



## **DISTRICT OF HUDSON'S HOPE**

### **AGENDA**

Council Chambers

Monday, April 26, 2021

**1. Call to Order:**

**2. Delegations:**

D1	MuniSight Presentation – Scott Lamb	Page 1
D2	Rob Gardner, RCMP (Verbal)	

**3. Notice of New Business:**

Mayor's List

Councillors Additions:

CAO's Additions:

**4. Adoption of Agenda by Consensus:**

**5. Declaration of Conflict of Interest:**

**6. Adoption of Minutes:**

M1	April 12, 2021 Regular Council Meeting Minutes	Page 7
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**7. Business Arising from the Minutes:**

**8. Public Hearing:**

**9. Staff Reports:**

SR1	UBCM Local Government Development Approvals - Grant Application	Page 12
SR2	Reconsideration – GIA Bible Fellowship	Page 13
SR3	Fire Chief – Training Report	Page 24
SR4	Administration – Monthly Report	Page 25
SR5	Corporate - Monthly Report	Page 27
SR6	Public Works – Monthly Report	Page 29
SR7	Protective Services – Monthly Report	Page 31
SR8	Special Projects – Monthly Report	Page 32

**10. Committee Meeting Reports:**

**11. Bylaws**

B1	Annual 5 Year Financial Plan 2021-2025	Page 33
B2	Tax Rates 2021	Page 51

**12. Correspondence:**

C1	Beattie Sanitary Lift Station Upgrade	Page 55
C2	City of Penticton – Provincial Paramountcy	Page 63
C3	Northern Health – COVID-19 – Dawson Creek	Page 66
C4	Northern BC Tourism – Travel Restrictions	Page 68
C5	Municipal Insurance Association of BC – Cyber Crime	Page 69
C6	Day of Mourning – Flags at Half-Mast	Page 70

**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 71
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**18. Adjournment**



# Council Presentation

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Apr. 26<sup>th</sup>, 2021



# About MuniSight

At MuniSight, our purpose is to connect and simplify municipal information.

We have a history of helping rural governments do more, with less.

Since our founding in 2002, we have been helping Governments resolve the challenges that are unique to rural municipalities.

We are proudly Canadian.

- Data is kept within Canadian borders
- Office is in Edmonton, AB
- Local staff



Our client's success, is our success.

**Everyday**, our clients use our products to make important decisions, that impact their community, and help them achieve their goals as a municipality.



# Corporate Partner of the FCM

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# Status of current projects

Deliverable	Status	Grant
AM Policy	Complete	BC Gov Infrastructure Planning
AM Strategy	Complete	BC Gov Infrastructure Planning
AM Plan	First draft complete	BC Gov Infrastructure Planning
Centralized asset database	Complete	FCM MAMP
Training on tools and concepts	Complete	FCM MAMP



# Overview of Tools and Data

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HUDSON'S  
HOPE  
*PLAYGROUND OF THE PEACE*

DISTRICT OF HUDSONS HOPE

Registered User

Log in

Powered by MuniSight

Thanks for your time

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**REGULAR COUNCIL MEETING**  
**District Office - Meeting Room**  
**6:00 P.M.**  
**April 12, 2021**

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

**Absent:** Councillor Mattias Gibbs (*with notice*)  
Councillor Kelly Miller (*with notice*)  
Councillor Valerie Paice (*with notice*)

**Staff:** Chief Administrative Officer, Mokles Rahman  
Corporate Officer, Jeanette McDougall  
Deputy Treasurer, Tonia Alexander (6:00 pm – 6:37 pm)

**1. CALL TO ORDER**

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

**2. DELEGATIONS**

**D1 KPMG – 2020 AUDITED FINANCIAL STATEMENTS**

Ben Campbell, Senior Manager, provided an overview of the 2020 Audited Financial Statements. Micaela Roque, Audit Partner, noted that there is a new Public Sector Accounting Standards requirement starting in 2021 for an Asset Retirement Obligation report; this is a big standard for municipalities to meet and will require an estimate of the cost of retiring assets (liability).

*The Deputy Treasurer left the meeting at 6:37 pm.*

**D2 HUDSON'S HOPE BIBLE FELLOWSHIP – GRANT IN AID**

Toni Stanford spoke on behalf of the Hudson's Hope Bible Fellowship to outline reasons why they feel their Grant in Aid request should have been approved. These reasons included that some of their programs include participants who are not Church members and that the Church is supported by donations. In response to questions from Council, T. Stanford stated that the Bible Fellowship Society is a not-for-profit society and assured Council that COVID protocols were being followed. The Mayor noted that Council is not obligated to approve every application, but advised that a discussion regarding a motion to reconsider would be discussed under Correspondence Item C1.

**3. NOTICE OF NEW BUSINESS**

Mayor's Additions:

Councillor's Additions:

CAO Additions: Water Treatment Plant - Update

**M1**

4. ADOPTION OF AGENDA AS AMENDED

**RESOLUTION NO. 038/21**

**M/S Councillors Quibell / Markin**

**THAT** the Agenda be varied to address Item C1 – Hudson's Hope Bible Fellowship Society Grant in Aid correspondence as the first item of business.

**CARRIED**

5. C1 HUDSON'S HOPE BIBLE FELLOWSHIP SOCIETY – GRANT IN AID

**RESOLUTION NO. 039/21**

**M/S Mayor Heiberg / Councillor Quibell**

**THAT** the following motion that was defeated on March 8, 2021 be reconsidered at the Council Meeting being held April 26, 2021:

**"M/S Councillors Miller / Paice**

**THAT** Council approve the first item only of Schedule A of the 2021 Financial Grant in Aid allocation that pertains to the Hudson's Hope Bible Fellowship Afterschool Club Stay and Play request for \$1,000 for the purchase of children's toys and games.

**DEFEATED**

**Mayor Heiberg voted in favour"**

**CARRIED**

6. DECLARATION OF CONFLICT OF INTEREST

7. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES

**RESOLUTION NO. 039/21**

**M/S Councillors Quibell / Summer**

**THAT** the minutes of the March 22, 2021 Regular Council Meeting be adopted as presented.

**CARRIED**

8. BUSINESS ARISING FROM THE MINUTES

9. PUBLIC HEARING

10. STAFF REPORTS

SR1 FINANCIAL STATEMENTS 2020 - AUDITED

**RESOLUTION NO. 040/21**

**M/S Councillors Quibell / Summer**

**THAT** Council approve the District of Hudson's Hope 2020 Audited Financial Statements as presented by KPMG; and

**THAT** the Mayor and CAO be authorized to sign the District of Hudson's Hope 2020 Audited Financial Statements.

**CARRIED**

**SR2 MACDOUGALL STREET REHABILITATION – TENDER EVALUATION AND AWARD**

**RESOLUTION NO. 041/21**

**M/S Councillors Markin / Summer**

**THAT** Council accept the bid received from Knappett Industries for the rehabilitation of 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.

**CARRIED**

**SR3 STREET AND TRAFFIC BYLAW UPDATE - AWARD**

**RESOLUTION NO. 042/21**

**M/S Councillors Summer / Quibell**

**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 Street and Traffic Bylaw update contract to L&M Engineering Limited and authorize the Mayor and the CAO to sign the contract.

**CARRIED**

**SR4 WATER RESERVOIR MIXERS – REQUEST FOR PROPOSAL**

**RESOLUTION NO. 043/21**

**M/S Councillors Markin / Summer**

**THAT** Council reject the Proposals received for the 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.

**CARRIED**

**SR5 REPLACEMENT OF THE EAST HIGHWAY ENTRANCE SIGN – QUOTATION EVALUATION AND AWARD**

**RESOLUTION NO. 044/21**

**M/S Councillors Markin / Quibell**

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

**CARRIED**

**SR6 CANNABIS RETAIL STORE**

**RESOLUTION NO. 045/21**

**M/S Councillors Markin / Summer**

**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.

**CARRIED**

***Direction to Staff***

To determine the scope of work required for a Zoning Bylaw Amendment.

**11. COMMITTEE MEETING REPORTS**

**12. BYLAWS**

**13. CORRESPONDENCE**

**C1 HUDSON'S HOPE BIBLE FELLOWSHIP SOCIETY – GRANT IN AID**

*The agenda was varied to move this item to the first item of business on the agenda.*

**C2 APPLICATION FOR A CANNABIS STORE IN HUDSON'S HOPE**

Received for Information.

***Direction to Staff***

Staff to send a letter advising the District is in contact with the applicant regarding process and Provincial licensing requirements.

**C3 PROCLAMATION – MULTIPLE SCLEROSIS SOCIETY OF CANADA**

The Mayor proclaimed May 2021 as "MS Awareness Month for the Multiple Sclerosis Society of Canada".

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

**15. OLD BUSINESS**

**OB1 DEVELOPMENT VARIANCE PERMIT – R. TRAVIS**

Staff advised that R. Travis was given 6 months to pay the \$550 fine and has not yet paid.

**16. NEW BUSINESS**

**NB1 WATER TREATMENT PLANT - UPDATE**

The CAO provided an update on the Water Treatment Plant and noted that gas is an issue for Well #1, but not for Well #2. A change order may be required to address this issue, and may be costly. Chlorine residual in the distribution system is stabilizing. Still looking at the H<sub>2</sub>S matters.

**17. PUBLIC INQUIRIES**

**18. NOTICE OF CLOSED MEETING**

**19. RISE AND REPORT**

**20. ADJOURNMENT**

*Mayor Heiberg declared the meeting adjourned at 8:14 pm.*

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Commercial Water Rate Increase-annual budget*

*Consideration*

*Pool Year End Report 2020*

*08/04/19*

*04/01/20*

Certified Correct:

\_\_\_\_\_  
Dave Heiberg, Mayor

\_\_\_\_\_  
Jeanette McDougall, Corporate Officer



## REQUEST FOR DECISION

<b>RFD#:</b> 2021MR15	<b>Date:</b> April 22, 2021
<b>Meeting#:</b> CM042621	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> UBCM Local Government Development Approvals – Grant application	

### RECOMMENDATION:

***THAT** Council support the grant application for the Union of British Columbia Municipalities Local Government Development Approvals program.*

### BACKGROUND:

The District's current permitting and approval processes are manual and time consuming. Information relating to permits is scattered throughout different sources and historical information can be difficult to find. The District has identified that investigating options to improve and modernize the permitting workflows will create efficiencies in approving development and improve records management in the long term.

### DISCUSSION:

Staff were recently made aware of a Local Government Development Approvals program made available through the Union of British Columbia Municipalities. Among others, Software implementation is an eligible activity under the program.

Staff are looking for a permitting software to standardize the current processes and improve efficiencies including documentation. Furthermore, applicants will be able to submit application by using this software, which would be efficient and automatically the applications will be stored in the system. MuniSight provides a 'Planner' application that meets the districts needs, and integrates directly with our new mapping and asset management platform. MuniSight would also provide training and consultation to support the District through the transition. MuniSight has secured the district funding for asset management through the Government of British Columbia and the FCM. MuniSight can follow a similar process to help the District secure funding for this project through the grant mentioned above at no cost. If successful, MuniSight will be the consultant for this work.

A Council Resolution is required for submitting the application.

### FINANCIAL:

The UBCM Local Government Development Approvals Program covers 100% of first year costs. The estimated cost of the project is \$40,000. There is a yearly operating cost which is \$6,000 for running the software by the consultant, the District needs to pay this cost.

Prepared by:



Mokles Rahman, CAO

**SR1**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** April 26, 2021  
**SUBJECT:** HUDSON'S HOPE BIBLE FELLOWSHIP  
RECONSIDERATION OF 2021 GRANT IN AID APPLICATION

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### PURPOSE

For Council to reconsider the motion that was defeated during the Council meeting held March 8, 2021 as follows:

**RESOLUTION NO. 039/21**

**M/S Mayor Heiberg / Councillor Quibell**

**THAT** the following motion that was defeated on March 8, 2021 be reconsidered at the Council Meeting being held April 26, 2021:

**"M/S Councillors Miller / Paice**

**THAT** Council approve the first item only of Schedule A of the 2021 Financial Grant in Aid allocation that pertains to the Hudson's Hope Bible Fellowship Afterschool Club Stay and Play request for \$1,000 for the purchase of children's toys and games.

**DEFEATED**

**Mayor Heiberg voted in favour"**

**CARRIED**

### INFORMATION

The Hudson's Hope Bible Fellowship Society applied for a Grant in Aid in 2021 for their Afterschool Club Stay and Play program in the amount of \$1,000; this application was considered by Council during the Council Meeting held March 8, 2021 and the application was not approved. The Hudson's Hope Bible Fellowship Society subsequently sent a letter to the District to try to address Council's concerns and also attended (via conference call) as a delegation during the Council Meeting held April 12, 2021 to expand on their application and to answer questions from Council.

Council passed a resolution during the Council Meeting held April 12, 2021 to bring forward a motion to reconsider this item at the April 26, 2021 Council Meeting, and the Mayor noted that Council does not have an obligation to approve every Grant in Aid application.

A motion / resolution can be reconsidered by Council as per section 131 of the *Community Charter*.

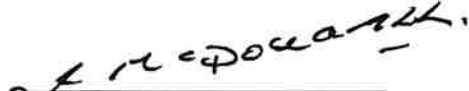
**SR2**



## ATTACHMENTS

- *Hudson's Hope Bible Fellowship Society – 2021 Grant in Aid Application*
- *Hudson's Hope Bible Fellowship Society – Letter to Council re Grant in Aid Application dated March 23, 2021*

## PREPARED BY:



Jeanette McDougall,  
Corporate Officer

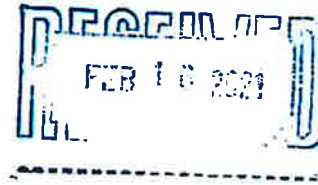
## REVIEWED BY:



Mokles Rahman, CAO



# **APPLICATION FOR A GRANT**



Date: 15th FEBRUARY 2021

Date Received: \_\_\_\_\_

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

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

### ORGANIZATION INFORMATION

Describe the purpose of your organization:

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

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

### User Statistics

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

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

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

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

REQUEST FOR GRANT	
<b>Describe the reason for your grant application:</b>	
<p>WE ARE A RECENTLY FORMED GROUP, HAVING RUN FROM SEPTEMBER 2020 AND ARE LOOKING TO IMPROVE OUR PROVISION FOR THE COMMUNITY OF HUDSONSHORE.</p> <p>WE ARE CURRENTLY SUPPORTED BY THE CHURCHES GENERAL GIVING BUT WOULD LIKE TO INCREASE THE QUALITY OF OUR PROVISION FOR BOTH AFTERSCHOOL CLUB AND STAY AND PLAY GROUPS BEYOND THE CHURCH'S CURRENT BUDGET. WE ARE APPLYING FOR THE GRANT IN ORDER TO BUY MORE APPROPRIATE LARGER SCALE TOYS AND GAMES FOR THE CHILDREN TO INCREASE THEIR COMMUNICATION AND SOCIAL INTERACTIONS.</p> <p>THE CURRENT VOLUNTEER LEADERS PREVIOUS TOB WITS RUNNING SIMILAR GROUPS IN THE UK HAVING RUN THESE GROUPS PREVIOUSLY WE KNOW THE TYPES OF TOYS, GAMES AND ACTIVITIES WE ARE LOOKING TO PURCHASE ARE EFFECTIVE AND EDUCATIONAL AND WILL MAKE A BIG DIFFERENCE TO THE QUALITY OF EXPERIENCE WE OFFER TO THE CHILDREN AND FAMILIES HERE IN HUDSON'S HOPE.</p> <p>WE ARE REQUESTING A GRANT OF \$1000 TO PURCHASE CHILDRENS TOYS AND GAMES.</p>	
<b>Proposal is best characterized as:</b>	
<input type="checkbox"/> Event	<input checked="" type="checkbox"/> Capital Project
<b>Participants/beneficiaries will primarily be:</b>	
<input checked="" type="checkbox"/> Youth	<input type="checkbox"/> Seniors <input type="checkbox"/> Disadvantaged Persons
<b>This proposal's activities can best be described as related to:</b>	
<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Recreation and Sports <input checked="" type="checkbox"/> Environment, Social and Education
<b>Attach the following information:</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent Financial Statements including a Balance Sheet and Income Statement</li> <li><input type="checkbox"/> Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)</li> <li><input type="checkbox"/> Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)</li> <li><input type="checkbox"/> Projected operating budget for the next year</li> <li><input type="checkbox"/> Copy of Non-Profit Society Registration papers</li> </ul> <p>(unavailable AGM 1st Week of March)</p>	



**DECLARATION**

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

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

  
Signature of Applicant

15<sup>th</sup> February  
Date 2021.

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

**APPLICATION DEADLINE – FEBRUARY 15**

***SEND APPLICATIONS TO:***

**DISTRICT OF HUDSON'S HOPE**

**HUDSON'S HOPE, BC**

**V0C 1V0, CANADA**



PROFIT AND LOSS  
January - December 2020

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

**Balance Sheet**  
As of December 31, 2020

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

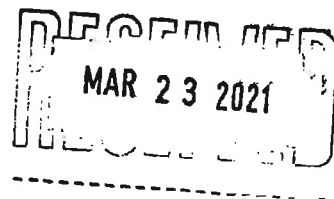




# HUDSON'S HOPE BIBLE FELLOWSHIP

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

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,

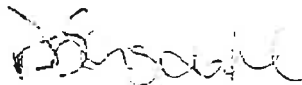
The Board of Hudson's Hope Bible Fellowship Church



Mattias Gibbs

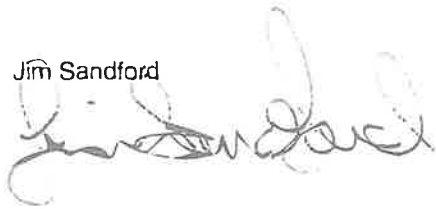


Nicola Gibbs

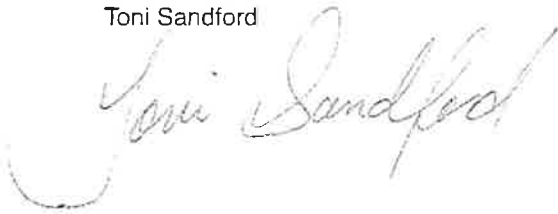


Deanna Sorsdahl

Jim Sanford

A handwritten signature in dark ink, appearing to read "Jim Sanford", with a large, looping flourish at the end.

Toni Sanford

A handwritten signature in dark ink, appearing to read "Toni Sanford", with a large, looping flourish at the end.

Luke Hughes-Bunger

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## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Course Update

**DATE:** April 20, 2021

**FROM:** Brad Milton, Director of Protective Services

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HHFR was invited by the PRRD to participate in a free course being offered at the Charlie Lake Fire Hall from April 13 – 16 2021, on Wildland Urban Interface Structural Protection. HHFR was able to send 3 members to this course, along with the departments SPU trailer. This course was a phenomenal experience for the members to have live practical hand on with the departments own SPU. This course taught members about the tactical and strategic set ups to assist in structural protection during a wildland event. This also assisted the department in discovering limitations along with equipment needs that are currently being addressed. Toward the end of the course members had the ability to participate in live fire training that aided the members with a better understanding of wildland fire behaviour. Chief Milton and the entire HHFR family would like to thank the PRRD and the members of Charlie Lake Fire Department for the support and hospitality during the training.

Prepared by:



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Brad Milton, Director of Protective Services

**SR3**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** CAO Update

**DATE:** April 2021

**FROM:** Mokles Rahman, CAO

---

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

- Financial Plan: Submitted five (5) years financial plan and audited financial statement to Council.
- Water Treatment Plant (WTP) Upgrade:
  - a. Since start of commissioning of the WTP, we received several complaints from the water users related to water quality issues. In addition to issuance of some PSAs, provided an update on the last monthly bulletin.
  - b. Water Quality
    - i. Weekly bacteriological tests are going on by the Northern Health. Water is safe to drink, as no treated water is pumped to the distribution system until it is meeting the Northern Health's standards.
    - ii. The chlorine residual is stabilizing day by day. It may be mentioned here that the chlorine residual problems were an issue in the distribution systems in the old treatment plant too.
    - iii. Hydrogen Sulfide (H<sub>2</sub>S): Contractor and consultants assume that the H<sub>2</sub>S taste/smell issues of the water itself will resolve as the system achieves a regular consistent output. The system is still not producing to its ultimate design capacity.
  - c. Air Quality: The H<sub>2</sub>S odor issue around the plant, coming from the aerator exhaust is not likely to resolve itself unless the H<sub>2</sub>S component of the source water diminishes over time. There are different alternatives reviewed by the contractor and consultants. The odor issue around the plant needs to be observed over a couple of months of normal operation. With an aim to better understand different variables.
  - d. Schedule: The contractor has applied for Substantial Completion Certificate (SCC) long time ago but there are deficiencies. Contractor is working towards fixing those deficiencies. SCC will be issued with or without fixing the aesthetic deficiencies. BC Hydro is running out of time with their committed deadlines with the Shore Line project contractor.
  - e. Having regular bilateral meetings with BC Hydro to fix the water quality and air quality issues of the Plant. BC Hydro is very supportive in resolving the WTP issues.

**SR4**

- **Asset Management:**
  - a. MuniSight conducted an hour basic orientation on Asset Management Systems for all concerned staff.
  - b. Also, conducted an hour advanced training on Asset Management software for selected staff.
  - c. Furthermore, MuniSight is going to conduct a delegation presentation to Council on the MuniSight Asset Management system during the Council meeting on April 26, 2021.
- **Land Administration:**
  - a. Light Industrial: Referral checks for subdivision are going on. Subdivision approval is contingent upon favourable comments from the MoTI.
  - b. In the process of submitting a grant application for Local Government Development approval process. The deadline is May 7, 2021.
- **BC Hydro Pole damage at Carter Street:** After several meetings and field visits with the BC Hydro representatives, negotiated the cost sharing with the BC Hydro Claims Department. It is agreed by the CAO to compensate 50% of the total cost of the replacement of all 13 poles to a max of \$25,000. BC Hydro Claims Department agreed. BC Hydro invoice the district after completion of the work. The source of fund is Road Operating Budget (2021).
- **Swimming Pool:** Contractor supposed to be in Hudson's Hope on April 26, 2021 to repair the pool. Contractor reminded us that COVID may impact their scheduled trip here. If the repairs are done as per our plan, with the blessing from the Province, we are planning to open the swimming pool for public during the May long weekend.

## HR

- Quarterly performance reviewed for senior staff.
- Summer employee hiring for Public Works is going on.
- All staff were reminded to follow the COVID safety guidelines at work as the COVID positive cases are increasing day by day.

## Upcoming Activities:

- Complete summer staff hiring for Public Works, Pool and Visitor Information Center.
- Timely start of Pool, VIC, Campgrounds etc by following Provincial Health Officer's Order.
- Substantial Completion Certificate (SCC) for Water Treatment Plant.
- Re-classification of new Water Treatment Plant by EOCP.

Prepared by:




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Mokles Rahman, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** April 26, 2021  
**SUBJECT:** CORPORATE DEPARTMENT – MONTHLY UPDATE

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### PURPOSE

To provide Council with an update for the Corporate Department.

### INFORMATION

- **Agenda Preparations – April 12, 2021 & April 26, 2021 Council Meetings**
- **Bylaws**
  - Bylaw Index – conversion from Word to Excel (*completed*)
- **Bylaw 913, 2020 – Road Closure**
  - Investigating relevant property boundary issues
- **IT / Cell Phones / Telephones**
  - Problem-solving for various issues – on-going
- **UBCM 2021**
  - Scheduled for September 13–17, 2021, Vancouver
  - Checked with UBCM on April 20/21; confirmed that no Hotel block released as yet, UBCM continues to anticipate a virtual event.
- **Day of Mourning – April 28, 2021**
  - Office Staff in the process of organizing
- **Temporary / Seasonal / Summer Staff**
  - Developed spreadsheet to track applicants

### CONFERENCES / EDUCATION / TRAINING

- **MuniSight**
  - MuniSight Training (Basic) – J. Dupuis, M. Heiberg, A. Martin, B. Mercereau, J. McDougall
  - MuniSight Training (Advanced) – M. Heiberg, A. Martin, B. Mercereau
- **Planning**
  - A. Martin & J. McDougall - BCIT Planning online course @ \$336 per registrant – on-going

**SR5**



➤ **Corporate**

- B. Mercereau - LGMA Writing course @ \$695; started April 20, 2021
- J. McDougall - LGMA Bylaw Drafting course @ \$695; started April 13, 2021

➤ **ICBC**

- Training re new ICBC Enhanced Care – J. Dupuis, M. Heiberg, A. Martin, B. Mercereau
- General training ongoing for M. Heiberg; dates / times of training being tracked

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

- Committee Conference call scheduled for April 28, 2021; "Town Hall" session for Records Management questions.
- *Note:* a Freedom of information – Advanced webinar is being held September 2021 and will include a session on FOI in relation to release of information pertaining to property files, etc. with the focus being on small communities

J. McDougall

Jeanette McDougall,  
Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update

**DATE:** April 2021

**FROM:** Mokles Rahman, CAO

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

### A. OPERATIONS:

- Kendrick lift station failure: On April 15, 2021, Thursday, around 7:00 pm Kendrick Lift Station (located at the intersection of Dudley Drive and Holland Street) failed. Because of age, one pump discharge line inside the wet well broken. This caused the sewage to continue circulate within the wet well and not able to pump-out. Vac truck was called to pump down sewage at night and brought a contractor to fix the problem on Friday, and finally the problem was fixed on Saturday.
- Beryl Prairie Water Stand: At the end of the work time on April 6, 2021, the Beryl Prairie water stand went out of service. The well pump had faulted out which may be because of power surge or the well pump overheated. There was at least one disappointed customer complaint about the problems and wanted the service immediately. But from 6:00pm the pump started working again automatically without any repair or maintenance.
- Water Treatment Plant: Operators are spending a significant amount of time in the Plant, even though the Substantial Completion Certificates are not yet issued.
- Continue flushing of hydrants in the Jamison subdivision areas to have improved chlorine residual.
- Performing preparatory work for grounds keeping, swimming pool repair, sweeping, grading of roads etc.
- By following the COVID guidelines, effective May 3, 2021, Public Works employees will be divided into 2 groups (like last year). One group including Acting Lead Hand will start at 7:30am and another group at 8:00am. Coffee and lunch breaks will be staggered.

### B. Capital Projects:

1. MacDougall Street Rehab: Issued Notice of Award to Knappett Industries for the Rehabilitation of the MacDougall Street.
2. Lynx Creek Re-pavement (Ph-2): Issued Notice of Award to DGS Astro Paving for the Re-Pavement of the Lynx Creek Subdivision Road.

**SR6**

3. Arena and Curling Rink condenser replacement: Awarded the contract to Yeti Refrigeration to replace the existing condenser at the Arena and reinstall the old Arena condenser at the curling rink. Contractor supposed perform the work sometimes in June-July.
4. Water Mixers: Council rejected the bids received for the water mixer for the reservoir and directed administration to review the scope of work and re-issue a revised RFP for the water quality improvement at the water reservoirs. Working on revising the RFP targeting water mixers only.
5. Capital projects 2021: In the process of tendering other capital projects of 2021 such as Beryl Prairie subdivision culvert replacement, Carter street & Post office culvert replacement, Arena door and water heater replacement, Restroom block for Dinosaur Lake Campground, ATV Campground etc.

**C. Operating Projects:**

1. East welcome sign: Awarded the contract to ArcTech Welding and Machining for the replacement of the East Welcome Sign.
2. Street and Traffic Bylaw: Awarded the contract to L & M Engineering Limited for the update of the Street and Traffic Bylaw.

**UPCOMING ACTIVITIES:**

- Tendering other capital and operating projects of 2021.
- Prepare contract documents for 2 capital projects.
- Installation of East welcome sign.
- Summer employees will be on board from May 3, 2021. Orientation will be organized at the Public Works Shop by following the COVID guidelines.

Prepared by:



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Mokles Rahman, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Update

**DATE:** April 19, 2021

**FROM:** Brad Milton, Director of Protective Services

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

- From March 16 – April 19, there were 6 calls for service. 3 – First Responder calls, 1 - Motor Vehicle Fire, 1 – Duty Officer Investigation and 1 – Brush Fire.
- HHFR Wildfire preparations are Complete, all vehicles have been equipped for response.
- HHFR has temporarily ceased in person training and reverted to online education as a circuit breaker measure due to an up tic in COVID -19 cases in the Province.
- Chief Milton attended the WSPP 1 Wildland introduction course held in Charlie Lake.
- Chief Milton and 2 members attended the Wildland Urban Interface Structural Protection Course put on in Charlie Lake, HHFR also assisted the course by supplying our Structural Protection trailer.
- There have been no bylaw complaints.

It's a great day to be a Hudson's Hope Firefighter.

Prepared by:



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Brad Milton, Director of Protective Services

**SR7**

## THE DISTRICT OF HUDSON'S HOPE

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

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

- Working on Director of Public Works recruitment. This is the third time at trying to find a suitable candidate for the position of Director of Public Works and Engineering. Competition closes on April 1<sup>st</sup>.
- Submitted DOHH Gravel Pit License of Occupation to the Province. Response from the Province was received on April 20, 2021. Addressing questions put forward by the Province.
- ATV Campground. Brian Paterson has been contacted to undertake the 'Bat Survey' required by the Province. *Brian is a registered professional biologist with the College of Applied Biology (R.P.Bio #2314) who has been working with bats in British Columbia, and particularly the Peace Region, for more than a decade.* Survey should be completed within the next month.

### Upcoming

- Once the bat survey is completed and the results submitted to the Province, issue RFP for land clearing work at Dinosaur Lake ATV Campground.
- Work with Union on Lead Hand Job Description to incorporate Water Treatment Plant qualifications. It is likely the Water Treatment Plant will be classified a Level III Facility.
- Continue work on the 2020 Annual Report. The report must be presented at a public meeting before June 29 each year and made available for public inspection at least 14 days prior to that meeting.



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Chris Cvik

**SR8**

# REQUEST FOR DECISION

RFD#:	2021MR13	Date:	April 15, 2021
Meeting#:	CM042621	Originator:	Mokles Rahman
RFD TITLE: 2021 Adoption of Financial Plan (2021 - 2025)			

## RECOMMENDATION / RESOLUTION:

***THAT** Council approve First, Second, and Third Reading to Bylaw No. 920, 2021 - A Bylaw to Adopt a Financial Plan for 2021 - 2025.*

## BACKGROUND:

All municipalities must adopt a property tax bylaw each year. The property tax bylaw must be adopted after the annual budget (financial plan) has been approved by Council. The rationale is that based on the tax revenue requirements in the annual budget, the District will set its' municipal tax rates to raise the required revenue from the nine different classes of properties. The annual tax rate bylaw must be adopted before May 15<sup>th</sup> of each year. This year the deadline is May 14, 2021.

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

## DISCUSSION:

Council received the annual Operations Budget and Capital Budget for discussion on March 8, 2021. Like last year we are under COVID situation, and, as a result, Administration did not consider property tax increases and kept the tax rates the same as for 2020. However, most of the operating expenses considered a 2% increase to keep up with targeted inflation. Property tax rates have not increased in the last several years.

Please note that while the municipal rate is the same, the amount requisitioned from the Peace River Regional District for such services as 911, Solid Waste, and the Peace River Regional Hospital District has increased.

## FINANCIAL:

The proposed 2021 budget for the District of Hudson's Hope is \$7,919,742. This is based on the combined Operating Budget of \$5,841,192 and Capital Budget of \$2,078,550 (plus \$30,000 for the Community Hall reserve).

**B1**

Based on BC Assessment, as of March 31, 2021, the overall property tax requisition for 2021 is \$2,315,203, of which \$332,696 is the residential requisition. This property tax requisition is the updated number, which was different in the Draft Operating Budget.

For comparative purposes, the 2020 budget was \$7,302,954 and the 2019 budget was \$6,104,969. The overall property tax requisition in 2020 was \$2,310,684 of which \$346,312 was the residential requisition so residential taxes decreased slightly in 2021.

**OTHER:**

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

**Attachment(s)**

1. Bylaw No. 920, 2021 – District of Hudson's Hope Five Year Financial Plan (2021 - 2025)
2. Attachment B – 2021 Financial Plan Summary

Prepared by:



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Mokles Rahman, CAO





## BYLAW NO. 920, 2021

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### A Bylaw to Adopt a Financial Plan for 2021 to 2025

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

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

This Bylaw shall be cited as the "Annual Financial Plan Bylaw No. 920, 2021."

1. Schedule "A" which is attached to and forms part of this Bylaw, is adopted as the Financial Plan of the District of Hudson's Hope for the years 2021 to 2025.
2. Schedule "B" which is attached to and forms part of this Bylaw, is adopted as the Statement of Objectives and Policies of the District of Hudson's Hope for the years 2021 to 2025.
3. Annual Financial Plan Bylaw No. 917, 2020, is hereby repealed.

Read a First Time on this 26th day of April, 2021  
Read a Second Time on this 26th day of April, 2021  
Read a Third Time on this 26th day of April, 2021

Adoption of Bylaw on this \_\_\_\_\_ day of May, 2021

\_\_\_\_\_  
Dave Heiberg, Mayor

\_\_\_\_\_  
Jeanette McDougall, Corporate Officer

Certified a true copy of Bylaw No. 920, 2021  
this \_\_\_\_\_ day of May 2021.

\_\_\_\_\_  
Corporate Officer

# **Bylaw 920, 2021 - Schedule A**

## **2021 Annual Financial Plan Summary**

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>REVENUE</b>					
Property Taxes	-2,315,203	-2,361,507	-2,408,737	-2,456,912	-2,506,050
Grants in Lieu	-1,870,171	-1,907,574	-1,945,726	-1,984,640	-2,024,333
Grants Other	-1,141,045	-1,163,866	-1,187,143	-1,210,886	-1,235,104
General Government Services	-47,750	-48,705	-49,679	-50,673	-51,686
ICBC	-141,911	-144,749	-147,644	-150,597	-153,609
Protective Services	-13,150	-13,413	-13,681	-13,955	-14,234
Bylaw	-8,750	-8,925	-9,104	-9,286	-9,471
Asset Management	-60,000	-61,200	-62,424	-63,672	-64,946
Public Works	-11,650	-11,883	-12,121	-12,363	-12,610
Environmental & Public Health	-88,125	-89,888	-91,685	-93,519	-95,389
Auxiliary Facilities & Recreation	-144,050	-146,931	-149,870	-152,867	-155,924
Lands	-1,000	-1,020	-1,040	-1,061	-1,082
Economic Development	-16,200	-16,524	-16,854	-17,192	-17,535
Water	-167,750	-171,105	-174,527	-178,018	-181,578
Sewer	-83,143	-84,806	-86,502	-88,232	-89,997
<b>General Operations Revenue</b>	<b>-\$ 6,109,898</b>	<b>-\$ 6,232,096</b>	<b>-\$ 6,356,738</b>	<b>-\$ 6,483,873</b>	<b>-\$ 6,613,550</b>
<b>CHANGE IN SURPLUS</b>					
General Reserves Change	-874,416	-1,576,524	-1,301,055	-2,817,604	-1,406,768
Water Reserves Change	-406,700	-373,593	-875,065	-1,576,566	-728,097
Sewer Reserve Change	-528,729	-605,803	-307,919	-410,078	-412,279
<b>Total Change in Surplus</b>	<b>-\$ 1,809,844</b>	<b>-\$ 2,555,920</b>	<b>-\$ 2,484,039</b>	<b>-\$ 4,804,248</b>	<b>-\$ 2,547,144</b>
<b>Total Revenue / Surplus</b>	<b>-\$ 7,919,742</b>	<b>-\$ 8,788,016</b>	<b>-\$ 8,840,777</b>	<b>-\$ 11,288,120</b>	<b>-\$ 9,160,695</b>
<b>OPERATION EXPENDITURES</b>					
Council	151,193	154,217	157,301	160,447	163,656
Grant in AID	479,371	488,958	498,738	508,712	518,887
GGS	1,211,170	1,235,393	1,260,101	1,285,303	1,311,009
ICBC	84,900	86,598	88,330	90,097	91,898
Protective Services	357,300	364,446	371,735	379,170	386,753
Bylaw	65,040	66,341	67,668	69,021	70,401
Asset Management	17,120	17,462	17,812	18,168	18,531
Public Works	1,913,199	1,951,463	1,990,492	2,030,302	2,070,908
Environmental & Public Health	66,000	67,320	68,666	70,040	71,441
Auxiliary Facilities & Recreation	1,040,628	1,061,441	1,082,669	1,104,323	1,126,409
Lands	17,500	17,850	18,207	18,571	18,943
Economic Development	11,000	11,220	11,444	11,673	11,907
Water	239,900	244,698	249,592	254,584	259,675
Sewer	186,872	190,609	194,421	198,310	202,276
<b>Total Operations Expense</b>	<b>\$ 5,841,192</b>	<b>\$ 5,988,016</b>	<b>\$ 6,077,177</b>	<b>\$ 6,198,720</b>	<b>\$ 6,322,695</b>
<b>CAPITAL EXPENDITURES</b>					
General Capital Expenditures	1,319,000	2,030,000	1,763,600	3,289,400	1,888,000
Water Capital Expenditures	334,550	300,000	800,000	1,500,000	650,000
Sewer Capital Expenditures	425,000	500,000	200,000	300,000	300,000
<b>Total Capital Expenditures</b>	<b>\$ 2,078,550</b>	<b>\$ 2,830,000</b>	<b>\$ 2,763,600</b>	<b>\$ 5,089,400</b>	<b>\$ 2,838,000</b>
<b>Total Expenditures</b>	<b>\$ 7,919,742</b>	<b>\$ 8,788,016</b>	<b>\$ 8,840,777</b>	<b>\$ 11,288,120</b>	<b>\$ 9,160,695</b>

## **BYLAW No. 920, 2021 – Schedule B**

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

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

### **Funding Sources**

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2021.

For the 2021 fiscal year Property taxes form the largest portion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

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

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

### **Objective**

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

### **Policies**

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

**Table 1: Sources of Revenue**

<b>REVENUE SOURCE 2021</b>	<b>DOLLAR VALUE</b>	<b>% OF REVENUE</b>
Property Taxes	2,315,203	37.89
Grants in Lieu	1,870,171	30.61
Grants Other	1,141,045	18.68
User Fees & Charges	330,040	5.40
Parcel Tax	7,214	0.12
Other Sources	446,225	7.30
<b>TOTAL</b>	<b>6,109,898</b>	<b>100.00</b>

### **Distribution of Property Tax Rates**

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

### **Objectives**

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

### **Policies**

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

**Table 2: Distribution of Property Tax Rates**

<b>PROPERTY CLASS 2021</b>	<b>DOLLAR VALUE</b>	<b>% OF REVENUE</b>
Residential	332,696	14.68
Utilities	1,601,801	70.67
Major Industry	15,385	0.68
Light Industry	179,669	7.93
Business	128,568	5.67
Recreation/non-profit	803	0.04
Farm Taxes	7,565	0.33
<b>TOTAL</b>	<b>2,266,482</b>	<b>100.00</b>
Other Taxes	48,721	
<b>Property Tax Total</b>	<b>2,315,203</b>	

### **Permissive Tax Exemptions**

The District of Hudson's Hope has an existing permissive tax exemption (Bylaw No. 908, 2019 and amending Bylaw No. 919, 2020) that guides the administration and approval of permissive tax exemptions. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:

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

### **Objective**

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

### **Policies**

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



GL CODE	2021 BUDGET GENERAL GOVERNMENT SERVICES BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>TAXES REVENUE</b>					
01-10-1000-4002	PENALTIES	-9,969	-10,000	-8,178	-10,000
01-10-1000-4003	INTEREST ON ARREARS	-3,991	-2,000	-3,203	-2,000
01-10-1000-4004	INTEREST ON DELINQUENT	-830	-1,000	-967	-1,000
01-10-1000-4101	RESIDENTIAL TAXES	-347,373	-346,868	-346,312	-332,696
01-10-1000-4102	UTILITIES TAXES	-1,389,350	-1,570,034	-1,570,034	-1,601,801
01-10-1000-4103	MAJOR INDUSTRY TAXES	-190,455	-197,097	-197,097	-195,050
01-10-1000-4104	BUSINESS TAXES	-140,534	-141,705	-141,705	-128,568
01-10-1000-4105	RECREATIONAL/NON PROFIT TAXES	-3,966	-684	-684	-803
01-10-1000-4106	FARM TAXES	-7,294	-7,562	-7,562	-7,565
01-10-1000-4107	TWELVE MILE ELECTRICAL EXTENSION	-3,382	-2,536	-2,536	-2,536
01-10-1000-4110	1% REVENUE GRANT TAX	-12,299	-121,907	-11,964	-11,695
01-10-1000-4111	3% FRANCHISE FEE	-13,530	-14,401	-13,715	-14,265
01-10-1000-4112	1% EASTLINK	-1,636	-661	0	-500
01-10-1000-4113	1% FORTIS	-4,327	-4,295	-4,295	-4,295
01-10-1000-4114	1% TELUS	-2,489	-2,430	-2,430	-2,430
	<b>TOTAL TAXES REVENUE</b>	<b>-2,131,425</b>	<b>-2,423,180</b>	<b>-2,310,684</b>	<b>-2,315,203</b>
<b>GRANTS IN LIEU OF TAXES</b>					
01-10-1001-4201	FEDERAL GOVERNMENT (PILT RCMP & CP)	-15,535	-7,700	-13,817	-13,500
01-10-1001-4202	PROVINCIAL GOVERNMENT (PILT BC LIQUOR)	-3,993	-5,500	-3,304	-3,300
01-10-1001-4203	BC HYDRO GRANT IN LIEU	-145,820	-121,907	-121,907	-136,897
01-10-1001-4204	BC HYDRO DAMS/RESERVOIR	-1,561,700	-1,634,851	-1,634,851	-1,716,474
	<b>TOTAL GRANTS IN LIEU OF TAXES</b>	<b>-1,727,048</b>	<b>-1,769,958</b>	<b>-1,773,879</b>	<b>-1,870,171</b>
<b>GRANT REVENUE</b>					
01-10-1003-4206	PEACE RIVER AGREEMENT (FAIR SHARE)	-732,616	-702,000	-700,284	-697,196
01-10-1003-4207	UNCONDITIONAL GRANT FUNDING	-303,236	-311,000	-311,198	-311,000
01-10-1003-4208	FEDERAL GAS TAX GRANT	-195,835	-97,849	-97,869	-97,849
01-10-1003-4210	PROV GRANTS- OTHER (NDI/COMM REC/COVID)	0	0	-499,000	0
01-10-1003-4611	BCH - CMA PARTNERING RELATIONS (SITE C)	-148,495	-50,000	-10,029	-35,000
	<b>TOTAL GRANT REVENUE</b>	<b>-1,380,181</b>	<b>-1,160,849</b>	<b>-1,618,380</b>	<b>-1,141,045</b>
<b>GENERAL GOVERNMENT SERVICES REVENUE</b>					
01-10-1005-4001	BANK INTEREST	-125,780	-35,000	-59,153	-35,000
01-10-1005-4322	INSURANCE % (NEW HRZN/REC COMM/SKI CLUB)	-500	-500	-1,000	-1,500
01-10-1005-4324	BULLETIN ADS	-4,575	-5,500	-7,110	-5,500
01-10-1005-4405	MISCELLANEOUS REVENUE	-8,897	-8,000	-40,740	-5,000
01-10-1005-4411	RETAIL SALES	-756	-2,000	-757	-750
	<b>TOTAL GENERAL GOVERNMENT SERVICES</b>	<b>-140,508</b>	<b>-51,000</b>	<b>-108,760</b>	<b>-47,750</b>
<b>COLLECTION FOR OTHER GOVERNMENT</b>					
01-10-1009-4115	SCHOOL TAX	-2,636,915	-2,649,086	-2,775,361	-2,816,542
01-10-1009-4116	PEACE RIVER REGIONAL DISTRICT	-178,983	-195,510	-195,447	-178,211
01-10-1009-4117	PEACE RIVER REGION HOSPITAL	-224,709	-195,731	-195,666	-231,193
01-10-1009-4118	BC ASSESSMENT AUTHORITY	-35,613	-41,095	-41,090	-39,284
01-10-1009-4119	MUNICIPAL FINANCE AUTHORITY	-76	-82	-82	-81
01-10-1009-4120	POLICING TAX	-102,574	-102,825	-114,140	-113,243
01-10-1009-5050	SCHOOL TAX	2,635,974	2,649,086	2,771,542	2,816,542
01-10-1009-5051	PEACE RIVER REGIONAL DISTRICT	179,654	195,510	195,510	178,211
01-10-1009-5052	PEACE RIVER REGION HOSPITAL	226,720	195,731	195,731	231,193
01-10-1009-5053	BC ASSESSMENT AUTHORITY	35,759	41,095	39,395	39,284
01-10-1009-5054	MUNICIPAL FINANCE AUTHORITY	77	82	82	81
01-10-1009-5055	POLICING TAX	102,580	102,825	113,600	113,243
	<b>TOTAL COLLECTION FOR OTHER GOVERNMENT</b>	<b>1,893</b>	<b>0</b>	<b>-5,926</b>	<b>0</b>
	<b>TOTAL GENERAL GOVERNMENT REVENUE</b>	<b>-5,377,269</b>	<b>-5,404,987</b>	<b>-5,817,629</b>	<b>-5,374,169</b>

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>COUNCIL EXPENSES</b>					
01-10-1002-5001	COUNCIL STIPENDS & RENUMERATION	77,162	78,000	85,501	89,693
01-10-1002-5017	TRAVEL, MEETINGS, CONFERENCES	39,225	40,000	2,391	30,000
01-10-1002-5019	LOCAL MEETINGS	952	2,000	232	2,000
01-10-1002-5039	ELECTIONS/REFERENDUMS	0	2,500	0	2,500
01-10-1002-5100	COMMUNICATIONS - COUNCIL	3,896	4,500	6,284	7,000
01-10-1002-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	3,744	4,000	884	4,000
01-10-1002-5107	LEGAL FEES	1,532	4,500	0	1,500
01-10-1002-5109	MEMBERSHIP & DUES	1,131	4,000	0	2,000
01-10-1002-5127	SCHOLARSHIP/GRAD EXPENSES	1,252	4,000	1,510	4,000
01-10-1002-5133	AWARDS - VOLUNTEER APPRECIATION	2,018	2,500	0	2,500
01-10-1002-5309	STAFF APPRECIATION	4,078	6,000	3,691	6,000
	<b>TOTAL COUNCIL EXPENSES</b>	<b>134,991</b>	<b>152,000</b>	<b>100,492</b>	<b>151,193</b>
<b>GRANT EXPENSES</b>					
01-10-1003-5038	GRANT IN AID (FINANCIAL ASSIST GRANTS)	37,663	50,700	20,591	50,700
01-10-1003-5708	PROVINCIAL GRANT EXPENSE (COVID)	0	0	68	428,671
	<b>TOTAL GRANT EXPENSES</b>	<b>37,663</b>	<b>50,700</b>	<b>20,659</b>	<b>479,371</b>
<b>GENERAL GOVERNMENT SERVICES EXPENSES</b>					
01-10-1005-5002	WAGES (GGS)	338,235	425,000	472,449	440,000
01-10-1005-5006	WAGES BENEFITS (GGS)	337,443	158,100	172,375	88,000
01-10-1005-5017	TRAVEL	12,467	12,500	3,985	10,000
01-10-1005-5018	TRAINING AND DEVELOPMENT	7,429	25,000	4,134	20,000
01-10-1005-5024	CUSTODIAN WAGES	24,251	27,500	51,210	56,100
01-10-1005-5034	BAD DEBT EXPENSE	0	0	7,163	0
01-10-1005-5100	COMMUNICATIONS - GGS	22,618	22,500	21,859	22,500
01-10-1005-5101	NATURAL GAS	6,127	5,650	7,134	7,200
01-10-1005-5102	ELECTRICITY	4,098	4,810	5,159	4,810
01-10-1005-5103	POSTAGE	4,045	7,000	4,959	6,000
01-10-1005-5104	COURIER & FREIGHT	745	1,500	0	0
01-10-1005-5105	ADVERTISING	547	2,000	1,651	2,000
01-10-1005-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	1,168	2,000	65	1,000
01-10-1005-5107	LEGAL FEES	81,868	35,000	39,576	35,000
01-10-1005-5108	AUDIT FEES	40,649	45,000	38,829	45,000
01-10-1005-5109	MEMBERSHIP & DUES	3,982	4,000	4,369	4,500
01-10-1005-5110	INSURANCE	76,705	80,000	91,813	125,000
01-10-1005-5111	SUPPLIES	29,871	29,500	37,945	37,500
01-10-1005-5112	LICENCES & PERMITS	223	500	631	500
01-10-1005-5113	EQUIPMENT RENTALS & LEASES	39,164	44,600	37,785	40,000
01-10-1005-5117	PROTECTIVE CLOTHING/FIRST AID	0	500	1,116	500
01-10-1005-5118	BUILDING MAINTENANCE & REPAIRS	5,609	25,500	7,088	10,000
01-10-1005-5124	CONTRACT SERVICES (PHOTO COPIER MAINT)	148,181	68,840	55,539	60,000
01-10-1005-5128	SITE C EXPENSES	141,507	5,000	20,931	35,000
01-10-1005-5130	BANK CHARGES & PAYROLL COSTS	6,937	9,000	3,988	7,000
01-10-1005-5131	RETAIL SALES EXPENSE (GGS)	0	5,000	461	1,000
01-10-1005-5750	MFA PYMT: TWELVE MILE RD ELECTRICAL EXT.(INT)	398	398	795	795
01-10-1005-5751	MICELLANEOUS BANK CHARGES/NSF CHARGES	0	3,000	0	0
01-10-1005-5764	MFA PAYMENT: 12 MILE (PRINCIPLE)	2,163	2,163	1,765	1,765
01-10-1005-5774	CONTINGENCY FUND	78,753	150,000	73,369	150,000
	<b>TOTAL GGS EXPENSES</b>	<b>1,415,182</b>	<b>1,201,561</b>	<b>1,168,144</b>	<b>1,211,170</b>
	<b>TOTAL GOVERNMENT SERVICES EXPENSES</b>	<b>1,587,835</b>	<b>1,404,261</b>	<b>1,289,296</b>	<b>1,841,734</b>
<b>OTHER GOVERNMENT SERVICES EXPENSES</b>					
<b>ICBC REVENUE</b>					
01-10-1006-4313	HUNTING & FISHING LICENCES REVENUE	-7,948	-8,350	-7,260	-7,500
01-10-1006-4319	TELUS TOWER RENTAL	-4,411	-4,411	-4,411	-4,411
01-10-1006-4320	ICBC COMMISSIONS	-140,221	-110,000	-128,570	-130,000
		-152,580	-122,761	-140,241	-141,911



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



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

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

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



GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>VISITOR CENTER BUDGET</b>					
<b>VISITOR INFORMATION CENTER REVENUE</b>					
01-17-1702-4205	TOURISM BC GRANT	-11,007	-10,000	-11,000	-10,000
01-17-1702-4411	RETAIL SALES	-1,240	-1,650	-801	-1,650
	<b>TOTAL VISITOR INFORMATION CENTER REVENUE</b>	<b>-12,247</b>	<b>-11,650</b>	<b>-11,801</b>	<b>-11,650</b>
<b>VISITOR INFORMATION CENTER EXPENSES</b>					
01-17-1702-5003	WAGES SEASONAL (INFO)	37,560	38,130	35,581	39,000
01-17-1702-5006	WAGES BENEFITS (INFO)	0	0	0	7,800
01-17-1702-5017	TRAVEL	0	500	0	0
01-17-1702-5018	INFO CTR TRAINING	674	1,000	0	0
01-17-1702-5100	COMMUNICATIONS - VIS CENT	4,484	4,200	4,557	4,600
01-17-1702-5102	ELECTRICITY	1,861	1,850	2,165	2,000
01-17-1702-5105	ADVERTISING - INFO CTR TOURISM	5,639	7,000	6,130	7,000
01-17-1702-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	6,246	9,500	2,641	9,500
01-17-1702-5109	MEMBERSHIP & DUES	38	1,400	0	0
01-17-1702-5111	SUPPLIES	543	2,500	446	500
01-17-1702-5116	UNIFORMS	44	600	0	0
01-17-1702-5124	CONTRACT SERVICES	0	650	0	0
01-17-1702-5131	RETAIL SALES	78	1,000	0	1,000
01-17-1702-5903	O & M VISITORS CENTER	2,440	25,000	611	25,000
	<b>TOTAL VISITOR INFORMATION CENTER EXPENSES</b>	<b>59,607</b>	<b>93,330</b>	<b>52,131</b>	<b>96,400</b>
<b>CURLING CLUB BUDGET</b>					
<b>CURLING CLUB REVENUE</b>					
01-17-1703-4308	CURLING CLUB RENTAL/LEASE	-10,000	-10,000	0	-10,000
	<b>TOTAL CURLING CLUB REVENUE</b>	<b>-10,000</b>	<b>-10,000</b>	<b>0</b>	<b>-10,000</b>
<b>CURLING CLUB EXPENSES</b>					
01-17-1703-5100	COMMUNICATIONS - CURLING	2,457	2,500	2,772	2,800
01-17-1703-5101	NATURAL GAS	3,845	4,000	4,618	4,200
01-17-1703-5102	ELECTRICITY	3,667	3,500	2,685	3,500
01-17-1703-5906	O & M CURLING RINK	12,843	14,000	7,823	45,000
	<b>TOTAL CURLING CLUB EXPENSES</b>	<b>22,812</b>	<b>24,000</b>	<b>17,898</b>	<b>55,500</b>
<b>COMMUNITY HALL BUDGET</b>					
<b>COMMUNITY HALL REVENUE</b>					
01-17-1704-4332	COMMUNITY HALL RENTALS	0	-2,500	-700	-1,700
	<b>TOTAL COMMUNITY HALL REVENUE</b>	<b>0</b>	<b>-2,500</b>	<b>-700</b>	<b>-1,700</b>
<b>COMMUNITY HALL EXPENSES</b>					
01-17-1704-5100	COMMUNICATIONS - COMM HALL	0	0	1,086	1,300
01-17-1704-5101	NATURAL GAS	0	3,000	2,111	3,000
01-17-1704-5102	ELECTRICITY	0	1,500	817	1,530
01-17-1704-5907	O & M COMMUNITY HALL	0	17,000	6,832	15,000
	<b>TOTAL COMMUNITY HALL EXPENSES</b>	<b>0</b>	<b>21,500</b>	<b>10,845</b>	<b>20,830</b>
<b>LIBRARY BUDGET</b>					
<b>LIBRARY REVENUE</b>					
01-17-1705-4307	LIBRARY IT MAINTENANCE COSTS	-9,599	-9,600	-9,599	-9,600
	<b>TOTAL LIBRARY REVENUE</b>	<b>-9,599</b>	<b>-9,600</b>	<b>-9,599</b>	<b>-9,600</b>
<b>LIBRARY EXPENSES</b>					
01-17-1705-5038	GRANT IN AID	121,103	122,314	122,314	123,537
01-17-1705-5119	BUILDING MAINTENANCE & REPAIRS	15,919	55,000	2,519	55,000
01-17-1705-5124	CONTRACT SERVICES (IT MNTHLY MAINT)	8,799	12,500	10,399	9,600
	<b>TOTAL LIBRARY EXPENSES</b>	<b>145,820</b>	<b>189,814</b>	<b>135,232</b>	<b>188,137</b>

GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>PARK BUDGET</b>					
<b>PARK REVENUE</b>					
01-17-1706-4203	BC HYDRO/TREE PROGRAM	0	0	0	0
	<b>TOTAL PARK REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PARKS EXPENSES</b>					
01-17-1706-5101	NATURAL GAS	460	500	426	500
01-17-1706-5102	ELECTRICITY	1,748	2,200	3,008	3,100
01-17-1706-5120	MATERIALS & SUPPLIES	0	10,200	7,343	10,200
01-17-1706-5132	TREE PROGRAM EXPENSES	600	1,150	1,039	1,000
01-17-1706-5902	O & M PARKS	11,856	28,850	14,643	30,000
	<b>TOTAL PARKS EXPENSES</b>	<b>14,664</b>	<b>42,900</b>	<b>26,459</b>	<b>44,800</b>
<b>CAMPGROUNDS BUDGET</b>					
<b>CAMPGROUNDS REVENUE</b>					
01-17-1707-4402	PASS FEES	-5,142	-6,000	-4,997	-6,000
01-17-1707-4405	MISCELLANEOUS REVENUE	-6,512	-6,500	-10,007	-6,500
01-17-1707-4406	ALWIN HOLLAND PASS	-1,888	-3,000	-1,850	-2,000
01-17-1707-4407	CAMERON LAKE PASS	-20,486	-2,500	-23,515	-25,000
01-17-1707-4409	DINOSAUR LAKE PASS	-13,765	-1,500	-10,445	-11,000
01-17-1707-4410	KING GETHING PASS	-2,081	-3,000	-1,001	-2,000
	<b>TOTAL CAMPGROUNDS REVENUE</b>	<b>-49,875</b>	<b>-22,500</b>	<b>-51,815</b>	<b>-52,500</b>
<b>CAMPGROUNDS EXPENSES</b>					
01-17-1707-5100	COMMUNICATIONS - CAMPGROUNDS	116	150	327	7,625
01-17-1707-5111	SUPPLIES	61	150	0	0
01-17-1707-5113	EQUIPMENT RENTALS & LEASES	0	500	0	0
01-17-1707-5905	O & M CAMPGROUNDS	13,333	13,100	6,338	15,000
	<b>TOTAL CAMPGROUNDS EXPENSES</b>	<b>13,510</b>	<b>13,900</b>	<b>6,665</b>	<b>22,625</b>
<b>SPECIAL EVENTS BUDGET</b>					
<b>SPECIAL EVENTS REVENUE</b>					
01-17-1708-4214	GRANTS - OTHER (CANADA DAY)	-23,017	-30,000	-1,300	-2,600
01-17-1708-4215	PROGRAM REGISTRATIONS	-11,695	-9,000	-350	-9,000
01-17-1708-4321	SUMMER STUDENT WORK EXPERIENCE	-5,712	0	0	-5,000
01-17-1708-4330	WINTER CARNIVAL DONATIONS	-10,950	-6,500	-8,915	-6,500
01-17-1708-4331	DONATIONS	0	-10,000	-625	-500
	<b>TOTAL SPECIAL EVENTS REVENUE</b>	<b>-51,374</b>	<b>-55,500</b>	<b>-11,190</b>	<b>-23,600</b>
<b>SPECIAL EVENTS EXPENSES</b>					
01-17-1708-5002	WAGES (REC)	66,093	62,007	62,673	64,800
01-17-1708-5003	WAGES CASUAL (REC)	18,727	5,000	0	15,000
01-17-1708-5006	WAGES BENEFITS (SEC)	0	0	1,943	15,960
01-17-1708-5017	TRAVEL	1,708	3,000	514	1,500
01-17-1708-5018	TRAINING AND DEVELOPMENT	1,238	3,000	392	3,000
01-17-1708-5030	SPECIAL EVENTS CONTRACT & FIT FOR LIFE	11,860	14,000	4,077	13,000
01-17-1708-5031	SPECIAL EVENTS EXPENSES	24,557	28,000	8,710	28,000
01-17-1708-5100	COMMUNICATIONS - SPECIAL EVENTS	1,032	1,000	1,426	1,500
01-17-1708-5109	MEMBERSHIP & DUES	400	500	405	500
01-17-1708-5111	SUPPLIES	87	1,000	1,773	0
01-17-1708-5308	WINTER CARNIVAL EXPENSES	9,415	22,000	10,616	15,000
01-17-1708-5311	SPECIAL PROJECTS: DESIGN & PRINTING TRAIL MAPS	16,467	5,000	33	5,000
	<b>TOTAL SPECIAL EVENTS EXPENSES</b>	<b>151,584</b>	<b>144,507</b>	<b>92,564</b>	<b>163,260</b>

GL CODE	2021 BUDGET LANDS BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>LANDS</b>					
01-18-1800-4316	LAND USE APPLICATION FEES	30	-1,000	-1,600	-1,000
01-18-1800-4325	SITE C TECHNICAL SUPPORT	0	-378,400	-366,140	0
	<b>TOTAL LANDS DEVELOPMENT REVENUE</b>	<b>30</b>	<b>-379,400</b>	<b>-367,740</b>	<b>-1,000</b>
<b>LANDS</b>					
01-18-1800-5034	BYLAW EXPENSE	3,131	5,000	2,589	5,000
01-18-1800-5107	LEGAL FEES	0	8,500	3,930	8,500
01-18-1800-5303	SURVEY/MAPPING/GIS	0	1,000	0	0
01-18-1800-5405	LUCAS SUBDIVISION - MARKETING/GRADING	0	15,000	8,135	4,000
		<b>3,131</b>	<b>29,500</b>	<b>14,654</b>	<b>17,500</b>
<b>MUSEUM BUDGET</b>					
<b>MUSEUM EXPENSES</b>					
01-17-1709-5038	GRANT IN AID	85,800	86,708	86,708	87,576
	<b>TOTAL MUSEUM EXPENSES</b>	<b>85,800</b>	<b>86,708</b>	<b>86,708</b>	<b>87,576</b>
<b>NEW HORIZONS BUDGET</b>					
<b>NEW HORIZONS</b>					
01-17-1711-5119	NEW HORIZONS BUILDING REPAIRS & MAINT	41	10,000	122	15,000
	<b>TOTAL NEW HORIZONS RECPENES</b>	<b>41</b>	<b>10,000</b>	<b>122</b>	<b>15,000</b>
<b>ECONOMIC DEVELOPMENT BUDGET</b>					
<b>ECONOMIC DEVELOPMENT REVENUE</b>					
01-19-1900-4210	PROV GRANTS- OTHER (NDI/COMM REC)	-15,599	0	-15,548	-15,000
01-19-1900-4405	MISCELLANEOUS REVENUE	0	-500	-1,356	-1,200
	<b>TOTAL ECON DEV REV</b>	<b>-15,599</b>	<b>-500</b>	<b>-16,904</b>	<b>-16,200</b>
<b>ECONOMIC DEVELOPMENT EXPENSES</b>					
01-19-1900-5400	O & M ENVIRONMENTAL CTO SIGNS	11,225	11,000	1,203	11,000
	<b>TOTAL ECON DEV EXP</b>	<b>11,225</b>	<b>11,000</b>	<b>1,203</b>	<b>11,000</b>
<b>WATER &amp; TREATMENT BUDGET</b>					
<b>WATER TREATMENT &amp; DISTRIBUTION REVENUE</b>					
04-40-4000-4501	WATER - RESIDENTIAL CHARGES	-113,984	-115,250	-113,801	-115,250
04-40-4000-4502	WATER - COMMERCIAL WATER STAND CHARGES	-87,282	-40,000	-40,086	-40,000
04-40-4000-4503	WATER - RESIDENTIAL WATER STAND CHARGES	-5,699	-6,200	-5,933	-6,200
04-40-4000-4507	WATER - METERED CHARGES	-7,561	-8,500	-11,339	-8,500
04-40-4000-4512	WATER - DISCOUNTS	3,331	3,200	3,212	3,200
	<b>TOTAL WATER TREATMENT &amp; DIST REVENUE</b>	<b>-211,194</b>	<b>-166,750</b>	<b>-167,947</b>	<b>-166,750</b>
<b>WATER CONNECTION REVENUE</b>					
04-40-4001-4504	CONNECTION & SERVICE CHARGES	0	-1,000	0	-1,000
	<b>TOTAL WATER CONECTION REVENUE</b>	<b>0</b>	<b>-1,000</b>	<b>0</b>	<b>-1,000</b>
	<b>TOTAL WATER REVENUE</b>	<b>-211,194</b>	<b>-167,750</b>	<b>-167,947</b>	<b>-167,750</b>



GL CODE	2021 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>WATER TREATMENT &amp; DISTRIBUTION EXPENSES</b>					
04-40-4000-5002	WAGES (WATER)	40,747	72,930	49,118	65,000
04-40-4000-5004	WAGES OVERTIME (WATER)	22,684	20,400	26,406	35,000
04-40-4000-5006	WAGES BENEFITS (WATER)	0	0	792	13,000
04-40-4000-5017	TRAVEL	0	5,500	1,190	2,000
04-40-4000-5018	TRAINING AND DEVELOPMENT	3,172	8,000	4,470	6,500
04-40-4000-5100	COMMUNICATIONS - WATER	6,008	6,120	6,240	6,300
04-40-4000-5102	ELECTRICITY	49,087	51,050	58,747	65,000
04-40-4000-5104	COURIER & FREIGHT	514	765	494	600
04-40-4000-5112	LICENCES & PERMITS	1,474	2,550	913	1,500
04-40-4000-5124	CONTRACT SERVICES	1,360	5,000	0	5,000
04-40-4000-5800	O & M WATER TREATMENT AND DISTRIBUTION	76,836	81,090	29,222	40,000
	<b>TOTAL WATER TREATMENT EXPENSES</b>	<b>201,881</b>	<b>253,405</b>	<b>177,592</b>	<b>239,900</b>
	<b>TOTAL WATER EXPENSES</b>	<b>201,881</b>	<b>253,405</b>	<b>177,592</b>	<b>239,900</b>
<b>WASTE WATER BUDGET</b>					
<b>WASTE WATER REVENUE</b>					
05-50-5000-4405	MISCELLANEOUS REVENUE	0	0	-10,000	0
05-50-5000-4502	SEWER - RESIDENTIAL CHARGE	-70,163	-70,165	-69,549	-70,165
05-50-5000-4505	SEWER - LAGOON DUMPS	-5,550	-5,500	-3,375	-5,500
05-50-5000-4508	SEWER - METERED CHARGES	-3,914	-4,000	-4,709	-4,000
05-50-5000-4513	SEWER - DISCOUNTS	2,065	2,200	2,011	2,200
	<b>TOTAL SEWER TREATMENT REVENUE</b>	<b>-77,562</b>	<b>-77,465</b>	<b>-85,622</b>	<b>-77,465</b>
<b>WASTE WATER COLLECTION REVENUE</b>					
05-50-5001-4504	CONNECTION & SERVICE CHARGES	0	-1,000	0	-1,000
05-50-5001-4514	THOMPSON SEWER BYLAW NO# 877	-4,678	-4,678	-4,678	-4,678
	<b>TOTAL WASTE WATER COLLECTION REVENUE</b>	<b>-4,678</b>	<b>-5,678</b>	<b>-4,678</b>	<b>-5,678</b>
	<b>TOTAL SEWER REVENUE</b>	<b>-82,240</b>	<b>-83,143</b>	<b>-90,300</b>	<b>-83,143</b>
<b>WASTE WATER EXPENSES</b>					
05-50-5000-5002	WAGES (SEWER)	36,939	47,940	23,193	35,000
05-50-5000-5004	WAGES OVERTIME (SEWER)	28,190	12,750	18,234	20,000
05-50-5000-5006	WAGES BENEFITS (SEWER)	0	0	278	7,000
05-50-5000-5017	TRAVEL		1,500	0	1,500
05-50-5000-5018	TRAINING AND DEVELOPMENT	2,127	6,000	760	6,000
05-50-5000-5100	COMMUNICATIONS - SEWER	856	3,030	1,395	1,500
05-50-5000-5101	NATURAL GAS	1,608	1,836	1,422	1,700
05-50-5000-5102	ELECTRICITY	832	1,000	-5,334	1,020
05-50-5000-5104	COURIER & FREIGHT	0	500	0	600
05-50-5000-5112	LICENCES & PERMITS	531	47,500	11,948	35,552
05-50-5000-5124	CONTRACT SERVICES	929	5,000	5,751	22,000
05-50-5000-5802	O & M SEWER & PIPING	24,569	64,900	32,018	55,000
	<b>TOTAL WASTE WATER EXPENSES</b>	<b>96,580</b>	<b>191,956</b>	<b>89,666</b>	<b>186,872</b>
	<b>TOTAL SEWER EXPENSES</b>	<b>96,580</b>	<b>191,956</b>	<b>89,666</b>	<b>186,872</b>
	<b>TOTAL REVENUE</b>	<b>-6,310,435</b>	<b>-6,534,091</b>	<b>-6,838,590</b>	<b>-6,109,898</b>
	<b>TOTAL OPERATIONS EXPENSES</b>	<b>4,622,959</b>	<b>5,102,439</b>	<b>4,264,870</b>	<b>5,841,192</b>
	<b>NET INCOME (LOSS)</b>	<b>1,687,475</b>	<b>1,431,652</b>	<b>2,573,720</b>	<b>268,706</b>
	<b>CAPITAL ACQUIRED</b>	<b>-932,854</b>	<b>2,200,515</b>	<b>183,546</b>	<b>2,078,550</b>
	<b>CHANGE IN SURPLUS</b>	<b>2,620,329</b>	<b>-768,863</b>	<b>2,390,174</b>	<b>-1,809,844</b>

# Attachment B - 2021 Annual Financial Plan Accumulated Surplus

## 2021 ANNUAL BUDGET

				0.0%	
PRIOR YEAR SURPLUS	Opening Balance	Current Yr. Change	Transfers in/out		Ending Balance
General Surplus	5,539,447.00	444,584.13	-2,265,000.00		3,719,031.13
Water Surplus	239,059.00	-272,150.00	120,000.00		86,909.00
Sewer Surplus	48,893.00	96,271.40	-25,000.00		120,164.40
	5,827,399.00	268,705.53	-2,170,000.00	0.00	3,926,104.53
NP S& CU FUND #	Opening Balance	Capital Projects	Transfers in/out	Interest Incurred	Ending Balance
#211 GEN MACH & EQUIP OFFICE FUND	95,829.00	-83,000.00	75,000.00	0.00	87,829.00
#206 CAP MACH & EQUIP FUND	809,875.00	-1,236,000.00	1,300,000.00	0.00	873,875.00
#209 PROTECTIVE SERVICE FUND	480,469.00	0.00	0.00	0.00	480,469.00
#207 LAND RESERVE FUND	238,734.00	0.00	0.00	0.00	238,734.00
#202 WATER RESERVE FUND	71,384.00	-134,550.00	140,000.00	0.00	76,834.00
#203 SEWER RESERVE FUND	44,445.00	-625,000.00	625,000.00	0.00	44,445.00
#204 TX SALE PRO RESERVE FUND	347,278.00	0.00	0.00	0.00	347,278.00
#210 COMMUNITY HALL FUND	91,265.00	0.00	30,000.00	0.00	121,265.00
	2,179,279.00	-2,078,550.00	2,170,000.00	0.00	2,270,729.00
Total Change	8,006,678.00	-1,809,844.47	0.00	0.00	6,196,833.53



## REQUEST FOR DECISION

RFD#: 2021MR14	Date: April 21, 2021
Meeting#: CM042621	Originator: Mokles Rahman
RFD TITLE: Tax Rate Bylaw No. 921, 2021	

### RECOMMENDATION:

***THAT Council approve First, Second and Third Readings of the “District of Hudson’s Hope Tax Rate Bylaw No. 921, 2021.***

### BACKGROUND:

#### **Community Charter: Annual property tax bylaw**

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

- (a) the bylaw must establish separate rates for each property class, and
- (b) the relationships between the different property class rates must be the same as the relationships established under subsection (3) unless otherwise required under this or another Act.
- (5) If the amount of revenue raised in any year for a body under subsection (1) (b) is more or less than the amount that is required to meet the municipality's obligation, the difference must be used to adjust the rate under subsection (1) (b) for the next year.
- (6) The minimum amount of tax under subsection (1) in any year on a parcel of real property is \$1.
- (7) Property value taxes under subsection (1) are deemed to be imposed on January 1 of the year in which the bylaw under that subsection is adopted, unless expressly provided otherwise by the bylaw or by the enactment under which they are imposed.

**DISCUSSION:**

Section 197 of the *Community Charter* requires municipalities to adopt a bylaw before May 15<sup>th</sup> of each year to impose property taxes. This year the deadline for submission is Friday, May 14, 2021 as May 15 is Saturday. The proposed Tax Rate Bylaw is attached for Council's review and will come back for adoption on May 10, 2021.

**FINANCIAL CONSIDERATIONS:**

There are no tax rate increases for 2021 for all Classes (1- Residential; 2-Utilities; 4-Major Industry; 5- Light Industry; 6-Business; 8-Recreation/Non-profit; 9-Farm).

**ATTACHMENTS:**

1. Draft copy of "District of Hudson's Hope Tax Rate Bylaw 921, 2021".

Prepared by:



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Mokles Rahman, CAO



**DISTRICT OF HUDSON'S HOPE  
Tax Rates Bylaw No. 921, 2021**

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A bylaw to levy rates for municipal, regional district and regional hospital district purposes for 2021

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

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

1. This Bylaw shall be cited as the "District of Hudson's Hope Tax Rates Bylaw No. 920, 2021".
2. The following property value taxes are imposed and levied for 2021:
  - (a) for purposes of the District of Hudson's Hope on the assessed value of land and improvements taxable for general municipal purposes, the tax rates appearing in column "A" of the Schedule attached to and made part of this Bylaw;
  - (b) for purposes of the Peace River Regional District on the assessed value of land and improvements taxable for regional district purposes, the tax rates appearing in column "B" of the Schedule attached to and made part of this Bylaw;
  - (c) for the 911 emergency telephone service of the Peace River Regional District on the assessed value of improvements taxable for regional district purposes, the tax rates appearing in column "C" of the Schedule attached to and made part of this Bylaw; and
  - (d) for purposes of the Peace River Regional Hospital District on the assessed value of land and improvements taxable for regional hospital district purposes, the tax rates appearing in column "D" of the Schedule attached to and made part of this Bylaw.
3. That Tax Rate Bylaw No. 918, 2020, be repealed.

Read a First Time on this the 26th day of April, 2021  
Read a Second Time on this 26th day of April, 2021  
Read a Third Time on this 26th day of April, 2021  
Adoption of Bylaw on this \_\_\_\_\_ day of May, 2021

\_\_\_\_\_  
Dave Heiberg, Mayor

\_\_\_\_\_  
Jeanette McDougall, Corporate Officer

Certified a true copy of Bylaw No. 921, 2021  
this \_\_\_\_\_ day of May 2021.

\_\_\_\_\_  
Corporate Officer

**District of Hudson's Hope**  
**Schedule of 2021 Tax Rates Bylaw No. 921, 2021**

<b>Tax Rates (dollars of tax per \$1,000 of taxable value)</b>				
	<b>"A"</b> District of Hudson's Hope	<b>"B"</b> Peace River Regional District	<b>"C"</b> Peace River Regional District (9-1-1)	<b>"D"</b> Peace River Regional Hospital District
<b>Property Class</b>				
1. Residential	3.5	0.1295	0.3464	0.5730
2. Utilities	24.0	0.4533	1.2125	2.0055
4. Major Industry	16.0	0.4404	1.1778	1.9482
5. Light Industry	16.0	0.4404	1.1778	1.9482
6. Business/Other	9.7	0.3173	0.8487	1.4038
8. Recreational/ Non Profit	3.0	0.1295	0.3464	0.5730
9. Farm	3.0	0.1295	0.3464	0.5730



April 21, 2021

Ref: 265918

Mayor Dave Heiberg  
District of Hudson's Hope  
Box 330  
9904 Dudley Drive  
Hudson's Hope BC V0C 1V0

Dear Mayor Heiberg:

Thank you for your letters of March 31, 2021 to myself and to Minister Josie Osborne, which the Minister has referred to me for reply. The update on the Beattie Drive Sanitary Lift Station Upgrade project was appreciated. While I am pleased to hear that you have completed the project, the Canada-British Columbia Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (ICIP) does not permit us to address your request for an exemption.

On February 17, 2021, District of Hudson's Hope (District) was sent a conditional Provincial Approval in Principle (AIP) for the Beattie Drive Sanitary Lift Station Upgrade project #IG0309 application under the second intake of the ICIP – Environmental Quality (EQ) program.

It has been brought to my attention that on March 24, 2021, the District confirmed with Ministry staff that because the project was a high priority for the community, project construction was completed in the fall of 2020.

As per the Canada-British Columbia Integrated Bilateral Agreement for ICIP, Schedule A.1 e) i and the EQ Program Guide, section 3.3; a project will be deemed ineligible if the construction began or a tender has been awarded prior to the final approval of the application. This is a non-negotiable requirement within this agreement and all past bilateral funding programs. As such, the District's application is ineligible to be considered for grant funding under ICIP EQ grant program and regretfully the AIP must be rescinded.

I appreciate that the project has been a priority for the District and subject of applications under the ICIP EQ and Rural and Northern Communities programs. Program approval timelines of approximately a year from submission are required for review and due diligence. These timelines are kept up to date on the website, reflected in program materials, and program staff are available to provide an update at anytime District staff may need one. Moving forward, I would like to encourage the District's staff to continue working with Ministry staff in advance of planning a project for application under future infrastructure funding program intakes and update any changes in the project plans after application.

Mayor Dave Heiberg  
Page 2

If you have any questions regarding the above, please contact John Antill, Acting Director, Local Government Infrastructure and Engineering by telephone at: 778-974-2132.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Faganello', with a stylized, cursive script.

Tara Faganello  
Assistant Deputy Minister, Provincial Co-Chair for ICIP Oversight Committee  
Local Government Division, Ministry of Municipal Affairs

pc: Mokles Rahman, CAO, District of Hudson's Hope  
Bob Zimmer, MP, Prince George – Peace River – Northern Rockies  
Mike Bernier, MLA, Peace River South  
John Antill, A/Director, Local Government Infrastructure & Engineering

March 31, 2021

File: 0530

*Via email: MUNI.minister@gov.bc.ca*

Honourable Josie Osborne,  
Minister of Municipal Affairs  
Box 9056 Station Provincial Government  
Victoria, BC V8W 9E2

*Attention: Honourable Josie Osborne,  
Minister, Municipal Affairs*

**Re: District of Hudson's Hope Beattie Drive Sanitary Lift Station Upgrade  
– Grant Conditional Approval**

---

The District of Hudson's Hope is writing this letter in regard to the Conditional Approval that was received for the ICIP grant for Upgrades to the Beattie Drive Sanitary Lift Station project. Due to the high priority based on the seriousness of this project, the District of Hudson's Hope was under pressure to initiate construction to provide safer working conditions for District staff, to meet the safety requirements of WorkSafeBC and to avoid raw sewage discharge into the Peace River.

**Project History**

This project was designated high priority in part because safety requirements needed to be improved for Staff when accessing the valving within the lift station wet well, which involved the District issuing an Alternative Measures of Control for operations and maintenance of Lift Station inside the wet well to meet WorkSafe BC requirements. Another very serious factor that the District had to consider in its decision to proceed with this project was the risk of untreated sewage leaking from the lift station into the Peace River; such an event could potentially have triggered severe environmental liability for the District.

The District had attempted to undertake this project a few times during the last decade and seriously considered undertaking the project since 2018 due to regulatory pressures. The District applied for three separate grants to help with the cost of construction, as follows:

- ICIP – Green Infrastructure Environmental Quality Fund – August 2018 – Unsuccessful
- ICIP – Rural and Northern Communities Fund – January 2019 - Unsuccessful
- ICIP – Green Infrastructure Environmental Quality Fund – February 2020 – Successful



When applying for funding the third time, the District assumed that a decision on the successful applications would be made much earlier than it was, and given the pressures that the District was under, a decision was made to proceed with the project. Note that we have not included the grant applications with this memo as the Provincial Co-Chair ICIP Oversight have copies on file.

### **Project Details**

The Beattie Drive Sanitary Lift Station project was tendered in early 2020 and construction was completed during the summer and fall of 2020. Costs for the project were as follows:

- Construction Cost - \$270,701.89
- Engineering and Tendering - \$118,117.21
- Total Project Cost - \$388,819.10

The Total Project Cost amount is less than the estimated project cost of \$566,000.00 noted in the 2020 grant application.

### **Funding Discussions**

In discussions with the Ministry staff, they noted that the grant must be approved before work begins on the project. At the time of application, the District would not have reasonably foreseen that it would take more than a year for the Ministry to make a decision, and in the meantime, the continued risk was deemed unacceptable and therefore the District proceeded.

The District funded the project in order to meet the resulting timelines by dropping other projects and by drawing from one of the District's Reserve funds with the hope that the amount would be returned once the grant was approved. Please note that the amount of this grant is 25% of the District's annual Capital Budget.

The District of Hudson's Hope is earnestly requesting that the Ministry of Municipal Affairs consider accepting the project as per the conditional approval letter. District staff will be able to provide all required Construction and Engineering expenses for review and payment, and all reporting as deemed necessary for the grant.





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

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

Thank you for your attention to this matter and I look forward to a response from the Minister of Municipal Affairs.

Sincerely,

**DISTRICT OF HUDSON'S HOPE**

Mayor Dave Heiberg

cc: Okenge Yuma Morisho,  
Deputy Minister, Municipal Affairs  
Ministry of Municipal Affairs  
Box 9490 Station Provincial Government  
Victoria, BC V8W 9N7  
email: [MUNI.dmo@gov.bc.ca](mailto:MUNI.dmo@gov.bc.ca)

Bob Zimmer, MP, Prince George – Peace River – Northern Rockies  
Constituency Office  
1520 - 3rd Avenue  
Prince George, BC V2L 3G4  
email: [Bob.Zimmer.C1A@parl.gc.ca](mailto:Bob.Zimmer.C1A@parl.gc.ca)

Mike Bernier, MLA, Peace River South  
Parliament Buildings  
Victoria, BC V8V 1X4  
email: [mike.bernier.MLA@leg.bc.ca](mailto:mike.bernier.MLA@leg.bc.ca)

John Antill, A/Director Infrastructure and Engineering Unit  
Local Government Infrastructure and Finance Branch, Ministry of Municipal Affairs  
PO Box 9838 Stn Prov Govt  
Victoria BC, V8W 9T1  
email: [john.antill@gov.bc.ca](mailto:john.antill@gov.bc.ca)



February 17, 2021

Ref: 265094

Chris Cvik, Chief Administrative Officer  
District of Hudson's Hope  
Box 330  
Hudson's Hope, BC V0C 1V0

Dear Chris Cvik:

**Re: CONFIDENTIAL – Conditional Provincial Approval in Principle for the Investing in Canada Infrastructure Program (ICIP) - Environmental Quality (EQ) Project # IG0309 - District of Hudson's Hope Beattie Drive Sanitary Lift Station Upgrade**

The District of Hudson's Hope application for the District of Hudson's Hope Beattie Drive Sanitary Lift Station Upgrade has been reviewed and I am pleased to inform you that this project has received a conditional Provincial Approval in Principle at a maximum program contribution of \$407,714 combined federal and provincial funding. Funding contributions will be confirmed if final approval is secured. This conditional approval has requirement for additional data to be provided in order to maintain this project in the review process.

***You must keep this conditional Provincial Approval in Principle and the status of your application confidential.***

There should be no public communication regarding this Provincial Approval in Principle. If the need arises and public communication is deemed necessary, you must have prior approval from the Ministry of Municipal Affairs. Such approval must be requested at least 20 business days in advance. Please contact EQ Program staff by email at: [infra@gov.bc.ca](mailto:infra@gov.bc.ca) to make a request.

For your project to proceed to final recommendation, the following federal program requirements must be submitted to the Province no later than **April 19, 2021**.

1. Environmental Assessment and Duty to Consult – please refer to the attached document.

As you complete each of these requirements, please submit them to EQ Program staff by email at: [infra@gov.bc.ca](mailto:infra@gov.bc.ca). Once provincial and federal due diligence has been completed, you can anticipate a follow up letter from the ICIP Oversight Committee notifying you of the final decision.

Failure to meet these requirements to the satisfaction of the provincial and federal program committees, within the prescribed timeline, will result in the rescinding of the project Approval in Principle. Also, please be aware that any activity required to meet the above-mentioned requirements will only be considered an eligible expense for reimbursement if the project receives final approval.

This Approval in Principle does not establish the project start date (eligible cost date) for this project. To be eligible for reimbursement, the project must not start before you receive confirmation of final approval.

Please provide the projected expenditures for each fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>) for your project, based on the approval in principle eligible cost amount provided in yellow.

	Eligible Cost Amount:	\$556,000
Projected Expenditures from Final Approval Date* to March 31, 2022:		\$
Projected Expenditures for Fiscal Year Ending March 31, 2023:		\$
Projected Expenditures for Fiscal Year Ending March 31, 2024:		\$
Projected Expenditures for Fiscal Year Ending March 31, 2025:		\$
Projected Expenditures for Fiscal Year Ending March 31, 2026:		\$
	Total**:	\$

Estimated Construction Start Date*:	
Estimated Construction Completion Date:	

*\*Note the timing of final approvals are anticipated in Spring 2021.*

*\*\*Note the Total cannot exceed the eligible cost amount.*

I would like to re-emphasize that this letter does not constitute final approval and should not be considered as such. This is an **Approval in Principle** from the EQ Management Committee to allow you to complete the necessary steps identified above prior to this project moving forward for consideration for final approval.

If you have any questions regarding the above, please contact John Antill, Acting Director, Local Government Infrastructure and Engineering by telephone at: 778-974-2132.

Chris Cvik  
Page 3

I wish you every success with completing the next steps in the approval process.  
Sincerely,

A handwritten signature in black ink, appearing to read 'T. Faganello', with a stylized, flowing script.

Tara Faganello  
Assistant Deputy Minister, Provincial Co-Chair ICIP Oversight Committee

enc: ICIP: Aboriginal Consultation (AC) & Environmental  
Assessment (EA) Smart Form

pc: Brian Bedford, Executive Director  
Local Government Infrastructure and Finance Branch  
Ministry of Municipal Affairs

John Antill, A/Director  
Local Government Infrastructure and Engineering  
Ministry of Municipal Affairs



*Mayor's Office, City of Penticton*

171 Main Street, Penticton, B.C. V2A 5A9

Tel: 250-490-2400 Fax: 250-490-2402

[www.penticton.ca](http://www.penticton.ca)

April 13, 2021

President Brian Frenkel  
c/o Union of British Columbia Municipalities  
525 Government Street  
Victoria, BC V8V 0A8

**Re: B.C. Government's Use of Provincial Paramountcy to Undermine Local Government Bylaws**

Dear President Frenkel:

On behalf of Penticton City Council, I am requesting the Union of British Columbia Municipalities write a letter to Premier John Horgan requesting the reconsideration of invoking Provincial Paramountcy as it relates to the violation of Penticton City Council's authority and the City of Penticton's Zoning Bylaws at 352 Winnipeg Street, Penticton, BC.

The following is a timeline of events:

- When COVID-19 struck in March, 2020 many facilities that provided showers, laundry services, and meals to our most vulnerable in our community had to close and/or adapt. The City via its Emergency Operations Centre (EOC), Emergency Management BC and BC Housing worked together to find a temporary "hygiene station" and isolation shelter for anyone that was needing to isolate during COVID.
  - 352 Winnipeg Street was not an ideal site for a hygiene station as it was adjacent to two seniors' homes. However, as the site contained a vacant and free standing building that could quickly be fitted for a hygiene station, the EOC supported and worked with BC Housing to quickly stand-up the hygiene station.
- In September, 2020 BC Housing approached the City to turn the isolation shelter into a 42 bed Temporary Emergency Winter Shelter. This use was contrary to City Zoning Bylaws and although met with trepidation from the neighbourhood, Council ultimately approved a Temporary Use Permit (TUP) for the isolation shelter to be converted and operate as Temporary Winter Shelter until April 1, 2021.
  - Video of the lengthy Council debates from our October 6<sup>th</sup> and 20<sup>th</sup>, 2020 meetings can be found on our website to better understand how clear individual Council members were that this was not an appropriate location, but that in the midst of the pandemic, they would grant a TUP on this one occasion.

**C2**

- In March 2021, BC Housing sought an extension to this TUP until March 31, 2022 in effect changing the use from a temporary, emergency winter shelter to a year round shelter. Council denied this request based on zoning bylaws and the previous clearly communicated unsuitability of this location.
  - Via resolution, Council further directed Penticton's Safety and Security Advisory Committee to develop location selection criteria for a new, permanent winter shelter for Penticton.
  - Council initially learned of the Province's interests in exploring the use of paramountcy via an interview on Global news with Minister David Eby, who had met with Council twice early in the year to discuss a supportive housing project at 3240 Skaha Lake Rd., Penticton, BC.
- Again in March, BC Housing stated their intention to continue operations of the facility "on a balance of convenience" and asked Council to reconsider. Having been presented no alternate location as requested or new information; based on zoning bylaws and the previously communicated unsuitability of this location Council did reconsider the request and again denied the request.
  - Via resolution, Council further directed staff to work with BC Housing to find alternate solutions.
- At the writing of this letter, 352 Winnipeg now operates in contravention of the City of Penticton bylaws as a newly established year round shelter following the threat of Provincial Paramountcy.

While the issue at hand is a matter of land use and planning, it is important to note according to data provided directly from the current Minister responsible for Housing to City Council, Penticton has the highest number of supportive housing beds per capita in the Interior region. Each of these beds was developed with Penticton City Council's input and with respect for their role in the local decision making process.

In closing, Penticton City Council is hoping Minister David Eby, whom has invoked paramountcy on behalf of the Province, or Premier John Horgan as the head of a Government that promised to work collaboratively with Local Governments, reconsiders their position and adheres to our City's bylaws. As this could happen to any one of the other 188 local governments in B.C., we ask that the Union of British Columbia Municipalities, on behalf of its membership, request Premier John Horgan reconsider the use of Provincial Paramountcy with respect to 352 Winnipeg Street, Penticton, BC.

Yours truly,



John Vassilaki

Mayor

cc. Penticton City Council  
 Donny van Dyk, Chief Administrative Officer  
 Dan Ashton, Member of Legislative Assembly  
 BC Local Government Elected Officials



## News Release

penticton.ca

### **Council seeks support from UBCM to help challenge Provincial Paramountcy**

(Penticton, BC – April 13, 2021) – On behalf of City Council, Penticton Mayor, John Vassilaki, has sent a letter to the Union of British Columbia Municipalities (UBCM) President, Brian Frenkel, requesting UBCM prepare a letter to BC Premier, John Horgan, supporting Council's position that the Province's recent use of Paramountcy is a violation of two Council decisions and the City's zoning Bylaws.

"My letter to Mr. Frenkel made it very clear that the issue at hand is a matter of land use and cooperative planning between two levels of government," said Penticton Mayor, John Vassilaki. "The Attorney General and Minister Responsible for Housing, David Eby, would have British Columbians believe that the City of Penticton is not doing its part to support the housing crisis. This is simply not the case and information provided directly from the Minister shows that Penticton has the highest number of supportive housing beds per capita in the interior region. All of these beds were developed with Penticton Council's input and with respect for Council's role in the decision making process.

"Today our previous working relationship of bilateral cooperation has been replaced by a unilateral hammer that puts our residents at risk of having the Provincial Government plan our community. As such, Council has reached out to Mr. Frenkel and the UBCM membership at large to seek their support in reversing the Province's conduct towards Penticton, or any other community they disagree with."

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#### **Contact:**

Philip Cooper  
Communication Manager  
City of Penticton  
250-490-2583

NHS COVID-19 vaccine information

NORTHERN HEALTH - STORIES

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## COVID-19 – Outbreak declared at Dawson Creek & District Hospital – Medical Inpatient Unit

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April 20, 2021

Northern Health

Information Bulletin

Northern Health Medical Health Officers have declared a COVID-19 outbreak on the Medical Inpatient Unit at Dawson Creek & District Hospital (DCDH), following lab-confirmed case(s) among patients on the unit. At the time of the outbreak declaration, testing has identified two inpatients who have tested positive for COVID-19.

Monitoring and testing is underway to identify any additional cases.

**Enhanced outbreak control measures are again in place at DCDH.** Northern Health Public Health is closely monitoring for additional cases, and the facility is taking steps to protect the health of staff and those they care for, with enhanced outbreak precautions such as (but not limited to):

- Increased frequency of cleaning and infection control measures
- Enhanced symptom monitoring among all DCDH staff and patients
- Limiting movement of staff and patient between care areas of the hospital

**C3**



Public health officials will be monitoring the situation carefully over coming weeks and will only declare the outbreak over when they are confident that chains of transmission have been stopped.

[More information](#) on public exposures, school exposures, and facility or community outbreaks of COVID-19 within the Northern Health region.

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## **NORTHERN BC TOURISM ASSOCIATION**

### **New Provincial Travel Restrictions Announced**

Premier John Horgan announced new provincial travel restrictions yesterday. The new restrictions will remain in place until after the May Long Weekend (including the previously announced restrictions on indoor dining).

As of Friday, new orders under the Emergency Program Act will be put in place to restrict British Columbians from making non-essential travel bookings in B.C. outside the health authority in which they reside.

Important things to note:

- Tourism operators have been asked to assist in this effort by voluntarily declining reservations from customers residing outside their health region until after the May long weekend.
- Random audits will be conducted and fines levied to further discourage people from travelling without a legitimate reason.
- BC Ferries will not be take bookings for RVs or campers and will contact those with previous bookings to confirm that their travel is essential. They are also supporting by not adding additional sailings leading up to the long weekend, as done in past years.
- British Columbians who have made campground reservations outside their health authority region will receive refunds.
- New signs will be posted along the Alberta border, reminding potential visitors that only essential travel into B.C. is allowed.

Premier Horgan noted that the new rules are not designed to put more stress on struggling tourism operators and that government has been and will continue to work collaboratively with the sector. Additional information about the travel restrictions and their enforcement is expected to be released later this week.

We will continue to bring you additional details as more information becomes available. Our Tourism Resiliency Program Advisors are here to work with tourism businesses one-on-one and support through these transitions and restrictions. [Register for the TRP program here.](#)

**C4**

# The Growing Risk of Electronic Fund Transfer Crime – Important Information and Preventative Steps

Cyber crime deriving from electronic fund transfers (EFTs) is increasingly one of the most significant exposures faced by businesses of all sizes. It has never been more important to be aware of actions which can be taken to prevent such events from occurring in order to protect yourself and your clients.

Municipalities are at heightened risk of falling prey to social engineering losses involving fund transfers. Data from Ascent Underwriting LLP has shown these are not only the most common claims befalling municipalities, but that they can often cost organizations over \$225,000 (Ascent Underwriting). In Canada alone, phishing events, social engineering and identity theft are responsible for over 25% of all mandatory notifications to the Office of the Privacy Commissioner.

How are organizations best able to protect themselves from these emerging threats? Below are some common questions to ask yourself in order to prevent becoming a victim of a crime when transferring your funds.

- Do I take my time prior to transferring funds? It is important to receive additional confirmation and follow all procedures when transferring funds to avoid any mistakes.
- Do I have all the details relating to the transaction? Make sure to verify all details including contact information. Avoid using email as it can be spoofed or hijacked.
- Do I ensure to confirm the transaction over the phone? Be sure to verify that the individual requesting the transfer of funds actually did so.
- Are background checks performed on new hires? Ensure all employees have been thoroughly vetted if handling funds.
- Is there proper training in place on security protocols? Employees are the front line of defence against cyber crime. Ensure all employees have been properly trained on procedures regarding funds transfers to avoid any errors.
- Is dual sign off required on all transactions? Make sure multiple parties are reviewing each transaction. Mistakes can happen.
- How many employees have access to your bank account and can authorize transactions? Limiting this number is key to reducing crime. The more individuals with access to banking details, the greater the risk.
- How do you proceed when asked to amend a client's banking details? Be sure to have proper procedures in place for handling this event to be sure that the client's details have actually changed.
- Have I previously been a victim of this kind of incident? If your municipality has previously fallen prey to this kind of cyber crime, you are at heightened risk of it happening again in the future.

Sources: Cyber Risk Industry Focus, Ascent Underwriting; Office of the Privacy Commissioner of Canada

C5



**From:** Protocol IGRS:EX <[Protocol@gov.bc.ca](mailto:Protocol@gov.bc.ca)>

**Sent:** April 22, 2021 4:09 PM

**Subject:** Half-Masting Notification: April 28 - Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day)



**Half-Masting  
period:**

Wednesday, April 28, 2021 from sunrise until sunset.

**Occasion:**

To mark the Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day)

**Half-Masting  
locations:**

Parliament Buildings in Victoria and on all British Columbia government buildings and establishments across the province.

**Notes:**

Where a Canadian flag and a British Columbia flag fly near to one other, both flags should be lowered to half-mast.

Flags on all Government of Canada buildings and establishments across the country, including the Peace Tower in Ottawa, will also be flown at half-mast.

This national memorial day gives Canadians an opportunity each year to remember workers killed, disabled or injured in the workplace, and workers afflicted with industrial disease.

*Should you no longer want to receive these notifications please send an email to [protocol@gov.bc.ca](mailto:protocol@gov.bc.ca)*

**C6**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Jeanette McDougall, Corporate Officer  
**DATE:** April 8, 2021  
**SUBJECT:** NOTICE OF CLOSED SESSION

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### 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*

### 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)*).

  
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Jeanette McDougall,  
Corporate Officer

**ICS1**