



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, March 28, 2022

First Nations Acknowledgement

The District of Hudson's Hope would like to respectfully acknowledge that the land on which we gather is in traditional unceded territory of the Treaty 8 First Nations.

1. Call to Order:

2. Delegations:

D1 - KPMG Auditors online and PowerPoint presentation Page 1

D2 - Hudson's Hope Public Library Association Page 18
Amber Norton, Director and Lorna Winnicky, Chair Hudson's Hope Library
presentation - Annual Update, Strategic Plan 2022-2024 and the Provincial
Grant Report 2021

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 Special Council Minutes – March 14, 2022 Page 30

M2 Regular Council Minutes – March 14, 2022 Page 35

7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

SR1 Audited Financial Statements - 2021 Page 39

SR2	Water Distribution Systems Assessment	Page 73
SR3	RFD – ATV Campground – Phase II	Page 75
SR4	Statistics Canada - 2021 Census	Page 78
SR5	Chief Administrative Officer - Monthly Report	Page 84
SR6	Corporate Officer - Monthly Report	Page 85
SR7	Public Works - Monthly Report	Page 87
SR8	Recreation & Special Events - Monthly Report	Page 89
SR9	Special Projects - Monthly Report	Page 91

10. Committee Meeting Reports:

11. Bylaws

12. Correspondence:

C1	BC Hydro Peace to Kelly Lake Stations sustainment Project	Page 92
C2	ATMs in Cannabis Retail Stores	Page 99
C3	BC Hospitality Sector – Reducing Red Tape re Patios	Page 102

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

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

18. Adjournment



District of Hudson's Hope

December 31, 2021

Financial Statement Presentation March 28, 2022

D1

Agenda

- Auditors' Report
- Consolidated financial statements
- Questions

Auditors' Report

- **Independent Auditors' Report**
 - Clean audit report issued in respect of the consolidated financial statements in accordance with Canadian public sector accounting standards

Consolidated financial assets - December 31, 2021

Consolidated Statement of Financial Position

	2021	2020
Cash & cash equivalents	\$ 7,954,040	\$ 6,868,503
Accounts receivable	235,469	1,568,355
Deposits - MFA	528	519
Financial assets	\$ 8,190,037	\$ 8,437,377

Consolidated financial liabilities - December 31, 2021

Consolidated Statement of Financial Position (continued)

	2021	2020
Accounts payable & accrued liabilities	\$ 525,994	\$ 504,506
Deferred revenue	519,708	539,123
Reserve - MFA	528	519
Debt, net of sinking funds	3,056	5,995
Financial liabilities	\$ 1,049,286	\$ 1,050,143

Consolidated non-financial assets – December 31, 2021

Consolidated Statement of Financial Position (continued)

	2021	2020
Prepaid expenses	\$ 18,580	\$ 19,217
Tangible capital assets	26,596,248	24,601,520
Land held for sale	524,000	657,600
Inventories	104,992	166,528
Non-financial assets	\$ 27,243,820	\$ 25,444,865

Consolidated operations – Year ended December 31, 2021

Consolidated Statement of Operations

	Budget	2021	2020
Revenue	\$ 6,109,898	\$ 7,232,351	\$ 9,750,462
Expenses	5,841,194	5,679,879	5,915,772
Annual Surplus	\$ 268,704	\$ 1,552,472	\$ 3,834,690

Consolidated revenue - Year ended December 31, 2021

Consolidated Statement of Operations (continued)

	Budget	2021	2020
Net taxation revenue	\$ 2,315,203	\$ 2,282,471	\$ 2,296,169
Grants in lieu of taxes	1,870,171	1,873,254	1,773,879
Sales of services and user charges	565,368	581,019	550,309
Other revenue from own sources	141,911	142,445	175,773
Government transfers (Provincial)	1,119,396	2,152,741	4,856,463
Government transfers (Federal)	97,849	200,421	97,869
Total Revenues	\$ 6,109,898	\$ 7,232,351	\$ 9,750,462

Consolidated expenses - Year ended December 31, 2021

Consolidated Statement of Operations (continued)

	Budget	2021	2020
General government and administration	\$ 1,961,254	\$ 2,087,664	\$ 2,813,625
Protective services	357,300	283,937	270,759
Public works services	1,913,199	1,558,145	1,592,455
Environmental and public health	66,000	49,152	51,591
Environmental development services	11,000	12,099	1,203
Recreation and cultural services	\$ 1,040,629	\$ 814,694	\$ 641,687

Consolidated expenses – Year ended December 31, 2021

Consolidated Statement of Operations (continued)

	Budget	2021	2020
Planning, development and bylaw	\$ 65,040	\$ 92,188	\$ 59,662
Water utility and sanitary sewer	426,772	782,000	484,790
Total expenditures	\$ 5,841,194	\$ 5,679,879	\$ 5,915,772

Accumulated surplus - Year ended December 31, 2021

Accumulated surplus

	2021	2020	Change
Annual surplus	\$ 1,552,472	\$ 3,834,690	\$ (2,282,218)
Accumulated surplus, beginning of year	32,832,099	28,997,409	3,834,690
Accumulated surplus, end of year	\$ 34,384,571	\$ 32,832,099	\$ 1,552,472

Accumulated surplus - Year ended December 31, 2021

Surplus breakdown (continued)

	2021	2020	Change
Investment in tangible capital assets	\$ 26,596,246	\$ 24,601,520	\$ 1,994,726
General fund	4,503,855	5,539,447	(1,035,592)
Water utility fund	21,831	239,059	(217,228)
Sanitary sewer fund	75,793	48,893	26,900
Total surplus	\$ 31,197,725	\$ 30,428,919	\$ 768,806

Accumulated surplus - Year ended December 31, 2021

Breakdown of reserve funds set aside for specific purposes

	2021	2020	Change
MFA debt reserve	\$ 148,140	\$ 147,610	\$ 530
MFA sinking fund surplus	76,550	76,281	269
Capital works, machinery and equipment	2,265,361	1,529,078	736,283
Water capital works, machinery and equipment	127,299	71,384	55,915
Sewer capital works, machinery and equipment	82,918	44,445	38,473
Community hall	121,587	91,265	30,322
General machinery & equipment	\$ 142,590	\$ 95,829	\$ 46,761

Accumulated surplus – Year ended December 31, 2021

Breakdown of reserve funds set aside for specific purposes (continued)

	2021	2020	Change
Tax sale properties	\$ 222,401	\$ 347,278	\$ (124,877)
Total reserves and reserve funds	\$ 3,186,846	\$ 2,403,180	\$ 783,666

Notes to the consolidated financial statements

- Significant accounting policies (note 1)
- Cash and cash equivalents (note 2)
- Accounts receivable (note 3)
- Accounts payable and accrued liabilities (note 4)
- Deferred revenue (note 5)
- Debt, net of sinking funds (note 6)
- Tangible capital assets (note 7)
- Land held for resale (note 8)
- Accumulated surplus (note 9)
- Commitments and contingencies (note 10)
- Net taxation revenue (note 11)
- Sales of services and user charges (note 12)
- Government transfers (note 13)
- General government services and administration (note 14)
- Trust fund (note 15)
- Budget data (note 16)
- Significant taxpayers (note 17)
- Segmented information (note 18)
- Comparative information (note 19)

Questions on the consolidated financial statements?

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HUDSON'S HOPE PUBLIC LIBRARY



HHPL STRATEGIC PLAN 2022-2024

COME IN, GO ANYWHERE!



D2

HUDSON'S HOPE PUBLIC LIBRARY

EXECUTIVE SUMMARY

Our library nurtures a sense of community, inclusion and fulfillment through our amenities and services that we provide. Our community-minded space imparts a welcoming atmosphere that allows patrons to feel welcome to learn, work, connect and have fun.

This plan guides policy and development of day-to-day operations of the organization. The plan defines goals and strategies that cover both the geographic and topical areas of our mandate.

This strategic plan focuses on five goals:

- Customer Experience
- Community Engagement
- Library Atmosphere
- Employee & Board Experience
- Sustainability

Our organization will continue to support our library services and facility as a community hub, vessel for collaboration as well as centre for information.

MISSION AND VISION

Mission – Where we are:

Our library promotes and encourages life long learning in our community

Vision – Where we want to be:

A safe inclusive community hub, offering a welcoming environment.

GOVERNANCE

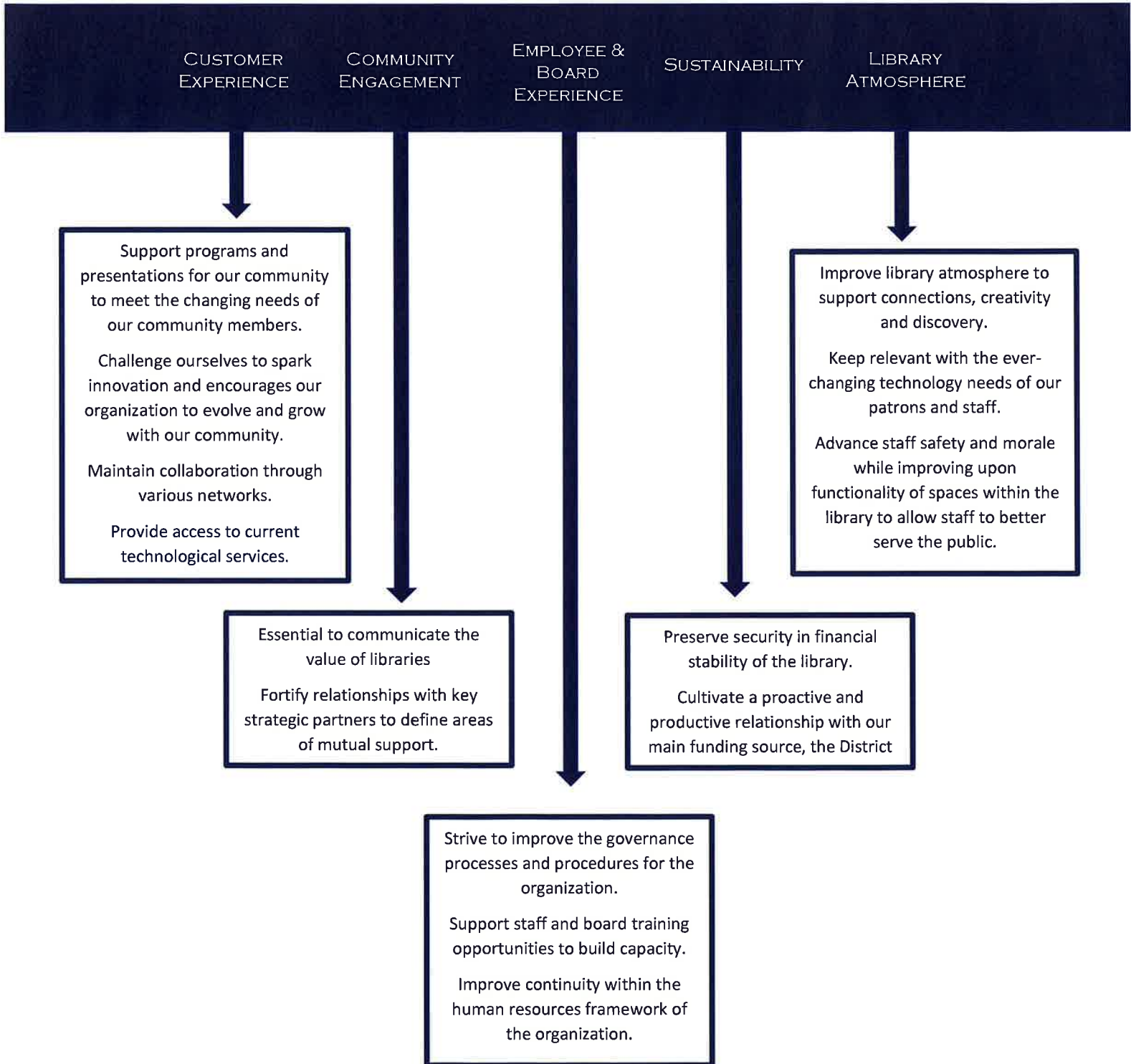
Our library is governed by a board of directors and is managed by the Library Director who has a number of staff reporting to her. The board's role is to provide oversight to management. The library board grants the proper authority and power to the Library Director and provide support to carry out their mandate. The boards mandate is reflected through this Strategic Plan and other library policies.

All questions pertaining to this plan should be directed to the following:

Chair of the Board

Library Director

STRATEGIC DIRECTION



GOALS & AREAS OF FOCUS

Customer Experience

Program Services

- Child & Youth Programs
- Supplementary Programming

Collection Development

- Patron driven collection development initiatives

Partnerships

- Support partnerships

Technology

- Support technology upgrades
- Support technology education

Community Engagement

Advocating for Library Services

- Advocating by the board
- Advocating by the staff

Community Connections

- Early Development Initiatives
- Supporting Education

Sustainability

Positive Financial Relationships

- Municipality: Communication

Municipality: Financial Stability

Library Atmosphere

Improve Library Atmosphere

- Library Layout
- Patron Seating
- Furniture Upgrades

Technology Relevance

- Assess Technology Needs
- Technology Plan
- Patron Computer Access

Functionality & Safety of Staff Space

- Library Storage
- Safety Upgrades
- District of Hudson's Hope building maintenance

Board & Employee Experience

Staff and Board Training

- Board Training
- Staff Training

Roles and Reporting

- Board
- Staff
- Reporting

2021 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

LIBRARY NAME

Hudson's Hope Public Library

CHECKLIST

For the PLGR to be considered complete, please ensure you have provided information for each of the following sections. Suggested word counts have been included for each question, but feel free to include more or less text as needed – text boxes will expand as you type. Click on a title in the list below to jump to that section of the document.

- ☐ [1. INTRODUCTION - LIBRARY AND COMMUNITY PROFILE](#)
- ☐ [2. MAJOR PROJECTS/PROGRAMS](#)
- ☐ [3. KEY CHALLENGES](#)
- ☐ [4. SUBMISSION AND APPROVAL](#)

1. INTRODUCTION - LIBRARY AND COMMUNITY PROFILE

Provide a brief description of the community and library, focusing on what has changed in the past year (up to 500 words).

COMMUNITY HUB

The Hudson's Hope Public Library is located in a small north eastern community within a large municipal district. The library building is a log structure overlooking the Peace River, the building aesthetic highlighting the pioneer origins of the community. Our central location, excellent programs for children and youth, as well as our amazing library team preserve our reputation as a community hub throughout the year.

LOCAL INDUSTRY

The main employer in Hudson's Hope is BC Hydro, via the GM Shrum and Peace Canyon generating stations. These supply the majority of energy produced by BC Hydro in the Northern Region and deliver approximately 3/10ths of BC Hydro's total volume.

(https://www.bchydro.com/community/in_your_region.html#reports)

The Site C dam and hydroelectric generating station will be located near Fort Saint John, however, the reservoir for the dam will stretch approximately 70 km between Fort Saint John and Hudson's Hope. This project has entered its seventh year of construction with a projected completion for 2024. This project has resulted in a significant increase in industrial traffic traversing through Hudson's Hope. (https://www.bchydro.com/energy-in-bc/projects/site_c.html)

2. MAJOR PROJECTS/PROGRAMS

Please describe any new or major ongoing projects/programs the library has delivered in the past year. To report on multiple projects/programs, "copy" the blank table below and insert additional tables as needed using the "paste" function. Use one table per project/program.

Project/Program Name	
Improve Library Atmosphere	
Provide a brief description of the activities involved in this project/program.	
<p>Through our strategic objectives, we have committed funds toward updating the Reading Room as a multi-use room with modular furniture elements as well as updating patron seating areas in the library with modern, mobile furniture in an effort to ensure that we are providing the best community space for our patrons.</p> <p>We obtained a number of grants to help support this initiative. In 2021 we replaced our Reading Room tables and task chairs with new rustic contemporary tables and traditional chairs to carve out a new permanent space for our patron computers. The new computers and monitors will be mounted on the walls so that the tables can be used in various configurations for meetings and events. Moving the patron computers from the main library will open up space for a community living room. The living room will include modular furnishings focusing around a large gaming monitor set up as a living room entertainment space. This TV setup will be well used by our programs as this space will be immediately next to the program space. We will also incorporate a hidden public computer and wall mounted collapsible desk, so that staff can reconfigure the space to allow patrons to use the computer when the computers in the Reading Room are unavailable due to a room booking.</p>	
How does this project/program support the library's strategic goals and/or community?	
<p>The board supports initiatives to improve library atmosphere, and ability to provide relevant technology based services. Capital improvements to our new community space will boast modernized furniture while maintaining a welcoming, comfortable and social environment. These newly furnished spaces will support connections, creativity and discovery.</p>	
How does this project/program support the B.C.'s strategic goal(s) for public library service? Please provide information for as many goals as applicable.	
1. Improving Access for British Columbians (e.g., connectivity, digital collections, shared services)	This projects renews our patron computer spaces and provides improved technology with higher quality computers and monitors for modern technology capacity.
2. Building Capacity for library staff and directors (e.g., training and professional development)	
3. Advancing Citizen Engagement (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)	Updating our computer stations and software on these computers will help facilitate patrons so they are able to navigate government services and resources with less difficulty.
4. Enhancing Governance of the library system (e.g., board/trustee training, developing best practices, strategic planning)	

What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.

Short term Outcomes:

- Increased knowledge of available furniture vendors
- Increased awareness of space requirements
- Refreshed knowledge of accessibility requirements

Intermediate term outcomes:

- Completed expenditures on outstanding grants
- Renewed awareness of library services provided, such as patron computers, printing, study space

Long Term Outcomes:

- Increased comfort with computer spaces resulting in decreased discomfort for patrons when dealing with stressful milestones that need online assistance
- Improved satisfaction with library spaces
- Improved use of library spaces

Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?

Funding: AgriSpirit grant, Technology Grant

Project/Program Name

Library Program Support

Provide a brief description of the activities involved in this project/program.

The library sought external funding sources for supporting our annual operational revenues. We obtained a donation from an area company as well as grant to enhance our children's programs and a grant to support our library programming.

Our regular programs include StoryTime, Tween Club, Library Club and Teen Club. We additionally support local book clubs as well as one regular and two seasonal book clubs. Further single event or short term programming is also offered, for instance, last year we provided a Walking Book Club that met on walks throughout the community as part of the Participaction initiative in June.

How does this project/program support the library's strategic goals and/or community?

Through the Customer Experience Goal, the board supports an objective specific to the continuation of program services. They support the provision of outstanding programs and presentations for our community. These diverse programs are developed to meet the changing needs of our community members. The board aims to ensure that there is adequate monetary support to maintain current programming levels. The board also support staff to explore feasibility of alternate programming and presentation opportunities within the current budget.

Elsewhere in the HHPL strategic plan, the board supports ongoing collection development, community partnerships, and improving technology as well as library atmosphere. All of these help support library programs both directly and indirectly

How does this project/program support the [B.C.'s strategic goal\(s\) for public library service](#)? Please provide information for as many goals as applicable.

5. Improving Access for British Columbians (e.g., connectivity, digital collections, shared services)	Additional monetary support to our budget, specifically programming allows us the prospect of providing improved opportunities for program participants. Some monetary support is allocated toward learning platforms, digital collection development, databases, etc.
6. Building Capacity for library staff and directors (e.g., training and professional development)	Support to programming allows us to allocate additional hours to employees in order to improve programs through training opportunities for staff.
7. Advancing Citizen Engagement (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)	Training opportunities for employees improve knowledge base and ability to support patrons through government service and resources. Learning platforms that we subscribe to help patrons and employees both to continuously learn and innovate.
8. Enhancing Governance of the library system (e.g., board/trustee training, developing best practices, strategic planning)	Training opportunities to enhance governance have included strategic planning refresher research, many opportunities to further develop best practices through the ABCPLD network, which also provided professional development opportunities.

What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.

Short term Outcomes:

- Provide better program opportunities and incentives
- Provide safe social opportunities for program attendees

Intermediate term outcomes:

- Smooth milestone transitions for toddlers through teens

Long Term Outcomes:

- Improved patron and staff knowledge base
- Support lifelong learning

Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?

\$10,000 grant, \$500 donation

Collaboration with the municipal special events coordinator for Winter Carnival and Summer Reading Club program. We facilitated special programming for these events and for SRC, we allocated an additional session to accommodate District Summer Camp attendees.

Project/Program Name	
Building Improvement	
Provide a brief description of the activities involved in this project/program.	
<p>Library and municipal staff have been collaborating on work plan for the library for a number of years, including building maintenance, building improvement in addition to health and safety concerns. The collaboration has been successful with building improvement projects rather than just regular building maintenance since there was a transition in communication in 2017.</p> <p>In 2021, the Library Board further impacted communication methods as they reached out to Council to endeavour to address some areas of concern. This was in response to a building envelope assessment report, which highlighted many of the same concerns that the library staff had been relaying to public works staff. Council actioned a plan for immediate building improvements to address many of the highlighted issues, and initiated the process for more expensive items to be evaluated and considered for the municipal capital improvement plan.</p> <p>An additional concern that arose in 2021 was a sloughing event behind the library in September. It has stabilized and municipal staff are now keeping us up to date with a weekly situation report.</p>	
How does this project/program support the library's strategic goals and/or community?	
<p>Through their Community Engagement goal, the library board and library staff advocated for our patrons to improve the conditions of the library. Also through the Library Atmosphere goal, the library board supports improving the library atmosphere through Reading Room, Patron seating and other furniture upgrades. Under this same goal the library board supports technology relevance and improving functionality and safety of staff space.</p>	
How does this project/program support the <u>B.C.'s strategic goal(s) for public library service</u>? Please provide information for as many goals as applicable.	
9. Improving Access for British Columbians (e.g., connectivity, digital collections, shared services)	Improving actual physical access to the library by providing a more comfortable atmosphere for all who use the library spaces. Our space is ultimately the shared service most used by members of our community, and we have endeavored to make our library more comfortable and accessible for everyone. By allowing the board to reallocate funds away from projects for building renovation and improvement, we are better able to support our operational initiatives such as internet improvement and online learning platforms, as well as library programming and staff incentive programs.
10. Building Capacity for library staff and directors (e.g., training and professional development)	Reallocating reserve funds away from capital to operations will support learning platforms and training opportunities for staff.
11. Advancing Citizen Engagement (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)	
12. Enhancing Governance of the library system (e.g., board/trustee training, developing best practices, strategic planning)	By reinforcing communication with municipal council, the board is able to nurture relationship with our primary funder and build better communication channels and advocacy methods for our organization.

What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.

Short term Outcomes:

- Health and Safety assessments
- Building assessments

Intermediate term outcomes:

- Improvement of climate control capacity
- Improvement of health and safety measures

Long Term Outcomes:

- Sustain long-term employees
- Redirect reserve funds towards library service improvements, capital and operational
- Increase duration of time patrons spend in the library

Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?

District of Hudson's Hope provides annual operations and maintenance support to the library. Under this budget they were able to address many of the ongoing issues for the library and have initiated the process to assess capital projects for their annual capital budget. They additionally provide staff to manage these ongoing projects and staff and management are increasing communication efforts with library management to keep abreast of ongoing project activities.

3. KEY CHALLENGES

The following topics have been identified as recurring themes in previous years' PLGRs. The intent of this section is to collect detailed information in a structured, consistent format.

Please select the most significant challenges that the library has faced in the past year that you wish to comment on. Leave any other listed topics blank.

Use the 'Other' row to include any ongoing or past challenges that are not included in this list. If you have more than one 'Other' item to add, please insert additional rows into the table.

Challenge	Briefly describe how this challenge has impacted the library/community, and what steps the library took to address it in 2021. Please specify if any provincial funding was used, e.g., annual library funding, the technology grant, other non-PLB provincial grants (up to 250 words per topic).
COVID-19 (e.g., safety protocols, proof of vaccination)	Whereas some other organizations in our community were more lenient with mask protocols, we had difficulty enforcing our mandatory mask protocols in the library. Most people were willing to put on masks, others were verbally defiant but ultimately put on a mask to use the library but often had to be reminded of the proper way to use a mask. We did have the occasional person who refused to use a mask and in most cases we would offer contactless services in the future, or they would choose to discontinue using the library while we support the mask mandate.

Emergency response (e.g., fires, floods, extreme weather)	Our library is located on the upper slope of the Peace River, just below two hydroelectric dams. We underwent an evacuation and building closure for a number of weeks after a sloughing event on the border of our property and the riverbank on September 24 th . We reverted to work from home measures during this time, which we were well prepared for due to the COVID closures in 2020. BC Hydro is installing a berm below the library property as a shoreline protection initiative, and were quick to assess the situation and reassess their construction efforts to allow a smoother transition of ground waters and removed hazardous sloughing debris from the area as a prevention measure for further sloughing. Both the Site C team and the District of Hudson's Hope are monitoring the area on a regular basis to ensure the safety of our library building as well as staff and patrons.
Financial pressure (e.g., rising costs, reduced revenues)	
Staffing (e.g., recruitment and retention, mental health and wellness)	
Disappearing services in the community (e.g., government, banking, health)	
Connectivity (e.g., low bandwidth, lack of home internet in the community)	Our previous internet service was provided through a local internet society for free. When a competing company came in with improved connections, we were unable to make the upgrade due to costs of the service. With the help of a Library Branch Connectivity grant, we were able to subscribe to the upgraded service for three years. We will have to re-evaluate our budget in 2024, and essentially make cuts to our budget in order to accommodate the improved service if another source of revenue is not found before then.
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	Please see third project outline.
Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	

Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	
Other (please specify)	

4. SUBMISSION AND APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature: _____

Date: _____

Board Chair Signature: _____

Date: _____



SPECIAL COUNCIL MEETING
District Office – Council Chambers
6:00 P.M.
March 14, 2022

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

Absent: Councillor Mattias Gibbs (*with notice*)
Councillor Valerie Paice (*without notice*)

Staff: Chief Administrative Officer, Mokles Rahman
Corporate Officer, Jeanette McDougall
Director, Public Works and Engineering, Ruhul Amin
Director, Protective Services, Brad Milton

1. CALL TO ORDER

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

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions: CM1 Rural Roads Task Force - Update
CM2 Peace River Regional District – Update
CM3 Darin Thompson, BC Hydro re Water Treatment Plant
Councillor's Additions: NB1 First Nations – Territorial Recognition - Councillor Markin
NB2 Painting "Commemorating the Peace" - Councillor Markin
CAOs Additions: None

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES – FEBRUARY 14, 2022

RESOLUTION NO. 039/22

M/S Councillors Miller / Quibell

THAT the minutes of the February 14, 2022 Regular Council Meeting be adopted as amended to reflect the following:

The last phrase of CM1 - Northeast Regional Advisory Committee – Northern Bus Transportation will now read "*and had a discussion with Cantex and they may be able to provide some services with respect to building a new Community Hall and if so, would hire locally.*"

CARRIED

M1

7. BUSINESS ARISING FROM THE MINUTES

NB3 – CENSUS RESULTS

The CAO advised that the Special Projects Consultant had been in contact with Statistics Canada and that challenging the results of the 2021 Census will be difficult.

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 ANNUAL FINANCIAL GRANT-IN-AID

MAIN MOTION

THAT Council approve Schedule A as the 2022 Financial Grant-in-Aid allocation; and

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

AMENDMENT TO THE MAIN MOTION

M/S Councillors Quibell / Markin

THAT Council approve Schedule A as the 2022 Financial Grant-in-Aid allocation with the exception of the Hudson’s Hope School as this organization is not a society; and

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

MAIN MOTION AS AMENDED

The question was called on the Main Motion as amended and now reads as follows:

RESOLUTION NO. 040/22

M/S Councillors Quibell / Summer

THAT Council approve Schedule A as the 2022 Financial Grant-in-Aid allocation with the exception of the Hudson’s Hope School as this organization is not a society; and

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

CARRIED

Councillor Miller voted in opposition.

Direction to Staff

The Corporate Officer was directed to contact the Grant-in-Aid applicants to advise that their applications were approved, except for the Hudson’s Hope School where the advice would be for the School to partner with a Society such that they qualify under the District’s Financial Assistance Grant Policy.

SR2 SAFETY WALL – DISTRICT OFFICE ENTRANCE

RESOLUTION NO. 041/22

M/S Councillors Miller / Quibell

THAT Council approve the quotation submitted by KARLIN Enterprises for the installation of the Safety Wall at the District Office Entrance.

CARRIED

SR3 SOLAR ARRAY ANNUAL REPORT - 2021

RESOLUTION NO. 042/22

M/S Councillors Markin / Summer

THAT Council receive this report for information and discussion.

CARRIED

RESOLUTION NO. 043/22

M/S Councillors Miller / Quibell

THAT Council approve the Recommended Actions for 2022 as per the Peace Energy Cooperative Yearly PV Report 2021.

CARRIED

The CAO advised that a motion to approve the 2022 solar repairs for \$4,000 is not required as these expenses are considered operational and maintenance costs.

SR4 CHIEF ADMINISTRATIVE OFFICER – MONTHLY REPORT

Received for Information.

SR5 CORPORATE OFFICER – MONTHLY REPORT

Received for Information.

SR6 PUBLIC WORKS – MONTHLY REPORT

Received for Information.

SR7 PROTECTIVE SERVICES – MONTHLY REPORT

Received for Information.

SR8 RECREATION AND SPECIAL EVENTS – MONTHLY REPORT

Received for Information.

SR9 SPECIAL PROJECTS – MONTHLY REPORT

Received for Information.

The CAO advised that a report on the Census appeal process will be provided for the next Council meeting.

10. COMMITTEE MEETING REPORTS

11. BYLAWS

12. CORRESPONDENCE

C1 PRINCE RUPERT GAS TRANSMISSION PROJECT – PERMIT EXTENSION

Received for Information.

C2 NOVA GAS TRANSMISSION – NORTH MONTNEY MAINLINE PROJECT

Received for Information.

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

CM1 RURAL ROADS TASK FORCE

The Mayor provided an update, noting the following: that a presentation will be made to the Regional Community Liaison Committee regarding gravel extraction associated with the Site C Project; and the Rural Roads Coalition has contacted MOTI regarding safety concerns in that passing lanes are needed at Bear Flats and a chain-up area is needed at the base of Attachie Hill.

CM2 PEACE RIVER REGIONAL DISTRICT

The Mayor advised the following: the Peace River Regional District will hold a vote during the general Local Government Election in October 2022 on service establishment bylaws pertaining to the Tumbler Ridge Geopark; the Tumbler Ridge Museum and Hockey Canada. The Regional Board did not support a regional economic development function.

CM3 DARIN THOMPSON, BC HYDRO

The Mayor noted that Darin Thompson, Director, Peace Operations, BC Hydro is leaving BC Hydro. Darin has been very supportive over the years and we will miss him.

14. OLD BUSINESS

15. NEW BUSINESS

NB1 FIRST NATIONS – TERRITORIAL RECOGNITION

Councillor Markin requested that territorial recognition for the Treaty 8 First Nations be included at the beginning of each Council Meeting.

RESOLUTION NO. 044/22

M/S Councillors Markin / Quibell

THAT Council approve that territorial recognition for the Treaty 8 First Nations be included at the beginning of each Council Meeting.

CARRIED

NB2 PAINTING “COMMEMORATING THE PEACE”

Councillor Markin presented a painting entitled “Commemorating the Peace” that was painted by various community members in 2021. This painting will be placed in the entrance way of the District Office.

16. PUBLIC INQUIRIES

17. NOTICE OF CLOSED MEETING

18. RISE AND REPORT

19. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 6:51 pm.

DIARY

Conventions/Conferences/Holidays

*Commercial Water Rate Increase-annual budget
Consideration*

Diarized

08/04/19

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer



COUNCIL MEETING
District Office – Council Chambers
6:51 P.M.
March 14, 2022

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

Absent: Councillor Mattias Gibbs (*with notice*)
Councillor Valerie Paice (*without notice*)

Staff: Chief Administrative Officer, Mokles Rahman
Corporate Officer, Jeanette McDougall
Director, Public Works and Engineering, Ruhul Amin
Director, Protective Services, Brad Milton

1. CALL TO ORDER

The meeting was called to order at 6:51 p.m. with Mayor Heiberg presiding.

2. DELEGATIONS

3. NOTICE OF NEW BUSINESS

Mayor's Additions:
Councillor's Additions:
CAOs Additions:

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

6. PUBLIC HEARING

7. STAFF REPORTS

SR1 DRAFT 2022 OPERATING BUDGET

MAIN MOTION

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

THAT Council direct Administration to post the Draft Operating Budget on the District's website for public access to the draft budget and communicate with the residents through different communication media to seek feedback on the draft budget.

THAT Council direct Administration to report back to Council with comments and feedback from residents and business during the next Council Meeting.

M2

AMENDMENT TO THE MAIN MOTION

M/S Councillors Miller / Markin

THAT Council receive the draft 2022 Operations Budget for information and discussion.

THAT Council direct Administration to post the Draft Operating Budget on the District's website for public access to the draft budget and communicate with the residents through different communication media to seek feedback on the draft budget.

THAT Council direct Administration to report back to Council with comments and feedback from residents and business during the next Council Meeting.

MAIN MOTION AS AMENDED

The question was called on the Main Motion as amended and now reads as follows:

RESOLUTION NO. 045/22

M/S Councillors Miller / Markin

THAT Council receive the draft 2022 Operations Budget for information and discussion.

THAT Council direct Administration to post the Draft Operating Budget on the District's website for public access to the draft budget and communicate with the residents through different communication media to seek feedback on the draft budget.

THAT Council direct Administration to report back to Council with comments and feedback from residents and business during the next Council Meeting.

CARRIED

SR2 DRAFT 2022 OPERATING BUDGET

RESOLUTION NO. 046/22

M/S Councillors Quibell / Summer

THAT Council receive the draft 2022 Capital Budget for information and discussion.

THAT Council direct Administration to post the Draft Capital Budget on the District's website for public access to the draft budget and communicate with the residents through different communication media to seek feedback on the draft budget.

THAT Council direct Administration to report back to Council with comments and feedback from residents and business during the next Council Meeting.

CARRIED

The CAO will provide the Excel spreadsheet version to Council.

**SR3 LIBRARY BUILDING AND NEW HORIZON BUILDING ROOF
SHINGLES REPLACEMENT**

RESOLUTION NO. 047/22

M/S Councillors Quibell / Summer

**THAT Council approve the quotation submitted by DM Henderson Roofing Ltd.
for the Library Building and the New Horizon Building Roof shingles replacement.**

CARRIED

**SR4 SALE OF ONE (1) USED 2008 INTERNATIONAL, SINGLE AXLE, DUMP /
PLOW TRUCK**

RESOLUTION NO. 048/22

M/S Councillors Quibell / Summer

**THAT Council approves the bid submitted by Winona Letendre, PO Box 147,
Hudson's Hope for the sale of one (1) used 2008 International Single Axle,
Dump / Plow Truck.**

CARRIED

SR5 COUNCIL MEETINGS – LIVE-STREAMING AND RECORDING SERVICE
Received for Information.

8. COMMITTEE MEETING REPORTS

9. BYLAWS

10. CORRESPONDENCE

C1 BC WILDFIRES PETITION
Received for Information.

Direction to Staff

That the Corporate Officer draft a letter in support of the BC Wildfires Petition.

C2 BILL 26 – PUBLIC NOTICE AMENDMENTS
Received for Information.

Direction to Staff

That the Corporate Officer draft a letter in response that represents the District of Hudson's Hope views on the current electoral district boundaries.

C3 BC ELECTORAL BOUNDARIES COMMISSION
Received for Information.

C4 SAULTEAU FIRST NATIONS – TREATY LAND ENTITLEMENT & SITE C LAND
Received for Information.

**C5 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION – 2022 ANNUAL
GENERAL MEETING AND CONVENTION**
Received for Information.

**C6 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION – MEMBER NOTICE–
CALL FOR NOMINATIONS**

Received for Information Regular Council Meeting March 28, 2022

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

12. OLD BUSINESS

13. NEW BUSINESS

Councillor Miller noted that the frozen sewer issue at the Museum cost approximately \$3,000.

14. PUBLIC INQUIRIES

A member of the Public asked whether a trial-run would be worthwhile; the Mayor advised that this is an option that may be considered in the future.

15. NOTICE OF CLOSED MEETING

RESOLUTION NO. 049/22

M/S Councillors Quibell / Summer

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

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

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

➤ Closed Meeting Minutes – February 14, 2022

- **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 Council, could reasonably be expected to harm the interests of the municipality if they were held in Public

➤ Water Treatment Plant – Feasibility Study and Conceptual Design RFP
– Proposal Evaluation

➤ Water Treatment Plant Update (CAO – verbal only)

CARRIED

16. RISE AND REPORT

17. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:34 pm.

DIARY

Conventions/Conferences/Holidays

Commercial Water Rate Increase-annual budget
Consideration

Diarized

08/04/19

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer

REQUEST FOR DECISION

RFD#: 2022-MR-17	Date: March 17, 2022
Meeting#: CM032822	Originator: Mokles Rahman
RFD TITLE: 2021 Financial Statements	

RECOMMENDATIONS:

***THAT** Council accept the Draft Financial Statements of the District of Hudson's Hope as presented and approve as the 2021 Final Financial Statements; and that the Mayor and CAO be authorized to sign the 2021 District of Hudson's Hope Financial Statements.*

BACKGROUND:

In accordance with Section 167 – Annual Financial Statements in the Community Charter, the Audited Financial statements for the preceding year must be presented for Council approval prior to May 15, 2022. For 2021 the deadline is May 16, 2022.

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

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

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

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

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

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

DISCUSSION:

KPMG, the Auditor for the District of Hudson's Hope, will be presenting the draft 2021 Financial Statements to Council via video conference on March 28, 2022, during the Council meeting.

The Financial Statements are comprised of the following:

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


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

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

ATTACHMENTS:

1. Draft 2021 District of Hudson's Hope Financial Statements.

Prepared by:



Mokles Rahman, CAO

DRAFT Consolidated Financial Statements of



DISTRICT OF HUDSON'S HOPE

And Independent Auditors' Report thereon

Year ended December 31, 2021



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DISTRICT OF HUDSON'S HOPE

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MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

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

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

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

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

Mr. Mokles Rahman
Chief Administrative Officer

Mrs. Tonia Alexander
Deputy Treasurer



INDEPENDENT AUDITORS' REPORT

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

Opinion

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

- the consolidated statement of financial position as at December 31, 2021
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2021 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

We also:

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

Page 3

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

DRAFT

Chartered Professional Accountants

Prince George, Canada

March 28, 2022

DRAFT



DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Financial Position

DRAFT

December 31, 2021, with comparative information for 2020

	2021	2020
Financial assets:		
Cash and cash equivalents (note 2)	\$ 7,954,040	\$ 6,868,503
Accounts receivable (note 3)	235,469	1,568,355
Deposit - Municipal Finance Authority	528	519
	<u>8,190,037</u>	<u>8,437,377</u>
Financial liabilities:		
Accounts payable and accrued liabilities (note 4)	525,994	504,506
Reserve - Municipal Finance Authority	528	519
Deferred revenue (note 5)	519,708	539,123
Debt, net of sinking funds (note 6)	3,056	5,995
	<u>1,049,286</u>	<u>1,050,143</u>
Net financial assets	7,140,751	7,387,234
Non-financial assets:		
Tangible capital assets (note 7)	26,596,248	24,601,520
Land held for resale (note 8)	524,000	657,600
Prepaid expenses	18,580	19,217
Inventories	104,992	166,528
	<u>27,243,820</u>	<u>25,444,865</u>
Accumulated surplus (note 9)	\$ 34,384,571	\$ 32,832,099

Commitments and contingencies (note 10)

See accompanying notes to consolidated financial statements.

Chief Administrative Officer

Mayor



DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Operations and Accumulated Surplus

DRAFT

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget (note 16)	2021 Actual	2020 Actual
Revenue (note 18):			
Net taxation revenue (note 11)	\$ 2,315,203	\$ 2,282,471	\$ 2,296,169
Grants in lieu of taxes	1,870,171	1,873,254	1,773,879
Sales of services and user charges (note 12)	565,368	581,019	550,309
Other revenue from own sources	141,911	142,445	175,773
Government transfers: (note 13)			
Provincial	1,119,396	2,152,741	4,856,463
Federal	97,849	200,421	97,869
Total revenue	6,109,898	7,232,351	9,750,462
Expenses (note 18):			
General government services and administration (note 14)	1,961,254	2,087,664	2,813,625
Protective services	357,300	283,937	270,759
Public works services	1,913,199	1,558,145	1,592,455
Environmental and public health services	66,000	49,152	51,591
Environmental development services	11,000	12,099	1,203
Recreation and cultural services	1,040,629	814,694	641,687
Planning, development and bylaw services	65,040	92,188	59,662
Water utility and sanitary sewer systems	426,772	782,000	484,790
Total expenses	5,841,194	5,679,879	5,915,772
Annual surplus	268,704	1,552,472	3,834,690
Accumulated surplus, beginning of year	32,832,099	32,832,099	28,997,409
Accumulated surplus, end of year	\$ 33,100,803	\$ 34,384,571	\$ 32,832,099

See accompanying notes to consolidated financial statements.



DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Change In Net Financial Assets

DRAFT

Year ended December 31, 2021, with comparative information for 2020

	2020 Budget	2021	2020
Annual surplus	\$ 268,704	\$ 1,552,472	\$ 3,834,690
Acquisition of tangible capital assets	-	(3,110,560)	(4,142,228)
Acquisition of land held for resale	-	-	(80,807)
Amortization of tangible capital assets	-	1,098,839	971,727
Write-down of land held for sale	-	133,600	768,528
Loss on sale of tangible capital assets	-	13,493	878
Proceeds on sale of tangible capital assets	-	3,500	12,000
	268,704	(308,656)	1,364,788
Use of inventories	-	61,536	11,203
Use of prepaid expenses	-	19,217	17,738
Acquisition of prepaid expenses	-	(18,580)	(19,217)
Change in net financial assets	268,704	(246,483)	1,374,512
Net financial assets, beginning of year	7,387,234	7,387,234	6,012,722
Net financial assets, end of year	\$ 7,655,938	\$ 7,140,751	\$ 7,387,234

See accompanying notes to consolidated financial statements.



DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Cash Flows

DRAFT

Year ended December 31, 2021, with comparative information for 2020

	2021 Actual	2020 Actual
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,552,472	\$ 3,834,690
Items not involving cash:		
Amortization of tangible capital assets	1,098,839	971,727
Loss on sale of capital assets	13,493	878
Write down of land held for sale	133,600	768,528
Changes in non-cash operating working capital:		
Accounts receivable	1,332,886	(714,624)
Deposit - Municipal Finance Authority	(9)	(22)
Inventories	61,536	11,203
Accounts payable and accrued liabilities	21,487	113,341
Reserve - Municipal Finance Authority	9	22
Prepaid expenses	637	(1,479)
Deferred revenue	(19,415)	30,963
	4,195,536	5,015,227
Capital activities:		
Proceeds on sale of tangible capital assets	3,500	12,000
Acquisition of tangible capital assets	(3,110,560)	(4,142,228)
Acquisition of land held for resale	-	(80,807)
	(3,107,060)	(4,211,035)
Financing activities:		
Repayment of debt	(2,939)	(2,826)
Increase in cash and cash equivalents	1,085,537	801,368
Cash and cash equivalents, beginning of year	6,868,503	6,067,135
Cash and cash equivalents, end of year	\$ 7,954,040	\$ 6,868,503

See accompanying notes to consolidated financial statements.

Notes to Consolidated Financial Statements

DRAFT

Year ended December 31, 2021

Nature of operations:

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

1. Significant accounting policies:

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

(a) Basis of consolidation:

(i) Consolidated entities:

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

(ii) Accounting for Region and School Board Transactions:

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

(iii) Trust funds:

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



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

1. Significant accounting policies (continued):

(b) Basis of accounting:

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

(c) Revenue recognition:

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

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

(d) Investment income:

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

(e) Cash and cash equivalents:

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



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Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

1. Significant accounting policies (continued):

(f) Non-financial assets:

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

(i) Tangible capital assets:

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

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

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

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

1. Significant accounting policies (continued):

(f) Non-financial assets (continued):

(ii) Contributions to tangible capital assets:

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

(iii) Interest capitalization:

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

(iv) Land held for resale:

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

(v) Inventories:

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

(g) Use of estimates:

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

1. Significant accounting policies (continued):

(h) Contaminated sites:

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

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

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

(i) Government transfers:

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

2. Cash and cash equivalents:

	2021	2020
Cash	\$ 3,577,939	\$ 4,428,092
Short-term investments	4,376,101	2,440,411
	\$ 7,954,040	\$ 6,868,503



HUDSON'S
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PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

3. Accounts receivable:

	2021	2020
Grants	\$ 106,592	\$ 1,376,888
Sales tax	62,943	111,452
Other	22,333	35,930
Taxes	43,601	44,085
	\$ 235,469	\$ 1,568,355

4. Accounts payable and accrued liabilities:

	2021	2020
Accounts payable - trade	\$ 402,940	\$ 402,136
Wages and related costs payable	104,163	85,204
Government remittances	16,166	13,921
Cemetery	2,725	3,245
	\$ 525,994	\$ 504,506

5. Deferred revenue:

	2021	2020
Partnering relationship agreement	\$ 519,708	\$ 539,123

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

6. Debt, net of sinking funds:

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

	Purpose	Interest rate	Year of maturity	Debenture debt	Sinking Fund Assets	Net debt 2021	Net debt 2020
General fund:							
711	Local improvements	4.60%	2022	\$ 10,631	\$ 7,575	\$ 3,056	\$ 5,995

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

(a) Aggregate repayments of principal over the next year is estimated as follows:

	Total
2022	\$ 1,765
Estimated sinking fund income	1,291
	\$ 3,056



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

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

(b) The District has the following un-issued loan authorization at December 31, 2021.

Bylaw Number	Date	Purpose	2021
711	January 15, 2008	12 mile road extension	\$ 45,742

- (c) Sinking fund instalments are invested by the MFA and earn income which, together with principal payments, are expected to be sufficient to retire the sinking fund debt at maturity. For sinking fund agreements, the MFA has established either a normal sinking fund or a capital repayment equalization fund.
- (d) The District has established a \$200,000 operating line of credit, which bears interest at prime and is secured by term deposits and accounts receivable. As at December 31, 2021 borrowing against the operating line of credit was nil (2020 - nil).

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

7. Tangible capital assets:

	2021						
	Land	Buildings and site improvements	Machinery and equipment	Engineering structures	Water infrastructure	Sanitary sewer infrastructure	Total
Cost:							
Balance, beginning of year	\$ 1,485,018	\$ 10,072,122	\$ 7,438,587	\$ 6,351,426	\$ 9,551,889	\$ 4,152,249	\$ 39,051,291
Additions	218,903	143,494	348,869	356,714	1,337,017	705,563	3,110,560
Disposals	-	-	(418,832)	(2,245)	(117,230)	(1,403)	(539,710)
Balance, end of year	1,703,921	10,215,616	7,368,624	6,705,895	10,771,676	4,856,409	41,622,141
Accumulated amortization:							
Balance, beginning of year	-	3,700,655	3,732,775	3,760,607	2,503,227	752,507	14,449,771
Amortization expense	-	254,033	379,479	114,672	233,125	117,530	1,098,839
Disposal	-	-	(408,692)	(2,245)	(110,377)	(1,403)	(522,717)
Balance, end of year	-	3,954,688	3,703,562	3,873,034	2,625,975	868,634	15,025,893
Net book value, end of year	\$ 1,703,921	\$ 6,260,928	\$ 3,665,062	\$ 2,832,861	\$ 8,145,701	\$ 3,987,775	\$ 26,596,248

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

7. Tangible capital assets (continued):

	2020						
	Land	Building and site improvements	Machinery and equipment	Engineering structures	Water infrastructure	Sanitary sewer infrastructure	Total
Cost:							
Balance, beginning of year	\$ 1,270,038	\$ 9,803,601	\$ 7,370,146	\$ 5,909,117	\$ 6,391,518	\$ 4,134,249	\$ 34,878,669
Additions	134,173	268,521	118,854	442,309	3,160,371	18,000	4,142,228
Disposals	-	-	(50,413)	-	-	-	(50,413)
Reclass for assets held for sale	80,807	-	-	-	-	-	80,807
Balance, end of year	1,485,018	10,072,122	7,438,587	6,351,426	9,551,889	4,152,249	39,051,291
Accumulated amortization:							
Balance, beginning of year	-	3,459,453	3,382,457	3,625,353	2,395,286	653,030	13,515,579
Amortization expense	-	241,202	387,853	135,254	107,941	99,477	971,727
Disposal	-	-	(37,535)	-	-	-	(37,535)
Balance, end of year	-	3,700,655	3,732,775	3,760,607	2,503,227	752,507	14,449,771
Net book value, end of year	\$ 1,485,018	\$ 6,371,467	\$ 3,705,812	\$ 2,590,819	\$ 7,048,662	\$ 3,399,742	\$ 24,601,520

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

8. Land held for resale:

Land held for resale consists of seventeen lots in relation to the Lucas subdivision. A write down of \$133,600 (2020 - \$768,528) was recognized in general government services and administration on the consolidated statement of operations for the Lucas subdivision.

9. Accumulated surplus:

	2021	2020
Surplus:		
Invested in tangible capital assets	\$ 26,596,246	\$ 24,601,520
General fund	4,503,855	5,539,447
Water utility fund	21,831	239,059
Sanitary sewer fund	75,793	48,893
	31,197,725	30,428,919
Reserves set aside by Council:		
Water utility fund:		
Unexpended funds:		
MFA debt reserve	148,140	147,610
MFA sinking fund surplus	76,550	76,291
	224,690	223,901
Reserve funds set aside for specific purposes by Council:		
Public works, infrastructure and equipment	2,265,361	1,529,078
General capital and office equipment	142,590	95,829
Water capital, infrastructure and equipment	127,299	71,384
Sewer capital, infrastructure and equipment	82,918	44,445
Tax sale properties	222,401	347,278
Community hall	121,587	91,265
	2,962,156	2,179,279
	\$ 34,384,571	\$ 32,832,099

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

10. Commitments and contingencies:

- (a) The District is responsible, as a member of the Peace River Regional District, for its portion of any operating deficits or capital debt related to functions in which it participates. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.
- (b) The District has debt instruments through the MFA. As a condition of these borrowings, the MFA requires that 1% of gross proceeds are deposited by the District into a debt reserve fund. The District is also required to execute demand notes in connection with each debenture whereby the District may be required to loan certain amounts to the MFA. These demand notes are contingent in nature and are not reflected in the accounts. The demand notes issued at December 31, 2021 aggregated \$1,385 (2020 - \$1,385).
- (c) The District and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly-trusted pension plan. The Board of Trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the Plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from the local governments.

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

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

Notes to Consolidated Financial Statements (continued)

DRAFTYear ended December 31, 2021

10. Commitments and contingencies (continued):

- (c) The District paid \$140,514 (2020 - \$143,208) for employer contributions to the Plan in fiscal 2021.

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

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

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

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

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

11. Net taxation revenue:

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

	2021	2020
Taxes collected:		
General purposes	\$ 2,287,281	\$ 2,290,243
Collections for other governments	3,417,298	3,321,786
	5,704,579	5,612,029
Less transfers to other governments:		
Province of British Columbia - school taxes	2,860,134	2,771,542
Peace River Regional District	179,048	195,510
Peace River Regional Hospital District	232,514	195,731
Royal Canadian Mounted Police	110,800	113,600
B.C. Assessment Authority	39,530	39,395
Municipal Finance Authority	82	82
	3,422,108	3,315,860
	\$ 2,282,471	\$ 2,296,169

12. Sales of services and user charges:

The District recognizes sales of services and user charges as revenues in the period in which the services are provided. The sales of services and user charges reported on the consolidated statement of operations and accumulated surplus are as follows:

	2021	2020
Water utility	\$ 173,155	\$ 167,947
Sewer system	82,297	80,300
General government services	124,563	116,333
Planning, development and bylaw services	15,438	10,221
Environmental and public health services	87,758	87,181
Recreation and cultural services	97,808	88,327
	\$ 581,019	\$ 550,309

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

13. Government transfers:

	2021	2020
Revenue:		
Provincial grants:		
Canada Student Grant	\$ 13,644	\$ -
Climate Action revenue incentive program grant	5,546	10,462
COVID-19 Restart Grant (schedule 1)	-	499,000
BC Hydro	1,112,064	3,308,971
Northern Development Initiative Trust	-	15,548
Peace River agreement - Fair Share	698,487	700,284
Small Community grant	313,000	311,198
Tourism BC grant	10,000	11,000
	2,152,741	4,856,463
Federal grants:		
Gas tax	200,421	97,869
	\$ 2,353,162	\$ 4,954,332

14. General government services and administration:

	2021	2020
Legislative	\$ 87,953	\$ 88,125
Grants in aid	12,944	20,591
General government services	1,909,746	2,635,363
ICBC	77,021	69,546
	\$ 2,087,664	\$ 2,813,625

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

15. Trust fund:

The District maintains a cemetery perpetual care fund in accordance with the Cemeteries and Funeral Services Act. As at December 31, 2021, the trust fund balance for both the liability and its corresponding term deposit is \$18,300 (2020 - \$18,088).

16. Budget data:

The budget data presented in these consolidated financial statements is based upon the 2021 operating and capital budgets approved by Council on May 10, 2021. Amortization was not contemplated on development of the budget and, as such, has not been included. The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 6,109,898
Capital operations budget	2,078,550
Less:	
Transfers from other funds	(2,078,550)
	6,109,898
Expenses:	
Operating budget	8,011,194
Capital operations budget	2,078,550
Less:	
Transfers from other funds	(2,170,000)
Capital expenditures	(2,078,550)
	5,841,194
	\$ 268,704

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

17. Significant taxpayers:

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

18. Segmented information:

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

(i) General Government Services and Administration:

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

(ii) Protective Services:

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

(iii) Public Works Services:

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

(iv) Environmental and Public Health Services:

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

18. Segmented information: (continued):

(v) Environment Development Services:

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

(vi) Planning, Development and Bylaw Services:

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

(vii) Recreation and Culture Services:

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

(viii) Water Utility and Sanitary Sewer Systems:

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

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

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

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

18. Segmented information: (continued):

	2021									
	General Government Services and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreation and Culture Services	Water Utility and Sanitary Sewer System		Total
Revenue:										
Taxation	\$ 2,282,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,282,471
Government transfers	1,250,411	-	-	-	-	-	-	1,102,751	-	2,353,162
Grants in lieu	1,873,254	-	-	-	-	-	-	-	-	1,873,254
Sales of services and user charges	124,563	-	-	87,758	-	15,438	97,808	255,452	-	581,019
Other revenue from own sources	142,445	-	-	-	-	-	-	-	-	142,445
Total revenues	5,673,144	-	-	87,758	-	15,438	97,808	1,358,203	-	7,232,351
Expenses:										
Salaries, wages and employee benefits	699,024	156,014	1,085,540	-	-	-	253,894	205,241	-	2,399,712
Operating	400,236	108,025	439,099	42,572	12,099	40,402	560,327	213,140	-	1,815,900
Legislature	94,551	-	-	-	-	5,960	-	-	-	100,512
Amortization	735,220	-	-	-	-	-	-	363,619	-	1,098,839
Interest	4,363	-	-	-	-	-	-	-	-	4,363
Insurance	114,897	3,202	33,506	-	-	2,134	473	-	-	154,212
Professional services	39,373	16,696	-	-	-	43,692	-	-	-	99,761
Garbage disposal	-	-	-	6,580	-	-	-	-	-	6,580
Total expenses	2,087,664	283,937	1,558,145	49,152	12,099	92,188	814,694	782,000	-	5,679,879
Annual surplus (deficit)	\$ 3,585,480	\$ (283,937)	\$ (1,558,145)	\$ 38,606	\$ (12,099)	\$ (76,750)	\$ (716,886)	\$ 576,203	\$ -	1,552,472

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

18. Segmented information: (continued):

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



HUDSON'S
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DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

19. Comparative information

Certain 2021 comparative information has been reclassified. The changes had no impact on prior year annual surplus.

DRAFT

Schedule 1 - COVID-19 Safe Restart Grant

DRAFT

Year ended December 31, 2021

(Unaudited)

In November 2020, the District of Hudson's Hope was the recipient of a \$499,000 grant under the COVID-19 Safe Restart for Local Governments program from the Province of BC. Due to the conditions of use this grant funding allows local governments to use the funding where the greatest need arises, the initial \$499,000 amount received was considered revenue in 2020 and included in grant revenue on the consolidated statement of operations and accumulated surplus. The District utilized \$93,713 within 2021 to cover operational costs and loss of revenue in relation to the operation of the District's pool and arena in addition to overall pandemic responses incurred since the beginning of the pandemic in the spring of 2020.

	2021
Balance of COVID-19 Safe Restart grant funds at December 31, 2020	\$ 428,670
Less amount utilized in 2021:	
Masks and Hand Sanitizer	6,259
Arena Operations	40,709
Swimming Operations	16,018
Curling Rink	20,000
Operational - janitorial	8,301
Main Office - Reno	2,426
	93,713
Main Office Entry	48,000
Council Chambers - Sound System	18,000
Operations	28,000
Employment	49,000
Supplies	6,300
Community Hall Washroom	25,000
Information Center Washroom	5,000
Gazebo - Beattie Park	10,000
Playground & Gazebo - Pool Park	75,000
Playground & Gazebo - Dinosaur Lake	70,657
Total 2021 allocation of COVID-19 Safe Restart grant	334,957
Remaining COVID-19 Safe Restart grant	\$ -

REQUEST FOR DECISION

RFD#: 2022-MR-18	Date: March 16, 2022
Meeting#: CM032822	Originator: Mokles Rahman
RFD TITLE: Water Distribution Systems assessment – Proposal Evaluation and Award	

RECOMMENDATION / RESOLUTION:

THAT Council accept the bid received from McElhanney for the Assessment of the Water Distribution Systems, and

THAT Council approve awarding the contract for the Assessment of the Water Distribution Systems to McElhanney, and

THAT the source of funds will be Water Operating Budget for 2022.

BACKGROUND:

Staff contacted three (3) consulting firms for submitting a proposal for the Assessment of the Hudson's Hope Water Distribution Systems and received proposals from all of them. The proponents that submitted the proposals are Urban Systems, McElhanney, and L & M Engineering.

All proposals meet the expectation of the District and all of the companies have experience in the water sector and have the capacity to perform the job.

For the Assessment of the Water Distribution Systems, we have considered an Operating Budget of \$20,000 in 2022.

DISCUSSION:

Bids were received from the following proponents for the Assessment of the Water Distribution Systems. A summary of all submissions is provided below:

Name of the Companies	Price	GST	Total	Ranking by cost	Overall Ranking
L & M Engineering Limited	\$14,600	\$730	\$15,330	1	2
McElhanney	\$18,500	\$925	\$19,425	2	1
Urban Systems	\$36,200	\$1,810	\$38,010	3	3

Though L & M is the lowest, staff are recommending awarding this contract to McElhanney. While Urban Systems and L & M Engineering Limited have vast knowledge about the Hudson's Hope water system, McElhanney would be best for this job so that we can get a 3rd party neutral opinion of our water distribution network challenges and possible solutions. McElhanney have good experience in the water sector with Branch Office in Fort St. John.

SR2

The scope of the project are:

1. Develop existing and proposed water distribution network models.
2. Prepare Draft and Final Reports on chlorine residual improvement with recommended infrastructure improvement options including a Class D cost estimate.

ALTERNATIVES:

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

FINANCIAL CONSIDERATIONS:

The bid from McElhanny of \$18,500 is within the proposed 2022 Operating Budget of \$25,000 for the Assessment of the Water Distribution Systems.

Prepared and approved by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2022RA10	Date: March 18, 2022
Meeting#: CM032822	Originator: Ruhul Amin
RFD TITLE: ATV CAMPGROUND PHASE II	

RECOMMENDATIONS:

THAT Council accept the tender submitted by **A.C.L Construction LTD.** for the ATV Campground Phase II.

THAT Council approve awarding the ATV Campground Phase II contract to **A.C.L Construction LTD.** and authorize the Mayor and CAO to sign the contract.

BACKGROUND:

The district had completed Phase I of the ATV Campground in 2021. Phase I included gravel works for 26 campsites and public parking area.

The intent of the Phase II is to complete the north wing of the Campground with services and gravel work at the Group Campsite. The scope includes four outhouse style toilets, gravel work for the Group Campsite and Group Parking, installation of picnic benches, install signs and garbage bins for the north side of the park only.

The Council pre-approved \$150,000 in 2022 Capital Budget for this project.

DISCUSSION:

The District received two bids for this project. Please see details on the submissions in the Table below:

A.C.L Construction LTD. 10123 102 Ave Fort St. John, BC	Northern Legendary Construction LTD. Box 856, Charlie Lake, BC V0C 1H0
\$158,107.00 (excluding GST)	\$223,630.00 (excluding GST)

Both bids met the minimum requirements of the tender. Among the 2 (two) proponents **A.C.L Construction LTD** is the lowest.

Furthermore, both bids exceeded the pre-approved 2022 Budget for this project. Tender was done in a perfect tendering time of the season. Considering the complex nature of the work, *A.C.L Construction submitted bid is reasonable and acceptable.*

The District needs to supply 20 picnic tables to the contractor. The contractor will be responsible to install benches at campsite. Public Works department collected quotations for picnic tables from multiple sources. The estimated costs for supply and shipment of tables is \$13,000.00.

The project cost summary is as follows:

A.C.L Construction LTD	\$158,107.00
Picnic Tables	\$13,000.00
Contingency	\$4893.00
PST	\$0.00
Total Before GST	\$176,000.00
GST (5%)	\$8,800.00
TOTAL with GST	\$184,800.00

The Total amount Before GST \$176,000.00 exceeded our pre-approved amount of \$150,000.00.

ALTERNATIVES:

1. Remove two Out House out of four Out House styles washrooms from the scope and complete the project within the pre-approved budget \$150,000.00.

FINANCIAL CONSIDERATIONS:

Recommended Option: While pre-approved budget for this project is \$150,000, an additional amount of \$26,000 is required to award the project which can be accommodated from the overall surplus of 2022 Capital Projects.

Alternative Option: For this option Total Before GST will be \$134,215.30. Please see attached Appendix A. The Project shall be completed within the pre-approved budget amount if the District construct only two Out Houses instead four.

Prepared by:



Ruhul Amin, Director of PW

Approved by



Mokles Rahman, CAO

Attached: Appendix A

APPENDIX A: RFP Submission – Work Plan

	Item	Unit	Quantity	Total
	Permits/Drawings			
1.1	Review Site Drawings & BC Parks Standards and Specifications	LS	1	\$2300.00
1.2	Meet with District staff	LS	1	\$2500.00
1.3	Mobilization / Demobilization	LS	1	\$17836.25
	Site Preparation			
2.1	Layout site	LS	1	\$5145.00
2.2	Strip 150mm and rough grade Site – Protect large tree specimens.	M2	4100	\$1024.60
	Installation			
3.1	Haul and place granular crushed gravel from the District's gravel pit located about 12 km from the site to the campgrounds & roadways per drawing Granular to be 300mm thick compacted to 95%. (Contractor will be responsible for hauling gravel from District's gravel pit)	M2	4100	\$24710.10
3.3	Distribute stripped soil materials between campgrounds; level and compact to 80%.	M2	4100	\$5920.00
	Optional			
4.1	Supply and Install outhouse style washrooms with concrete base per drawing B-1-3 with Type A below grade storage tanks per drawing B-1-4-2, BC Park Facility Standard 2005	EA	4	\$47783.00
4.2	Haul and Place picnic tables District supplied, contractor to haul from the PW Shop and place one at each site and four at group site (Optional).	EA	20	\$5764.00
4.3	Supply and Install Fire pit rings (Optional)			
4.3a	Fire Ring 600mm, Drawing A-3-3 (Optional)	EA	16	\$16915.00
4.3b	Fire Ring 900mm, Drawing A-3-5 (Optional)	EA	2	\$3980.00
4.4	Supply and Install Bear proof Hidabag II garbage bin with concrete base as per drawing A-4-5 (Optional)	EA	2	\$8090.00
4.5	Supply and Install Bear proof Hidabag recycling bin with concrete base as per drawing A-4-5 (Optional)	EA	2	\$8090.00
4.7	Install campsite numbers on 4"x4" posts (A-10-1) (Optional)	EA	17	\$3158.85
4.8	Road signs and other signs around all Campsites at north wing and Group Campsite as per drawings (Optional)	LS	1	\$4890.20
			Sub-Total	\$158107.00
			PST	\$0.00
			Total	\$158107.00
			GST	\$7905.35
			Grand Total	\$166012.35

Note: Please see specifications of Outhouse style Toilet and furniture in the attached BC Park Facility Standard 2005, (Appendix C).



REQUEST FOR DECISION

RFD#: CC-2022-02	Date: March 28, 2022
Meeting#: CM032822	Originator: Chris Cvik, Special Projects
RFD TITLE: Statistics Canada Census Results	

RECOMMENDATION:

1. That Council receives the attached report for information and discussion.

BACKGROUND:

At the Council Meeting on February 14, 2022, the following item was discussed:

NB3 CENSUS RESULTS

The Mayor advised that the 2021 census results indicate that the population of Hudson's Hope is 841, which is a significant reduction from the 2016 census results of 1,015. This is of concern as certain government funding is based on population size, eg the Peace River Agreement.

RESOLUTION NO. 037/22

M/S Councillors Quibell / Paice

THAT Administration direct Chris Cvik, Special Projects, to research options to verify the validity of the 2021 census results vis a vis the 2016 census results and report to Council.

CARRIED

Based on the release of the Statistics Canada federal census data release on February 9, 2022, the District of Hudson's Hope population decreased from 1,015 in 2016 to 841 residents in 2021. This represents a 17.1% percentage decrease in the population.

Census Profile, 2021 Census of Population
Data table

Search results for "Hudson's Hope"

Characteristics

Characteristic	Counts	Total
Population and dwellings		
Population, 2021	841	
Population, 2016	1,015	
Population percentage change, 2016 to 2021	-17.1	
Total private dwellings	460	
Private dwellings occupied by usual residents	378	
Population density per square kilometre	1.0	
Land area in square kilometres	826.70	

Source: Statistics Canada, 2021 Census of Population.
How to cite: Statistics Canada, 2022. (table). Census Profile, 2021 Census. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa, Released February 9, 2022.
<https://www12.statcan.gc.ca/census-recensement/2021/dp-profil/index.cfm?lang=E> (accessed March 3, 2022).

The decrease in population is important to understand as it impacts grants to the municipality as well as other significant impacts (i.e., potential sustainability of local school services, grocery stores, healthcare services, etc.).

Council has asked Administration to research options to verify the validity of the 2021 census results vis a vis the 2016 census.

DISCUSSION:

Statistics Canada

The District has the ability to submit a request for formal review of 2021 Census population and dwelling counts. The deadline to submit a request for a formal review is December 31, 2022. Based on the deadline date, Administration contacted Statistics Canada to request a formal review. Statistics Canada will review the request before making a determination to proceed. It is important for Council to understand that population is based on the term “usual residence”.

Stats Canada defines ‘usual residence’ on the basis (de jure), whereby persons are enumerated at their usual place of residence, even if they are temporarily away at the time of the census (May 11, 2021). Therefore, the census universe for any level of geography excludes foreign and temporary residents, including persons who have a main residence elsewhere but stay temporarily while working, studying or visiting—whether due to the COVID-19 pandemic or other reasons.

This means that while Hudson’s Hope may have a shortage of affordable accommodations, the temporary population spike causing this (i.e., BC Hydro or Pipeline Employees) and other transient residents do NOT get counted into the census information as they do not normally reside in Hudson’s Hope on a permanent basis.

BC Health Care Account (MSP) Information

In June 2021, the population of Hudson’s Hope as per Northern Health was 853. This number represents the Medical Services Plan (MSP) accounts in the Hudson’s Hope area. The total comes from a snapshot of all residents registered in Hudson’s Hope with MSP that was taken on March 12, 2021. It includes individuals who are born in 2009 or earlier (age 12+) and had an address in a Northern Community Health Service Area (CHSA) at the time of that snapshot. The population of children aged 5-11 comes from the same data source. It is important to note this population total was obtained before the Statistics Canada total of 841 residents was released in February 2022. If the number of MSP accounts for the area are assumed to be correct, then it can be argued that the federal government census data is reasonable.

Audit of Municipal Census Data

Statistics Canada does not have guidelines for municipalities to conduct their own reviews of 2021 Census population and dwelling counts. This means the District could not undertake a detailed examination of census collection and processing records used by Statistics Canada and Statistics Canada would not be able to share those records with other parties -- census respondents are assured that their responses are kept confidential.

District to Undertake its' own Municipal Survey

An option exists for the District to undertake their own municipal census to verify the results of the Statistics Canada census. The cost of undertaking this could be in the \$10,000 - \$20,000 range and approval from the province on the methodology should be obtained first to ensure the province accepts the findings. Given the similarity of the Statistics Canada census data to the Northern Health population data, Administration is **NOT** recommending the District conduct its' own survey as it is unlikely the results will be significantly different from the Stats Canada or Provincial Northern Health population data.

FINANCIAL CONSIDERATIONS:

As Council is aware, the decrease in municipal population will have an impact on grants most notably, the Peace River Agreement as population is one of the variables in allocation formula. As the amount of the grant is fixed, the decrease in population will likely result in a lower grant allocation to the District of Hudson's Hope whereas other municipalities in the Peace River region that have grown will likely see an increase in their share of the grant allocation. NOTE: The actual reduction in the amount of Peace River Agreement grant funding is based on the grant allocation formula of which population is one of the variables so it is NOT a direct reduction in population equals a direct reduction in grant funding calculation.

ALTERNATIVES:

1. That Council direct Administration to prepare a report that outlines what would be required to undertake its' own census.

Attachment:

1. Appendix A - Why is there sometimes a difference between municipal census counts and the counts provided by the federal census.
2. Appendix B - Why is there sometimes a difference between population counts from administrative files (e.g., Health Files).

Prepared by:



Chris Cvik, Special Projects.

Reviewed by:



Mokles Rahman, CAO

Appendix A

Why is there sometimes a *difference* between *municipal census* counts and the counts provided by the federal census.

The 2021 Census population counts may differ from population counts obtained from other sources, such as municipal censuses. This may be due to a variety of factors, including differences in reference periods, target populations, concepts, geographies, and/or methodologies.

Typical examples include differences in geographic boundaries, and the inclusion or exclusion of: individuals temporarily residing or working in a region; foreign residents; individuals residing in cottages or secondary residences; and individuals living in collective dwellings such as lodging or rooming houses, hotels, hospitals, nursing homes, work camps, etc.

1. Reference period

Reference day for the 2021 Census was May 11. A different reference day or period could have an impact on where individuals are enumerated – for example, students attending school elsewhere; seasonal workers; children in joint custody; individuals living at their cottage in the summer; etc.

2. Target population

The target population for the Canadian census includes: Canadian citizens; landed immigrants; persons from another country with a work permit, a study permit, or those who claim refugee status; babies born before May 11, 2021; and persons who died on or after May 11, 2021.

3. Where people are counted

The location where individuals are enumerated is a more important source of discrepancy. For the Canadian census, individuals are enumerated at their usual place of residence. That is:

- At their main residence, even if they are temporarily absent.
- At the residence where they spend most of the time, if they have more than one residence.
 - Exceptions:
 - spouses temporarily absent because of their work or studies, but who periodically return to their family's residence, are enumerated at their family's residence even if they spend most of the year elsewhere (this group is often referred to as the *shadow population*, and can represent a significant portion of the population staying in an area at the time of the census)
 - students living elsewhere during the school year, but who return to live with their parents during the year, are enumerated at the residence of their parents even if they spend most of the year elsewhere
 - individuals who have been living in an institution (home for the aged, hospital, prison, rehabilitation centre, etc.) for less than six months are enumerated at their main residence (if they have one).

4. Geographies

Canadian census data are available at different levels of standard geographies that don't necessarily correspond to the levels of geography used for other censuses. Also, boundaries can change overtime.

5. Methodologies

- Canadian census data are collected by completing questionnaires (self-response by internet, self-response by paper questionnaire, or assisted by an interviewer). Other censuses may use alternate sources, such as administrative sources, which can differ from collected data.
- The Canadian census is a national census. Therefore, individuals with more than one residence (in different municipalities) will be invited to respond more than once, making it more obvious for them that they should not be responding for their secondary residence.
- The data collected in any survey or census contains omissions, errors or inconsistencies. After the initial editing and coding operations are completed, the data are processed through the final edit and imputation activity. Also, after the collection phase of the Canadian census is complete, the occupancy status of dwellings is adjusted based on the results of a quality control activity called the Dwelling Classification Survey. All these post-collection activities have an impact on the estimates produced from the census data, and not all the surveys or censuses use the same methodology.

Source: Statistics Canada website.

Appendix B

Why is there sometimes a *difference* between population counts from administrative files (e.g., Health Files).

The population counts from other jurisdictions are often based on Health records or administrative files and these may employ different definitions and concepts. Potential differences include the following:

- The population counts from Health records do not refer to a specific reference day as does the 2021 Census population, where the reference day was May 11, 2021.
- Health records may not reflect changes in a timely manner. For example, when an individual leaves one province for another, a delay is highly possible before this individual is removed from the health records. This could be the case because from the point of view of the individual, there may be no incentive to be removed from Health records.
- Similarly, the removal of deaths from Health records may not be done on a regular basis and deceased persons may be included in Health records for a short or longer period, thus creating over coverage.
- Alternatively, there may be a minimum residency requirement in order for an individual to be added to the Health records.

All those differences and potentially others may make comparison of population counts from Health records and census counts unreliable.

Source: Email from Kwong Wong, Kwong.Wong@statcan.gc.ca Statistics Canada, received February 25, 2022.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: CAO Update

DATE: March 23, 2022

FROM: Mokles Rahman, CAO

Below please find highlights of some of the major activities either done or underway in the Office of the Chief Administrative Officer (CAO) during the period of February 24 to March 23, 2022.

- Draft Operations and Capital Budgets submitted to Council on March 14, 2022 and were posted on the District Website at <https://hudsonshope.ca/municipal-budget/> for public comments.
- The Audit team will be presenting the draft 2021 Financial Statements to Council on March 28, 2022.
- Library Lease Agreement, Library Servicing Agreement, Museum Agreement and Community Hall Club Agreements are under preparation.
- Received \$144,000 grants from NDIT for Light Industrial Subdivision detailed design.
- Awarded contract to L & M Engineering for the Water Services Regulations Bylaw update.
- In the process of hiring a consultant for assessing the Water Systems Assessment.
- Recall letters sent to 2022 summer employees for Public Works, Swimming Pool, and Visitor Centre.
- Quarterly performance review of Corporate Officer done.

Upcoming Activities:

- 2022 Tax Rate Bylaw and 2021 Statement of Financial Information (SOFI).
- Water Services Regulations Bylaw update.
- Water Systems Assessment for the District.
- Manager of Public Work re-posting is up with a closing date of March 29, 2022.
- Quarterly performance reviews for Director of Public Works and Director of Protective Services.

Prepared by:



Mokles Rahman, CAO

SR5

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: March 28, 2022
SUBJECT: CORPORATE DEPARTMENT – MONTHLY UPDATE

PURPOSE

To provide Council with an update for the Corporate Department.

GENERAL

- **2022 Vacation Planning & Scheduling**
 - Office Clerks, ICBC Clerk & Custodian – ongoing.
 - Corporate Officer – submitted vacation plans for 2022; note: the Chief Election Officer & Deputy Chief Election Officer will avoid vacation during the fall due to the Election on October 15, 2022, except possibly for the occasional day.
- **Bylaws – In Progress**
 - Bylaw No. 915, 2020 Fees & Charges being reviewed
 - Fee for comfort letters needs to be added
- **Bylaw Index**
 - An Excel spreadsheet was used to create a bylaw index, which allows for very efficient searching and managing the information; reviewed with the CAO and B. Mercereau to standardize naming conventions and to start selecting more bylaws to add to the District's website.
- **Council Chambers Sound System**
 - Sound in Town has now received delivery of some of the sound equipment (current equipment is on loan, pending delivery) and installation expected early April.
- **Council Meetings**
 - Agenda Preparations & Minutes – March 28, 2022
- **Server Replacement**
 - IT Partners was on-site on March 23rd and 24th to install the new server; they also resolved a number of minor issues, eg printer problems, etc.
 - Reviewed laptop inventory; plan to replace HDD drives with SSD drives for 2 of the laptops if the batteries for these laptops are still good (j\$120 per SSD drive).

- **ICBC**

- ICBC is in the process of upgrading the Driver's Licencing connections to fibre; current expected timeline is late April 2022 (originally March 2022).

- **Local Government Elections 2022**

- Elections are scheduled for October 15, 2022
- On-line training is being provided by LGMA

- **Commissioner for Taking Affidavits / Oaths – ongoing**

CONFERENCES / EDUCATION / TRAINING

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


- Freedom of Information – Sub-Committee – Ongoing

- **Emergency Social Services**

- Scheduling for Office Staff in progress in conjunction with the Director, Protective Services – on-going
- Corporate Officer – attending an Emergency Operations Centre Essentials course in Dawson Creek, March 30 – 31 2022

- **ICBC Training**

- M. Heiberg – training on-going



Jeanette McDougall,
Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Public Works Department Update
DATE: March 21, 2022
FROM: Ruhul Amin

Below please find highlights of some of the activities either done or underway in the Public Works Department during the period of January to March 2022.

A. OPERATIONS:

- Arena: Closed on March 17th, 2022.
- Library Building: Hired a roofing contractor to replace roof shingles, most probably will be done by end by April 2022.
- Visual Slope Monitoring: Since December 03, 2021, PW is doing weekly visual monitoring on the slope of the riverbank adjacent to Library building. No visible movement.
- Winter Maintenance: PW staff are working to pump flood water at multiple locations all over the District.

B. CAPITAL PROJECTS:

1. Arena Door and Water Heater: Water heater installation was completed last week. Doors installation will be completed by June 2022.
2. ATV campground Phase II: Bids received. Staff report is being submitted to Council for approval.
3. Safety Wall in the District Office: Hired a local contractor for construction.
4. Capital Project 2022: Waiting to receive final Tender Documents from consultants for pre-approved projects.

C. OPERATING PROJECTS:

1. Garbage Bins: Purchased 11 garbage bins with larger wheels.
2. Arena and Curling Rink Building Envelop Assessments: Received report, no significant issues on these facilities.

E. UPCOMING ACTIVITIES:

SR7

Page 1 of 2

- Tennis court net replacement: Received nets and posts, will be installed early spring this year.

Prepared and submitted by:

A handwritten signature in black ink, appearing to read 'Ruhul Amin', is positioned above a horizontal line.

Ruhul Amin, Director of Public Works and Engineering

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Recreation and Special Events Update

DATE: March 21, 2022

FROM: Kelsey Shewfelt

Below please find highlights of some of the activities either done or underway in the Recreation and Special Events Department during the period of March 1 to March 31, 2022.

A. COMPLETED ACTIVITIES AND EVENTS:

- St. Patrick's Day Scavenger Hunt (Saturday, March 12, 2022) – 10 clues were placed around town and participants submitted selfies with Pot of Gold to be entered into draw to win 100 Loonies. We received 36 entries.
Total Cost - \$156.99.
Cost Breakdown - \$100.00 for Pot of Gold, \$44.99 for helium tank for balloons at clue locations, and \$12.00 for props for photos.
- Last Chance Free Skate (Saturday, March 12, 2022) – Free skate was held from 12-2 PM. Attendance was not tracked by Arena employees.
Total Cost – None
- Family Bingo Night (Sunday, March 13, 2022) – Due to concerns about issues with live streaming with the Lion's Club bingo caller, virtual bingo program was used. Printed bingo cards were made available for community members and event was live streamed on the DOHH Facebook page. Bingo cards were printed for 200 people and after event there were only 19 remaining. Four games were played, and we had up to 29 "viewers" on Facebook (most people were playing in larger groups). Event was well received throughout community, and we have had many requests to do a bingo event again.
Prizes – Game 1: Electric model car (prize was purchased by previous RSEC), Game 2: One month family swim pass, Game 3: Seven-night camping punch pass, Game 4: One night in jacuzzi suite at Stillwater Inns & Suites and two large pizzas from Sportsman's Inn.
Total Cost – \$35.54
Cost Breakdown - \$35.54 for purchase of playing time on virtual bingo player and personalized bingo cards.



B. UPCOMING ACTIVITIES AND EVENTS:

- Children's Easter Event (Saturday, April 16, 2022) –Activities planned are bingo, crafts, and yoga with Easter Bunny. Event will be held at Community Hall. Recreation Officer has requested assistance from the Grad Class of 2023 to facilitate activities and wear bunny suit, still waiting on reply.
Estimated Cost – Unsure as event is still in planning stages.
- Day of Mourning (Thursday, April 28, 2022) – Ceremony will be held at 11AM at the Municipal Worker's Monument. Invitations to request speakers have been sent.
Estimated Cost - None

C. GRANTS:

- New Horizons for Seniors Program Grant – Application was successful. Will receive funds of \$7100.00.
- Canadian Heritage Grant – Application was successful. Will receive funds of \$1680.00 for Canada Day activities.
- ParticipACTION Community Better Challenge Grant – Application for funds of \$1500.00 submitted. Decision will be made in March.

Prepared and submitted by:



Kelsey Shewfelt
Recreation Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council
SUBJECT: Special Projects – Update Report
DATE: March 2022
FROM: Chris Cvik

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

- Completed Census Report for Council review and discussion.
- Compiling Information for Annual Report.
- Submitted amended Notice of Work application on November 14, 2021, on the District of Hudson's Hope Gravel Pit License of Occupation extension – awaiting a response.

Upcoming

- Working on Recreation Infrastructure Grant (NDIT) application for swimming pool liner replacement.
- Assist with CAO as necessary.



Chris Cvik

From: Projects <projects@bchydro.com>

Sent: March 11, 2022 9:31 AM

To: Dave Heiberg <mayor@hudsonshope.ca>

Cc: Mokles Rahman <cao@hudsonshope.ca>; Pulford, Anne <Anne.Pulford@bchydro.com>; Gammer, Bob <Bob.Gammer@bchydro.com>

Subject: BC Hydro Peace to Kelly Lake Stations Sustainment Project - Regulatory Filing

Hello Mayor Heiberg and Council,

Please see attached regarding BC Hydro's Peace to Kelly Lake Stations Sustainment project.

We've submitted an application to the BC Utilities Commission (BCUC) capital expenditures we anticipate making on the Peace to Kelly Lake Stations Sustainment project. The attached information from the BCUC provides information on how you can participate in the process and the associated key dates.

If you have any questions, please contact us at projects@bchydro.com or visit our website at bchydro.com/pksp.

Cheers,

Johnson Lee, PMP, M.Eng | Stakeholder Engagement Advisor
Capital Projects Communication

BC Hydro
333 Dunsmuir St, 15th floor
Vancouver, BC V6B 5R3

P 604 623 4213
M 604 916 8325
E Johnson.Lee@bchydro.com

March 11, 2022

Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC
V0C 1V0

Attn: Mayor Heiberg and Council,

Re: Peace to Kelly Lake Stations Sustainment Project

Following up our last letter dated April 23, 2020, at the end of January 2022, BC Hydro submitted an application to the BC Utilities Commission (BCUC) under section 44.2(1)(b) of the *Utilities Commission Act* for capital expenditures we anticipate making on the Peace to Kelly Lake Stations Sustainment Project.

The Project involves the replacement of aging and deteriorating equipment and buildings including: shunt reactors at Peace Canyon Generating Station and Williston Substation; series capacitor control systems at Kennedy Capacitor Station and McLeese Capacitor Station; and the 500 kV control buildings at Kennedy Capacitor Station and Williston Substation. The Project will take place on and around existing BC Hydro infrastructure and BC Hydro fee simple owned property and no impacts are anticipated to undisturbed natural environments. The anticipated start for construction is April 2023 at the earliest with a target in-service date of October 2027, subject to regulatory approval. Additional details can be found in BC Hydro's application to the BCUC application at https://docs.bcuc.com/Documents/Proceedings/2022/DOC_65660_B-1-BCH-Peace-to-KellyLake-SustainmentProject-Public.pdf.

The attached information from the BCUC provides information on how you can participate in the process and the associated key dates. Should you have any questions, please contact us at projects@bchydro.com or visit our website at bchydro.com/pksp.

Sincerely,

Johnson Lee
Stakeholder Engagement Lead

CC: Anne Pulford, Project Manager, Peace to Kelly Lake Stations Sustainment Project
Bob Gammer, BC Hydro Community Relations



bcuc
British Columbia
Utilities Commission

Patrick Wruck
Commission Secretary

Commission.Secretary@bcuc.com
bcuc.com

Suite 410, 900 Howe Street
Vancouver, BC Canada V6Z 2N3
P: 604.660.4700
TF: 1.800.663.1385
F: 604.660.1102

March 3, 2022

Sent via email/eFile

BCH PEACE TO KELLY LAKE STATIONS SUSTAINMENT PROJECT EXHIBIT A-2

Mr. Chris Sandve
Chief Regulatory Officer
British Columbia Hydro and Power Authority
Regulatory and Rates Group
1600 – 333 Dunsmuir Street
Vancouver, BC V6B 5R3
bhydroregulatorygroup@bhydro.com

**Re: British Columbia Hydro and Power Authority – Peace to Kelly Lake Stations Sustainment Project –
Project No. 1599301 – Order G-60-22 – Regulatory Timetable**

Dear Mr. Sandve:

Further to your January 25, 2022 filing of the above-noted application, enclosed please find British Columbia Utilities Commission Order G-60-22 establishing a regulatory timetable and public notice.

Sincerely,

Original signed by:

Patrick Wruck
Commission Secretary

IL/lb

Enclosure



**ORDER NUMBER
G-60-22**

IN THE MATTER OF
the *Utilities Commission Act*, RSBC 1996, Chapter 473

and

British Columbia Hydro and Power Authority
Application for Orders regarding the Peace to Kelly Lake Stations Sustainment Project

BEFORE:

E. B. Lockhart, Panel Chair
T. A. Loski, Commissioner
A. Pape-Salmon, Commissioner

on March 3, 2022

ORDER

WHEREAS:

- A. On January 25, 2022, the British Columbia Hydro and Power Authority (BC Hydro) filed an application with the British Columbia Utilities Commission (BCUC), pursuant to section 44.2(1)(b) of the *Utilities Commission Act* (UCA), for acceptance of a schedule of capital expenditures that BC Hydro anticipates making in respect of the Peace to Kelly Lake Stations Sustainment Project (Project) and seeking, pursuant to section 44.2(3) of the UCA, BCUC acceptance of the expenditure schedule as being in the public interest (Application);
- B. The Project consists of the replacement of equipment and buildings at existing stations on the Peace to Kelly Lake portion of BC Hydro's transmission system;
- C. BC Hydro requests that certain information in the Application be held confidential in accordance with Part IV of the BCUC's Rules of Practice and Procedure on the basis that the information is commercially sensitive in nature and that significant harm or prejudice to BC Hydro's competitive or negotiating position is reasonably expected to result if the information was made public; and
- D. The BCUC has commenced review of the Application and considers that the establishment of a public hearing and a regulatory timetable are warranted.

NOW THEREFORE the BCUC orders as follows:

- 1. A public hearing is established for the review of the Application in accordance with the regulatory timetable as set out in Appendix A to this order.
- 2. BC Hydro is to publish the Public Notice, attached as Appendix B to this order, in print/display-ad format in appropriate news publications, such as but not limited to, local and community papers in the vicinity of the locations where the Project is proposed to take place, to provide adequate notice to those parties who may

have an interest in or be affected by the Application, as soon as reasonably practical, but no later than March 24, 2022.

3. BC Hydro must publish notice of the Public Notice on its Twitter, LinkedIn, and Facebook social media platforms on or before March 24, 2022 and must publish weekly reminder notices on each of these platforms until the conclusion of the intervener registration period on April 7, 2022.
4. BC Hydro must provide an electronic copy of the Application and this order to all affected parties and potentially affected parties by no later than Tuesday, March 24, 2022. This includes, but is not limited to, registered interveners in the BC Hydro Fiscal 2023 to 2025 Revenue Requirements proceeding, local and regional governments referred to in Chapter 5 of the Application, property owners neighbouring existing stations on the Peace to Kelly Lake portion of the transmission system, the First Nations and First Nation organizations referred to in Chapter 5 of the Application and all other potentially affected Indigenous peoples.
5. BC Hydro must provide confirmation to the BCUC when the public notice has been posted, including a list of the publications (paper and digital) in which the notice was posted.
6. Parties who wish to participate in the proceeding may submit a letter of comment, register as an interested party or request intervener status. Parties requesting intervener status must complete a Request to Intervene Form, by March 24, 2022, as established in the regulatory timetable and in accordance with the BCUC's Rules of Practice and Procedure.
7. The BCUC accepts BC Hydro's confidentiality requests, as filed, unless determined otherwise by the BCUC.

DATED at the City of Vancouver, in the Province of British Columbia, this 3rd day of March 2022.

BY ORDER

Original signed by:

E. B. Lockhart

Commissioner

Attachment

British Columbia Hydro and Power Authority
Application for Orders regarding the Peace to Kelly Lake Stations Sustainment Project

REGULATORY TIMETABLE

Action	Date (2022)
BC Hydro to publish Notice of Application	Thursday, March 24
Intervener registration deadline	Thursday, April 7
BCUC information request (IR) No. 1 to BC Hydro	Thursday, April 14
Intervener IR No. 1 to BC Hydro	Thursday, April 21
BC Hydro responses to BCUC and Intervener IR No. 1	Thursday, May 12
Further process	To be determined



We want to hear from you

BC HYDRO'S APPLICATION FOR THE PEACE TO KELLY LAKE SUSTAINMENT PROJECT

On January 25, 2022, the British Columbia Hydro and Power Authority (BC Hydro) filed an application with the British Columbia Utilities Commission (BCUC), for acceptance of capital expenditures that BC Hydro anticipates making in respect of the Peace to Kelly Lake Stations Sustainment Project (Project).

The Project consists of the replacement of equipment and buildings at existing stations on the Peace to Kelly Lake portion of the transmission system. BC Hydro notes that this Project is needed to ensure the continued reliability of this portion of the transmission system, which connects BC Hydro generating facilities in the Peace Region of northeastern British Columbia to the Kelly Lake Substation in the Kelly Lake/Nicola region.

HOW TO PARTICIPATE

- **Submit a letter of comment**
- **Register as an interested party**
- **Request intervenor status**

IMPORTANT DATES

1. **Thursday, April 7, 2022** – Deadline to register as an intervenor with the BCUC
2. **Thursday, April 21, 2022** – Deadline for intervenor information request No. 1 to BC Hydro

For more information about the Application, please visit the [Proceeding Webpage](#) on bcuc.com under "Our Work – Proceedings". To learn more about getting involved, please visit our website at www.bcuc.com/get-involved or contact us at the information below.

GET MORE INFORMATION

British Columbia Hydro and Power Authority



1600 – 333 Dunsmuir Street
Vancouver, BC, V6B 5R3



E: bchydroregulatorygroup@bchydro.com



P: 604.623.4348

British Columbia Utilities Commission



Suite 410, 900 Howe Street
Vancouver, BC Canada V6Z 2N3



E: Commission.Secretary@bcuc.com



P: 604.660.4700

From: LCRB Cannabis Regulation and Policy LCRB:EX <cannabisregs@gov.bc.ca>
Sent: March 14, 2022 2:14 PM
Subject: Policy Directive 22-03 – ATMs in Cannabis Retail Stores

Hello,

I'm writing to announce [Policy Directive 22-03](#) which amends the Cannabis Licensing Regulation (CLR) to include the operation of Automated Teller Machines (ATMs) as a type of business permitted to take place in a Cannabis Retail Store (CRS).

The terms and conditions related to these changes can be viewed in the updated Terms and Conditions Handbook here: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/non-medical-cannabis-licenses/law-policy-non-med-cannabis-licence/cannabis-terms-conditions>

If you have any questions about this change, please direct them to cannabisregs@gov.bc.ca.

Sincerely,

Jillian Rousselle
A/Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch

Date: March 14, 2022

To: All LCRB staff
All Licensees
All Industry Associations
All Local Government, First Nations, and police agencies

Re: **Automated Teller Machines (ATMs) in Cannabis Retail Stores (CRS)**

Automated Teller Machines (ATMs) in Cannabis Retail Stores (CRS)

Current Regulation Provisions

The operation of ATMs is not identified as a type of business allowed to take place within CRSs.

New Regulation Provisions

Operation of ATMs has been included in the types of business allowed to take place within CRSs.

Explanation

- It was the intention that a CRS could operate an ATM.
- However, the Cannabis Licensing Regulation did not recognize operation of ATMs as a type of business allowed to take place within CRSs.
- This amendment supports CRS licensees by identifying ATMs as an authorized type of business in the Cannabis Licensing Regulation to align with current business practices and the liquor retail regulations.

Disclaimer

This communication is intended to be used only for general informational purposes and may not apply to all situations. This communication does not constitute legal advice nor is it a comprehensive statement of the legal obligations that arise under the *Cannabis Control and Licensing Act*, regulations, or any other applicable laws. When interpreting and applying the information contained in this communication, you are encouraged to seek specific advice from your professional advisors as appropriate in the circumstances.

Further Information

Further information regarding liquor and cannabis control and licensing in British Columbia is available on the LCRB website at

<http://www.gov.bc.ca/cannabisregulationandlicensing>

If you have any questions regarding these changes, please email the LCRB at CannabisRegs@gov.bc.ca.

Original signed by

Jillian Rousselle,
A/Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch



March 16, 2022

British Columbia Municipalities

Re: Reducing Patio Application Red Tape for BC's Hospitality Sector and Economic Recovery

As we emerge from the pandemic and begin the long road to economic recovery in all corners of British Columbia, we look forward to working collaboratively with municipalities to enable public and private patio programs that support our local small businesses.

With 80% of hospitality businesses still losing money and accumulating more debt each month combined with inflationary pressures where food prices increased by 5.7% last year and will increase another 5.3% in 2022, it will take two thirds of hospitality businesses one and half years to return to profitability. On top of that recent polling indicates that more than 60% of consumers are still hesitant to return to indoor dining due to COVID safety concerns. As a result, **continuing expanded outdoor dining on patios continues to be an important factor in helping the hospitality industry recover from the pandemic.**

Recently, we have witnessed the unintended consequences in municipalities such as City of Vancouver where new guidelines for its public patio program were not designed in consultation with small businesses and did not create the intended solutions supported by council. Instead, the program created additional fees, red tape, and duplication of effort for those restaurants, pubs, and breweries looking to keep their successful patio open this summer. Despite aiming to "streamline the review process" the additional hurdles created significant delays which required staff to rework the program within days of its release.

In order to avoid these unintended consequences, we encourage municipalities to consult directly with small businesses and our various associations. **Our key recommendations include:**

- 1. Extend current patio programs without implementing new restrictions or fees;**
- 2. Streamline approvals to ensure those small businesses who have been safety and successfully operating patios may continue to do so;**
3. Increase flexibility for patio types and sizes as well as the number of patios allowed;
4. Increase the space use of existing patios or picnic areas to allow chairs to be spread out to meet distancing requirements;
5. Allow pop-up outdoor dining and manufacture sampling spaces;
6. Allow and increase the use of parklets and public space for dining;
7. Allow any increase in patio, picnic area or outdoor space be considered a continuation of an establishment's existing approved alcohol service area or manufacture's sampling area to provide samples and not require additional endorsements or authorizations; and
8. Coordinate with any relevant bodies—such as the Liquor and Cannabis Regulation Branch, Fire Department, etc.—to reduce red tape and speed approval timelines wherever possible.

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At a time when economic recovery and supporting our small businesses is a priority for all of us, we are confident that by working collaboratively we can reduce red tape and unnecessary fees associated with public and private patio programs.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ken Beattie".

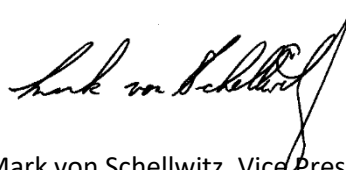
Ken Beattie, Executive Director
British Columbia Craft Brewers Guild

A handwritten signature in dark ink, appearing to read "Ian Tostenson".

Ian Tostenson, President and CEO
BC Restaurant and Food Services Association

A handwritten signature in dark ink, appearing to read "Jeff Guignard".

Jeff Guignard, Executive Director
Alliance of Beverage Licensees

A handwritten signature in dark ink, appearing to read "Mark von Schellwitz".

Mark von Schellwitz, Vice President, Western Canada
Restaurants Canada