



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, April 12, 2021

1. Call to Order:

2. Delegations:

D1 KPMG re Audited Financial Statements 2020

D2 Hudson's Hope Bible Fellowship - 2021 Grant in Aid

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 March 22, 2021 Regular Council Meeting Minutes

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7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

SR1 Financial Statements 2020 - Audited

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SR2 MacDougall Street Rehabilitation – Tender Evaluation
and Award

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SR3 Street and Traffic Bylaw Update – Award

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SR4 Water Reservoir Mixers – Request for Proposal

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SR5 East Highway Sign – Replacement

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SR6 Cannabis Retail Store

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10. Committee Meeting Reports:

11. Bylaws

12. Correspondence:

C1 Hudson's Hope Bible Fellowship Society - Grant in Aid

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C2 Letter of Support re Cannabis Retail Store Page 63

C3 Proclamation – Multiple Sclerosis Society of Canada Page 64

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 66

18. Adjournment



REGULAR COUNCIL MEETING
District Office - Meeting Room
6:00 P.M.
March 22, 2021

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

Absent: Councillor Leigh Summer (*with notice*)

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

1. CALL TO ORDER

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

2. DELEGATIONS

PORTAGE MOUNTAIN CANNABIS

Hayden Huxley and Jane Price, owners of Portage Mountain Cannibis, provided an overview of their application to the District to open a cannabis retail store in Hudson's Hope, noting that their plan includes key personnel, community benefits, employees, location and site plan, building design and an operational plan. They also indicated their awareness of Provincial legislation and regulations that pertain to a cannibis retail store.

3. NOTICE OF NEW BUSINESS

Mayor's Additions: NB1 – Dust Control, Canyon Drive
Councillor's Additions: None
CAO Additions: None

4. ADOPTION OF AGENDA BY CONSENSUS AS AMENDED

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES

RESOLUTION NO. 032/21

M/S Councillors Quibell / Paice

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

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 DINOSAUR LAKE CAMPGROUND – LICENCE OF OCCUPATION

RESOLUTION NO. 033/21

M/S Councillors Miller / Gibbs

THAT Council approves the two-year License of Occupation agreement with the Province for the Dinosaur Lake ATV Campground (those parts of the SW & SE 1/4S of District Lot 149, Peace River District, Containing 4.19 Hectares, more or less); and

THAT Council authorize the Mayor and CAO to sign the agreement on behalf of the District.

CARRIED

SR2 REPLACEMENT OF CONDENSERS AT THE ARENA AND CURLING RINK

RESOLUTION NO. 034/21

M/S Councillors Gibbs / Quibell

THAT Council waive the Purchasing Policy and direct award a contract to Yeti Refrigeration to replace the existing condenser at the Arena with a correctly sized unit and reinstall the old Arena condenser at the Curling Rink.

CARRIED

SR3 LYNX CREEK ROAD REPAVEMENT (Phase 2) – TENDER EVALUATION AND AWARD

RESOLUTION NO. 035/21

M/S Councillors Gibbs / Quibell

THAT Council accept the bid received from Terus Construction Ltd. (dba: DGS Astro Paving) for the Re-Pavement of the Lynx Creek Subdivision Road (Phase-2); and

THAT Council approve awarding the Lynx Creek Road Re-Pavement contract to Terus Construction Ltd. and authorize the Mayor and CAO to sign the contract.

CARRIED

SR4 UBCM – COMMUNITY RESILIENCY INVESTMENT PROGRAM – 2021 FIRESMART ECONOMIC RECOVERY FUND

RESOLUTION NO. 036/21

M/S Councillors Paice / Miller

THAT Council approve an application for the Hudson's Hope FireSmart Crew Initiation through the Union of British Columbia Municipalities Community Resiliency Investment Program 2021 FireSmart Economic Recovery Fund; and

THAT Council supports the project, provides overall grant management, and commits to any associated ineligible costs and cost overruns, if required and approved by Council.

CARRIED

SR5 ADMINISTRATION – MONTHLY REPORT

The Chief Administrative Officer provided an overview, noting that water from the new Water Treatment Plant is safe to drink and that aesthetic concerns are being addressed.

SR6 CORPORATE - MONTHLY REPORT

Received for Information.

SR7 PUBLIC WORKS - MONTHLY REPORT

Received for Information.

SR8 PROTECTIVE SERVICES - MONTHLY REPORT

Received for Information.

SR9 SPECIAL PROJECTS - MONTHLY REPORT

Received for Information.

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 NORTHERN HEALTH WORKFORCE – COVID-19 VACCINE ROLLOUT

Received for Information.

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

CM1 DUST – CANYON DRIVE

The Mayor has had recent discussions with BC Hydro and MoTI regarding dust issues along the berm construction haul route. Potential solutions to reduce dust could include using mobile air quality monitoring equipment and sweeping the roadway when the weather allows. There is also an issue with rocks falling off trucks and this will be brought to the attention of BC Hydro and MoTI.

14. OLD BUSINESS

15. NEW BUSINESS

NB1 PORTAGE MOUNTAIN CANNABIS – RETAIL STORE

RESOLUTION NO. 037/21

M/S Councillors Paice / Quibell

THAT Council approve Staff to proceed with researching options pertaining to the Portage Mountain Cannabis Retail Store application and report to Council.

CARRIED

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

18. RISE AND REPORT

19. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:14 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#: 2021MR09	Date: March 25, 2021
Meeting#: CM041221	Originator: Mokles Rahman
RFD TITLE: 2020 Financial Statements	

RECOMMENDATION:

1. That Council accept the Draft Financial Statement as presented be approved as the 2020 Final Financial Statements and the Mayor and CAO be authorized to sign the 2020 District of Hudson's Hope Financial Statements.

***Note:** KPMG, the Auditor for the District of Hudson's Hope will be presenting the draft 2020 Financial Statements via Skype on April 12, 2021.

BACKGROUND:

In accordance with Section 167 – Annual Financial Statements in the Community Charter, the Audited Financial statements for the preceding year must be presented for Council approval prior to May 15, 2021. For 2021 the deadline is May 14, 2021.

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

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

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

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

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

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

DISCUSSION:

The Financial Statements are comprised of the following:

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

FINANCIAL CONSIDERATIONS: N/A**COMMUNICATIONS:**

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

ATTACHMENTS:

1. Draft 2020 District of Hudson's Hope Financial Statements.

Prepared by:



Mokles Rahman, CAO

DRAFT Consolidated Financial Statements of



And Independent Auditors' Report thereon
Year ended December 31, 2020



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

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MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

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

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

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

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

Mr. Mokles Rahman
Chief Administrative Officer

Mrs. Tonia Alexander
Deputy Treasurer



INDEPENDENT AUDITORS' REPORT

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

Opinion

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

- the consolidated statement of financial position as at December 31, 2020
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2020 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

We also:

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

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

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Chartered Professional Accountants

Prince George, Canada

April 12, 2021

Draft



DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Financial Position

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December 31, 2020, with comparative information for 2019

	2020	2019
Financial assets:		
Cash and cash equivalents (note 2)	\$ 6,868,503	\$ 6,067,135
Accounts receivable (note 3)	1,568,355	853,731
Deposit - Municipal Finance Authority	519	497
	<u>8,437,377</u>	<u>6,921,363</u>
Financial liabilities:		
Accounts payable and accrued liabilities (note 4)	504,506	391,163
Reserve - Municipal Finance Authority	519	497
Deferred revenue (note 5)	539,123	508,160
Debt, net of sinking funds (note 6)	5,995	8,821
	<u>1,050,143</u>	<u>908,641</u>
Net financial assets	7,387,234	6,012,722
Non-financial assets:		
Tangible capital assets (note 7)	24,601,520	21,363,090
Land held for resale (note 8)	657,600	1,426,128
Prepaid expenses	19,217	17,738
Inventories	166,528	177,731
	<u>25,444,865</u>	<u>22,984,687</u>
Accumulated Surplus (note 9)	\$ 32,832,099	\$ 28,997,409

Commitments and contingencies (note 10)

See accompanying notes to consolidated financial statements.

Chief Administrative Officer

Mayor

Consolidated Statement of Operations and Accumulated Surplus

DRAFT

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget (note 16)	2020 Actual	2019 Actual
Revenue (note 18):			
Net taxation revenue (note 11)	\$ 2,423,180	\$ 2,296,169	\$ 2,107,549
Grants in lieu of taxes	1,769,958	1,773,879	1,727,048
Sales of services and user charges (note 12)	823,238	550,309	726,890
Other revenue from own sources	122,761	175,773	153,080
Government transfers: (note 13)			
Provincial	1,502,900	4,856,463	2,066,503
Federal	97,849	97,869	195,835
Total revenue	6,739,886	9,750,462	6,976,905
Expenses (note 18):			
General government services and administration (note 14)	1,691,072	2,813,625	2,445,402
Protective services	334,700	270,759	259,475
Public works services	1,634,297	1,592,455	1,470,134
Environmental and public health services	66,400	51,591	54,524
Environmental development services	40,500	1,203	11,225
Recreation and cultural services	942,185	641,687	838,731
Planning, development and bylaw services	68,065	59,662	56,849
Water utility and sanitary sewer systems	445,361	484,790	511,354
Total expenses	5,222,580	5,915,772	5,647,694
Annual surplus	1,517,306	3,834,690	1,329,211
Accumulated surplus, beginning of year	28,997,409	28,997,409	27,668,198
Accumulated surplus, end of year	\$ 30,514,715	\$ 32,832,099	\$ 28,997,409

See accompanying notes to consolidated financial statements.



DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Change In Net Financial Assets

DRAFT

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget	2020	2019
Annual surplus	\$ 1,517,306	\$ 3,834,690	\$ 1,329,211
Acquisition of tangible capital assets	(2,200,515)	(4,142,228)	(1,251,066)
Acquisition of land held for resale	-	(80,807)	(72,125)
Amortization of tangible capital assets	-	971,727	981,559
Write-down of land held for sale	-	768,528	-
Loss on sale of tangible capital assets	-	878	30,458
Proceeds on sale of tangible capital assets	-	12,000	84,734
	(683,209)	1,364,788	1,102,771
Use of inventories	-	11,203	3,296
Acquisition of inventories	-	-	(181,027)
Use of prepaid expenses	-	17,738	78,843
Acquisition of prepaid expenses	-	(19,217)	(17,738)
Change in net financial assets	(683,209)	1,374,512	986,145
Net financial assets, beginning of year	6,012,722	6,012,722	5,026,577
Net financial assets, end of year	\$ 5,329,513	\$ 7,387,234	\$ 6,012,722

See accompanying notes to consolidated financial statements.

Consolidated Statement of Cash Flows

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Year ended December 31, 2020, with comparative information for 2019

	2020	2019
	2020	2019
	Actual	Actual
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 3,834,690	\$ 1,329,211
Items not involving cash:		
Amortization of tangible capital assets	971,727	981,559
Loss on sale of capital assets	878	30,458
Write down of land held for sale	768,528	-
Changes in non-cash operating working capital:		
Accounts receivable	(714,624)	(401,918)
Deposit - Municipal Finance Authority	(22)	-
Inventories	11,203	(177,731)
Accounts payable and accrued liabilities	113,341	89,221
Reserve - Municipal Finance Authority	22	-
Prepaid expenses	(1,479)	61,105
Deferred revenue	30,963	(20,000)
	5,015,229	1,891,905
Capital activities:		
Proceeds on sale of tangible capital assets	12,000	84,734
Acquisition of tangible capital assets	(4,142,228)	(1,251,066)
Acquisition of land held for resale	(80,807)	(72,125)
	(4,211,035)	(1,238,457)
Financing activities:		
Repayment of debt	(2,826)	(2,717)
Increase in cash and cash equivalents	801,368	650,731
Cash and cash equivalents, beginning of year	6,067,135	5,416,404
Cash and cash equivalents, end of year	\$ 6,868,503	\$ 6,067,135

See accompanying notes to consolidated financial statements.

Notes to Consolidated Financial Statements

DRAFT

Year ended December 31, 2020

Nature of operations:

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

On March 11, 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This has resulted in governments worldwide, including the Canadian Federal and Provincial governments, enacting emergency measures to combat the spread of the virus. The current economic climate may have a direct impact on the District's operating results and financial position in the future. The situation is dynamic and the ultimate duration and magnitude of the impact on the economy and the financial effect on the District's operations to date is not known at this time. There have been no significant adverse impacts on the District's business to date.

1. Significant accounting policies:

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

(a) Basis of consolidation:

(i) Consolidated entities:

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

(ii) Accounting for Region and School Board Transactions:

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



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

1. Significant accounting policies (continued):

(b) Basis of consolidation (continued):

(iii) Trust funds:

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

(b) Basis of accounting:

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

(c) Revenue recognition:

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

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

(d) Investment income:

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

(e) Cash and cash equivalents:

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

1. Significant accounting policies (continued):

(f) Non-financial assets:

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

(i) Tangible capital assets:

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

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

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

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

1. Significant accounting policies (continued):

(f) Non-financial assets (continued):

(ii) Contributions to tangible capital assets:

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

(iii) Interest capitalization:

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

(iv) Land held for resale:

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

(v) Inventories:

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

(g) Use of estimates:

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

1. Significant accounting policies (continued):

(h) Contaminated sites:

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

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

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

(i) Government transfers:

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

2. Cash and cash equivalents:

	2020	2019
Cash	\$ 4,428,092	\$ 3,647,629
Short-term investments	2,440,411	2,419,506
	\$ 6,868,503	\$ 6,067,135



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

3. Accounts receivable:

	2020	2019
Grants	\$ 1,376,888	\$ 644,214
Sales tax	111,452	63,230
Other	35,930	58,396
Taxes	44,085	87,891
	\$ 1,568,355	\$ 853,731

4. Accounts payable and accrued liabilities:

	2020	2019
Accounts payable - trade	\$ 402,136	\$ 214,910
Wages and related costs payable	85,204	176,253
Government remittances	13,921	-
Cemetery	3,245	-
	\$ 504,506	\$ 391,163

5. Deferred revenue:

	2020	2019
Partnering relationship agreement	\$ 539,123	\$ 508,160

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

6. Debt, net of sinking funds:

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

	Purpose	Interest rate	Year of maturity	Debt	Sinking Fund Assets	Net debt 2020	Net debt 2019
General fund:							
711	Local improvements	4.60%	2022	\$ 11,335	\$ 5,340	\$ 5,995	\$ 8,821

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

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

	Total
2021	\$ 1,765
2022	1,765
	3,530
Estimated sinking fund income	2,465
	\$ 5,995



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

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

(b) The District has the following un-issued loan authorization at December 31, 2020.

Bylaw Number	Date	Purpose	2020
711	January 15, 2008	12 mile road extension	\$ 45,742

- (c) Sinking fund instalments are invested by the MFA and earn income which, together with principal payments, are expected to be sufficient to retire the sinking fund debt at maturity. For sinking fund agreements, the MFA has established either a normal sinking fund or a capital repayment equalization fund.
- (d) The District has established a \$200,000 operating line of credit, which bears interest at prime and is secured by term deposits and accounts receivable. As at December 31, 2020 borrowing against the operating line of credit was nil (2019 - nil).

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

7. Tangible capital assets:

	2020						
	Land	Buildings and site improvements	Machinery and equipment	Engineering structures	Water infrastructure	Sanitary sewer infrastructure	Total
Cost:							
Balance, beginning of year	\$ 1,270,038	\$ 9,761,029	\$ 7,370,146	\$ 5,909,117	\$ 6,391,518	\$ 4,176,821	\$ 34,878,669
Additions	134,173	-	118,854	442,309	3,160,371	286,521	4,142,228
Disposals	-	-	(50,413)	-	-	-	(50,413)
Addition of assets held for sale	80,807	-	-	-	-	-	80,807
Balance, end of year	1,485,018	9,761,029	7,438,587	6,351,426	9,551,889	4,463,342	39,051,291
Accumulated amortization:							
Balance, beginning of year	-	3,440,197	3,382,457	3,625,353	2,395,286	672,286	13,515,579
Amortization expense	-	241,202	387,853	135,254	107,941	99,477	971,727
Disposal	-	-	(37,535)	-	-	-	(37,535)
Balance, end of year	-	3,681,399	3,732,775	3,760,607	2,503,227	771,763	14,449,771
Net book value, end of year	\$ 1,485,018	\$ 6,079,630	\$ 3,705,812	\$ 2,590,819	\$ 7,048,662	\$ 3,691,579	\$ 24,601,520

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

7. Tangible capital assets (continued):

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

8. Land held for resale:

Land held for resale consists of seventeen lots in relation to the Lucas subdivision. A write down of \$768,528 (2019 - \$nil) was recognized in general government services and administration on the consolidated statement of operations for the Lucas subdivision.

9. Accumulated surplus:

	2020	2019
Surplus:		
Invested in tangible capital assets	\$ 24,601,520	\$ 21,363,090
General fund	5,539,447	4,479,208
Water utility fund	239,059	475,629
Sanitary sewer fund	48,893	326,790
	<u>30,428,919</u>	<u>26,644,717</u>
Reserves set aside by Council:		
Water utility fund:		
Unexpended funds:		
MFA debt reserve	147,610	146,325
MFA sinking fund surplus	76,281	75,612
	<u>223,901</u>	<u>221,937</u>
Reserve funds set aside for specific purposes by Council:		
Capital works, machinery and equipment	1,529,078	1,626,120
General, machinery and equipment office	95,829	90,032
Water capital works, machinery and equipment	71,384	72,740
Sewer capital works, machinery and equipment	44,445	61,897
Tax sale properties	347,278	219,238
Community hall	91,265	60,728
	<u>2,179,279</u>	<u>2,130,755</u>
	<u>\$ 32,832,099</u>	<u>\$ 28,997,409</u>

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

10. Commitments and contingencies:

- (a) The District is responsible, as a member of the Peace River Regional District, for its portion of any operating deficits or capital debt related to functions in which it participates. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.
- (b) The District issues debt instruments through the MFA. As a condition of these borrowings, the MFA requires that 1% of gross proceeds are deposited by the District into a debt reserve fund. The District is also required to execute demand notes in connection with each debenture whereby the District may be required to loan certain amounts to the MFA. These demand notes are contingent in nature and are not reflected in the accounts. The demand notes issued at December 31, 2020 aggregated \$1,385 (2019 - \$1,385).
- (c) The District and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly-trusted pension plan. The Board of Trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the Plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from the local governments.

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

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

Notes to Consolidated Financial Statements (continued)

DRAFTYear ended December 31, 2020

10. Commitments and contingencies (continued):

- (c) The District paid \$143,208 (2019 - \$144,595) for employer contributions to the Plan in fiscal 2020.

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

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

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

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

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

11. Net taxation revenue:

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

	2020	2019
Taxes collected:		
General purposes	\$ 2,290,243	\$ 2,109,443
Collections for other governments	3,321,786	3,178,870
	5,612,029	5,288,313
Less transfers to other governments:		
Province of British Columbia - school taxes	2,771,542	2,635,973
Peace River Regional District	195,510	179,654
Peace River Regional Hospital District	195,731	226,720
Royal Canadian Mounted Police	113,600	102,580
B.C. Assessment Authority	39,395	35,759
Municipal Finance Authority	82	78
	3,315,860	3,180,764
	\$ 2,296,169	\$ 2,107,549

12. Sales of services and user charges:

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

	2020	2019
Water utility	\$ 167,947	\$ 211,194
Sewer system	80,300	82,240
General government services	116,333	174,275
Planning, development and bylaw services	10,221	7,362
Environmental and public health services	87,181	94,108
Recreation and cultural services	88,327	157,711
	\$ 550,309	\$ 726,890

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

13. Government transfers:

	2020	2019
Revenue:		
Provincial grants:		
Canada Student Grant	\$ -	\$ 4,144
Climate Action Revenue Incentive program grant	10,462	10,462
COVID-19 Restart Grant (schedule 1)	499,000	-
BC Hydro	3,308,971	805,318
Northern Development Initiative Trust	15,548	15,599
Peace River agreement- Fair Share	700,284	732,617
Small Community grant	311,198	303,236
Tourism BC grant	11,000	11,007
Union of BC Municipalities	-	184,120
	4,856,463	2,066,503
Federal grants:		
Gas tax	97,869	195,835
	\$ 4,954,332	\$ 2,262,338

14. General government services and administration:

	2020	2019
Legislative	\$ 88,125	\$ 117,339
Grants in aid	20,591	37,663
General government services	2,635,363	2,238,503
ICBC	69,546	52,397
	\$ 2,813,625	\$ 2,445,902

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

15. Trust fund:

The District maintains a cemetery perpetual care fund in accordance with the Cemeteries and Funeral Services Act. As at December 31, 2020, the trust fund balance for both the liability and its corresponding term deposit is \$18,088 (2019 - \$17,837).

16. Budget data:

The budget data presented in these consolidated financial statements is based upon the 2020 operating and capital budgets approved by Council on April 27, 2020. Amortization was not contemplated on development of the budget and, as such, has not been included. The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 6,739,886
Capital operations budget	2,200,515
Less:	
Transfers from other funds	(2,200,515)
	6,739,886
Expenses:	
Operating budget	6,739,886
Capital operations budget	2,200,515
Less:	
Transfers from other funds	(1,517,307)
Capital expenditures	(2,200,515)
	5,222,580
	\$ 1,517,306

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

17. Significant taxpayers:

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

18. Segmented information:

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

(i) General Government Services and Administration:

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

(ii) Protective Services:

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

(iii) Public Works Services:

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

18. Segmented information: (continued):

(iv) Environmental and Public Health Services:

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

(v) Environment Development Services:

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

(vi) Planning, Development and Bylaw Services:

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

(vii) Recreation and Culture Services:

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

(viii) Water Utility and Sanitary Sewer Systems:

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

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

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

18. Segmented information: (continued):

	2020									
	General Government Services and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreation and Culture Services	Water Utility and Sanitary Sewer System		Total
Revenue:										
Taxation	\$ 2,296,169	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,296,169
Government transfers	2,019,667	-	-	-	-	-	-	2,934,665	-	4,954,332
Grants in lieu	1,773,879	-	-	-	-	-	-	-	-	1,773,879
Sales of services and user charges	116,333	-	-	87,181	-	10,221	88,327	248,247	-	550,309
Other revenue from own sources	175,773	-	-	-	-	-	-	-	-	175,773
Total revenues	6,381,821	-	-	87,181	-	10,221	88,327	3,182,912	-	9,750,462
Expenses:										
Salaries, wages and employee benefits	777,390	110,256	1,182,544	-	-	-	188,437	118,021	-	2,376,648
Operating	1,014,394	120,116	353,299	43,150	1,203	38,425	451,475	149,237	-	2,171,299
Legislature	94,408	-	-	-	-	2,589	-	-	-	96,997
Amortization	754,195	-	-	-	-	-	-	217,532	-	971,727
Interest	3,021	-	-	-	-	-	-	-	-	3,021
Insurance	91,813	5,019	56,612	-	-	2,090	1,775	-	-	157,309
Professional services	78,404	35,368	-	-	-	16,558	-	-	-	130,330
Garbage disposal	-	-	-	8,441	-	-	-	-	-	8,441
Total expenses	2,813,625	270,759	1,592,455	51,591	1,203	59,662	641,687	484,790	-	5,915,772
Annual surplus (deficit)	\$ 3,568,196	\$ (270,759)	\$ (1,592,455)	\$ 35,590	\$ (1,203)	\$ (49,441)	\$ (553,360)	\$ 2,698,122	\$ -	\$ 3,834,690

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

18. Segmented information: (continued):

	2019									
	General Government Services and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreation and Culture Services	Water Utility and Sanitary Sewer System		Total
Revenue:										
Taxation	\$ 2,107,549	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,107,549
Government transfers	2,262,338	-	-	-	-	-	-	-	-	2,262,338
Grants in lieu	1,727,048	-	-	-	-	-	-	-	-	1,727,048
Sale of services and user charges	174,275	-	-	94,108	-	7,362	157,711	293,434	-	726,890
Other revenue from own sources	153,080	-	-	-	-	-	-	-	-	153,080
Total revenue	6,424,290	-	-	94,108	-	7,362	157,711	293,434	-	6,976,905
Expenses:										
Salaries, wages and employee benefits	766,140	124,717	1,055,347	-	-	-	269,195	130,807	-	2,346,206
Operating	588,809	105,975	358,898	34,114	11,225	35,322	568,443	163,235	-	1,866,021
Legislature	121,235	-	-	-	-	3,131	-	-	-	124,366
Amortization	764,247	-	-	-	-	-	-	217,312	-	981,559
Interest (recovery)	4,217	-	-	-	-	-	-	-	-	4,217
Insurance	76,705	5,403	55,889	-	-	2,000	1,093	-	-	141,090
Professional services	124,049	23,380	-	-	-	16,396	-	-	-	163,825
Garbage disposal	-	-	-	20,410	-	-	-	-	-	20,410
Total expenses	2,445,402	259,475	1,470,134	54,524	11,225	56,849	838,731	511,354	-	5,647,694
Annual surplus (deficit)	\$ 3,978,888	\$ (259,475)	\$ (1,470,134)	\$ 39,584	\$ (11,225)	\$ (49,487)	\$ (681,020)	\$ (217,920)	\$ -	1,329,211



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2020

19. Comparative information

Certain 2019 comparative information has been reclassified. The changes had no impact on prior year annual surplus.

Draft

Schedule 1 - COVID-19 Safe Restart Grant

DRAFT

Year ended December 31, 2020

In November 2020, the District of Hudson's Hope was the recipient of a \$499,000 grant under the COVID-19 Safe Restart for Local Governments program from the Province of BC. Due to the conditions of use this grant funding allows local governments to use the funding where the greatest need arises, the entire \$499,000 amount received was considered revenue in 2020 and included grant revenue on the Consolidated Statement of Operations and Accumulated Surplus. The District allocated \$70,329 within 2020 to cover operational costs and loss of revenue in relation to the operation of the District's Pool and Arena in addition to overall pandemic responses incurred since the beginning of the pandemic in the spring of 2020.

	2020
Grant funding received - November 2020	\$ 499,000
Less amount utilized in 2020	
Masks & hand sanitizer	(6,624)
Arena operations	(36,893)
Swimming operations	(26,812)
Total funding available for allocation	(70,329)
Remaining COVID-19 Safe Restart Grant for allocation in 2021	\$ 428,671

REQUEST FOR DECISION

RFD#: 2021MR010	Date: March 27, 2021
Meeting#: CM041221	Originator: Mokles Rahman
RFD TITLE: MacDougall Street Rehabilitation – Tender Evaluation and Award	

RECOMMENDATION / RESOLUTION:

THAT Council accept the bid received from Knappett Industries for the Rehabilitation of the MacDougall Street; and

THAT Council approve awarding the MacDougall Street Rehabilitation contract to Knappett Industries and authorize the Mayor and CAO to sign the contract.

BACKGROUND:

The tender for MacDougall Street Rehabilitation project was posted on the MERX, BC BID and District website on February 26, 2021 with a closing date of March 23, 2021. Five (5) bids were received within the closing date. One (1) addendum was issued in response to the enquires by the proponents.

There is a pre-approved Capital Budget of \$625,000 in 2021 for the Rehabilitation of the MacDougall Street.

As per the Purchasing Policy, Council will consider all tenders where the value exceeds \$50,000 and approve the award by resolution.

DISCUSSION:

Bids were received from the following proponents for the Rehabilitation of the MacDougall Street.

A summary of all submissions is provided below:

Name of the Companies	Bid Bond Received (Y/N)	Price	GST	Total
Terus Construction Ltd (dba. DGS Astro Paving)	Yes	\$949,575.22	\$47,478.76	\$997,053.98
Bid League Utilities Corp	No	\$838,343.75	\$41,917.19	\$880,260.94
S. Young Enterprise	Yes	\$1,217,799.13	\$60,889.96	\$1,278,689.09
A.C.L Construction	Yes	\$1,117,644.60	\$55,882.23	\$1,173,526.83
Knappett Industries	Yes	\$685,000.00	\$34,250.00	\$719,250.00

All five (5) bids met the minimum requirements of the tender. However, Bid League Utilities Corp did not provide the Bid Bond. Among the 5 proponents Knappett Industries is the lowest.

Furthermore, all five (5) bids exceeded the 2021 Budget for this project even though tender was done in a perfect tendering time of the year and there was a good competition. Couple of bids are extremely high. It is assumed that due to complex nature of the work, the contractors considered safety factors in their price.

The project cost summary is as follows:

Knappett Industries	\$685,000.00
Quality Assurance	\$10,000.00
Sub- total	\$695,000.00
Contingencies (12%)	\$83,400.00
Engineering	\$10,000.00
Total	\$788,400.00
GST (5%)	\$39,420.00
TOTAL with GST	\$827,820.00

The scope of the project is to excavate the entire MacDougall Street from Dudley Drive to Paquette Ave, replace the water main and sanitary mains with service connections up to the property line, replace a water hydrant, replace CSP storm culverts, and construction of new pavement of the road with required new base and sub-base. The ditches will be regraded.

ALTERNATIVES:

1. Award the tender to Knappett Industries.
2. Re-tender the project as all of the bids exceeded the budget. However, there is no guarantee that we will get a better price.

FINANCIAL CONSIDERATIONS:

The costs for the Rehabilitation of the MacDougall Street is \$788,400.00 (plus GST), including quality control, contingencies and engineering. An amount of \$625,000 proposed in the Draft Capital Budget for the Rehab of MacDougall Street which has been submitted to Council on March 8, 2021. So, there is a short fall of \$163,400.00. Out of this amount \$100,000 can be accommodated from the estimated surplus of Lynx Creek Pavement (2021), and remaining amount can be accommodated from other overall surplus of 2021 Capital Projects or contingency amount (\$150,000 budgeted in 2021)

OTHER

If we do not take this project, there is a chance of litigation due to sewer back up. To avoid sewer back-up we must flush the sewer line every day during the winter months. On February 20, 2021 we had to bring a contractor to flush the line as all our effort failed. Similarity, during February 2019 we had to bring a contractor to flush the line.

Prepared and approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2021MR011	Date: March 28, 2021
Meeting#: CM041221	Originator: Mokles Rahman
RFD TITLE: Street and Traffic Bylaw Update - Award	

RECOMMENDATION / RESOLUTION:

THAT Council accept the bid received from L & M Engineering Limited for the update of the Street and Traffic Bylaw; and

THAT Council approve awarding the update of the Street and Traffic Bylaw contract to L & M Engineering Limited and authorize the Mayor and CAO to sign the contract.

BACKGROUND:

Invitational Bids received from the Urban Systems and L & M Engineering Limited to update the Street and Traffic Bylaw. As both companies have very good knowledge and experience about the infrastructure network of the District, we did not ask any other companies to submit quotations.

To update of the Street and Traffic Bylaw we have proposed an Operating Budget of \$25,000 in 2021.

The District's current Streets and Traffic Regulations Bylaw (Bylaw No. 27, 1967) is very old, which requires update.

DISCUSSION:

Bids were received from the following proponents for the update of the Street and Traffic Bylaw.

A summary of all submissions is provided below:

Name of the Companies	Price	GST	Total	Comments
L & M Engineering Limited	\$19,300	\$965	\$20,265	Upset cost
Urban Systems	\$20,000	\$1,000	\$21,000	The cost may be up to \$60,000

The scope of the project are:

- Preliminary Bylaw review meeting between consultant and District staff (by phone);
- Background research of relevant and comparable Bylaws and updated regulations;

- Public and stakeholder consultation, including;
 - An online public survey posted through Survey Monkey, posted to the District website and;
 - One-on-one stakeholder interviews (by phone), followed by a written summary of the consultation and feedback received;
- Summary of comments and feedback received during the consultation period;
- Liaison with the District and the Ministry of Transportation and Infrastructure;
- Creation of 1st Draft, 2nd Draft, Final Draft of Bylaw;
- Presentation to Council at Public Hearing (via Conference Call).

Public Consultation:

L&M will prepare a community survey online and engage with stakeholders over the phone interviews. The survey will be created using Survey Monkey and will be posted online on the District's website as well as social media. One-on-one interviews with key stakeholders will be held over the phone to gather their thoughts on the Bylaw update. Key stakeholders will be determined in consultation with the District Staff. Following the public and stakeholder consultation, L&M will prepare a document for submission to the District summarizing the input received during this period.

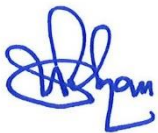
ALTERNATIVES:

1. Award the project to L & M Engineering Limited.
2. Issue open tender and look for alternative bids.

FINANCIAL CONSIDERATIONS:

The lowest bid is \$19,300 and proposed Operating Budget for Street and Traffic Bylaw update is \$25,000 which has been submitted to Council on March 8, 2021.

Prepared and approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2021MR12	Date: March 30, 2021
Meeting#: CM041221	Originator: Mokles Rahman
RFD TITLE: Water Reservoir Mixers – Request for Proposal (RFP)	

RECOMMENDATIONS:

THAT Council reject the Proposals received for Water Reservoir Mixers; and

THAT Council direct administration to further review the scope of work, research a cost-effective solution, and re-issue a revised RFP for the water quality improvement at the reservoir.

BACKGROUND:

The Request for Proposal (RFP) for Water Reservoir Mixers was posted on the MERX, BC BID and District website on March 1, 2021 with a closing date of March 29, 2021. One (1) addendum was issued in response to the enquires by the proponents.

Only two (2) bids were received within the closing date. One of them is incomplete. The other one is meeting the specifications, but cost proposal is very high.

As per the Purchasing Policy, Council will consider all tenders where the value exceeds \$50,000 and approve the award by resolution.

DISCUSSION:

Proposals were received from the following proponents for the Water Reservoir Mixers.

Name of Companies	Price	GST	Total	Comments
Knappett Industries	\$810,410	\$40,521	\$850,931	Incomplete submission
Kasco	\$18,780	\$939	\$19,719	Meet specifications

To install Water Reservoir Mixers we have proposed a Capital Budget of \$100,000 before taxes, however, the bid (qualified) came with \$810,410 before taxes.

Furthermore, as we received only one qualified bid, there is no scope to compare the price with the other contractors.

Submission of one qualified bid might be due to unavailability of contractors for these types of work. Administration will further review alternate options.

ALTERNATIVES:

1. Though chlorine residual problem is not new in the Jamison subdivision area, the District is in the process of commissioning its new Water Treatment Plant with Reverse Osmosis. We may wait to see how the chlorine residual is adjusting with the overall water network and the reservoir.

FINANCIAL CONSIDERATIONS:

While proposed Capital Budget for this project is \$100,000, an additional \$710,410 is required to award the project.

OTHERS

Northern Health put a condition in our operating permit to improve the quality of water at the reservoir so that the Jameson subdivision have required chlorine residual.

Prepared and approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2021MR12	Date: April 6, 2021
Meeting#: CM041221	Originator: Gordon Davies, A.Sc.T.
RFD TITLE: Replacement of East Highway Entrance Sign Quotation Evaluation and Award	

RECOMMENDATION / RESOLUTION:

THAT Council approve the quotation submitted by ArcTech Welding and Machining for replacement of the East Highway Entrance Sign.

BACKGROUND:

The East Hudson's Hope Highway Entrance Sign has blown over which caused the original precast concrete sign and current 2014 signface to be destroyed beyond reuse. Public Works issued an Invitational Request for Quotation to three (3) companies.

There is no pre-approved Capital Budget for this item in 2021 as destruction of the sign was accidental and unexpected.

DISCUSSION:

Quotations were received from the following companies for the East Highway Entrance Sign.

ArcTech Welding and Machining has provided the low compliant quotation.

Item	Company #1	Company #2	Company #3
	ArcTech Welding & Machining	Signworks	Faball North Services Inc.
1. Supply and Install Sign Support Structure	\$11,765.00	\$8,088.60	\$20,311.20
2. Supply and Install Sign Graphics	\$2,220.00	\$7,425.60	-
Optional Item	\$490.00	\$1465.00	-
A. Supply and Install Anti-Graffiti Coating on Sign Graphics			
Subtotal	\$14,475.00	16979.20	
GST	\$723.75	\$848.96	\$1015.56
PST	-	\$1,188.54	-
Quotation Total	\$15,198.75	\$19,016.70	\$21,326.76

Scope of Work:

The scope of the project is to provide a welded metal sign structure, sandblasted and painted white with vinyl sign graphics being an exact match to the colours and layout currently displayed on the West Highway Entrance Sign.

The Sign Committee is currently reviewing the installation.


ALTERNATIVES:

1. Award the quotation to ArcTech Welding and Machining.
2. Do not award the quotation and requote based on a wood billboard structure.

FINANCIAL CONSIDERATIONS:

The costs for Replacement of the East Highway Entrance Sign is \$14,475.00 plus GST. The source of funding will be from the \$150,000 Contingency Fund proposed in the 2021 Operating Budget.

Prepared by:


Gordon Davies, A.Sc.T.

Report Approved by:



Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REQUEST FOR DECISION

REPORT TO: Mayor and Council

FROM: Jeanette McDougall, Corporate Officer

DATE: April 12, 2021

SUBJECT: CANNABIS RETAIL STORE

RECOMMENDATION

THAT Staff respond to the Owners of Portage Mountain Cannabis regarding opening a retail cannabis store in Hudson's Hope by advising that the initial step is to make a licence application to the Liquor and Cannabis Regulation Branch, Province of BC, subsequent to which the Province will directly contact the District of Hudson's Hope for further consideration.

INFORMATION

History

In July 2018, Council approved a blanket prohibition to cannabis sales in the District by way of the District's Zoning Amendment Bylaw No 899, 2018, which specifically prohibits the use of cannabis-related businesses in every zone. The following is an excerpt from a letter dated February 13, 2020 issued by the District to a party who had expressed interest in opening a cannabis retail store and which explains the history behind Zoning Amendment Bylaw No. 899, 2018:

"The rationale was to wait until cannabis sales were legalized to better understand what, if any, effects legalization was having on other communities and how they were changing to accommodate the retail sale of cannabis. Council felt that having a blanket prohibition would provide the opportunity to review each proposal that comes forward on a case-by-case basis."

This request pertaining to opening a cannabis retail store in Hudson's Hope was received during the fall of 2019, and Council passed the following resolution on February 10, 2020:

RESOLUTION NO. 297/19

M/S Councillors Gibbs / Miller

THAT Staff respond to the letter from Danny Lepine regarding retail cannabis sales to advise that the initial step is to make a licence application to the Liquor and Cannabis Regulation Branch, Province of BC, subsequent to which the Province will directly contact the District of Hudson's Hope for further consideration."

CARRIED

Current

A proposal for opening a cannabis retail store was received from Portage Mountain Cannabis and the owners of this company appeared as a Delegation to Council on March 22, 2021 to provide an overview of their proposal, noting that the plan includes key personnel, community benefits, employees, location, site plan, building design and an operational plan. They also indicated their awareness of Provincial legislation and regulations that pertain to a cannabis retail store.

Process

The application process for opening a cannabis retail store involves the following steps:

1. Application to the Province of BC as per the *Liquor and Cannabis Regulation Branch, Province of BC*; the Province will refer notice of the application to the local government for recommendation and will not issue a licence unless it receives a positive recommendation from the local government;
2. Once the District receives the referral, it will then consider whether to provide a positive recommendation and if so, will advise the Province;
3. The Province then decides whether to issue a licence to the applicant;
4. If the Province does issue a licence to the applicant, then the applicant would complete the District's Zoning Amendment Application and pay the associated fee of \$750 as per the District's Fees and Charges Bylaw No. 915, 2020; and
5. Once the completed Zoning Amendment Application and fee of \$750 is received, then the process for a zoning amendment would begin and includes advertising and public consultation (see *attached Development Procedures Manual, Part 3 - Zoning Amendments*).

FINANCIAL

None at this time.

ATTACHMENTS

- *Zoning Amendment Bylaw No. 899, 2018 – Cannabis-Related Business*
- *Local Government – Cannabis Licencing Policy Document*
- *Development Procedures Manual, Part 3 – Zoning Amendments*

PREPARED BY:



Jeanette McDougall,
Corporate Officer

**District of Hudson's Hope
Zoning Amendment Bylaw 899
A Bylaw to Amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013**

WHEREAS, it is deemed desirable to amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013;

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

1. That the District of Hudson's Hope Zoning Bylaw No. 823, 2013 is hereby amended as follows:
 - a. Amend Section 3.0 "Definitions" to add: **CANNABIS RELATED BUSINESS** means the use of land, buildings, or structures for the sale, storage, or other provision, of dried cannabis, cannabis oils, cannabis seeds, and cannabis edibles, including cannabis related accessories such as pipes, bongs, vaporizers, and other such similar accessories.
 - b. Amend Section 4.0 "General Regulations" with the addition of 4.17 "Prohibited Uses"
 - (1) Any use not expressly permitted in this bylaw is prohibited in every zone and where a particular use is expressly permitted in one zone, such use is prohibited in every zone where it is not also expressly permitted;
 - (2) The following uses are prohibited in every zone:
 - (i) Cannabis-Related Business.

This bylaw is cited as the District of Hudson's Hope Zoning Bylaw No. 823, 2013, Amendment Bylaw No. 899, 2018.

READ A FIRST TIME THIS 23rd DAY OF JULY, 2018
READ A SECOND TIME THIS 23rd DAY OF JULY, 2018
PUBLIC HEARING HELD ON THIS 13TH DAY OF AUGUST, 2018
READ A THIRD TIME THIS 13TH DAY OF AUGUST, 2018
ADOPTED THIS 13TH DAY OF AUGUST, 2018


Gwen Johansson,
Mayor
Tammy McKeown
Corporate Officer

Certified a true copy of Bylaw No. 899, 2018

this ____ day of _____ 20__.

Clerk

Local Governments

The local government of the area where a proposed store will be located must provide a positive recommendation to the Liquor and Cannabis Regulation Branch (LCRB) in order for the proposed store to become licensed.

Upon receipt of notice, local governments can:

- Choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issued)
- Choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
 - If the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents
 - If it makes a recommendation to deny the application then the LCRB may not issue the licence
 - If it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the [location of cannabis retail stores](#). Temporary zoning for cannabis retail stores will be accepted provided local governments monitor and enforce the temporary zoning requirements. LCRB must be notified if temporary or permanent zoning for a cannabis retail store is cancelled.
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may [limit the hours](#) that cannabis retail stores can operate or impose other conditions such as specifications regarding signage
- Charge the the applicant fees if choosing to assess an application.

The Province will refer notice of the application to the local government for recommendation and will not determine whether to issue a licence until it receives a positive recommendation from the local government.

The LCRB cannot consider a licence application unless the local government for the area in which the establishment is proposed to be located or is located gives the LCRB a positive recommendation that the licence be issued.

Source: <https://justice.gov.bc.ca/cannabislicensing/policy-document/location-requirements>

Introduction: Zoning Amendments

A Zoning Bylaw governs the use, density and siting of land, buildings and structures by establishing zones and corresponding regulations. The District of Hudson's Hope (District) may amend the provisions of the Zoning Bylaw when applications for variances are considered inappropriate. Zoning amendments are required for any proposed changes to use or density. An amendment to the Zoning Bylaw may affect the Official Community Plan, which may consequently require an amendment. The general process for an amendment to the Zoning Bylaw is outlined below.

Zoning Amendment Process (Flow-Chart)



Zoning Amendment Procedures (Detailed Descriptions)

Step 1 – Preliminary Inquiry

The applicant should hold preliminary discussions with the Approving Officer or his or her designate to identify the scope and nature of the proposal. The Approving Officer or delegate will use this opportunity to provide information regarding the requirements of the various bylaws and explain the process. The Approving Officer should also determine if the proposal is appropriate according to the requirements of the District of Hudson's Hope *Integrated Community Sustainability Plan* (ICSP), *Official Community Plan* (OCP) and *Subdivision and Development Servicing Bylaw*. If the proposal does not conform to land use policies for the area, it will be suggested that the applicant consider changes to the proposal or pursue avenues such as an amendment to the OCP to accommodate the proposed use.

Step 2 – Submit Application

The applicant must submit the following:

- Complete Application Form;
- Application Fee for the Zoning Amendment;
- Certificate of Title (a title search dated no more than 30 days prior to submission of the application for proof of ownership);
- Authorization of Owner written authorization from the registered property owner is required if the applicant is not the registered owner. This allows the applicant to apply on behalf of the owner
- Completed Site Profile as identified in sections 946.1 and 946.2 of the *Local Government Act* and the Contaminated Sites Regulation.

A completed Site Profile (Schedule 1) is not required if:

- None of the activities listed in Schedule 2 of the Contaminated Sites Regulation has occurred, (unless the Director of Waste Management or the District requires parts of the profile to be completed for their own records), or
- If a site has been used exclusively for residential use.
- Dimensioned Sketch Plan drawn to a minimum scale of 1:1,000 showing the parcel or parcels to be rezoned and the location (dimensioned from property lines) of existing buildings, structures and any natural features on or adjacent to the property;
- Dimensioned Site Development Plan drawn to a minimum scale of 1:1,000 showing proposed buildings, structures, vehicle access, parking layout (with individual parking stalls clearly indicated) and site landscaping;
- Contour Map (plan) drawn to a minimum scale of 1:1,000 with a contour interval of one (1) metre, if warranted by the topographic condition of the property;

- Copies of any Previous Studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development, e.g. geotechnical reports, site contamination and remediation studies; and

In the event the application creates a need for an amendment to the Official Community Plan (OCP), the applicant must submit an additional fee for the OCP Amendment Application.

Step 3 – Technical Review by District Staff

The Approving Officer conducts a technical review, assessing the application with respect to:

- Official Community Plan (OCP) and Integrated Community Sustainability Plan (ICSP);
- Land Use (the appropriateness of the use);
- Setbacks, including setbacks from watercourses;
- Road Access;
- Parking;
- Water Supply;
- Sewage Disposal;
- Storm Sewers and Stormwater Management;
- Fire Flows and Hydrant Location and Spacing;
- Contaminated Sites;
- Hydro;
- Telephone;
- Natural Gas;
- Cable Television;
- Health and Safety;
- Height;
- Landscaping; and
- Other appropriate community planning considerations.

In addition, the Approving Officer or designate may seek input from the District's planning consultants.

The review may reveal that further or more detailed information is required from the applicant. Under section 920.1 (1) of the *Local Government Act*, the Approving Officer may require the applicant to submit additional information regarding the impact of the proposed development on the following:

- Transportation patterns including traffic flow;
- Local infrastructure;
- Public facilities including schools and parks;
- Community services; and
- The natural environment of the area affected.

Step 4 – Prepare Draft Amendment Bylaw & Submit Report to Council

District Staff review the application and prepare a draft amendment Bylaw and report to Council based on the technical review. Prior to this step, the applicant may be required to submit additional information for technical review.

The Approving Officer introduces the draft amendment Bylaw and application to Council for First Reading.

Step 5 – First Reading

Council gives the amendment Bylaw First Reading. At First Reading, Council may, by simple majority, proceed with Second Reading of the amendment Bylaw and application or reject the amendment Bylaw and application at this stage.

If the bylaw is defeated, the applicant may not re-apply for an amendment to the Zoning Bylaw until six (6) months after the date of refusal. In accordance with section 895 of the *Local Government Act*, the time limit for any re-application may be varied by an affirmative vote of at least 2/3 of the local government members eligible to vote on the re-application.

Step 6 – Second Reading

Council gives Second Reading to the Bylaw and either approves or rejects the amendment. This may occur at the same meeting as First Reading.

If the bylaw is defeated, the applicant may not re-apply for an amendment to the OCP until six (6) months after the date of refusal. In accordance with section 895 of the *Local Government Act*, the time limit for any re-application may be varied by an affirmative vote of at least 2/3 of the local government members eligible to vote on the re-application.

Step 7 – Referral to Government Agencies

The following agencies may be considered for referral by the Approving Officer or designate:

- Peace River Regional District;
- District of Hudson's Hope Fire Department;
- Ministry of Community, Sport and Cultural Development;
- Ministry of Environment;
- Ministry of Transportation and Infrastructure

Reminder: Any rezoning application within 800 m of Highway 29 needs to be referred to the Ministry of Transportation and Infrastructure, as they need to approve any rezoning within 800 m of a controlled access highway.

- Ministry of Energy and Mines;
- Department of Fisheries and Oceans;
- British Columbia Assessment Authority
- Northern Health Authority;
- School District No. 60 (Peace River North); and
- Utility Companies (e.g. gas, hydro, cablevision).

Step 8 – On-Site Notification (Signs Installed)

The District of Hudson's Hope requires that the applicant or developer post a Development Proposal Notice (sign) on the lands that are the subject of the application.

The sign shall be posted in accordance with the following:

- A sign shall not interfere with pedestrian or vehicular traffic, or obstruct visibility from the streets or driveways so as to create a hazard. The sign is to be centrally located on the subject site parcel like adjacent to the public street the property abuts;
- The map area will be white with map details in black. The map will show adjoining roads, land involved and a north arrow. Land involved shall be shaded in red with red subject arrow, large enough to identify the subject property;
- The applicant is required to submit a written statement on the intent and purpose of the re-designation as it will appear on the sign;
- The applicant shall install all signs within seven (7) days after Second Reading of the Zoning Bylaw Amendment and shall remain in place continuously until the Public Hearing is held.

- Following installation, the applicant is responsible to contact the District planning and engineering staff so that an inspection can be made to confirm the sign is suitably located on the subject property for visibility by the public. The applicant accepts all responsibility for installation and maintenance of the sign and there shall be no liability on the part of the District for failure of the sign, or the supporting structure, or any injury to any person, or property resulting therefrom
- All signs shall remain in place continuously until the Public Hearing is held, and must be removed within seven (7) days after the Public Hearing.
- Failure to post the sign shall result in the postponement of the Public Hearing and any costs incurred by the District for public notification as a result of such postponement shall be the responsibility of the applicant.

The District has a number of pre-printed signs on a "first come, first served" basis. The applicant is responsible to pick up the sign from the District of Hudson's Hope during normal business hours and provide all materials necessary for installation in a sound, sturdy manner, capable of withstanding wind and weather. If an applicant wishes to use one of these signs then he or she must pay a refundable deposit of \$400 to the District.

If the Zoning Bylaw Amendment Application is concurrent with an Official Community Plan Amendment Application, a sign is only required for the Zoning Bylaw Amendment Application.

Step 9 – Notification of Public Hearing

Under section 892 of the *Local Government Act*, Council must give notice of the public hearing. Under section 890 (2) of the *Local Government Act*, the public hearing must be held after first reading of the bylaw and before third reading.

The notification of public hearing must state the following:

- The time and date of the hearing;
- The place of the hearing;
- In general terms, the purpose of the Bylaw;
- The land or lands that are the subject of the Bylaw;
- The place where and the times and dates when copies of the Bylaw may be inspected; and
- A sketch of the land or lands that are the subject of the Bylaw.

The notice must be published in at least 2 consecutive issues of the local newspaper, the last publication to appear not less than 3 and not more than 10 days before the public hearing.

If the amendment alters use or density, Council must also mail or hand-deliver notices at least 10 days before the public hearing to property owners within a 100 metre radius of the subject lands; except that if the

amendment applies to 10 or more parcels owned by 10 or more persons, then only the published notice is required.

Step 10 – Public Hearing

The Public Hearing is held. Eligible parties are given an opportunity to speak before Council or submit written submissions. All persons who believe that their interest in property is affected by the proposed Bylaw must be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the Bylaw that is the subject of the hearing. Once this occurs, Council must officially adjourn the meeting before convening Council to address the application. Council may convene on the same day of the Hearing.

As per section 890 (4) of the *Local Government Act* the District may waive the holding of a public hearing on a proposed bylaw if the Official Community Plan is in effect for the area that is subject to a proposed zoning bylaw, and the proposed bylaw is consistent with the Plan.

Step 11 – Third Reading

When Council chooses to reconvene, it may either defeat or give the amendment Bylaw Third Reading. Once returned to Council, the Bylaw may be reconsidered and adopted. Council may adopt the Bylaw at the same meeting at which the Bylaw received Third Reading.

Step 12 – Ministry of Transportation Approval (MAY BE REQUIRED)

Under section 52 of the *Transportation Act* and section 924 of the *Local Government Act*, where the amendment applies to land or improvements within a radius of 800 metres of the intersection of a "controlled access highway" and any other street, road, lane or highway, the bylaw, before its adoption, requires the approval of the Ministry of Transportation and Infrastructure. In general, any rezoning of land within 800 metres of Highway 29 should be referred to the Ministry of Transportation and Infrastructure.

Step 13 – Bylaw Adopted

Following Third Reading of the Amendment Bylaw and approval by the Ministry of Transportation, Council reconsiders and adopts the Bylaw. This could occur at the same meeting at which the Bylaw received Third Reading if Ministry of Transportation approval is not required.

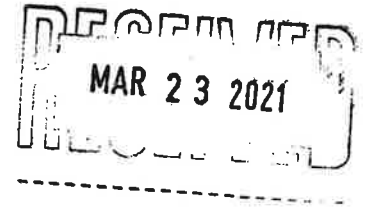
Step 14 – Applicant Notified/Amendment Recorded

The applicant is notified of Council's decision and the zoning amendment is recorded.



HUDSON'S HOPE BIBLE FELLOWSHIP

Under the Cross, in the Word



March 23, 2021

Dear Hudson's Hope Council,

We are writing to appeal the recent refusal of the Hudson's Hope Bible Fellowship's request for aid application. This would have helped buy supplies and snacks for our currently operating After School Club and Stay and Play programs. Our After School Club is the only one running in town at this time, and our Stay and Play, for parents and their younger children, is the only drop-in program of it's kind in Hudson's Hope, providing refreshments for both caregivers and children. All of our programs are completely free, and run by a certified teacher, who pours her time and resources into the children.

Councillor Gibbs, who is also the Chairman of the Board for our church, inquired of Council the reasons for the dismissal of the application, and received three in response:

- The programs are offered to a very limited user base and therefore offer limited benefit to Hudson's Hope.
- We have not previously publicly fundraised for any of our activities.
- We are a charity and therefore not a registered non-profit society.

As to the first point, you may have assumed that these programs are only for our Church. However, the PSAs we have sent out, the Facebook posts, the reoccurring town bulletin advertisements, word of mouth, and the application that was before you, have all made it clear that everyone is welcome, regardless of any association with the Church. In fact, since we have been in operation, eleven out of our twenty-one registrants are not from Church families.

The second point is a bit odd, considering the church's sole source of income is donations. Our attendees and members keep us up and running by giving to the Church regularly. We do not fundraise through the seemingly approved methods of bottle drives and chocolate sales, if that is what you are implying. However, since we are entirely funded by the generosity of our donors, we are surprised that you are asking them to give even more than the average of \$65,000 that they donate every year.

The third objection is simply false. There are two types of non-profit societies in BC, specifically, non-profit organizations (NPOs) and charities. Charities differ from NPOs in that they are able to issue tax receipts, have a charity number instead of a society

CONTACT

number, and must submit more documentation to the CRA. Every charity is technically an NPO that has gone through extra approval with the CRA. We are a registered charity. The Friends of Hudson's Hope are also a charity, and we notice you had no qualms about approving their application.

Those were the only three objections we received from Council. If there are other concerns that do not constitute human rights violations on religious grounds, as this incident appears to hint towards, please let us know.

Therefore, we request that Council reconsider our application. We are shocked that Council would deem the Church's programs as some fringe, elite group, rather than as a benefit to the children and families of this town, when information to the contrary was on the table in front of you. We also decry the message that Council is sending out to the rest of the community with the decision that you have made against us. You have set a precedent that the Church's outreach programs are inferior to those run by nonreligious organizations.

Respectfully,

The Board of Hudson's Hope Bible Fellowship Church



Mattias Gibbs

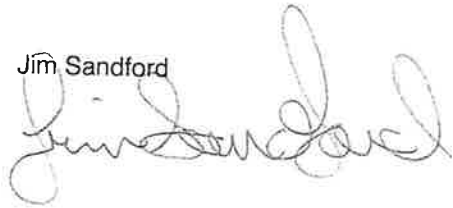


Nicola Gibbs

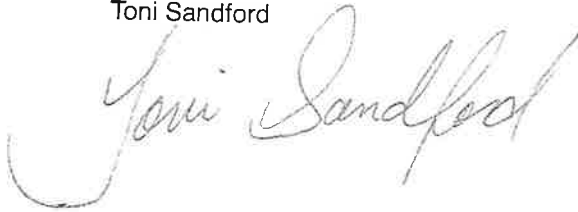


Deanna Sorsdahl

Jim Sanford

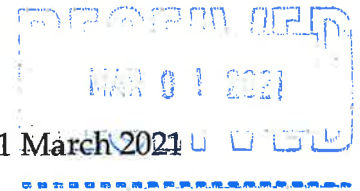
A handwritten signature in cursive script, appearing to read "Jim Sanford".

Toni Sanford

A handwritten signature in cursive script, appearing to read "Toni Sanford".

Luke Hughes-Bunger

A handwritten signature in cursive script, appearing to read "Luke Hughes-Bunger".



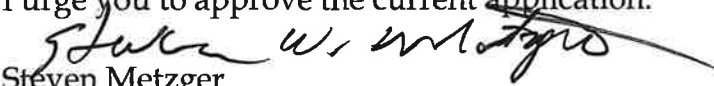
RE: APPLICATION FOR A CANNABIS STORE IN HUDSON'S HOPE

I understand that, at it's next meeting, Council will be discussing a current application to open a cannabis store on Fredette Street in Hudson's Hope.

I support such an application and hope Council will approve for the following reasons:

1. Hudson's Hope needs businesses, and this is a business that I believe will be successful in Hudson's Hope. Discussions with others in the Peace Region lead me to believe that patrons will travel from other communities to shop here. After years of illegality there is still some remnants of stigma attached to cannabis use, and if given the chance, buyers will prefer to buy at a different location from where they live. Spin-off purchases from other businesses in Hudson's Hope may also happen when visitors come to buy cannabis.
2. It is well known that there is an illegal drug trade in Hudson's Hope. Speaking as a user of the black market for years, I can say from my experience that it is much better to have a controlled operation with known strengths of products being sold, rather than the free-wheeling and often dangerous illegal black market.
3. Almost all humans want to get intoxicated, and will do what they need to do to achieve that state. To try to prevent this by denying access is a mistake, just as the "War On Drugs" and the "Just Say No" approach have now been proven to have been mistakes. It is better to provide controlled access, and make education the major tool for gaining knowledge about various drugs.
4. There are health benefits to cannabis use. I can attest to this because for the past several years I have used cannabis to control pain and allow me to get the sleep that I need. This has been a much better solution for me than prescription NSAIDs and other pain relievers. I could have been a candidate for Oxycontin at one time, but cannabis has allowed me to treat myself in a safe way.
5. If the application is denied, Council is in effect saying that it supports, or at the least is willing to ignore, illegal activity in Hudson's Hope. Would it not be better to support a legal business, which would help to counter some of the illegal activity?

I urge you to approve the current application.


Steven Metzger
250-783-0790

C2



BC & Yukon Division
1103-4720 Kingsway
Burnaby, BC V5H 4N2
Telephone: (604) 689-3144
Fax: (604) 689-0377
Toll Free: 1-800-268-7582
Yukon Toll Free: 1-866-991-0577
www.mssociety.ca

Mayor Heiberg and Council
9904 Dudley Drive
Hudson's Hope BC, V0C 1V0

March, 2021

Dear Mayor Heiberg:

May is MS Awareness Month.

As a member of the Northern Regional Chapter of the MS Society of Canada, I urge you to proclaim the month of May as *MS Awareness Month* in the District of Hudson's Hope. This declaration will significantly raise public awareness of the disease and its effects on thousands of British Columbians, plus the work of the Society to fund research and enhance the quality of life for those affected by MS.

A sample proclamation is enclosed for your consideration.

Since our founding in 1948, the Multiple Sclerosis Society of Canada has been a leader in funding vital MS research into the cause, prevention and treatment of MS while providing services and support to people with MS and their families. The MS Society is proud of the work and contribution that our supporters and members continue to make to communities across BC.

I am here to help. No one needs to face MS alone. In communities across Canada, the MS Society provides information, support, educational events and other resources for people living with MS and their families. Approximately 1 in every 400 Canadians live with MS and on average, 12 Canadians are diagnosed with MS every day. British Columbia has a high incidence rate of MS and most of us know somebody who is affected by the disease.

I hope that you would also consider hoisting the MS Society flag to celebrate May as *MS Awareness Month*. Through the combined efforts of people across Canada in towns such as Hudson's Hope, the MS Society is able to bring hope for an end to MS.

Sincerely, Sherri Mytopher, Fort St. John
Council Member, Northern Regional Chapter
MS Society of Canada

**Office of the Mayor
District of Hudson's Hope, British Columbia**

**MS Awareness Month for the
Multiple Sclerosis Society of Canada
May 2021**

- WHEREAS multiple sclerosis is a chronic, often disabling neurological disease affecting an estimated 1 in 400 Canadians and approximately 90,000 across the country; and
- WHEREAS multiple sclerosis symptoms vary widely and may lead to problems with numbness, coordination, vision and speech, as well as extreme fatigue and even paralysis; and
- WHEREAS there is no known cause of, prevention of, or cure for multiple sclerosis; and
- WHEREAS the Multiple Sclerosis Society of Canada is the only national organization in Canada that supports both MS research and services for people with MS and their families; and
- WHEREAS annual fundraising events such as the MS WALK, MS Bike, and A&W Canada's *Burgers to Beat MS* campaign support programs to enhance the lives of people affected by multiple sclerosis and their families and support MS research in Canada; and
- WHEREAS since 1948, the Multiple Sclerosis Society of Canada has contributed \$200 million towards MS research; and is grateful for the dedication and commitment of its supporters and volunteers that has made this possible; and
- WHEREAS together we will find ways to enhance the quality of lives for people affected by multiple sclerosis and to find a cure to end MS;

NOW, THEREFORE, I, DAVE HEIBERG, MAYOR THE DISTRICT OF HUDSON'S HOPE, DO
HEREBY PROCLAIM THIS MONTH OF MAY 2021, AS:

**"MS AWARENESS MONTH FOR THE
MULTIPLE SCLEROSIS SOCIETY OF CANADA"**

In the District of Hudson's Hope

Dave Heiberg, Mayor

Dated this 12th day of April, 2021

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: April 12, 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 – March 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*
 - *Lucas Subdivision Marketing – Contract Extension*

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

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