within a given age group who “head” a household of a given type (defined by a combination of maintainer age, household family type, and tenure). In general, for simplicity, and due to the relatively consistent headship rates observed over time, the headship rates in Hudson’s Hope are assumed to remain constant (by age group) over time.

The household projections are arrived at by combining the population projections and the headship rates in the following way: if population projections indicated there would be an additional 100 individuals between the ages of 25 and 64, and the headship rates in 2016 suggested that 58% of individuals aged between 45 and 54 led households, then we would project that there would be an additional 58 households led by someone between the ages 25 and 64.

Simplistic projections of the number of units by bedroom required to house these households are based on an assumed distribution of bedroom-needs by the age of the primary household maintainer.

Limitations

The population projections presented here are limited by the fact that they are, by necessity, based on historical patterns of growth. Implicitly, these population projections assume that conditions will generally remain the same.¹⁶ Of course, this may not be the case – it may be that economic factors will change the pattern of growth, that preferences will change substantially, or even that the supply of housing will lead to changes in the factors that make up population change.

The household projections are limited inherently by their reliance on their major inputs: in so far as population projections are limited, so too are the household projections as they rely on these.

Similarly, the household projections are limited by the assumption of constant headship rates over time.

In general, the direction of the projections presents a conceptual limitation. While “population demand” (interest in moving to, or staying in Hudson’s Hope) certainly will impact the formation of households and the development of housing in Hudson’s Hope, in an attractive and growing region, the provision of housing may

¹⁶ Or will continue to change in the same manner as they have been changing in the past.

determine household and population growth. In summary, the actual provision of housing over time may invalidate the population and household projections presented within this report.

Due to the relatively small population of Hudson's Hope (for the purposes of projections), detailed household projections by household family type, tenure, and age of primary maintainer are not presented in this report. The smaller community size leads to poorer data quality for the necessary inputs.

COVID-19 Immunization Update – March 2, 2021

On March 1, the Government of BC and Ministry of Health announced the next steps in the Immunize BC covid-19 immunization plans. Phase 2 of this plan has begun today and will continue until April 12, 2021. All of the information about the immunization strategy and the phased approach can be found on the BCCDC web [here](#).

I want to thank you for your leadership and commitment during this past year. It has not been easy, and with the exceptional support from our partners in the North, we are able to see the end of this journey and a return to some normalcy. Thank you again!

Phase 2 Sequencing until April 12

In March, we will be completing Phase 1 immunizations, including immunizations for anyone in Phase 1 who was missed. In addition to Northern Health staff and medical staff, the vaccine will be offered to the following Phase 2 groups in March:

- People receiving long-term home support services and staff.
- Seniors and high-risk people residing in independent living and senior's supportive housing (including staff),
- Those aged 70+ that are living with those in independent living or long-term home support services.
- Residents and staff in congregate settings:
 - Shelters;
 - Supportive seniors projects;
 - Supportive housing;
 - Adult group homes;
 - Mental Health & Substance Use group settings;
 - Community Living BC; and
 - Correctional facilities.

Beginning March 8, 2021, **seniors aged 80+ born before 1941 and Indigenous people aged 65+ (First Nations, Métis, Inuit) born in or before 1956**, who are not living in independent living or senior's supportive housing, can make one call to book their appointment through Northern Health's call centre according to a staggered schedule. There is no requirement to register before booking. Immunization clinic locations will be confirmed at the time of booking, with vaccinations starting as early as March 15.

The contact information for the Northern Health region, complete call-in schedules, hours of operations and step-by-step instructions on how to call to book an appointment or to book an appointment for a loved one will be available on March 8, 2021, through www.gov.bc.ca/bcseniorsfirst, and on the Northern Health [website](#). The toll free phone number is 1-844-255-7555. **More Details will be provided on this over the coming week.**

C1

Second Dose

Dr. Henry, Provincial Health Officer has made the decision to delay the administration of the second dose of Covid-19 vaccine to 16 weeks after the first dose. This decision has been made after careful review of the evidence in B.C., Canada and international jurisdictions. As a result, Northern Health will be delaying all Dose 2 immunizations and clinics as of today, March 1, 2021. The second dose will be provided 16 weeks following the first dose and clinics will be organized to accommodate this new time frame.

The Canadian National Immunization Advisory Committee has concluded that there is a benefit to extending the time between first and second doses to four months. In BC, the Provincial Health Officer and the Ministry of Health has decided that it is in the best interests of British Columbians to have as many people as possible immunized with the first dose of a COVID-19 vaccine as soon as feasible dependent on vaccine supply.

- Is it safe for my second dose to be delayed?
 - Yes, Health Canada supports a longer delay between first and second doses. Many countries have delayed second doses and found that people still have a strong immune response against COVID-19.
- Am I protected by one dose?
 - Studies around the world are showing that even one dose of COVID-19 vaccine provides very good protection against transmission of COVID-19 and serious illness.

Notes

1. All direct care providers will have the opportunity to be immunized in Phases 1 and 2.
2. Eligible groups could be expanded based on direction from the provincial immunization program.
3. The immunization plan is dependent on vaccine delivery and may be amended.
4. Information regarding how the Astra Zeneca vaccine that has recently been approved in Canada will be used most strategically in British Columbia will be available within the next couple of weeks.

Sincerely,

**Cathy Ulrich
CEO & President
Northern Health**

**Colleen Nyce
Board Chair
Northern Health**

From: TAC Tourism Sector Strategy ADMO TAC:EX <TSSADMO@gov.bc.ca>
Sent: February 24, 2021 6:23 PM
To: Mokles Rahman <cao@hudsonshope.ca>
Subject: Community Economic Recovery Infrastructure Program – Destination Development Stream

Ref: 41493

Chris Cvik
Chief Administrative Officer
District of Hudson's Hope
PO BOX 330
Hudson's Hope, BC V0C 1V0
Email: cao@hudsonshope.ca

Dear Chris Cvik:

**Re: Community Economic Recovery Infrastructure Program – Destination Development
Project #DD0073 - Dinosaur Lake All Terrain Vehicle (ATV) Campground**

Thank you for your application for funding under the Community Economic Recovery Infrastructure Program (CERIP)–Destination Development (DD) stream.

After careful consideration, the above-noted project was not selected for funding under the CERIP-DD Program.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed.

All applications were equitably reviewed based on the criteria published at: www.gov.bc.ca/CERIP and given consideration for funding. If you have any questions, please contact Dawn Rueckl, Manager, Tourism Policy and Programs, by email at: dawn.rueckl@gov.bc.ca.

Thank you again for your interest in the CERIP-DD Program. Should any new funding be identified to support destination development, Ministry of Tourism, Arts, Culture and Sport staff will reach out and inform you.

Best regards,

Suzanne Ferguson
Executive Director, Tourism
Ministry of Tourism, Arts, Culture and Sport

C2

From: Zimmer, Bob - Riding 1A <bob.zimmer.c1a@parl.gc.ca>
Sent: February 26, 2021 9:05 AM
To: Jeanette McDougall <jeanette@hudsonshope.ca>
Subject: RE: Aeronautical Study Process - Air Traffic Control & Workforce Adjustments

Dear Mayor Heiberg,

Thank you for ensuring I was made aware of your concerns regarding the Aeronautical Study that was conducted by NAV Canada. I share your concerns and have written to Minister Alghabra, Minister of Transport, expressing my concerns also.

We all know how important air access is to our northern remote communities. I am very concerned of any impacts on members of our community's safety and travel.

Rest assured I will continue to fight to ensure that there are no changes to the level of service at our regional airports.

Sincerely,

Bob Zimmer
Member of Parliament
Prince George-Peace River-Northern Rockies

February 17, 2021

Via Email

NAV CANADA
P.O. Box 3411 Station T
Ottawa, ON K1P 5L6

*Attn: Heather McGonigal, Assistant Vice President, Stakeholder Relations and Communications
Jonathan Bagg, Senior Manager, Stakeholder and Industry Relations
Brian Stockall, Manager, Level of Service
Tod Davidson, Manager, IFR Level of Service and Aeronautical Studies*

Dear Ms. McGonigal, Mr. Bagg, Mr. Stockall and Mr. Davidson:

The District of Hudson's Hope would like to express our shared concern and provide support of our associated members, including the City of Dawson Creek, City of Fort St. John, City of Prince George and Northern Rockies Regional Municipality, regarding the recent Aeronautical Study process at the:

- Dawson Creek Regional Airport (YDQ),
- North Peace Regional Airport (YXJ), and
- Northern Rockies Regional Airport (YYE),
- Prince George Airport (YXS)

Any reductions in NAV Canada air traffic control services or workforce adjustments at some airports would negatively impact the safety, social, health, environmental and economic well-being of member communities throughout the region.

Thank you for your attention on this matter. Please do not hesitate to reach out for further discussion.

Sincerely,

DISTRICT OF HUDSON'S HOPE



Mayor Heiberg

cc: The Honourable Omar Alghabra, M.P., Minister of Transport
The Honourable John Horgan, M.L.A., Premier of British Columbia
The Honourable Rob Fleming, M.L.A., Minister of Transportation and Infrastructure
Mr. Bob Zimmer, M.P.



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

Mr. Todd Doherty, M.P.
Mr. Mike Morris, M.L.A.
Ms. Shirley Bond, M.L.A.
Mr. Dan Davies, M.L.A.
Mr. Mike Bernier, M.L.A.
Ms. Sarrah Storey, President, North Central Local Government Association
Mr. Dale Bumstead, Mayor, City of Dawson Creek
Mr. Gary Foster, Mayor, Northern Rockies Regional Municipality
Ms. Lori Ackerman, Mayor, City of Fort St. John
Mr. Lyn Hall, Mayor, City of Prince George
Mr. Art Kaehn, Chair, Regional District of Fraser-Fort George
Mr. Brad Sperling, Chair, Peace River Regional District

Double H Saddleclub dhsaddleclub@gmail.com

Good morning Jeanette,

We hope this email finds you well.

We are applying for a grant through, Co Op Community Spaces Funding. We would like to install a radiant tube heater above the bleacher.

Would council please support us in the grant application with, A Letter of Support?

Your help would be greatly appreciated.

Sincerely,

Elisabeth Haagsman

Double "H" saddle Club
Chair of Building Committee
250.783.1084



Community
Investment



[Print](#)

Co-op Community Spaces Application Form



The Co-op Community Spaces application period will be open from Monday February 1st to Monday March 1st, 2021.

Important information:

- **The application period will close at 5:00 PM (CST) on March 1st 2021.**
- Please allow yourself enough time to complete the application form and upload all documents before the 5:00pm deadline.
- Customer support will be closed on Saturday Feb 27th and Sunday February 28th.
- Applicants are able to upload a maximum of 5 supporting documents at the end of the application.
- Only applications with proper documentation included at the time of submission will be considered.
- Applicants will be sent a copy of their submitted application via email once completed.
- Your session will timeout after 4 hours of inactivity.
- All applications will be provided a response regarding the status of their submission by mid-June.
- After projects are complete all funded groups will be required to complete a feedback and evaluation survey.

Organization Information

Note: Fields marked with an asterisk (*) are required fields

* Full legal name of organization

Double H Saddle Club

Name of organization (if different from legal name)

* Registered Status

Registered Non-profit

***Must upload certificate of non-profit incorporation as a supporting document. If your non-profit is working**
Council Agenda - March 8, 2021

with your local Municipality, you must upload a letter of support confirming your partnership and their ability to accept funding on your behalf.

* Please describe your organization's overall mission and main objectives (50 words or less):

To create a safe equine facility for our community

* Has your organization ever received funding from your local Co-op or Federated Co-operatives Limited?

No

* Main Contact First Name

Elisabeth

* Main Contact Last Name

Haagsman

* Contact/Organization Address

Box 25 Hudson's Hope BC

* Contact Phone (e.g. 555-555-5555)

250-783-9955

* Contact Email

dhsaddleclub@gmail.com

Alternate Contact Name

Alternate Contact Phone (e.g. 555-555-5555)

Alternate Contact Email

Organization Website (if applicable):

* How did you hear about Community Spaces?

- ☒ Webpage
- ☐ Information/materials at my local Co-op
- ☐ Co-op employee
- ☐ FCL employee
- ☐ Digital advertising
- ☐ Newspaper advertising
- ☐ Direct mail
- ☐ Social media
- ☐ Let's Talk Co-op newsletter or member
- ☐ Conference/event
- ☐ Other (Please specify)

Proposed Project Information

* Project Name

DHSC Arena Revitalization Project

* Province where the project is located:

British Columbia

* City where the project is located:

Hudson's Hope

* Street Address of project (including postal code):

12550 Carter Street (9505 Taylor Ave)

* Ability to complete the project within 1-2 years:

1-2 years is sufficient time to complete the project

* Anticipated project completion date (dd/mm/yyyy):

31/07/2022

Please select the closest retail Co-op to your project:

Town/City

Fort St. John

Retail Name

Fort St. John Co-operative Association

* What is the estimated distance to the nearest retail Co-op store from the project? (e.g. Co-op Gas Bar; Co-op Grocery Store; Co-op Home Centre; Co-op Agro Centre)

Project is more than 10 km from a Co-op location

Proposed Project Details

* Which category best describes your project: (Please select one)

- ☒ Recreation
- ☐ Environmental Conservation
- ☐ Urban Agriculture

* Is your project intended to:

Improve an existing community space

* Please provide a short executive summary outlining the main objectives of the project. (200 words max)

Install 30' radiant tube heater over the bleachers
Install framing and metal cladding over existing OSB paneling on breezway walls

* Please explain why your project is needed in your community. Feel free to use statistics, research, needs assessments or evaluations, or community testimonials. (150 words max)

the arena has a long set of bleachers for community members to enjoy while spectating ongoing equine functions but it is very cold during the winter months also the OSB paneling is becoming worn and dark due to unfinished cladding

* Please describe who will benefit from this project?

Our community member such as the equine classes thru the hudson's hope secondary school, DHSC members and other surrounding communities that visit the facility

* Please identify any potential risks or liabilities with the project. This includes risks that may affect your groups ability to complete your project as described.

Weather may be a factor for installing the cladding/framing and contractors traveling during winter months

* Please identify who currently owns the land and/or building associated with your project. If the organization applying is not the owner, please outline the terms of the agreement with the owner.

Double "H" Saddle Club

* Please describe the long-term sustainability of your project including people and other resources required to ensure the on-going operations of your project. (e.g. annual maintenance costs, staffing requirements, insurance)

An annual maintenance cost of the tube heater may be required approx \$500 per annual
A small maintenance cost on keeping the metal cladding connected to the framing require approx \$15 per annual in tin screws

* Will there be a cost for your community members to use this space?

Yes

Please explain or provide usage fee amount:

(150 words max)

Yearly family membership \$150, adult membership \$100, Youth membership, \$45
spectators \$0

*When/how often will community members have the opportunity to access the space?

9-12 months/year

*Number of community members who have the opportunity to benefit from the space

0-4,999

Co-op wants to understand the reach and impact of your project. Please answer the following questions with the responses that best describe your project.

*Sustainability attributes associated with your project. Please select all that apply.

- ☒ ENERGY - energy efficiency, renewable energy
- ☐ WATER - conservation and re-use, storm water management
- ☐ WASTE - reuse of materials, diversion from landfill, use of recycled content
- ☐ LAND - natural landscaping, brownfield site
- ☐ NONE

*If you selected a sustainability attribute, please explain how it relates to your project. If you selected none, please type N/A.

The new tube heater will be energy efficient and the metal cladding/framing will insulate the building breezway once the entire breezway is finished

Proposed Budget Details

Co-op Community Spaces funding is available to cover the capital costs of projects.

For this program, capital costs are defined as fixed, one-time expenses incurred on the purchase of land, buildings, construction, and equipment used to bring a project to completion. Capital costs shall exclude salaries, property tax, insurance, or project management expenses.

*Please indicate the total funding requested from Co-op Community spaces.

Reminder: This is restricted to capital costs \$25,000 to \$150,000– see above for definition.

CAD26,658.25

*Please provide a high-level itemized budget for the scope of the entire project.

Install and supply framing and cladding \$20,370.00 - see quote
Supply and install radiant tube heater \$ 8,384.25 -see quote

*Please list any funding partners or in-kind donations confirmed or received for the project to date. Please include the amount or value of the donation.

Contribution from DHSC \$2,096.00

*What percent of your total budget has been fundraised to date?

0% - 25%

*How will the Co-op Community Spaces funds be used? Please provide a clear spending breakdown.

funding will be allocated breakdown:
framing/cladding \$20,370.00
supply and installation of heater \$6,288.25

Proposed Project Impact Details

communities to come together to meet, play, learn and share.

We are interested in understanding the anticipated impact of your project and how it will advance the Co-op Community spaces goal. Projects are *not* required to create *all* possible outcomes. We understand that not all projects will create all outcomes.

*** Please describe how this project will bring your community together:**

the heaters will make the arena much more comfortable to enjoy for all the community members especially for older and younger members and the metal cladding/framing will make the arena a much more attractive place and maintained look.

*** Social outcomes: please indicate whether your project will:**

(Please select all that apply)

- ☒ Enable local recreation opportunities
- ☒ Enable local arts activities
- ☒ Enable local cultural activities
- ☐ Create or enable access to local food sources
- ☐ The project is not intended to create these types of outcomes

*** Economic outcomes: please indicate whether your project will:**

(Please select all that apply)

- ☒ Purchase materials locally during construction
- ☒ Hire local labour for construction
- ☐ Result in new or maintained ongoing employment (e.g. a facility manager, janitorial services, etc.)
- ☐ The project is not intended to create these types of outcomes

*** Environmental outcomes: please indicate whether your project will:**

(Please select all that apply)

- ☒ Include energy efficiency features or enhancements
- ☒ Promote environmental awareness in the community
- ☐ Preserve or enhance a natural space in the community
- ☐ Divert waste from landfill (e.g. during construction)
- ☐ The project is not intended to create these types of outcomes

*** How many people would you estimate will benefit from the space each year?**

500+

*** Approximately what proportion of your community does this number of people represent? (We would just like an estimation of what percent of the community will be impacted)**

(Please select all that apply)

- ☐ 0-25%
- ☒ 25-50%
- ☐ More than 50%
- ☒ Our project will also impact people from outside the community (e.g. tourists)

Category Selection

*** How does the project promote physical activity in the community? (50 words max.)**

Horse back riding is great physical activity

*** How will you ensure your recreation project is open, accessible and safe for participants? (50 words max.)**

words max.)

We have a ongoing arena schedule and the revitalization project will make the arena more accessible and safer for participants and community members

* Is there an educational component to the project?

No

Recognition

Permanent signage is a **requirement** of the Co-op Community Spaces program. It refers to an individual sign recognizing Co-op for their contribution (size of sign is negotiable).

Here are a few examples:



* Is there an opportunity to include permanent signage with the Co-op logo in your project?

Yes

* Is there an opportunity for naming rights on all or part of the proposed project? Naming rights are defined as the right for Co-op to name a space (E.g. Co-op Community Playground).

No

Please note: If you select yes for either of the above recognition options, it will be discussed and required as part of the final funding contract negotiation.

* Is there an opportunity to support your local Co-op purchases related to the project?

(Please select all possible project purchases that may happen at your local Co-op)

- ☐ Fuel
- ☐ Grocery
- ☒ Home and building supplies
- ☐ None of the above

* Is there an opportunity for local Co-op employees to engage with the project?

(e.g. through volunteering or other means)

Yes

* Overall, please describe how will you highlight the contribution from Co-op Community Spaces:

(e.g. social media, grand opening, news release)

social media (DHSC FB Page), Hudson's Hope Bulletin, Alaska Highway News

Please note: Once the application period closes and project reviews have been completed, Federated Co-operatives Limited will be publicizing all successful applicants and their projects.

Supporting Information

There is a maximum of five attachment documents. Please consider including:

- Non-profit certificate of incorporation or a letter of support from your local municipality (required)
- A drawing, schematic or illustration of the proposed project (required)
- Detailed project budgets
- Proof of land acquisition agreements
- Contractor quotes

Document

DHSC community spaces 2021 information.pdf (6 MB)

Review & Submit

Thank You!

You may select the previous button to review your application before hitting submit. Please note that you will not be able to make any changes once you submit your proposal.

Once you click on the submit button below, a copy of your application will be sent to you via email.

All projects will be provided a response regarding the status of their application by mid-June.

Thank you for your submission to Co-op Community Spaces.

Jeanette McDougall

From: NCLGA Admin <admin@nclga.ca>
Sent: February 22, 2021 2:53 PM
To: 'NCLGA Admin'
Subject: Special Committee on Reforming the Police Act: Update

Good afternoon NCLGA members,

NCLGA recently received an email from the provincial government about its Special Committee on Reforming the Police Act. Since this information may be of interest to members, I am forwarding it to you (please see below).

Kind Regards,

Susan Chalmers
Executive Coordinator
North Central Local Government Association
T: 250-564-6585
E: admin@nclga.ca
[NCLGA Website](#) | [Facebook](#) | [Twitter](#)

From: Special Committee on Reforming the Police Act [<mailto:Policeactreform@leg.bc.ca>]
Sent: February 18, 2021 10:33 AM
To: admin@nclga.ca
Subject: Special Committee on Reforming the Police Act: Update

Good morning,

Last week the Special Committee on Reforming the Police Act received briefings from ministries, independent offices, and provincial organizations. Meeting transcripts and presentation materials are available on the Committee's [website](#).

The Committee has also invited community advocacy organizations, service providers, Indigenous communities, and subject matter experts to provide their input. These meetings begin Monday, February 22. The Committee's meeting schedule is available [here](#) and will be updated on an ongoing basis. Meetings will be audiocast live and everyone is encouraged to listen via <https://bcleg.ca/live>.

The Committee will be reaching out to additional stakeholders in the coming days and inviting all British Columbians to share their input beginning March 1. Further updates, including details on how to participate, will be posted on the Committee's website: www.leg.bc.ca/cmt/rpa and on social media:

Twitter: @BCLegislature
Facebook: @LegislativeAssemblyBC

Thank you,

Karan Riarh, Clerk to the Committee
Parliamentary Committees Office
Parliament Buildings, Victoria, BC V8V 1X4
250-356-2933, toll-free 1-877-428-8337
[WARNING: This message is from an external source]

C5

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



March 2, 2021

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

**RE: NOTIFICATION LETTER
Prince Rupert Gas Transmission Project ("the Project")
Permit Extension Application
Location: Johnson Creek Site (CS 2-F) Unit 14, Block I, 93-O-16
File Number: 130316
Disposition: Municipality - Hudson's Hope (Map ID #31)**

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

PRGT has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 900 km in length, starting from the area near the community of Hudson's Hope, BC. to the proposed Pacific Northwest LNG liquefied natural gas export facility on Lelu Island, near Port Edward, BC. The current permit approval will expire on June 17, 2021, and will be renewed for a total of one year.

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

Company Contact

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

Tammy Dickson – Project Coordinator (Land)

Email: tammy.dickson@roynorthern.com

Sheri Wannamaker – Senior Land Rep

Email: sheri_wannamaker@tcenergy.com

Roy Northern Land & Environmental

Phone: 250-261-2300

**Prince Rupert Gas Transmission Limited
Partnership**

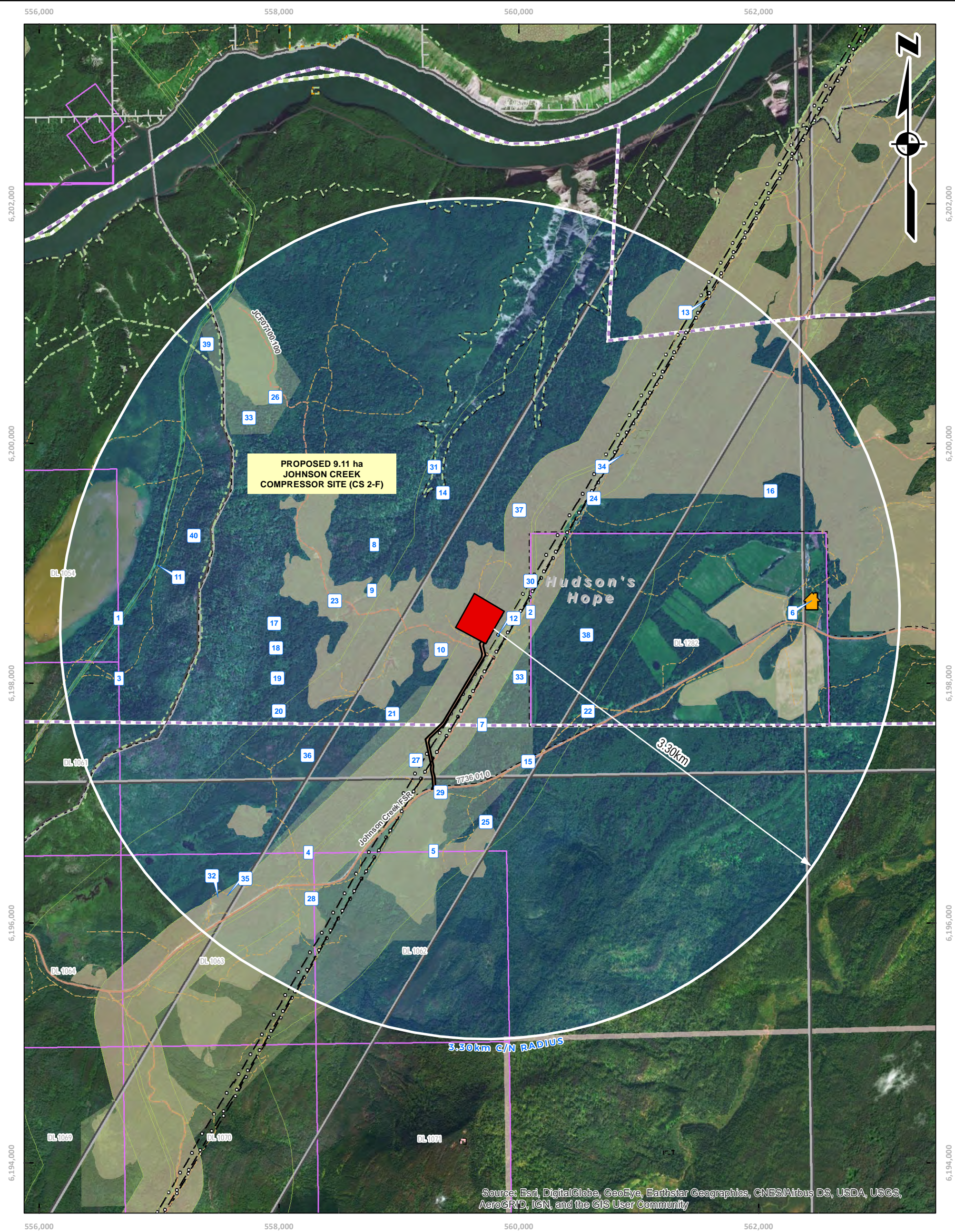
Phone: 403-920-3767

Sincerely,

A handwritten signature in blue ink that reads "Wannamaker".

Sheri Wannamaker

C6



PROJECT FEATURES

Proposed Features

Previously Proposed Features

OIL AND GAS

Ground Disturbance/Leases

Pipeline

CROWN TENURES

Waterpower

Windpower

Agriculture

Env. Conserv. & Rec.

Industrial

Communication

Watershed

Utility

Transportation

Electric Power Line

Quarrying

TRANSPORTATION

Highway

Paved Road

Highgrade Gravel

Lowgrade Gravel

Winter Road

Cutline/Trail

Forestry Road

Rec Trail

Railway

MUNICIPAL

Municipality

Large Municipality

First Nations Reserve

Parcel

FORESTRY

Cutblock

Forest Cover Reserve

Community Forests

Woodlots

Tree Farm License

ENVIRONMENTAL

Muskwa-Kechika Management Area

Protected Area/ Ecological Reserve

Provincial Park

Recreation Area

Vehicle Closure Area

MISCELLANEOUS

Coal Tenure

Mineral Tenure

Mineral Reserve

Site "C" HCA Permit

Recreation Protected

Grazing Tenure

Trapper

Guide/Outfitter


Statement of Intent Boundary

Residence

Trapper Cabin

Prince Rupert

Gas Transmission Project



TransCanada

In business to deliver

PRINCE RUPERT GAS TRANSMISSION LTD.

1:30,000 CONSULTATION/NOTIFICATION MAP

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

0375750150022503000

m

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

GEOVERRA FILE NO.: 130402CM17R8_SK17R4.mxd

B.C.G.S.: 930.100

REF. NO.: 130402SK17R4

JOB NO.: 010042349

DATE: Jan. 29, 2021

DRAWN BY: LLW

CHECKED BY: [blank]

PAGE: 1 of 3

REVISION

8

IMAGE: 2014

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

Council Agenda - March 8, 2021

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Registration for NCLGA's 2021 AGM & Convention is Now Open

Thu 2021-03-04 3:02 PM

Good afternoon NCLGA members,

The North Central Local Government Association is pleased to announce that registration is now open for our virtual AGM & Convention, which will be held from May 5-6, 2021. An early bird rate of \$150 is available for delegates that register by April 14. To register, please visit the [CivicInfo BC website](#).

A preliminary program agenda for the 2021 AGM & Convention is now available on the [NCLGA website](#).

NCLGA is also still accepting nominations for this year's Community Leadership Awards. The deadline to submit nominations is **March 15**.

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](#).

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](#)

[WARNING: This message is from an external source]

From: Tony <tony@capedm.com>
Sent: February 17, 2021 9:22 AM
To: Mokles Rahman <cao@hudsonshope.ca>
Subject: Wounded Warriors Canada Magazine - Renewal Request

Hi Chris,

On behalf of Wounded Warriors Canada, we would like to thank your Organization for the ongoing support and allowing us to advertise your organization as a much-valued sponsor in the Wounded Warriors Canada E-Magazine. We respectfully ask for your continued assistance as a Sponsor and help to support the work, Wounded Warriors Canada strives to achieve so to honour and support Canada's ill and injured Canadian Armed Forces Members, Veterans, First Responders and their families.

Our records indicate that your advertising sponsorship which consists of four Business Cards to run consecutive for a year valued at 625.00 is coming up for renewal - Most importantly, the dollars risen after costs going directly back to the charitable programs and services provided by Wounded Warriors Canada.

Please advise, if we may continue to count on your much needed and valued support for our Canadian Frontline Personnel and their Families.

Regards,

Tony Russo
National Accounts Manager
780-995-2855 (Direct line)

Proudly Supporting:





To honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.

CRA# 82808-2727-RR0001

Since our humble beginnings in 2006, Wounded Warriors Canada has grown to become one of the leading military support organizations in Canada. From one small program providing care packages to our injured military members in the NATO Hospital in Germany, we have grown to include 15 separate innovative and pioneering programs aimed at supporting our nations heroes and their families overcome the challenges associated with Post Traumatic Stress Disorder or PTSD.

With the war in Afghanistan over, it is often easy to forget that over 45,000 Canadians served during the war in that desert. Prior to this conflict, thousands more served in countries like Rwanda, Cambodia, Cyprus, Haiti and Bosnia. From these conflict zones, many of our soldiers, sailors and airmen have been injured both physically and mentally. Not all injuries are visible – many have mental scars related to their service and these people often face enormous challenges when transitioning back home to Canada.



Wounded Warriors Canada recognized the gap in the support of those suffering from mental health injuries and it has become our mission to make sure no veteran, first responder or their families goes without support. Since its inception in September 2006, it has become the beneficiary of the nation's empathy towards Canadian soldiers and now in 2016, our nations local heroes – our First Responders. The outpouring of support from individual Canadians and Canadian businesses has been overwhelming. Wounded Warriors Canada is a success story borne out of a horrible tragedy that continues to support those in need.

Today, we continue our legacy of care and compassion as the nation's leading, wholly independent, Veteran's charity focusing on mental health. Our innovative and wide-ranging direct programming, which exceeded \$1,500,000 in 2015, is changing the lives of Veterans, First Responders and their families. This is only made possible as a result of the compassionate trust and support of individual Canadians and Canadian businesses, enabling us to carry forward our guiding ethos: Honour the Fallen, Help the Living.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: March 8, 2021
SUBJECT: NOTICE OF CLOSED SESSION

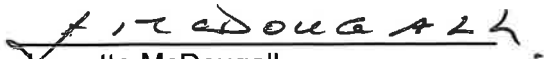
RECOMMENDATION:

***"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 22, 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*
 - *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

ICS1