



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, March 14, 2022

1. Call to Order:

2. Delegations:

3. Notice of New Business:

Mayor's List:

Councillors Additions:

CAO's Additions:

4. Adoption of Agenda by Consensus:

5. Declaration of Conflict of Interest:

6. Adoption of Minutes:

7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

SR1	Draft 2022 Operating Budget	Page 1
SR2	Draft 2022 Capital Budget	Page 16
SR3	RFD – Library and New Horizons Buildings – Roof Shingles	Page 53
SR4	RFD – Sale of Plow Truck	Page 55
SR5	RFD – Council Meetings Recording / Livestreaming	Page 57

10. Committee Meeting Reports:

11. Bylaws

12. Correspondence:

C1	BC Wildfires Petition	Page 62
C2	Bill 26 – Public Notice Amendments	Page 70

C3	BC Electoral Boundaries Commission	Page 84
C4	Saulteau First Nations – Treaty Land Entitlement & Site C Land	Page 85
C5	North Central Local Government Association – 2022 Annual General Meeting and Convention	Page 91
C6	North Central Local Government Association – Member Notice – Call for Nominations	Page 93

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

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

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18. Adjournment

REQUEST FOR DECISION

RFD#: 2022-MR-15	Date: March 1, 2022
Meeting#: CM031422	Originator: Mokles Rahman
RFD TITLE: Draft 2022 Operations Budget	

RECOMMENDATION / RESOLUTION:

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 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 businesses during the next Council Meeting.

BACKGROUND:

Administration prepared this Draft Operations Budget based on the Council Strategic Direction (2019-2022), and Strategic Planning Session held on November 20, 2021.

The 2022 budget will be finalized once the 2021 year-end balance information has been verified through the 2021 audit being completed by KPMG, and information received from the Regional Hospital District, as well as amounts for BC Assessment, School Tax, Municipal Finance Authority, and Police Tax. It may be mentioned here that we already received information on 2022 grants estimate under Peace River Agreement.

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

DISCUSSION:

Highlights or points of discussion include:

1. Transfers from the General Fund (i.e, Year end Surplus from 2021) are not yet known and therefore do not appear in the 2022 General Revenue amounts.
2. The contingency fund under General Government Services has been reduced from \$150,000 to \$100,000 as our expenses in 2019, 2020, and 2021 were \$78,753, \$73,369, and \$49,996 respectively.
3. No new Permanent Positions are included in the draft Operations budget. However, Recreation Coordinator has been upgraded to Recreation Officer.
4. Continued to consider one casual staff for seven (7) months for Arena Safe Operation due to COVID. This amount would be charged to COVID grant.
5. Under Fire Department, with the help of provincial Fire Smart grants, two (2) casual staff are working from July 2021 to May 2022.

6. The total Wages and Over Time (OT) for Public Works Administration, Water and Wastewater should read together to compare 2021 actual and 2022 budget.
7. Since 2020 we are paying \$3,900 per year for solar panel maintenance. Furthermore, from 2021, in addition to the maintenance fee, we are budgeting \$4,000 per year in repair and parts. Total value of energy produced in 2021 was \$63,150.
8. Tree rebate has been increased from \$1,000 to \$5,000 based on Council direction during the Strategic Planning session held on November 20, 2021

One-time expenses: Following items are budgeted as one-time expenses in 2022.

1. Economic Development:
 - Marketing strategies for the District (Ref: Strategic Planning session Nov 20, 2021) - \$30,000
 - Seasonal Banners (spring/ summer and fall/ winter) - \$5,000.
 - Replacement of 2 Hudson's Hope signs (towards FSJ and Chetwynd) - \$5,000.
2. Swimming Pool: Liner repair - \$25,000
3. Arena: Repair and maintenance - \$50,000, based on Building Envelop Assessment.
4. Curling Rink: Repair and maintenance - \$20,000, based on Building Envelop Assessment.
5. Community Hall: Washroom upgrade - \$20,000. Source of fund is COVID grant.
6. Library and New Horizon: Roof repair and shingles replacement - \$23,000 for Library building and \$8,000 for New Horizon building.
7. Recreation: Trail map update - \$5,000
8. Water: Assessment of water looping in Jamieson and Thompson Subdivisions- \$20,000
9. FIRE: Beryl Prairie Fire Hall Water Reservoir repair - \$20,000.
10. FIRE: Two casual Fire Smart staff - \$45,000. Source of fund is Fire Smart Grant.

ALTERNATIVES:

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

FINANCIAL:

The estimated \$2,406,375 shown in the Draft Operations Budget for Property taxes is based on 2021 tax rates with 2% increase and 2022 assessed property values.

A 2% increase in property tax, which would generate an additional \$47,183 revenue, has been considered for all classes of properties to keep up targeted inflation amounts. Property tax rates have not been increased in the last several years.

ATTACHMENTS:

1. 2022 Draft Operations Budget – Summary
2. 2022 Draft Operations Budget – Detailed with 2021 actual

Prepared by:



Mokles Rahman, CAO

Bylaw 926, 2022 - Schedule A				
2022 Annual Financial Plan Summary				
	2020 Actual	2021 Budget	2021 Actual	2022 Budget
REVENUE				
Property Taxes	-2,310,684	-2,315,204	-2,308,503	-2,457,850
Grants in Lieu	-1,773,879	-1,870,171	-1,873,254	-1,910,537
Grants Other	-1,618,380	-1,141,045	-1,218,145	-1,266,856
General Government Services	-108,760	-47,750	-42,765	-49,500
ICBC	-140,241	-141,911	-140,575	-142,411
Protective Services	-24,039	-13,150	-47,287	-133,022
Bylaw	-8,621	-8,750	-11,002	-10,250
Asset Management	0	-60,000	0	-60,000
Public Works	-10,462	-11,650	-7,541	0
Environmental & Public Health	-84,457	-88,125	-87,758	-88,825
Auxiliary Facilities & Recreation	-110,251	-144,050	-127,931	-155,050
Lands	-367,740	-1,000	-13,752	-1,000
Economic Development	-16,904	-16,200	-1,165	-1,200
Water	-3,102,612	-167,750	-1,269,670	-167,750
Sewer	-90,300	-83,143	-82,297	-83,643
General Operations Revenue	-\$ 9,767,329	-\$ 6,109,899	-\$ 7,231,644	-\$ 6,527,894
CHANGE IN SURPLUS				
General Reserves Change	1,851,075	-1,008,965	887,731	-800,851
Water Reserves Change	-235,350	-72,150	-398,786	-566,062
Sewer Reserve Change	-285,887	-728,729	-811,407	-100,819
Total Change in Surplus	\$ 1,329,837	-\$ 1,809,844	-\$ 322,462	-\$ 1,467,731
Total Revenue / Surplus	-\$ 8,437,492	-\$ 7,919,743	-\$ 7,554,106	-\$ 7,995,625
OPERATION EXPENDITURES				
Council	100,492	151,193	101,779	170,237
Grant in AID	20,659	479,371	17,651	43,935
GGS	1,168,144	1,211,170	999,086	1,164,773
ICBC	76,472	84,900	86,836	87,633
Protective Services	270,759	357,300	283,937	414,084
Bylaw	53,143	65,040	56,455	62,599
Asset Management	86,672	17,120	1,248	17,300
Public Works	1,505,783	1,913,199	1,556,897	1,954,405
Environmental & Public Health	48,346	66,000	49,152	60,000
Auxiliary Facilities & Recreation	651,285	1,040,628	824,293	1,077,886
Lands	14,654	17,500	15,653	15,000
Economic Development	1,203	11,000	12,099	40,000
Water	177,592	239,900	331,439	333,812
Sewer	89,666	186,872	107,022	159,462
Total Operations Expense	\$ 4,264,870	\$ 5,841,193	\$ 4,443,546	\$ 5,601,125
CAPITAL EXPENDITURES				
General Capital Expenditures	725,730	1,453,550	986,860	1,969,500
Water Capital Expenditures	3,160,371	0	1,337,018	400,000
Sewer Capital Expenditures	286,521	625,000	786,683	25,000
Total Capital Expenditures	\$ 4,172,622	\$ 2,078,550	\$ 3,110,560	\$ 2,394,500
Total Expenditures	\$ 8,437,492	\$ 7,919,743	\$ 7,554,106	\$ 7,995,625

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
GENERAL GOVERNMENT SERVICES BUDGET					
TAXES REVENUE					
01-10-1000-4002	PENALTIES	-8,178	-10,000	-10,191	-10,000
01-10-1000-4003	INTEREST ON ARREARS	-3,203	-2,000	-1,294	-2,000
01-10-1000-4004	INTEREST ON DELINQUENT	-967	-1,000	-308	-1,000
01-10-1000-4101	RESIDENTIAL TAXES	-346,312	-332,696	-327,470	-344,786
01-10-1000-4102	UTILITIES TAXES	-1,570,034	-1,601,801	-1,601,801	-1,714,733
01-10-1000-4103	MAJOR INDUSTRY TAXES	-197,097	-195,050	-195,050	-206,252
01-10-1000-4104	BUSINESS TAXES	-141,705	-128,568	-128,568	-132,379
01-10-1000-4105	RECREATIONAL/NON PROFIT TAXES	-684	-803	-803	-349
01-10-1000-4106	FARM TAXES	-7,562	-7,565	-7,565	-7,876
01-10-1000-4107	TWELVE MILE ELECTRICAL EXTENSION	-2,536	-2,536	-2,536	-2,536
01-10-1000-4110	1% REVENUE GRANT TAX	-11,964	-11,695	-11,695	-11,860
01-10-1000-4111	3% FRANCHISE FEE	-13,715	-14,265	-14,265	-16,981
01-10-1000-4112	1% EASTLINK	0	-500	0	0
01-10-1000-4113	1% FORTIS	-4,295	-4,295	-4,572	-4,755
01-10-1000-4114	1% TELUS	-2,430	-2,430	-2,385	-2,342
	TOTAL TAXES REVENUE	-2,310,684	-2,315,204	-2,308,503	-2,457,850
GRANTS IN LIEU OF TAXES					
01-10-1001-4201	FEDERAL GOVERNMENT (PILT RCMP & CP)	-13,817	-13,500	-15,862	-16,130
01-10-1001-4202	PROVINCIAL GOVERNMENT (PILT BC LIQUOR)	-3,304	-3,300	-4,021	-3,969
01-10-1001-4203	BC HYDRO GRANT IN LIEU	-121,907	-136,897	-136,897	-139,635
01-10-1001-4204	BC HYDRO DAMS/RESERVOIR	-1,634,851	-1,716,474	-1,716,474	-1,750,803
	TOTAL GRANTS IN LIEU OF TAXES	-1,773,879	-1,870,171	-1,873,254	-1,910,537
GRANT REVENUE					
01-10-1003-4206	PEACE RIVER AGREEMENT (FAIR SHARE)	-700,284	-697,196	-698,487	-707,007
01-10-1003-4207	UNCONDITIONAL GRANT FUNDING	-311,198	-311,000	-313,000	-313,000
01-10-1003-4208	FEDERAL GAS TAX GRANT	-97,869	-97,849	-200,421	-97,849
01-10-1003-4210	PROV GRANTS- OTHER (NDI/COMM REC/COVID)	-499,000	0	0	-144,000
01-10-1003-4611	BCH - CMA PARTNERING RELATIONS (SITE C)	-10,029	-35,000	-6,237	-5,000
	TOTAL GRANT REVENUE	-1,618,380	-1,141,045	-1,218,145	-1,266,856
GENERAL GOVERNMENT SERVICES REVNEUE					
01-10-1005-4001	BANK INTEREST	-59,153	-35,000	-20,627	-30,000
01-10-1005-4322	INSURANCE % (NEW HRZN/REC COMM/SKI CLUB)	-1,000	-1,500	-1,000	-1,500
01-10-1005-4324	BULLETIN ADS	-7,110	-5,500	-7,340	-6,000
01-10-1005-4405	MISCELLANEOUS REVENUE	-40,740	-5,000	-10,364	-10,000
01-10-1005-4411	RETAIL SALES	-757	-750	-3,434	-2,000
	TOTAL GENERAL GOVERNMENT SERVICES	-108,760	-47,750	-42,765	-49,500
COLLECTION FOR OTHER GOVERNMENT					
01-10-1009-4115	SCHOOL TAX	-2,775,361	-2,816,542	-2,857,349	-2,816,542
01-10-1009-4116	PEACE RIVER REGIONAL DISTRICT	-195,447	-178,211	-178,134	-178,211
01-10-1009-4117	PEACE RIVER REGION HOSPITAL	-195,666	-231,193	-231,019	-231,193
01-10-1009-4118	BC ASSESSMENT AUTHORITY	-41,090	-39,284	-39,271	-39,284
01-10-1009-4119	MUNICIPAL FINANCE AUTHORITY	-82	-81	-81	-81
01-10-1009-4120	POLICING TAX	-114,140	-113,243	-111,445	-113,243
01-10-1009-5050	SCHOOL TAX	2,771,542	2,816,542	2,860,134	2,816,542
01-10-1009-5051	PEACE RIVER REGIONAL DISTRICT	195,510	178,211	179,048	178,211
01-10-1009-5052	PEACE RIVER REGION HOSPITAL	195,731	231,193	232,514	231,193
01-10-1009-5053	BC ASSESSMENT AUTHORITY	39,395	39,284	39,530	39,284
01-10-1009-5054	MUNICIPAL FINANCE AUTHORITY	82	81	82	81
01-10-1009-5055	POLICING TAX	113,600	113,243	110,800	113,243
	TOTAL COLLECTION FOR OTHER GOVERNMENT	-5,926	0	4,810	0
	TOTAL GENERAL GOVERNMENT REVENUE	-5,817,629	-5,374,170	-5,437,857	-5,684,743

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
COUNCIL EXPENSES					
01-10-1002-5001	COUNCIL STIPENDS & RENUMERATION	85,501	89,693	84,693	90,084
01-10-1002-5006	INDEMNITIES BENEFITS	0	0	2,657	3,153
01-10-1002-5017	TRAVEL, MEETINGS, CONFERENCES	2,391	30,000	248	30,000
01-10-1002-5019	LOCAL MEETINGS	232	2,000	355	2,000
01-10-1002-5039	ELECTIONS/REFERENDUMS	0	2,500	0	18,000
01-10-1002-5100	COMMUNICATIONS - COUNCIL	6,284	7,000	6,598	7,000
01-10-1002-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	884	4,000	1,475	4,000
01-10-1002-5107	LEGAL FEES	0	1,500	0	1,500
01-10-1002-5109	MEMBERSHIP & DUES	0	2,000	1,797	2,000
01-10-1002-5127	SCHOLARSHIP/GRAD EXPENSES	1,510	4,000	1,205	4,000
01-10-1002-5133	AWARDS - VOLUNTEER APPRECIATION	0	2,500	2,000	2,500
01-10-1002-5309	STAFF APPRECIATION	3,691	6,000	751	6,000
	TOTAL COUNCIL EXPENSES	100,492	151,193	101,779	170,237
GRANT EXPENSES					
01-10-1003-5038	GRANT IN AID (FINANCIAL ASSIST GRANTS)	20,591	50,700	12,944	33,935
01-10-1003-5708	PROVINCIAL GRANT EXPENSE (COVID)	68	428,671	4,706	10,000
	TOTAL GRANT EXPENSES	20,659	479,371	17,651	43,935
GENERAL GOVERNMENT SERVICES EXPENSES					
01-10-1005-5002	WAGES (GGS)	472,449	440,000	430,881	448,800
01-10-1005-5006	WAGES BENEFITS (GGS)	172,375	88,000	137,030	115,903
01-10-1005-5017	TRAVEL	3,985	10,000	1,091	10,000
01-10-1005-5018	TRAINING AND DEVELOPMENT	4,134	20,000	2,968	20,000
01-10-1005-5024	CUSTODIAN WAGES	51,210	56,100	47,282	53,000
01-10-1005-5034	BAD DEBT EXPENSE	7,163	0	0	0
01-10-1005-5100	COMMUNICATIONS - GGS	21,859	22,500	22,506	23,000
01-10-1005-5101	NATURAL GAS	7,134	7,200	8,009	7,500
01-10-1005-5102	ELECTRICITY	5,159	4,810	2,567	4,810
01-10-1005-5103	POSTAGE	4,959	6,000	5,697	6,200
01-10-1005-5105	ADVERTISING	1,651	2,000	1,112	2,000
01-10-1005-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	65	1,000	1,207	1,000
01-10-1005-5107	LEGAL FEES	39,576	35,000	373	15,000
01-10-1005-5108	AUDIT FEES	38,829	45,000	39,000	40,000
01-10-1005-5109	MEMBERSHIP & DUES	4,369	4,500	2,612	4,500
01-10-1005-5110	INSURANCE	91,813	125,000	114,897	152,500
01-10-1005-5111	SUPPLIES	37,945	37,500	30,481	35,000
01-10-1005-5112	LICENCES & PERMITS	631	500	1,026	500
01-10-1005-5113	EQUIPMENT RENTALS & LEASES	37,785	40,000	33,832	40,000
01-10-1005-5117	PROTECTIVE CLOTHING/FIRST AID	1,116	500	0	500
01-10-1005-5118	BUILDING MAINTENANCE & REPAIRS	7,088	10,000	6,926	10,000
01-10-1005-5124	CONTRACT SERVICES (PHOTO COPIER MAINT)	55,539	60,000	57,975	60,000
01-10-1005-5128	SITE C EXPENSES	20,931	35,000	0	5,000
01-10-1005-5130	BANK CHARGES & PAYROLL COSTS	3,988	7,000	3,257	4,000
01-10-1005-5131	RETAIL SALES EXPENSE (GGS)	461	1,000	1,802	3,000
01-10-1005-5750	MFA PAYMENT: 12 MILE (INTEREST)	795	795	795	795
01-10-1005-5764	MFA PAYMENT: 12 MILE (PRINCIPLE)	1,765	1,765	1,765	1,765
01-10-1005-5774	CONTINGENCY FUND	73,369	150,000	43,996	100,000
	TOTAL GGS EXPENSES	1,168,144	1,211,170	999,086	1,164,773
	TOTAL GOVERNMENT SERVICES EXPENSES	1,289,296	1,841,734	1,118,516	1,378,944

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
OTHER GOVERNMENT SERVICES EXPENSES					
ICBC REVENUE					
01-10-1006-4313	HUNTING & FISHING LICENCES REVENUE	-7,260	-7,500	-10,436	-8,000
01-10-1006-4319	TELUS TOWER RENTAL	-4,411	-4,411	-4,411	-4,411
01-10-1006-4320	ICBC COMMISSIONS	-128,570	-130,000	-125,728	-130,000
		-140,241	-141,911	-140,575	-142,411
ICBC EXPENSES					
01-10-1006-5002	WAGES (ICBC)	68,257	62,000	60,507	62,000
01-10-1006-5006	WAGES BENEFITS (ICBC)	1,289	12,400	16,514	14,633
01-10-1006-5017	TRAVEL	0	1,000	0	1,000
01-10-1006-5018	TRAINING AND DEVELOPMENT	0	2,000	0	2,000
01-10-1006-5131	RETAIL SALES EXPENSE (HUNTING & FISHING LIC)	6,926	7,500	9,814	8,000
	TOTAL OGS EXPENSES	76,472	84,900	86,836	87,633
	TOTAL ICBC	-63,769	-57,011	-53,739	-54,778
PROTECTIVE SERVICES BUDGET					
PROTECTIVE SERVICES REVENUE					
01-12-1200-4317	CANADA SUMMER STUDENT GRANT	0	-1,650	-1,995	0
01-12-1200-4318	OUT OF AREA RESPONSE REVENUE	-340	-11,500	-45,292	-11,500
01-12-1200-4405	MISC & OTHER GRANT REVENUE	-23,699	0	0	-121,522
	TOTAL PROTECTIVE SERVICES REVENUE	-24,039	-13,150	-47,287	-133,022
FIRE DEPT EXPENSES					
01-12-1200-5002	WAGES (PROT SERV)	97,270	91,000	89,652	94,600
01-12-1200-5003	WAGES CASUAL	6,653	12,000	30,608	55,000
01-12-1200-5006	WAGES BENEFITS (PROT SERV)	166	20,600	24,228	35,284
01-12-1200-5017	TRAVEL	2,166	12,500	8,381	3,500
01-12-1200-5018	TRAINING AND DEVENOPMENT	4,000	5,000	3,146	6,000
01-12-1200-5022	VOLUNTEER STIPEND	13,890	20,000	16,350	20,000
01-12-1200-5023	VOLUNTEER TRAINING COURSES & MATERIALS	1,463	12,000	7,272	12,000
01-12-1200-5100	COMMUNICATIONS - FIRE DEPT	15,054	15,500	14,244	16,000
01-12-1200-5101	NATURAL GAS	1,815	2,500	1,581	2,500
01-12-1200-5102	ELECTRICITY	977	1,500	1,424	1,600
01-12-1200-5109	MEMBERSHIP & DUES	904	1,000	725	1,000
01-12-1200-5110	INSURANCE VOLUNTEERS	5,019	5,600	3,202	5,600
01-12-1200-5112	LICENSES & PERMITS	880	1,000	1,312	1,400
01-12-1200-5113	EQUIPMENT RENTALS & LEASES	0	1,500	455	1,000
01-12-1200-5115	VEHICLE OPERATING & MAINTENANCE	22,016	25,000	6,045	25,000
01-12-1200-5120	MATERIALS & SUPPLIES	31,068	36,150	20,366	35,000
01-12-1200-5123	VEHICLE INSPECTIONS	7,208	9,000	7,473	9,000
01-12-1200-5124	CONTRACT SERVICES	18,316	19,000	4,700	19,000
01-12-1200-5200	O & M FIRE HALL	21,394	28,000	589	30,000
01-12-1200-5201	O & M FIRE EQUIPMENT	2,143	19,650	22,060	20,000
01-12-1200-5202	DUTY OFFICER	11,650	6,500	6,250	6,600
01-12-1200-5204	SCBA&C	4,551	2,500	3,839	4,200
01-12-1200-5207	OUT OF AREA RESPONSE EXPENSE	0	2,500	7,429	2,500
01-12-1200-5209	PUBLIC RELATIONS	851	3,100	1,906	3,100
	TOTAL FIRE DEPT EXPENSES	269,455	353,100	283,237	409,884
MUNICIPAL EMERGENCY PREPAREDNESS EXPENSES					
01-12-1201-5018	TRAINING AND DEVELOPMENT	0	2,000	0	2,000
01-12-1201-5100	COMMUNICATIONS - MEP	857	1,200	636	1,200
01-12-1201-5120	MATERIALS & SUPPLIES	447	1,000	64	1,000
	TOTAL MUNICIPAL EMERGENCY PREPAREDNESS EXPENSES	1,305	4,200	700	4,200
	TOTAL PROTECTIVE SERVICES EXPENSES	270,759	357,300	283,937	414,084

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
BYLAW / ANIMAL CONTROL BUDGET					
BYLAW ENFORCEMENT REVENUE					
01-13-1300-4310	BUSINESS LICENCE FEES	-4,501	-5,000	-4,655	-5,000
01-13-1300-4311	BYLAW FINES	0	-250	0	-250
	TOTAL BYLAW ENFORCEMENT REVENUE	-4,501	-5,250	-4,655	-5,250
ANIMAL CONTROL REVENUE					
01-13-1301-4312	DOG LICENCES	-1,570	-2,000	-1,390	-2,000
	TOTAL BYLAW ENFORCEMENT REVENUE	-1,570	-2,000	-1,390	-2,000
BUILDING INSPECTION					
01-13-1302-4315	BUILDING PERMITS	-2,550	-1,500	-4,957	-3,000
	TOTAL BUILDING INSPECTION REVENUE	-2,550	-1,500	-4,957	-3,000
	TOTAL BYLAW REVENUE	-8,621	-8,750	-11,002	-10,250
BYLAW ENFORCEMENT EXPENSES					
01-13-1300-5018	TRAINING AND DEVENOPMENT	0	2,000	1,344	2,000
01-13-1300-5105	ADVERTISING	0	500	0	500
01-13-1300-5107	LEGAL FEES	694	2,000	0	2,000
01-13-1300-5109	MEMBERSHIP & DUES	0	0	0	200
01-13-1300-5120	MATERIALS & SUPPLIES	33	500	41	500
	TOTAL BYLAW ENFORCEMENT EXPENSES	727	5,000	1,385	5,200
ANIMAL CONTROL EXPENSES					
01-13-1301-5026	ANIMAL CONTROL CONTRACT WAGES	35,933	37,600	37,763	37,714
01-13-1301-5027	ANIMAL CONTROL EXPENSES	1,845	1,530	525	1,500
01-13-1301-5110	INSURANCE	2,090	2,142	2,134	2,185
01-13-1301-5120	MATERIALS & SUPPLIES	614	1,020	729	1,000
	TOTAL ANIMAL CONTROL EXPENSES	40,481	42,292	41,151	42,399
BUILDING INSPECTION EXPENSES					
01-13-1302-5124	CONTRACT SERVICES	11,934	17,748	13,919	15,000
	TOTAL BUILDING INSPECTION EXPENSES	11,934	17,748	13,919	15,000
	TOTAL BYLAW & BUILDING INSPECTION EXPENSES	53,143	65,040	56,455	62,599
PUBLIC WORKS BUDGET					
ASSET MANAGEMENT REVENUE					
01-14-1011-4209	ASSET MANGMT: FCM GRANT	0	-50,000	0	-50,000
01-14-1011-4329	ASSET MANGMT: BC GOVERNMENT GRANT	0	-10,000	0	-10,000
	TOTAL ASSET MANAGEMENT REVENUE	0	-60,000	0	-60,000
ASSET MANAGEMENT EXPENSES					
01-14-1011-5134	MUNISIGHT - ASSET PLANNING	16,051	0	0	0
01-14-1011-5135	MUNISIGHT - ASSET MANAGEMENT SERVICES	70,621	0	0	0
01-14-1011-5136	CONDITION ASSESSMENT - CCTV	0	0	0	0
01-14-1011-5112	LICENCES & PERMITS	0	17,120	1,248	17,300
	TOTAL ASSET MANAGEMENT EXPENSES	86,672	17,120	1,248	17,300

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
PUBLIC WORKS BUDGET					
PUBLIC WORKS REVENUE					
01-14-1007-4303	CARIP GRANT	-10,462	-10,000	-5,546	0
01-14-1007-4317	CANADA SUMMER STUDENT GRANT	0	-1,650	-1,995	0
	TOTAL PUBLIC WORKS REVENUE	-10,462	-11,650	-7,541	0
PUBLIC WORKS ADMINISTRATION EXPENSES					
01-14-1007-5002	WAGES (DPW ADMIN)	879,330	900,000	653,044	900,000
01-14-1007-5003	WAGES CASUAL	245,129	200,000	227,608	230,000
01-14-1007-5004	WAGES OVERTIME (DPW ADMIN)	26,079	30,000	21,564	30,000
01-14-1007-5006	WAGES BENEFITS (DPW ADMIN)	32,006	220,000	183,325	230,105
01-14-1007-5017	TRAVEL	2,615	14,350	3,649	14,350
01-14-1007-5018	TRAINING AND DEVELOPMENT	7,588	15,888	7,130	15,000
01-14-1007-5029	OH & SAFETY EQUIPMENT	4,052	8,500	3,320	8,500
01-14-1007-5105	ADVERTISING	1,280	2,040	4,048	2,000
01-14-1007-5109	MEMBERSHIP & DUES	1,881	2,040	690	2,000
01-14-1007-5110	INSURANCE	56,612	57,500	33,506	45,000
01-14-1007-5117	PROTECTIVE CLOTHING/FIRST AID	7,735	11,220	7,314	11,000
01-14-1007-5124	CONTRACT SERVICES	6,414	28,000	15,134	25,000
	TOTAL PW ADMINISTRATION EXPENSES	1,270,721	1,489,538	1,160,331	1,512,955
PUBLIC WORKS SHOP EXPENSES					
01-14-1400-5100	COMMUNICATIONS - PW SHOP	14,316	14,500	14,469	15,000
01-14-1400-5101	NATURAL GAS	12,332	11,000	11,554	12,000
01-14-1400-5102	ELECTRICITY	-3,043	4,000	1,433	4,000
01-14-1400-5112	LICENSES & PERMITS	1,378	1,200	1,162	1,200
01-14-1400-5300	O & M PUBLIC WORKS SHOP	38,470	61,000	34,140	65,000
	TOTAL PW SHOP EXPENSES	63,453	91,700	62,759	97,200
PUBLIC WORKS ROADS EXPENSES					
01-14-1401-5102	ELECTRICITY STREET LIGHTING	43,806	41,000	51,208	57,600
01-14-1401-5114	FUEL, OIL LUBRICANTS	52,260	74,149	72,742	75,000
01-14-1401-5122	REPLACEMENT PARTS & EQUIPMENT	48,676	46,500	38,799	46,500
01-14-1401-5123	VEHICLE INSPECTIONS	2,470	4,162	2,085	4,000
01-14-1401-5301	O & M ROADS	9,518	160,000	168,835	160,000
	TOTAL PW ROADS EXPENSES	156,731	325,811	333,668	343,100
AIRSTRIP MAINTENANCE					
01-14-1402-5102	ELECTRICITY	139	150	139	150
01-14-1402-5302	O & M AIRSTRIP	14,739	6,000	0	1,000
	TOTAL AIRSTRIP MAINTENANCE	14,879	6,150	139	1,150
	TOTAL PUBLIC WORKS EXPENSES	1,505,783	1,913,199	1,556,897	1,954,405

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
ENVIRONMENTAL & PUBLIC HEALTH BUDGET					
ENVIRONMENTAL SERVICES REVENUE					
01-15-1500-4301	RESIDENTIAL GARBAGE FEES	-84,887	-85,825	-84,608	-85,825
	TOTAL ENVIROMENTAL REVENUE	-84,887	-85,825	-84,608	-85,825
PUBLIC HEALTH REVENUE					
01-15-1600-4304	CEMETERY FEES	430	-2,300	-3,150	-3,000
	TOTAL PUBLIC HEALTH REVENUE	430	-2,300	-3,150	-3,000
	TOTAL ENVIRO & PUBLIC HEALTH REVENUE	-84,457	-88,125	-87,758	-88,825
ENVIRONMENTAL SERVICES EXPENSES					
01-15-1500-5115	VEHICLE OPERATING & MAINTENANCE	381	1,500	0	1,500
01-15-1500-5400	O & M ENVIRONMENTAL	12,068	10,000	3,676	5,000
01-15-1500-5401	LANDFILL FEES (CHETWYND)	27,118	32,000	28,401	32,000
01-15-1500-5402	LANDFILL CLEAN UP	8,441	11,000	6,580	11,000
	TOTAL ENVIRONMENTAL SERVICES EXPENSES	48,008	54,500	38,657	49,500
PUBLIC HEALTH EXPENSES					
01-15-1600-5500	CEMETERY EXPENSES	209	11,000	10,485	10,000
01-15-1600-5502	O & M PUBLIC HEALTH	129	500	10	500
	TOTAL PUBLIC HEALTH EXPENSES	338	11,500	10,495	10,500
	TOTAL ENVIRONMENTAL & HEALTH EXPENSES	48,346	66,000	49,152	60,000
ARENA BUDGET					
ARENA REVENUE					
01-17-1700-4401	DROP IN FEES	-1,161	-1,100	-904	-1,100
01-17-1700-4402	PASS FEES	-1,648	-1,500	-972	-1,500
01-17-1700-4404	RENTAL FEES	-10,506	-10,000	-10,870	-10,000
01-17-1700-4405	MISCELLANEOUS REVENUE	-2,449	-500	-222	-500
01-17-1700-4411	RETAIL SALES	-449	-500	0	-500
	TOTAL ARENA REVENUE	-16,212	-13,600	-12,969	-13,600
ARENA EXPENSES					
01-17-1700-5031	SPECIAL EVENTS ARENA	86	2,000	0	2,000
01-17-1700-5100	COMMUNICATIONS - ARENA	4,009	4,200	4,418	4,400
01-17-1700-5101	NATURAL GAS	14,377	12,500	16,925	15,000
01-17-1700-5102	ELECTRICITY	35,189	30,000	40,411	30,000
01-17-1700-5111	SUPPLIES	1,775	2,000	473	2,000
01-17-1700-5131	RETAIL PURCHASES ARENA (VENDING/POP)	-433	2,000	0	500
01-17-1700-5900	O & M ARENA EXPENSES	31,385	40,000	53,072	85,000
	TOTAL ARENA EXPENSES	86,388	92,700	115,300	138,900

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
SWIMMING POOL BUDGET					
SWIMMING POOL REVENUE					
01-17-1701-4401	DROP IN FEES	-701	-2,500	-1,038	-2,500
01-17-1701-4402	PASS FEES	-8,234	-10,000	-14,078	-15,000
01-17-1701-4403	LESSONS	0	-3,500	0	-3,500
01-17-1701-4404	RENTAL FEES	0	-400	-789	-400
01-17-1701-4317	CANADA SUMMER STUDENT GRANT	0	-5,000	-3,988	0
	TOTAL SWIMMING POOL REVENUE	-8,935	-21,400	-19,893	-21,400
SWIMMING POOL EXPENSES					
01-17-1701-5003	WAGES SEASONAL (POOL)	87,725	120,000	112,310	120,000
01-17-1701-5006	WAGES BENEFITS (PDW POOL)	0	24,000	8,304	8,873
01-17-1701-5017	TRAVEL	0	3,000	2,923	3,000
01-17-1701-5018	TRAINING AND DEVELOPMENT	878	5,000	1,284	5,000
01-17-1701-5100	COMMUNICATIONS - POOL	1,680	1,500	1,940	1,800
01-17-1701-5101	NATURAL GAS	13,598	14,000	17,714	17,000
01-17-1701-5102	ELECTRICITY	8,557	8,000	14,122	13,000
01-17-1701-5111	SUPPLIES	1,170	2,000	1,131	3,000
01-17-1701-5124	CONTRACT SERVICES	0	10,000	10,468	8,000
01-17-1701-5901	O & M POOL	22,665	66,300	51,080	55,000
	TOTAL SWIMMING POOL EXPENSES	136,273	253,800	221,275	234,673
VISITOR CENTER BUDGET					
VISITOR INFORMATION CENTER REVENUE					
01-17-1702-4205	TOURISM BC GRANT	-11,000	-10,000	-10,000	-15,000
01-17-1702-4411	RETAIL SALES	-801	-1,650	-587	-1,650
	TOTAL VISITOR INFORMATION CENTER REVENUE	-11,801	-11,650	-10,587	-16,650
VISITOR INFORMATION CENTER EXPENSES					
01-17-1702-5003	WAGES SEASONAL (INFO)	35,581	39,000	27,901	36,000
01-17-1702-5006	WAGES BENEFITS (INFO)	0	7,800	2,693	5,646
01-17-1702-5017	TRAVEL	0	0	0	0
01-17-1702-5018	INFO CTR TRAINING	0	0	595	1,500
01-17-1702-5100	COMMUNICATIONS - VIS CENT	4,557	4,600	3,791	4,600
01-17-1702-5102	ELECTRICITY	2,165	2,000	1,569	2,000
01-17-1702-5105	ADVERTISING - INFO CTR TOURISM	6,130	7,000	3,600	7,000
01-17-1702-5106	PUBLICATIONS (HOSTING/PROMOTIONS)	2,641	9,500	6,623	9,500
01-17-1702-5131	RETAIL SALES	0	1,000	0	1,000
01-17-1702-5903	O & M VISITORS CENTER	1,057	25,500	150	25,500
	TOTAL VISITOR INFORMATION CENTER EXPENSES	52,131	96,400	46,921	92,746
CURLING CLUB BUDGET					
CURLING CLUB REVENUE					
01-17-1703-4308	CURLING CLUB RENTAL/LEASE	0	-10,000	0	-10,000
	TOTAL CURLING CLUB REVENUE	0	-10,000	0	-10,000
CURLING CLUB EXPENSES					
01-17-1703-5100	COMMUNICATIONS - CURLING	2,772	2,800	2,752	2,800
01-17-1703-5101	NATURAL GAS	4,618	4,200	3,554	4,200
01-17-1703-5102	ELECTRICITY	2,685	3,500	1,366	3,500
01-17-1703-5906	O & M CURLING RINK	7,823	45,000	26,890	30,000
	TOTAL CURLING CLUB EXPENSES	17,898	55,500	34,563	40,500

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
COMMUNITY HALL BUDGET					
COMMUNITY HALL REVENUE					
01-17-1704-4332	COMMUNITY HALL RENTALS	-700	-1,700	-820	-1,700
	TOTAL COMMUNITY HALL REVENUE	-700	-1,700	-820	-1,700
COMMUNITY HALL EXPENSES					
01-17-1704-5100	COMMUNICATIONS - COMM HALL	1,086	1,300	1,503	1,500
01-17-1704-5101	NATURAL GAS	2,111	3,000	3,391	3,200
01-17-1704-5102	ELECTRICITY	817	1,530	983	1,530
01-17-1704-5907	O & M COMMUNITY HALL	6,832	15,000	3,358	25,000
	TOTAL COMMUNITY HALL EXPENSES	10,845	20,830	9,235	31,230
LIBRARY BUDGET					
LIBRARY REVENUE					
01-17-1705-4307	LIBRARY IT MAINTENANCE COSTS	-9,599	-9,600	-9,599	-9,600
	TOTAL LIBRARY REVENUE	-9,599	-9,600	-9,599	-9,600
LIBRARY EXPENSES					
01-17-1705-5038	GRANT IN AID	122,314	123,537	129,954	126,008
01-17-1705-5119	BUILDING MAINTENANCE & REPAIRS	2,519	55,000	5,573	55,000
01-17-1705-5124	CONTRACT SERVICES (IT MNTHLY MAINT)	10,399	9,600	9,599	9,600
	TOTAL LIBRARY EXPENSES	135,232	188,137	145,126	190,608
PARK BUDGET					
PARK REVENUE					
01-17-1706-4203	BC HYDRO/TREE PROGRAM	0	0	0	-7,500
	TOTAL PARK REVENUE	0	0	0	-7,500
PARKS EXPENSES					
01-17-1706-5101	NATURAL GAS	426	500	512	600
01-17-1706-5102	ELECTRICITY	3,008	3,100	2,266	3,100
01-17-1706-5120	MATERIALS & SUPPLIES	7,343	10,200	7,913	12,200
01-17-1706-5132	TREE PROGRAM EXPENSES	1,039	1,000	1,000	5,000
01-17-1706-5902	O & M PARKS	14,643	30,000	17,132	30,000
	TOTAL PARKS EXPENSES	26,459	44,800	28,824	50,900
CAMPGROUNDS BUDGET					
CAMPGROUNDS REVENUE					
01-17-1707-4402	PASS FEES	-4,997	-6,000	-8,902	-6,000
01-17-1707-4405	MISCELLANEOUS REVENUE	-10,007	-6,500	-5,655	-6,500
01-17-1707-4406	ALWIN HOLLAND PASS	-1,850	-2,000	-2,616	-2,000
01-17-1707-4407	CAMERON LAKE PASS	-23,515	-25,000	-27,236	-27,500
01-17-1707-4409	DINOSAUR LAKE PASS	-10,445	-11,000	-11,103	-11,000
01-17-1707-4410	KING GETHING PASS	-1,001	-2,000	-2,585	-3,000
	TOTAL CAMPGROUNDS REVENUE	-51,815	-52,500	-58,097	-56,000
CAMPGROUNDS EXPENSES					
01-17-1707-5100	COMMUNICATIONS - CAMPGROUNDS	327	7,625	773	7,800
01-17-1707-5905	O & M CAMPGROUNDS	6,338	15,000	6,744	15,000
	TOTAL CAMPGROUNDS EXPENSES	6,665	22,625	7,517	22,800

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
SPECIAL EVENTS BUDGET					
SPECIAL EVENTS REVENUE					
01-17-1708-4214	GRANTS - OTHER (CANADA DAY)	-1,300	-2,600	-1,700	-2,600
01-17-1708-4215	PROGRAM REGISTRATIONS	-350	-9,000	-2,250	-9,000
01-17-1708-4317	CANADA SUMMER STUDENT GRANT	0	-5,000	-5,666	0
01-17-1708-4330	WINTER FEST DONATIONS	-8,915	-6,500	-6,300	-6,500
01-17-1708-4331	DONATIONS	-625	-500	-50	-500
	TOTAL SPECIAL EVENTS REVENUE	-11,190	-23,600	-15,966	-18,600
SPECIAL EVENTS EXPENSES					
01-17-1708-5002	WAGES (REC)	62,673	64,800	70,253	66,096
01-17-1708-5003	WAGES CASUAL (REC)	0	15,000	11,496	13,860
01-17-1708-5006	WAGES BENEFITS (SEC)	1,943	15,960	20,500	18,045
01-17-1708-5017	TRAVEL	514	1,500	436	1,500
01-17-1708-5018	TRAINING AND DEVELOPMENT	392	3,000	588	3,000
01-17-1708-5030	SPECIAL EVENTS CONTRACT & FIT FOR LIFE	4,077	13,000	2,036	13,000
01-17-1708-5031	SPECIAL EVENTS EXPENSES	10,483	28,000	15,764	28,000
01-17-1708-5100	COMMUNICATIONS - SPECIAL EVENTS	1,426	1,500	2,073	2,200
01-17-1708-5109	MEMBERSHIP & DUES	405	500	357	500
01-17-1708-5308	WINTER CARNIVAL EXPENSES	10,616	15,000	4,455	20,000
01-17-1708-5311	SPECIAL PROJECTS: DESIGN & PRINTNG TRAIL MAPS	33	5,000	0	5,000
	TOTAL SPECIAL EVENTS EXPENSES	92,564	163,260	127,957	171,201
LANDS BUDGET					
LANDS					
01-18-1800-4316	LAND USE APPLICATION FEES	-1,600	-1,000	-4,437	-1,000
01-18-1800-4325	SITE C TECHNICAL SUPPORT	-366,140	0	-9,315	0
	TOTAL LANDS DEVELOPMENT REVENUE	-367,740	-1,000	-13,752	-1,000
LANDS					
01-18-1800-5034	BYLAW EXPENSE	2,589	5,000	5,960	5,000
01-18-1800-5107	LEGAL FEES	3,930	8,500	9,693	10,000
01-18-1800-5405	LUCAS SUBDIVISION - MARKETING/GRADING	8,135	4,000	0	0
		14,654	17,500	15,653	15,000
MUSEUM BUDGET					
MUSEUM EXPENSES					
01-17-1709-5038	GRANT IN AID	86,708	87,576	87,576	89,328
	TOTAL MUSEUM EXPENSES	86,708	87,576	87,576	89,328
NEW HORIZONS BUDGET					
NEW HORIZONS					
01-17-1711-5119	NEW HORIZONS BUILDING REPAIRS & MAINT	122	15,000	0	15,000
	TOTAL NEW HORIZONS RECPENES	122	15,000	0	15,000

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
ECONOMIC DEVELOPMENT BUDGET					
ECONOMIC DEVELOPMENT REVENUE					
01-19-1900-4210	PROV GRANTS- OTHER (NDI/COMM REC)	-15,548	-15,000	0	0
01-19-1900-4405	MISCELLANEOUS REVENUE	-1,356	-1,200	-1,165	-1,200
	TOTAL ECON DEV REV	-16,904	-16,200	-1,165	-1,200
ECONOMIC DEVELOPMENT EXPENSES					
01-19-1900-5400	O & M ENVIRONMENTAL CTO SIGNS	1,203	11,000	12,099	40,000
	TOTAL ECON DEV EXP	1,203	11,000	12,099	40,000
WATER & TREATMENT BUDGET					
WATER TREATMENT & DISTRIBUTION REVENUE					
04-80-4001-4611	BCH - CMA PARTNERING RELATIONS	-2,934,665	0	-1,096,516	0
04-40-4000-4501	WATER - RESIDENTIAL CHARGES	-113,801	-115,250	-115,927	-115,250
04-40-4000-4502	WATER - COMMERCIAL WATER STAND CHARGES	-40,086	-40,000	-43,518	-40,000
04-40-4000-4503	WATER - RESIDENTIAL WATER STAND CHARGES	-5,933	-6,200	-5,995	-6,200
04-40-4000-4507	WATER - METERED CHARGES	-11,339	-8,500	-10,892	-8,500
04-40-4000-4512	WATER - DISCOUNTS	3,212	3,200	3,176	3,200
	TOTAL WATER TREATMENT & DIST REVENUE	-3,102,612	-166,750	-1,269,670	-166,750
WATER CONNECTION REVENUE					
04-40-4001-4504	CONNECTION & SERVICE CHARGES	0	-1,000	0	-1,000
	TOTAL WATER CONECTION REVENUE	0	-1,000	0	-1,000
	TOTAL WATER REVENUE	-3,102,612	-167,750	-1,269,670	-167,750
WATER TREATMENT & DISTRIBUTION EXPENSES					
04-40-4000-5002	WAGES (WATER)	49,118	65,000	86,080	65,000
04-40-4000-5004	WAGES OVERTIME (WATER)	26,406	35,000	41,733	40,000
04-40-4000-5006	WAGES BENEFITS (WATER)	792	13,000	23,751	15,812
04-40-4000-5017	TRAVEL	1,190	2,000	1,823	2,000
04-40-4000-5018	TRAINING AND DEVELOPMENT	4,470	6,500	1,618	8,000
04-40-4000-5100	COMMUNICATIONS - WATER	6,240	6,300	6,276	6,500
04-40-4000-5102	ELECTRICITY	58,747	65,000	69,158	65,000
04-40-4000-5112	LICENCES & PERMITS	913	1,500	1,159	1,500
04-40-4000-5107	LEGAL FEES	0	0	20,080	35,000
04-40-4000-5124	CONTRACT SERVICES	0	5,000	9,693	25,000
04-40-4000-5800	O & M WATER TREATMENT AND DISTRUBUTION	29,716	40,600	70,069	70,000
	TOTAL WATER TREATMENT EXPENSES	177,592	239,900	331,439	333,812
	TOTAL WATER EXPENSES	177,592	239,900	331,439	333,812

GL CODE	2022 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
WASTE WATER BUDGET					
WASTE WATER REVENUE					
05-50-5000-4405	MISCELLANEOUS REVENUE	-10,000	0	0	0
05-50-5000-4502	SEWER - RESIDENTIAL CHARGE	-69,549	-70,165	-70,115	-70,165
05-50-5000-4505	SEWER - LAGOON DUMPS	-3,375	-5,500	-4,625	-5,500
05-50-5000-4508	SEWER - METERED CHARGES	-4,709	-4,000	-4,866	-4,500
05-50-5000-4513	SEWER - DISCOUNTS	2,011	2,200	1,986	2,200
	TOTAL SEWER TREATMENT REVENUE	-85,622	-77,465	-77,619	-77,965
WASTE WATER COLLECTION REVENUE					
05-50-5001-4504	CONNECTION & SERVICE CHARGES	0	-1,000	0	-1,000
05-50-5001-4514	THOMPSON SEWER BYLAW NO# 877	-4,678	-4,678	-4,678	-4,678
	TOTAL WASTE WATER COLLECTION REVENUE	-4,678	-5,678	-4,678	-5,678
	TOTAL SEWER REVENUE	-90,300	-83,143	-82,297	-83,643
WASTE WATER EXPENSES					
05-50-5000-5002	WAGES (SEWER)	23,193	35,000	18,957	35,000
05-50-5000-5004	WAGES OVERTIME (SEWER)	18,234	20,000	19,445	20,000
05-50-5000-5006	WAGES BENEFITS (SEWER)	278	7,000	5,582	8,162
05-50-5000-5017	TRAVEL	0	1,500	0	1,500
05-50-5000-5018	TRAINING AND DEVELOPMENT	760	6,000	399	6,000
05-50-5000-5100	COMMUNICATIONS - SEWER	1,395	1,500	1,284	1,500
05-50-5000-5101	NATURAL GAS	1,422	1,700	1,647	1,700
05-50-5000-5102	ELECTRICITY	-5,334	1,020	-2,216	0
05-50-5000-5112	LICENCES & PERMITS	11,948	35,552	10,511	25,000
05-50-5000-5124	CONTRACT SERVICES	5,751	22,000	11,507	5,000
05-50-5000-5802	O & M SEWER & PIPING	32,018	55,600	39,906	55,600
	TOTAL WASTE WATER EXPENSES	89,666	186,872	107,022	159,462
	TOTAL SEWER EXPENSES	89,666	186,872	107,022	159,462
	TOTAL REVENUE	-9,773,256	-6,109,899	-7,226,834	-6,527,894
	TOTAL OPERATIONS EXPENSES	4,264,870	5,841,193	4,443,546	5,601,125
	NET INCOME (LOSS)	5,508,386	268,706	2,783,287	926,769
	CAPITAL ACQUIRED	3,118,212	2,078,550	2,021,221	2,394,500
	CHANGE IN SURPLUS	2,390,174	-1,809,844	762,067	-1,467,731

REQUEST FOR DECISION

RFD#:	2022-MR-16	Date:	March 2, 2022
Meeting#:	CM031422	Originator:	Mokles Rahman
RFD TITLE:	Draft 2022 Capital Budget		

RECOMMENDATION / RESOLUTION:

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

THAT Council direct administration to post this Draft Capital Budget on the District 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 businesses during the next Council Meeting.

BACKGROUND:

Administration prepared this Draft Capital Budget based on the Council Strategic Direction (2019-2022), Strategic Planning Session held on November 20, 2021

The 2022 budget will be finalized once the 2021 year-end balance information has been verified through the 2021 audit being completed by KPMG, and information received from the Regional Hospital District, as well as amounts for BC Assessment, School Tax, Municipal Finance Authority, and Police Tax. It may be mentioned here that we already received information on 2021 grants estimate from the Peace River Regional District.

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

DISCUSSION:

Highlights or points of discussion include:

- Administration is proposing \$2,394,500 for Capital Projects for 2022. Out of which \$355,500 is carry over from 2021. The carry over projects are Plow Truck, Arena doors, Safety wall in District Office, Council Chamber Sound systems, and work in progress for some of these projects.
- A large portion, \$700,000 of the proposed Capital Budget, is funded from Peace River Agreement Grant. Also, an amount of \$310,000 is from Small Communities Grant.
- Council already pre-approved budget for Water Reservoir Improvement, Water Valve/ Hydrants Replacement, Kendrick Lift Station Design, Road Improvement, ATV Campground (Ph-2) and Swimming Pool Rehabilitation.
- Swimming Pool rehabilitation has been considered in 2022 budget but may need to carry over the project to spring 2023 if the contractor is not available to perform the job in fall this year.

- Beryl Prairie Subdivision stormwater ditch rehabilitation is proposed. To save costs, engineering services for the construction will be done in-house and contractor will be hired for construction.
- An amount of \$150,000 budgeted for the Community Hall Design. The reserve amount as of 2022 for the Community Hall is \$150,000. Council Committee is working on this project and no fact sheet prepared.
- An amount of \$227,000 budgeted under Protective Services for new Radios, Turn out gear and Command-1 vehicle replacement. The source of fund is Protective Service Reserve Funds.
- Engine-3 (Beryl Prairie) replacement is a multi year project. While we need the vehicle in 2024, we have to start tendering in 2022 to get delivery in 2024. The estimated cost of the project is \$650,000 plus GST. However, no money required or budgeted for 2022.
- **Unfunded Projects:** Following projects are unfunded this year and would be high priority in 2023:
 - Kendrick Lift Station has been identified as one of the priority projects but is not recommending proceeding to construct this year as we applied for grant and waiting for a response. Council approved \$25,000 for proceeding with detailed design.
 - ½ ton Pickup truck (Unit #31) is due for replacement but due to fund shortage it has been pushed to next year.

ALTERNATIVES:

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

OTHER:

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

Attachments:

1. 2022 Proposed Capital Budget - Summary
2. 2022 Proposed Capital Project Priority Matrix
3. 2022 Capital Planning Project/ Purchase Fact Sheets.

Prepared by:



Mokles Rahman, CAO

ATTACHMENT - A
2022 CAPITAL BUDGET SUMMARY

Proposed Capital Project List	Project Ranking Staff	High/ Medium/ Low	Estimated Budget	Reserve/ Surplus/ Carry over	PRA	Source of Funding	Department
Water Reservoir water quality improvement (install chlorine booster and valve)**	1	H	\$100,000		\$100,000	Peace River Agreement (PRA)	Water
Water valves and Hydrants Replacement**	4	H	\$300,000	\$200,000		Small Community Grant	Water
Kendrick Lift Station Upgrade Design**	5	H	\$25,000	\$100,000	\$100,000	Peace River Agreement (PRA)	Wastewater
Road Pavement - Thompson Subdivision**	7	M	\$300,000	\$25,000	\$250,000	Peace River Agreement (PRA)	Public Works
Beryl Prairie Ditch Rehabilitation	8	L	\$100,000	\$50,000		Capital Machinery and Equipment Reserve	
ATV Campground (Ph-2)**	12	M	\$150,000	\$100,000		Capital Machinery and Equipment Reserve	Public Works
Swimming Pool Rehab **	2	H	\$375,000	\$110,000	\$40,000	Peace River Agreement (PRA)	Public Works
Trackless Replacement (Unit # 22)	9	M	\$125,000	\$375,000		General Reserve/ Surplus	Recreation
Trac/ Backhoe Replacement (Unit#42)	13	M	\$170,000	\$85,000		Capital Machinery and Equipment Reserve	Public Works
Radio Replacement (New)	6	H	\$84,000		\$170,000	Peace River Agreement (PRA)	Public Works
Fire - Turn Out Gear	3	H	\$8,000	\$84,000		Protective Services Reserve Fund	Protective Services
Fire Chief SUV (Unit # 61)	10	L	\$135,000	\$8,000		Protective Services Reserve Fund	Protective Services
Computer replacement	14	L	\$17,000	\$135,000		Protective Services Reserve Fund	Protective Services
Community Hall Design	11	L	\$150,000	\$17,000		Capital Machinery and Equipment Reserve	Administration
CARRY OVER			\$2,039,000	\$150,000	\$700,000	Community Hall Reserve	Recreation
Arena Door and Water Heater Replacement	carry over		\$50,000				
Sand/Plow Truck Replacement (Unit #15, 1995)	carry over		\$260,000	\$50,000		Capital Machinery and Equipment Reserve	Recreation
Safety Wall in the District Office	Carry Over		\$27,500		\$210,000	Peace River Agreement (PRA)	Public Works
Council Chamber Sound system	Carry Over		\$18,000	\$50,000		Capital Machinery and Equipment Reserve	
Total carry over			\$385,500	\$27,500		COVID safe re-start grant	Administration
				\$18,000		COVID safe re-start grant	Administration
				\$145,500	\$210,000		
				\$1,584,500	\$910,000		
Breakdown of Funding Source		2022	\$2,394,500				
Peace River Agreement (PRA), carry over			\$210,000				
Peace River Agreement (PRA), 2022			\$700,000				
Sub-Total PRA funds			\$910,000				
Small Community Grant			\$310,000				
Capital Machinery and Equipment Reserve			\$252,000				
General Reserve/ Surplus			\$400,000				
Community Hall Reserve Expenditure			\$150,000				
Protective Services Reserve Fund			\$227,000				
Sub-Total Other sources			\$1,339,000				
Carry over, COVID Safe re-start			\$45,500				
Carry over, Capital Machinery			\$100,000				
Sub-Total Carry Over			\$145,500				
GRAND TOTAL			\$2,394,500				

**Pre-Approved by Council

*** Engine -3 replacement is due in December 2024. To get the new unit in time we have to tender the project in 2022.

District of Hudson's Hope Capital Planning Priority Matrix

Proposed Capital Projects - 2022

Decision Criteria	Water Reservoir Chlorine Booster - RECEIVED PRE-BUDGET APPROVAL	Water Valves & Hydrants Replacement - RECEIVED PRE-BUDGET APPROVAL	Kendrick Lth Station Upgrade DESIGN - RECEIVED PRE-BUDGET APPROVAL	Road Pavement - Thompson Subdivision - RECEIVED PRE-BUDGET APPROVAL	Beryl Pratte Blith Rehabilitation - Tompkins Rd	ATV Compound (Phase 2) RECEIVED PRE-BUDGET APPROVAL	Swimming Pool - Limer Replacement RECEIVED PRE-BUDGET APPROVAL	Trackless Replacement (Unit #22)	Tree/ Backhoe (Unit #42)	Fire Chieftain (Unit #61)	Radio Replacement (New)	Turnout Gear (TMC)	Community Hall Design	Computer Replacement
Weighting	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7	Score out of 7
10 Risk to Worker Safety (10)	20	30	5	20	20	10	30	40	20	10	20	50	20	10
10 Risk to the Public (10)	70	30	4	30	20	10	40	20	10	30	40	30	20	10
15 Potential Environmental Impact Rating (15)	45	30	5	75	45	7	60	15	15	15	15	15	30	15
15 Financial Cost Rating (15)	60	60	3	45	60	4	60	60	60	60	45	15	60	30
15 Reputational Impact (15)	75	60	6	60	45	0	90	30	30	30	75	30	90	15
20 Impact on Services Reliability (20)	60	60	3	60	20	1	20	60	60	60	120	100	40	80
15 Risk Frequency (15)	75	60	4	60	45	4	45	45	45	30	75	60	30	60
100	405	330	300	300	255	265	475	270	240	235	360	300	290	270
Project Ranking based on Matrix Scoring Results	2	5	4	7	11	10	1	9	12	13	3	6	8	14
Project Ranking based on Staff Assessment/Priority Ranking	1	4	5	7	8	12	2	9	13	10	6	3	11	14

Capital Planning Criteria Decision Rating

Impact Scoring (1-7)	1	2	3	4	5	6	7
Employee Safety Risk Potential	Not Applicable	Near Miss	First Aid	Temporary disability	Permanent disability	Fatality	Multiple fatalities
Public Safety Risk Potential	Not Applicable	Near Miss	First Aid	Temporary disability	Permanent disability	Fatality	Multiple fatalities
Potential Environmental Impact Rating	Not Applicable	Minor	Low	Moderate	High	Extreme	Catastrophic
Financial Cost Rating	<\$10K	<\$50K	<\$100K	<\$500K	<\$1M	<\$1.5M	>\$1.5M
Reputational Impact	Not Applicable	Limited	Small	Small but vocal	Many	Majority	All
	Short disruption of service to few	Short disruption of service to few	Short disruption of service to all	Long disruption of service to few	Long Disruption of service to	Long disruption of service to all	Very long disruption of

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Ruhul Amin

Project Name: Install Chlorine booster and Reservoir Piping Upgrade for Jamieson and Thompson Sub-division distribution systems.

Date: March 7, 2022

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

Installation of Chlorine Booster in small reservoir: Install a Chlorine Injection Systems for the Jamieson and Thompson sub-divisions Water Distribution Systems.

Installation of 3-inch PVC bypass around the pressure reducing valve: The bypass assembly will include 3" ball valves to isolate the valve and the 3" ball valves to isolate the bypass so the assembly will include four ball valves, two Tee connections , two 90 degree connections and the piping.

Purpose:

Based on our Chlorine sample tests, the Jamieson Ave and Thompson Ave areas of District have low chlorine residual that do not meet Northern Health's guidelines.

During the night, the distribution systems have low flow and higher pressures. Traditional automatic control valves will often have seat chatter. At low flows, the valve will chatter and vibrate, may cause misalignment, valve seat damage, and if prolonged, mechanical failure of valve internals and associated piping. As a result, a smaller bypass valve is needed to control the lower flows.

What alternatives were considered?

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

Installed two mixers in 2021, but no significant improvements found.

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

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

What is the estimated Capital cost?

Small reservoir Chlorine Booster \$50,000.00
PVC bypass around the pressure reducing valve \$50,000.00

What is the impact on Operating Budget?

Increase/decrease – please explain

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

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

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☒

Other: _____

May cost around \$2,000.00 for Sodium Hypochlorite per year.

How is the project linked to the strategic plan?

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

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Ruhul Amin

Project Name: Replacements of Hydrants

Date: March 7, 2022

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

The scope of the project is to replace old hydrants and valves at various locations of the district to improve the ability to isolate localized sections in the event of a watermain rupture or disaster such as fire. Public works staff will help the contractor to schedule the intended water main isolation to perform the hydrants replacement work.

In 2022, hydrants and valves will be replaced at the following locations.

Location 1:- 9934 Adams Street Hydrant Replacement

Location 2:- 9908 Adams Street Hydrant Replacement

Location 3:- 10104 Paquette Street Hydrant Replacement

Location 4:- 10119 Boynton Street Hydrant Replacement

Location 5:- 10215 Garbitt Crescent Hydrant Replacement

Location 6:- 10401 Beattie Drive Hydrant Replacement

Location 7:- 10104 Robinson Avenue Hydrant Replacement

Location 8:- Water Reservoir Hydrant Relocation

Location 9:- Water valve near the reservoir at the Tee to Jamieson and Thompson subdivision.

Location 10:- Curb stop at lot west of Still Water Hotel.

Purpose:

As part of providing quality infrastructure services (Strategic Objectives 2019-2022), several old water valves and hydrants are identified for replacement in 2022. The District replaced 8 mainline valves and 1 hydrant in 2019 and 3 valves and 6 hydrants were replaced in 2020 under the same program.

The water mains with associated valves and hydrants in the District were installed in between 1962 to 1979, which are well over their life expectancy.

What alternatives were considered?

1. Replace the problematic water valves and hydrants.
2. Do nothing; we may wait until a valve or a hydrant is failing and replace in a reactive mode.

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

If we do not proceed this project, we may not be able to:

- a) exercise valve,
- b) isolate a segment of water main,
- c) reduce water loss, hence per capital water consumption will remain high, and operating costs for water will remain high,
- d) water systems operations would be at risk.

What is the estimated Capital cost?

The estimated cost of the project is \$300,000.

What is the impact on Operating Budget?

Increase/decrease – please explain

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

Will have positive impacts on operation.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

How is the project linked to the strategic plan?

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

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Ruhul Amin

Project Name: Upgrade Kendrick Lift Station-Detail Design

Date: March 7, 2022

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

Detailed Design of Kendrick Lift Station upgrade which will include Piping and Pump upgrade in the wet well and outside. And housing electrical and piping within a building to avoid confined space entry.

Purpose:

The WorkSafe BC recommends that the confined space entry to the wet well of any lift station is not safe. Any temporary solution to this old lift station is not safe and it is costing the District. The piping systems in the wet well broke down in past and it was fixed temporarily then. The electrical systems are missing some control switches. PW staff are struggling to address any electrical problems because of missing control switches.

District have applied for a grant funding for this project under the Investing in Canada Infrastructure Program (ICIP). If approved, grant funding will be available in April of 2023. Design works need to be completed in 2022 so that construction can be undertaken in 2023. According to the ICIP grant guidelines costs for engineering, project management and constructions are eligible to get the reimbursement from the grant funding.

What alternatives were considered?

1. Do nothing: continue with expensive repairs and maintenance works.
2. Delay the project: District applied for a grant for this project, delaying may impact on construction schedule committed to province and federal government in the grant application.

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

Failure of lift station may lead to discharge of raw sewage to Peace River, which is a threat to the natural environment. Ministry of Environment and DFO Canada will penalize the District for raw sewage discharge to the river.

If we do not do this project, we would not be able to meet the regulatory requirements of WorkSafe BC. Also, our operations and maintenance (O&M) cost will be higher year after year.

What is the estimated Capital cost?

Upgrade Kendrick Lift Station	2022	2023	Comments
Detail Design	\$25,000		Possibility to get the reimbursement from Grant Fund if approved.
Project Management and Constructions		\$350,000	If approved, Grant will be available in early (March/April) 2023.

What is the impact on Operating Budget?

Increase/decrease – please explain

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

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What is your estimate based on? Check all applicable:

Quote Past ☐

Work ☐

Best Guess ☐

Other: Urban Systems' Assessment Report

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How is the project linked to the strategic plan?

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

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HH Capital Project/Purchase Fact Sheet

Requestor's Name: Ruhul Amin

Project Name: Rehabilitation of Roads in Thompson subdivision.

Date: March 1, 2022

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

Spot repairs: Thompson Avenue and Kruger Street, estimated 5% of total length 500m
Base Course: 100mm base course on Gaylor Avenue, total length is 280m
Asphalt Overlay: Total length of 780m for all three roads

Purpose:

Pursuant to Asset Management Condition ratings Gaylor Avenue and Thompson Avenue is identified as very poor and poor roads. Though Kruger Street is in fair condition, it would be cost effective to complete overlay on this road with the other two roads.

According to Proactive Asset Management Strategy the District needs to invest \$350,000.00 to \$400,000.00 every year to keep its road inventory in acceptable condition. Total estimated costs for this project would be in range of \$300,000.00 to \$400,000.00. There is a possibility to receive even lower price if tender early. Based on the conditions Gaylor Avenue needs base course with new asphalt layer. Thompson Avenue and Kruger Street may need some base repairs with overlay.

What alternatives were considered?

1. Do nothing: Defer the project for couple of years, may cost more in future.
2. Delay the project: Continue repair potholes during wintertime based on the need and spot repair the asphalt during summertime.

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

1. Unhappy residents
2. If we do not complete this project, the road condition will deteriorate year after year. May need complete rebuild if delayed.

What is the estimated Capital cost?

\$300,000.00

What is the impact on Operating Budget?

Increase/decrease – please explain

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

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

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

Experience of similar type of projects.

How is the project linked to the strategic plan?

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

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Ruhul Amin

Project Name: Beryl Prairie Subdivision Storm Ditch

Date: March 9, 2022

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

Re-construction of the Tompkins Road ditch and armoring the ditch with 50-kg crushed stone and/or other suitable materials.

Purpose:

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

- Overtopping at the Coulson Road culverts
- Damage to Coulson Road
- Overtopping at Tompkins Road north culvert crossing
- Overtopping at driveway culvert, driveway and culvert completely washed out.
- Significant erosion of east Tompkins Road ditch
- Damage to Tompkins Road shoulder
- Flooding of properties throughout the subdivision, including impacts to homes

Urban Systems was hired for the assessment of the Stormwater. Following the recommendations from Urban Systems, the District already upgraded 3-Culvert Locations and requested MoTI to upgrade the culverts at Beryl Prairie Road.

This project is addition of ditch armoring in Tomkins Road with riprap or any other materials which was significantly damaged due to severe scouring.

What alternatives were considered?

1. Do Nothing: If this ditch and armoring is not done, may result significant damage to adjacent properties during similar events in future. Possible liability issue for the District.
2. Delay the project: Delaying the project may end up with liability issues for the District if similar events happened in future.

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

Resident will be at risk of flood and consequential damages from the flood.
Could be a liability and legal issues for the District.

What is the estimated Capital cost?

\$100,000.00

What is the impact on Operating Budget?

Increase/decrease – please explain

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

May need additional man hours for operation and maintenance.

What is your estimate based on? Check all applicable:

Quote Past ☐

Work ☐

Best Guess ☒

Other: _____

How is the project linked to the strategic plan?

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

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Ruhul Amin

Project Name: ATV Campground (Phase – 2)

Date: March 7, 2022

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

The scope the project in Phase – 2 will include the followings:

1. Complete striping, grading and gravel for Group Campgrounds and Group parking.
2. Install two (2) sets of outhouse style washrooms M/F with self contained below grade storage tanks and venting.
3. Place picnic tables – one (1) per site (District supplied, contractor to haul from the PW Shop).
4. Fire pit rings.
5. Bear proof garbage bin and Bear proof recycle bin.
6. Signs

Purpose:

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

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

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

What alternatives were considered?

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

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

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

What is the estimated Capital cost?

\$150,000.000

What is the impact on Operating Budget?

Increase/decrease – please explain

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

Need additional Personnel and supplies to operate.

What is your estimate based on? Check all applicable:

Quote Past ☐

Work ☐

Best Guess ☒

Other: _____

How is the project linked to the strategic plan?

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

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Mokles Rahman

Project Name: Swimming Pool Rehabilitation

Date: February 23, 2022

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

Replacement of entire liner of Pool walls and floor Membrane:

The scope of the project is to replace pool liner including floor membrane as well as gutters to give the pool a better system of water tightness. The floor inlets will be replaced as necessary. Concrete floor slab will be repaired with concrete as necessary.

While the wall inlets should be replaced to have complete water tightness in the Pool, without excavation around the pool walls it would not be possible. Wall inlets will be inspected during the field visit by the contractor.

Purpose:

The main purpose of this project is to rehabilitate the swimming Pool with new wall liner, floor membrane, gutter etc as those are at the end of its life. There are many joints and seals which are no longer impervious to water. Concrete spalling under the liner, which requires liner replacement, and repair of concrete bowl which is not localized and widespread across pool floor especially at the shallower depth. This rehabilitation should extend the life of the pool by approximately another 15 years.

During the last few years several deficiencies noted with respect to the pool especially the liner, and every year reactive repairs were done to run the summer programs in the pool.

What alternatives were considered?

1. Continue status quo maintenance of liner and membrane.
2. Do nothing; may cause failure of membrane and ultimately shut down the Pool for the season or part of the season.

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

If we do not take this project, there might be shut down of pool in some occasions during the operation. Also, we would not be able to meet the regulatory requirements. Northern Health do not inspect annually but with complaints or request from the Municipalities they perform inspection. Furthermore, our operations and maintenance (O&M) costs will remain high. Water loss in the pool is 1200- 1500 gallon per day. It may be mentioned here that this swimming pool was built in 2002/2003. The life expectancy of many components of the Pool are fifteen (15) years.

What is the estimated Capital cost?

The following are the estimates for the replacement of liner and membrane using either generic material or using material compatible with the original liner/installation.

- Generic Materials: \$300,000 plus Taxes; 3 to 4 weeks for delivery.
- Myrtha Materials: \$375,000 plus Taxes; 6 to 8 weeks for delivery.

What is the impact on Operating Budget?

Increase/decrease – please explain

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

There is no negative impact on the Operating Budget, rather it would reduce the operating costs as it is assumed that there will be less call outs and after hour work. In addition, there will be less water loss because of leak.

What is your estimate based on? Check all applicable:

Quote Past ☒
Work ☐
Best Guess ☐
Other: _____ Consultant's estimate _____

There are not many contractors with these types of expertise.

How is the project linked to the strategic plan?

Strategic Objectives 2019-2022:

During the Strategic Planning workshop in December 2018, Council identified *“Provide quality Recreational and Cultural opportunities in an affordable manner”* as one of the top priority objectives for the Council during 2019-2022.

In addition, during the Strategic Planning workshop on November 13, 2022 Administration presented three (3) options to Council regarding the swimming Pool to consider in 2022. Option-1: Perform status quo repair/ maintenance at a cost of \$25,000 to \$30,000; Option-2: Perform pole liner replacement at a cost of \$300,000; Option-3: Perform entire rehabilitation of Pool including heating system, water circulation lines, water connections, water heater etc at a cost of \$850,000.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Ruhul Amin, Director of Public Works

Project Name: Trackless Tractor (#22)

Date: March 1, 2022

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

Replacement of existing Trackless Unit# 22 (2006 Trackless MT5) which was supposed to be replaced in 2016 according to standard life expectancy of a Trackless Tractor.

There are approximately 6650 recorded hours on this machine.

This Trackless should be replaced with a new model as it is more than 15 years old now.



Purpose:

This is the only trackless Tractor in the District and use for tree brushing and mulching. The existing Trackless MT5 is already passed its service life. In last couple of years, the district had to perform significant repair works to keep it running:

Considering the repair history and current condition of the existing Trackless, it is overdue to replace.

What alternatives were considered?

Do not purchase a new one, Continue with the existing Trackless. It may end up with some operational issue if breakdown.

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

The current Trackless can continue to be used but maintenance costs will continue to rise as the machine gets older.

There is some residual trade value left in the current machine.

What is the estimated Capital cost?

\$125,000 Gross cost (excluding trade value)

What is the impact on Operating Budget?

Increase/decrease – please explain

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

Operating costs should decrease with the addition of a new Trackless Tractor. The first year or two the Trackless will be under full warranty and costs will be only associated with fuel, oils and general servicing.

What is your estimate based on? Check all applicable:

Quote Past ☐

Work ☐

Best Guess ☒

Other: ___Past Experience & recent quote from Equipment Dealer

How is the project linked to the strategic plan?

The replacement of the old Trackless will assist in achieving our goals with respect to the Open Space Maintenance Guidelines.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Ruhul Amin, Director of Public Works

Project Name: Commercial Backhoe (#42)

Date: March 1, 2022

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

Purchase a new Backhoe and sell the existing Backhoe (possible trade-in with the supplier of new Backhoe).

There are approximately 1400 recorded hours on this machine. This Backhoe should be replaced with a new model as it is more than 10 years old now.

Purpose:

This is the only backhoe in the District. The existing Volvo B160 is at end of its service life now. In last couple of years, the district had to perform following repair works to keep it running:

- Hoses- they are light duty grade
- Extendable as it was not working well
- Tires- need new tires, are very expensive
- Front Bucket- Four-way front bucket is not working well

Considering the repair history and current condition of the existing Backhoe, it is the perfect time to replace it.



What alternatives were considered?

Do not purchase a new one, Continue with the existing Backhoe. It may end up with some operational issue if its break down.

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

The current backhoe can continue to be used but maintenance costs will continue to rise as the machine gets older.

There is some residual trade value left in the current machine.

What is the estimated Capital cost?

\$170,000 Gross cost (excluding any trade value)

What is the impact on Operating Budget?

Increase/decrease – please explain

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

Operating costs should decrease with the addition of a new Backhoe. The first year or two the Backhoe will be under full warranty and costs will be only associated with fuel, oils, and general servicing.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☒

Other: Past Experience & recent quote from Equipment Dealer

How is the project linked to the strategic plan?

The replacement of the old Backhoe will assist in achieving our goals with respect to the Open Space Maintenance Guidelines.

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's Name: **Brad Milton**

Project Name: **P25 Radio Upgrade**

Date: **1 March 2022**

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

HHFR intends to purchase portable and mobile radios to increase communication and to a line with PRRD's new radio infrastructure, while maintaining proper radio communication with mutual aid partners.

Purpose:

The purpose is to purchase 18 handheld radios year 1 at a cost of \$87,257.59 and 6 mobile Radios year 2 at a cost of \$52,872.20 that will support the new P25 digital radio system being implemented by the PRRD. This will allow for the complete up grade of our radio system that has reached the end-of-life cycle.

What alternatives were considered?

The PRRD and the Regional Chiefs have looked at the Motorola APX 8000 radio's that are priced at \$8000 per unit. Also, a study was conducted by the PRRD through Planetnetworks, this study was to determine the needs of the area departments and the infrastructure.

Option 1: 2-year plan - 18 radios / year 1 \$87,257.59 mobile radios x 6 year 2 - \$52,872.20

Option 2: 1-year plan – 18 radios, 6 base truck radios - \$140,129.78

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

If HHFR does not purchase radios this will put the District behind all its PRRD municipal partners with regards to fire rescue communications. After 2 years we will not have any communications with the rest of the PRRD. This will hinder the district and the department during large operations such as a wildfire event or mutual aid with our signed aid partners. Lack of effective communications would have a direct effect on fire ground safety. After the replacement of radios, it will be simply operating and maintenance costs of the radios.

What is the estimated Capital cost?

YEAR 1	COST	YEAR 2	COST
18 Portable Radios	\$77,908.56	6 Mobiles	\$47,207.32
SUB TOTAL	\$77,908.56	SUB TOTAL	\$47,207.32
PST	\$5453.59	PST	\$3304.51
Total	\$83,362.16	Total	\$50,511.83
GST	\$3895.43	GST	\$2360.37
Grand Total	\$87,257.59	Grand Total	\$52,872.20

The capital cost for 2022 is \$84,000.00 + GST.

What is the impact on Operating Budget?

Increase/decrease – please explain.

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

After the replacement of the radios the only cost will be general Operating and Maintenance should something break.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

Quote Attached

How is the project linked to the strategic plan?

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

Other comments

This project will upgrade HHFR Portable handheld radios to the Harris XL -185. This project is conducted by the PRRD and its partner municipalities to increase our communication capabilities. This project will enable department to have stronger, clear communications. The P25 digital radio system will fix the communication dead zone issues and allow members to communicate via handheld radio any where in the county. P25 radio systems are used by the entire province of Alberta and is the future of the fire service industry. Harris XL – 185 radios will allow members to communicate via the P25 network, Wi-Fi, or LTE. The radios can be connected to a WIFI network in troublesome buildings such as a hospital. LTE will ensure that members can use the radio out of range from the district repeater if they have cellular service. PRRD plans to run a 2-phase project for roll out. PRRD Board of Directors have allocated 2.1 million dollars for Infrastructure upgrades at all 12 repeater sites.

HH Capital Project/Purchase Fact Sheet

Requestor's Name: **Brad Milton**

Project Name: **Fire Fighter Turnout Gear Replacement**

Date: **2 March 2022**

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

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

Purpose:

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

What alternatives were considered?

None.

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

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

What is the estimated Capital cost?

ITEM	COST
3 Bunker Coats	\$4,830.00
3 Bunker Pants	\$2,991.00
Sub - Total	\$7821.00
GST	391.05
PST	\$0.00
Grand Total	\$8212.05

The capital cost for 2022 is \$8000.00 + GST.

What is the impact on Operating Budget?

Increase/decrease – please explain

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

No significant impact.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

How is the project linked to the strategic plan?

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

Other comments

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

HH Capital Project/Purchase Fact Sheet

Requestor's Name: **Brad Milton**

Project Name: **Command 1 Replacement**

Date: **1 March 2022**

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

Hudson's Hope Fire Rescue (HHFR) intends to purchase a new Command 1 vehicle, upgrading to a 1 ton pick up truck with a skid unit, water tank and pump for wildland firefighting. HHFR also intends to keep the current Command 1 vehicle. This will increase the HHFR fleet by 1 vehicle.

Purpose:

This purchase is necessary to ensure HHFD has the capabilities to action wildfire events, while being able to tow the departments Structural Protection Trailer and UTV with in our District or supporting our Mutual Aid Partners.

What alternatives were considered?

Using a public Works vehicle when needed.

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

If this purchase does not occur, it would affect the department's ability to respond to events requiring our trailer-based equipment. Each summer the District is at threat of wildfires. Command 1 with the Fire Chief or Duty Officer responds direct to the scene of any event in the Districts response area. With no hose or water onboard an SUV the Chief or Duty Officer must wait for the first arriving engine, This can be up to 15 minutes, allowing a fire to grow with little to no action. This could lead to a wildfire growing to a size unactionable by current department resources. With no current vehicles in the Protective Services Fleet that can tow the SPU, the department is dependant on the use of a Public Works Vehicle during summer wildfire operations when staffing is at its highest and vehicle shortages are at the peak in the Public Works Division.

What is the estimated Capital cost?

ITEM	Cost
Truck 1 ton	\$62,974.00
Vehicle Upfitting (siren, radios, emergency lights, CAD computer)	\$32,956.00
Vehicle Decals	\$1300.00
Skid Unit (Tanks and Pump)	\$17,124.60
CONTINGENCY 10%	\$11,435.46
SUB-TOTAL	\$125,790.06
PST	\$8,805.30
TOTAL	\$134,595.36
GST	\$6289.50
GRAND TOTAL	\$140,884.87

The capital cost for 2022 is \$135,000.00 + GST

What is the impact on Operating Budget?

Increase/decrease – please explain

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

Increasing the Protective Services fleet by 1 vehicle will see a minor increase in operating costs. Some forecasted cost would include insurance, maintenance, and fuel. Historical data estimates an increase of \$3000.00 - \$3500.00 annual in Operating.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

Please see attached Business Plan.

How is the project linked to the strategic plan?

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

Other comments

HHFR intends to keep the current Command 1 vehicle for the Beryl Prairie Fire Hall. This Hall does not have a Squad Truck for medical calls or crew changes. Currently the department responds to Medical Calls with an Engine putting unnecessary wear on a large, \$500,000.00 Vehicle. If Crew Changes are needed, the members must use Personal Vehicle. This is a liability, unprofessional and creates congestion on scene. Members conducting firefighting operations can be contaminated with smoke and carcinogens, the use of personal vehicles allows for cross contamination of that vehicle. Keeping this Vehicle also ensures the Department has a vehicle that is appropriately suited for a command post during large incidents.

HH Capital Project/Purchase Fact Sheet

Requestor's Name: Jeanette McDougall, Corporate Officer

Project Name: Computer Replacements 2021

Date: March 8, 2022

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

The District began a scheduled computer replacement program in 2020 with 7 desktops and 1 laptop being replaced; in 2021 the following items were replaced: 1 desktop, 3 laptops, 3 wireless access points, the router and the server.

IT Partners encourages a 3 year turn-around time for computer replacements, however in consultation with the IT Manager, Peace River Regional District, a low-risk and more cost-effective approach would be to adopt a 4 year turn-around time as the computers are generally reliable.

The recommendation for computer replacements in 2022 are as follows:

- 7 Surface laptops @ approximately \$1,200 each = \$8,400. These laptops are to replace the current Surface laptops used by Council as these laptops were purchased in 2016. There is also a Surface laptop that the former CAO is currently using, however this item will not be replaced;
- 5 desktops @ approximately \$1,520 each = \$7,600; and
- approximately \$1,000 for on-site installation.

The estimated total is \$17,000 and includes configuration costs, shipping and on-site installation.

Purpose:

To continue with the scheduled replacement plan that was implemented in 2020. An annual budget amount for computer and server replacements allows the District to avoid significant expenses in a given year.

What alternatives were considered?

N/A

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

District property would be at increasing risk pertaining to potential technological failure, ie if a computer fails then productivity is negatively impacted until a replacement is obtained. In addition, without a scheduled replacement plan, the District would risk facing a substantial cost in a given year if a number of computers were to fail during that year.

What is the estimated Capital cost?

Approximately \$17,000 to replace the following: 7 Surface laptops @ approximately \$1,200 each = \$8,400 and 5 desktops @ approximately \$1,520 each = \$7,600; and approximately \$1,000 for on-site installation for an estimated total of \$17,000. The total estimated cost includes taxes, configuration costs (\$50.00 per unit) and shipping.

What is the impact on Operating Budget?

Increase/decrease – please explain

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

No significant impact.

What is your estimate based on? Check all applicable:

Quote Past ☐

Work ☐

Best Guess ☐

Other: _____

Verbal estimate obtained from IT Partners, the District's service provider, in March 2022; advertising from Best Buy for the Surface laptops (IT Partners purchases computers from Dell, however will configure and support the Surface laptops).

How is the project linked to the strategic plan?

Other comments

The inventory for computer equipment has not been well-controlled in the past; ie the current inventory list maintained by IT Partners does not reflect all of the District computers (although most are listed) and a record of disposed computer equipment has not been maintained. Staff have prepared a current list based on actual computers and is working with IT Partners to match with their list and Staff will track the disposal of replaced computer equipment.

HH Capital Project/Purchase Fact Sheet

Requestor's Name: **Brad Milton**

Project Name: **Engine 3 Replacement**

Date: **1 March 2022**

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

Hudson's Hope Fire Rescue (HHFR) intends to purchase a new Type 3 Engine (pumper) for the replacement of Engine 3 at the Beryl Prairie fire hall. This engine replacement will be a multi year project due to length of build time.

Purpose:

This purchase is necessary to ensure HHFD and the District of Hudson's Hope meets the standards of the Fire Underwriters Survey. The Current Engine 3 has reached the end of life with 20 years of service, along with a 5-year extension. We only have 2.5 years left on the extension.

What alternatives were considered?

1. Do nothing: This would lead to the loss of our Fire Insurance Grad Rating, causing a significant increase to residential insurance rates.
2. Purchase a used engine: This would lead to Vehicle replacement again, sooner than 25 years.

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

If this purchase does not occur, the District of Hudson's Hope would be at risk of losing our fire insurance rating. This would lead to large increases in residential insurance rates in the area. Using a 25-year-old vehicle, the department could face increased maintenance costs. The replacement of an emergency services vehicle is about a 2-year process, with build times currently around 500 days. Fire service engines should be replaced every 20 years, as per industry standards.

What is the estimated Capital cost?

This is a multi year project. In the 2nd half of 2022 we should tender the project to ensure delivery by end 2024.

		Financial Plan		
Items	cost	2022	2023	2024
Type 3 Engine	\$ 550,000	\$0.00	\$ 300,000	\$ 250,000
Contingency 10%	\$ 55,000	\$0.00	\$ 25,000	\$ 30,000
Sub-Total	\$ 605,000	\$0.00	\$ 325,000	\$ 280,000
PST	\$ 42,350	\$0.00	\$ 22,750	\$ 19,600
Total	\$ 647,350	\$0.00	\$ 347,750	\$ 299,600
GST	\$ 30,250	\$0.00	\$ 16,250	\$ 14,000
Grand Total	\$ 677,600	\$0.00	\$ 364,000	\$ 313,600

What is the impact on Operating Budget?

Increase/decrease – please explain

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

Replacement of engine 3 with a newer vehicle, there will be no impact on the operating budget, it would reduce the operating cost.

What is your estimate based on? Check all applicable:

Quote Past ☒

Work ☐

Best Guess ☐

Other: _____

Please see attached.

How is the project linked to the strategic plan?

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

Other comments

HHFR intends to replace the current Engine 3 with a new type 3 engine, this new vehicle will be capable of meeting the needs of the department for years to come. This vehicle will be capable of supporting our wildland firefighting operations while maintaining structural firefighting needs. Once replaced this engine will be in service for 20 years. The new engine will meet or exceed the fire service standards in all aspects of pumping capabilities, safety, and operational equipment. The new Engine will also ensure that Hudson's Hope maintains our current Fire Underwrites Survey Standards. Engine 3 is currently under a Fire Underwrites Survey Extension for 5 years. We have 2 years left on the extension to replace Engine 3, or we risk losing our rating if not replaced and in operation by end 2024. The District of Hudson's Hope maintains a Protective Services Capital Reserve Fund for the replacement of our emergency vehicles fleet.

REQUEST FOR DECISION

RFD#: 2022RA-8	Date: March 8, 2022
Meeting#: CM031422	Originator: Ruhul Amin
RFD TITLE: Library Building and New Horizon Building Roof Shingles Replacement	

RECOMMENDATION / RESOLUTION:

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

BACKGROUND:

Pursuant to our request, Force Engineering has conducted an engineering review of the District Library building and submitted a Building Envelope Assessment Report to the District on August 10, 2021. In the report, Force Engineering recommended to complete following repair work as soon as possible:

1. Roof replacement
2. Wall repairs
3. Door adjustments

The roof shingles of the New Horizon Building have also exceeded their anticipated 25-year life span and show signs of granule loss, cupping and curving of the asphalt tabs.

The funding source would be the District Operating Budget. In 2022, we have proposed an Operation and Maintenance Budget of \$55,000.00 for Library building and \$20,000.00 for the New Horizon building. Please note, this budget is also used to cover costs for other repair expenses such as pest control, utility bills, other building repairs etc.

DISCUSSION:

The District has asked three companies to submit a quotation for this project. All three contractors visited both buildings, and two of them submitted their quotations for this work. DM Henderson Roofing Ltd. appeared to be the lowest bidder based on the total price. Please see the table below for all submissions:

DM Henderson Option 1 (IKO Shingle)	DM Henderson Option 2 (Malarkey Shingle)	DM Henderson Option 3 (Steel Seam Panel)	R.T.R Carpentry & Roofing Ltd. (Malarkey Shingle)	KARLIN Enterprises
\$28,703.00	\$31,079.00	\$67,370.00	\$42,639.08	Not Submitted

Please note, the District had asked all interested contractors to submit price for the Malarkey Shingle (40 year). Both DM Henderson (Option 2) and R.T.R Roofing have their prices for Malarkey Shingle. DM Henderson quoted price \$31,079.00 excluding GST for this option. DM Henderson also submitted two other options with different materials. DM Henderson inspected both roofs and have not included cost to replace underlying roof plywood in their quotation. In a follow up email DM Henderson indicated an estimated cost of \$5,000.00 if plywood needs to be replaced.

SR3

Project Cost Summary is as follows:

DM Henderson	\$31,079.00
Contingency	\$7,000.00
PST	\$0
Total (Before GST)	\$38,079.00
GST (5%)	\$ 1,553.95
Total with Taxes	\$ 39,632.95

Scope of Work:

The scope of the project is to supply and install synthetic underlay, polymer-modified shingles etc.

ALTERNATIVES:

1. Award the contract to *DM Henderson Roofing Ltd*
2. Do not award the contract.

FINANCIAL CONSIDERATIONS:

The funding source would be the 2022 District Operating Budget. In 2022, we have proposed a budget of \$55,000.00 for Library building and \$20,000.00 for the New Horizon building in our Operating Budget.



Ruhul Amin, Director of PW.

Approved by



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2022RA-9	Date: March 9, 2022
Meeting#: CM031422	Originator: Ruhul Amin
RFD TITLE: Sale of One (1) Used 2008 International, Single Axle, Dump/Plow Truck	

RECOMMENDATION / RESOLUTION:

***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.*

BACKGROUND:

The District purchased a new Dump/Plow Truck under 2020 capital budget which was received in August 2021. In the tender to purchase this new truck, the District requested bidders to submit a trade-in value for the existing 2008 International, Single Axle, Dump/Plow Truck (Unit #2). The trade-in value offered by the winning bidder for the new truck was \$21,400.00.

According to the assessment from staff, the trade-in value should be in the range of \$25,000.00-\$30,000.00. The District decided not to accept the trade-in offer from the winning bidder and sell the existing Plow Truck separately by an open bid.

DISCUSSION:

The District invited interested companies/people to submit a bid to sell this truck. Only two bids were received as follows:

<i>Winona Letendre</i> <i>PO Box 147, Hudson's Hope</i>	DTA Contracting Ltd. PO Box 513, Hudson's Hope
\$26,801.00 (excluding GST)	\$25,100.00 (excluding GST)

Winona appeared to be the highest bidder at a price of \$26,801.00 excluding GST.

ALTERNATIVES:

Do not accept the bid and ask staff to retender.

FINANCIAL CONSIDERATIONS:

District to receive the bid value as revenue.

SR4

Sale of One (1) Used 2008 International, Single axle, Dump/Plow Truck



Ruhul Amin, Director of PW.

Approved by



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2022-JM-06	Date: March 14, 2022
Meeting#: CM031422	Originator: Jeanette McDougall
TITLE: Council Meetings – Live-Streaming and Recording Service	

RECOMMENDATION:

THAT Council approve Option #1 as per the quote provided by Sound in Town, Fort St. John, for the provision of recording and live-streaming services for Council meetings that are held in Council Chambers; and

THAT Council authorize the District to enter into a 2-year contract with Sound in Town to a maximum amount of \$14,000 in each of the 2 years.

BACKGROUND:

Sound in Town, Fort St. John, installed a sound system in Council Chambers in late 2021, and Staff were asked to research options for recording and live-streaming Council Meetings that are held in Council Chambers.

Staff contacted Sound in Town for a quote as a) they successfully installed the sound system in Council Chambers; b) they are able to use some of the equipment that has already been purchased for the sound system, eg the processor and the microphones; and c) Sound in Town currently provides this service for the Peace River Regional District.

DISCUSSION:

Sound in Town, Fort St. John, provided a quote with 3 Options for the provision of live-streaming and recording services for Council meetings, as follows:

1. *Equipment owned and operated by Sound in Town*
 - Service Agreement, with estimated costs of approximately \$14,000 first year (includes a setup fee), then estimated of \$13,000 per year thereafter.
2. *Equipment purchased by the District, operated by Sound in Town*
 - Estimated costs of approximately \$29,381 the first year (includes 22 meetings per year at \$375 per meeting; then estimate a little under \$10,000 per year thereafter (less cost after the first year as the equipment cost would be absorbed in the first year).
3. *Equipment purchased and operated by the District*
 - Estimated costs for purchasing equipment are approximately \$21,556, including installation and training; post installation, training & maintenance @\$85/hour; cost for Staff time to operate the system has not factored in.

SR5

The advantage of recording and live streaming Council Meetings promotes Council procedure and decision-making transparency for the public, with recording also providing the subsequent opportunity to verify discussions and voting, if required.

Option #1 has been recommended because it relieves Staff of any operating / maintenance burden associated with this system, allows flexibility to upgrade the technology in a few years without the initial outlay of capital, and the Service Agreement could always be cancelled if Council decided in a couple of years that they did not want this service.

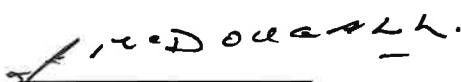
ALTERNATIVES:

1. **THAT** Council approve engaging the services as per Option #2 contained in the quote provided by Sound in Town that provides for a combination of the District purchase of equipment with Sound in Town providing operating services.
2. **THAT** Council approve Option #3 contained in the quote provided by Sound in Town that provides for the District purchase of equipment and the District operating the service.
3. **THAT** Council not approve engaging the services as per Option #1, #2 or #3 contained in the quote provided by Sound in Town and not move forward with live-streaming and recording Council meetings.

FINANCIAL CONSIDERATIONS:


The cost for Option #1 as per the Sound in Town quote would be to a maximum of \$14,000 for each of 2 years based on a 2-year contract and comprised of an estimate of 22 meetings per year. This amount would be charged to the COVID-19 Safe Restart Grant.

Prepared by:



Jeanette McDougall,
Corporate Officer

Approved by:



Mokles Rahman, CAO

Russell Eggleston Creative Services
 RRI Site 16 Comp 30
 Fort St. John, BC V1J 4M6
 Canada
 Phone 1 (250) 800-2606

Quote - Sale/Install

Number: 22-9019
Name: Streaming Inquiry
Date Created: 27/02/2022

Load In:
null:
null:

Qty	Item Description	Time	Rate	Price	Ext. Price
Option 1: Full Service Option (Typical Annual Cost)					
	NO EQUIPMENT PURCHASE NEEDED - SOUND IN TOWN PURCHASES AND PROVIDES THE EQUIPMENT AS PART OF THE SERVICE AGREEMENT SOUND IN TOWN PROVIDES UPDATES / MAINTENANCE TO STREAMING COMPUTER AND EQUIPMENT SOUND IN TOWN REPLACES EQUIPMENT THAT FAILS / STOPS WORKING AT NO COST SOUND IN TOWN OPERATES THE EQUIPMENT HUDSON'S HOPE PROVIDES ACCESS TO INTERNET (GUEST NETWORK) (NO INTERNAL ACCESS NEEDED) HUDSON'S HOPE HAS A POWER SWITCH TO PHYSICALLY TURN OFF THE SYSTEM TO ENSURE PRIVACY FOR CLOSED MEETING				
1	One Time Setup Cost		Each	1,500.00	1,500.00
	Not included in subtotal				
22	Per Meeting Cost (based on 2022 meeting calendar)		Each	550.00	12,100.00
1	Additional Special Meeting Recording / Streaming Cost	2	Hourly Rate	175.00	350.00
	Not included in subtotal.				
Option 1: Full Service Option (Typical Annual Cost) Total:					12,100.00

Qty	Item Description	Time	Rate	Price	Ext. Price
Option 2: Purchase Option with Operator Service					
	-- NOTES --				
	HUDSON'S HOPE PURCHASES ALL EQUIPMENT				
	SOUND IN TOWN OPERATES THE AUDIO VISUAL EQUIPMENT REMOTELY				
	SOUND IN TOWN PURCHASES & MAINTAINS THE COMPUTER AND SOFTWARE THAT ACTS AS THE STREAMING / RECORDING COMPUTER FOR BROADCAST TO FACEBOOK / ETC.				
	SOUND IN TOWN PROVIDES UPDATES / MAINTENANCE TO AUDIO / VISUAL EQUIPMENT FOR THE DURATION OF THE OPERATION SERVICE AGREEMENT				
	HUDSON'S HOPE PROVIDES ACCESS TO INTERNET (GUEST NETWORK) (NO INTERNAL ACCESS NEEDED)				
	-- EQUIPMENT --				
2	QSC PTZ-12x72		Each	4,499.00	8,998.00
2	Wall mount bracket for PTZ cameras		Each	198.00	396.00
1	Q-SYS NC-110 i		Each	3,200.00	3,200.00
1	QSC TSC-55W-G2-BK		Each	1,985.00	1,985.00
1	Netgear AV Line M4250-10G2XF-PoE+ Ethernet Switch		Each	1,553.00	1,553.00
1	Tascam SS-R250N Audio Recorder		Each	1,499.00	1,499.00
1	Cabling		Each	250.00	250.00
	-- LABOUR --				
1	TOUCH PANEL CONFIGURATION		Each	750.00	750.00
1	QSC CAMERA AUTOMATION SCRIPTING		Each	1,000.00	1,000.00
1	Equipment Installation		Each	1,500.00	1,500.00
	-- OPERATION SERVICE --				
22	Per Meeting Cost		Each	375.00	8,250.00
Option 2: Purchase Option with Operator Service Total:					29,381.00

Qty	Item Description	Time	Rate	Price	Ext. Price
Option 3: Do-It-Yourself Equipment Purchase Option					
-- NOTES --					
HUDSON'S HOPE PURCHASES ALL EQUIPMENT					
HUDSON'S HOPE OPERATES THE EQUIPMENT (Via Touch Panel & Streaming Computer)					
HUDSON'S HOPE OPERATES THE STREAMING / RECORDING COMPUTER					
STREAMING COMPUTER IS NOT INCLUDED IN THE EQUIPMENT COST BELOW					
HUDSON'S HOPE IS RESPONSIBLE FOR MAINTENANCE OF ALL EQUIPMENT					
-- EQUIPMENT --					
2	QSC PTZ-12x72		Each	4,499.00	8,998.00
2	Wall mount bracket for PTZ cameras		Each	198.00	396.00
1	Q-SYS NC-110 i		Each	3,200.00	3,200.00
1	QSC TSC-55W-G2-BK		Each	1,985.00	1,985.00
1	Netgear AV Line M4250-10G2XF-PoE+ Ethernet Switch		Each	1,553.00	1,553.00
1	Tascam SS-R250N Audio Recorder		Each	1,499.00	1,499.00
1	Cabling		Each	250.00	250.00
-- LABOUR --					
1	TOUCH PANEL CONFIGURATION		Each	750.00	750.00
1	QSC CAMERA AUTOMATION SCRIPTING		Each	1,000.00	1,000.00
1	Equipment Installation		Each	1,500.00	1,500.00
1	On-Site Training	4	Hourly Rate	85.00	340.00
1	Post-Installation / Post Training Technical Support & Maintenance		Hourly Rate	85.00	85.00
Option 3: Do-It-Yourself Equipment Purchase Option Total:					21,556.00

February 22, 2022

Email: Richard.cannings@parl.gc.ca

Mr. Richard Cannings, MP
South Okanagan-West Kootenay
House of Commons
Ottawa, ON K1A 0A6

Dear Mr. Cannings:

Re: BC Wildfires Petition – Letter of Support

At the February 14, 2022 Regular meeting Oliver Council resolved to support the BC Wildfires Petition originally from the District of Lillooet, and to further request our Member of Parliament to present this letter to the Clerk of Petitions and upon receiving certification, to the House of Commons.

The BC Wildfires petition that was previously sent to BC Municipalities from the District of Lillooet, is addressed to the Government of Canada and asks for the Government of BC and Canada to empower local persons, those working with licensees, industry and contractors, Indigenous communities, ranchers and workers such as fire fighters, forestry workers, and all those that see the day-to-day issues and have front line knowledge to provide feedback on the inconsistencies and shortcomings with regard to forest management and wildfire prevention in order to help bring about much-needed change.

Inspired by the Ontario government who assembled an 'All Hazards Agency' that employs people to manage fire, flood and slides, we believe that BC needs this type of agency as well.

The Town of Oliver supports the District of Lillooet's belief that impacts to lumber prices and job availability, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases are trickle effects that will continue to have detrimental effects on BC's future if we do not make necessary changes to current forest practice procedures.

Consequently, the Town of Oliver calls upon the Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working to re-evaluate and change those that are not.

...2/

C1

Page 2
February 22, 2022

We respectfully request that you present our letter supporting the District of Lillooet's BC Wildfires petition to the Clerk of Petitions and upon receiving certification, to the House of Commons.

On behalf of Council, thank you for your consideration of this request.

Yours truly,

A handwritten signature in black ink, appearing to read 'M. Johansen', with a long horizontal flourish extending to the right.

Martin Johansen
Mayor

cc Council
Councils of BC Communities



District of Lillooet

615 Main Street, PO Box 610, Lillooet, BC V0K 1V0

Tel: 250-256-4289 **Fax:** 250-256-4288

🌐 Lillooet.ca ✉ info@lillooet.ca

December 15, 2021

File #: 0400-20

Via email: brad.vis@parl.gc.ca

Brad Vis, MP for Mission-Matsqui-Fraser Canyon
House of Commons
Ottawa, Ontario K1A 0A6

To: Mr. Brad Vis:

RE: BC Wildfires Petition

The District of Lillooet (the "District") Councillor Laurie Hopfl has taken part in conversations with many stakeholders across our community regarding the needed changes to protect BC forests and every living thing in them.

On December 7, 2021, Councillor Hopfl made a notice of motion at the District Regular Council Meeting and sought Council support for a call to action as outlined in a petition, "BC Wildfires" that was signed by 46 Lillooet area residents.

The BC Wildfires petition, enclosed with this correspondence, is addressed to the Government of Canada and asks for the Government of BC and Canada to empower local persons, those working with licensees, industry and contractors, Indigenous communities, ranchers and workers such as fire fighters, forestry workers, and all those that see the day-to-day issues and have front line knowledge to provide feedback on the inconsistencies and shortcomings with regard to forest management and wildfire prevention in order to help bring about much-needed change.

Inspired by the Ontario government who assembled an 'All Hazards Agency' that employs people to manage fire, flood and slides, we believe that BC needs this type of agency as well.

We believe that impacts to lumber prices and job availability, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases are trickle effects that will continue to have detrimental effects on BC's future if we do not make necessary changes to current forest practice procedures.

Consequently, the District of Lillooet calls upon the Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

As such, the District Council passed resolution R-235-2021:

THAT Mayor and Council accept the petition "BC Wildfires" for information;

AND THAT the petition be provided to the House of Commons and that MP Brad Vis may address the petition there;

AND THAT staff write a letter on behalf of Mayor and Council that reiterates and supports the points in the petition;

AND FURTHER THAT the letter be sent to the MLA, MP, and all Councils of BC communities.

We respectfully request that you present the BC Wildfires petition to the Clerk of Petitions and upon receiving certification, to the House of Commons.

We invite other BC communities to adopt similar resolutions and join our efforts to bring about change in BC.

On behalf of Council, thank you for your consideration of this request.

Sincerely,



Mayor Peter Busse
District of Lillooet

cc: All UBCM Member Local Governments
Jackie Tegart, MLA for Fraser-Nicola
encl. BC Wildfires petition

BC Wildfires:

Whereas:

We are calling for better forest management and wildfire prevention as well as empowering Local People, working with Licensees, Industry & Contractors, Indigenous Communities, Ranchers, and boots on the ground workers such as Fire Fighters, Forestry workers, and all those that see day to day issues and have the frontline knowledge to provide feedback on the inconsistencies and can help to create change.

Ontario created an 'All Hazards Agency' that employs people to manage fire, flood and slides. We believe BC needs this too. Create full time, year around employment for forest restoration and management for fire fighters.



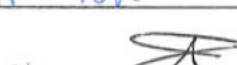



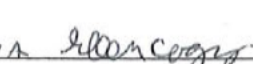
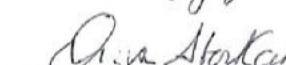
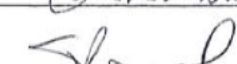
The trickle effect of lumber prices and availability along with jobs, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases will have an alarming effect on BC's future if we don't change the current forest practice procedures.

We need to make a change to protect BC Forests and every living thing in it.

Therefore:

This petition is calling on our Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

Reference: Youtube: 'A Valley Destroyed', The story of Monte Lake & Paxton Valley, Part 1 & 2

	NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
1.	Renee Angus	1-2220 Hwy 99 N Lillooet BC		Renee Angus
2.	Jaqueline Bzdel	697 Columbia St Lillooet, BC V0K1V0		
3.	B. Allen	7389 Hwy 12 Box 2068		
4.	D. Adolph	PO Box 264 1251 Ruswicks E. Lillooet, B.C., V0K1V0, C9		
5.	L. Watterson	PO Box 701 #3-118 119 Ave. Lillooet BC V0K1V0		
6.	Jamie Doyle	PO Box 1343 Lillooet BC. V0K1V0		
7.	Chelsea Atkinson	PO Box 2007 Lillooet BC V0K1V0		
8.	Maria Gmscher	133 PINE RIDGE RD LILLOOET, BC V0K1V0		MASCHER Maria
9.	Ellen COGGINS	PO Box 1036 LILLOOET BC V0K1V0		
10.	Erna Storkan	Box 916 Lillooet BC V0K1V0		
11.	Sarah Rommel	Box 1103 Lillooet BC V0K1V0		

THEREFORE

NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
Robin Jones	123 Main Avenue Mission		Robin Jones
12. Betty Crossler	415 Sumner Rd		E. J. Crossler
13. BARBARA WESTON	640 SUMNER		Barbara Weston
14. Paddy Weston	116-11 TH AVE		P Weston
15. JEFF LOR	632 Main St		JL
16. Daryle Hayward	112 Hoey		Daryle Hayward
17. Shirley Mackay	2827 Transcan Lytton, BC Hwy		S. Mackay
18. Patrik Loring	2827 Transcan Lytton, BC Hwy		Patrik L. Loring
19. B. McCandless	Texas CK Hil		B McCandless
20. Debbie Cain	165 Ponderosa Hwy		D Cain
21. Mario Tajama	Yalalom Rd 1990		M Tajama
22. LINDA LOR	632 Main St		L. Loring
23. Ron Taylor	405 Kennedy Pa		RON TAYLOR
24. Karime jully	689 Columbia		K jully
25. Wendy Barman	Box 1402, Lillooet		Wendy Barman
26. J. H. HANCOCK	1111		J. H. HANCOCK
27. BRETT LUTER	WINNIPEG		B. Luter
28. LACH MACDONALD	760 MOMA RD		L. MacDonald
29. LAUREN WHEAT	PO Box 2045 Lillooet B.C.		Lauren Wheat
30. Brian & Weeks	270 TAYLOR RD.		Brian & Weeks

ONCE BOTH SIDES OF THIS PETITION ARE COMPLETED, PLEASE RETURN THIS PAGE POSTAGE-FREE TO:

BRAD VIS, MEMBER OF PARLIAMENT – House of Commons, Ottawa, ON K1A 0A6

PETITION TO THE GOVERNMENT OF CANADA

BC Wildfires:

Whereas:

We are calling for better forest management and wildfire prevention as well as empowering Local People, working with Licensees, Industry & Contractors, Indigenous Communities, Ranchers, and boots on the ground workers such as Fire Fighters, Forestry workers, and all those that see day to day issues and have the frontline knowledge to provide feedback on the inconsistencies and can help to create change. Ontario created an 'All Hazards Agency' that employs people to manage fire, flood and slides. We believe BC needs this too. Create full time, year around employment for forest restoration and management for fire fighters.

The trickle effect of lumber prices and availability along with jobs, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases will have an alarming effect on BC's future if we don't change the current forest practice procedures.

We need to make a change to protect BC Forests and every living thing in it.

Therefore:

This petition is calling on our Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

Reference: Youtube: 'A Valley Destroyed', The story of Monte Lake & Paxton Valley, Part 1 & 2

NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
Robin Jones	123 Main Avenue Mission		Robin Jones
31. LAURIE HOPL	P.O. Box 1428 Lillooet, BC		Laurie Hopf
32. G VANDERWOLF	P.O. Box 1358 Lillooet		G. Vanderwolf IS.NET
33. Hannah Weeks	270 Taylor Rd Lillooet B.C.		H Weeks
34. WAYNE COOK	Box 1507 Lillooet, B.C.		Wayne Cook
35. Bob Armitstead	Lillooet BC		Bob Armitstead
36. Ron McKay	Lillooet BC		Ron McKay
37. Michael/Sam	Lyttton BC		Michael/Sam
38. Maria Torres	Lillooet		M. Torres

ONCE BOTH SIDES OF THIS PETITION ARE COMPLETED, PLEASE RETURN THIS PAGE POSTAGE-FREE TO:

BRAD VIS, MEMBER OF PARLIAMENT – House of Commons, Ottawa, ON K1A 0A6



March 3, 2022

Ref: 269135

Dear Chief Administrative Officers and Corporate Officers:

I am pleased to share that the [Bill 26](#) public notice amendments came into force February 28, 2022. These amendments give local governments the flexibility to adopt a bylaw to provide for alternative means of publication. For communities where the current public notice provisions are working well, no changes are required as these provisions will remain the default.

In addition to the option to adopt a bylaw, several consequential amendments have been made to align all of the public notice provisions in the *Community Charter*, *Local Government Act*, *Islands Trust Act*, *Municipal Replotting Act*, and *Vancouver Charter*. More information about these consequential amendments can be found on page eight of the attached circular from October 2021.

Prior to adopting a public notice bylaw, local governments must consider the principles of reliability, suitability, and accessibility. These principles are prescribed in Ministerial Regulations 'Public Notice Regulation' (M52) and 'Public Notice (Vancouver Charter) Regulation' (M53) which were deposited on February 28, 2022 (see attached). More information about the principles and what to consider before adopting a public notice bylaw can be found in [Public Notice Guidance Materials: For B.C. Local Governments](#) on our website.

If you have any questions about the public notice changes, I encourage you to contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250-387-4020 or LGGovernance@gov.bc.ca.

Kind Regards,

Tara Faganello
Assistant Deputy Minister

Enclosures

...2

pc: Gary MacIsaac, Executive Director, UBCM
Candace Witkowski, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC
Michelle Dann, Executive Director, Local Government Division, Municipal Affairs
Joshua Craig, Financial Officer, Local Government Division, Municipal Affairs
Patrick Thompson, Director, Local Government Division, Municipal Affairs
Arielle Guetta, Senior Planning Analyst, Local Government Division, Municipal Affairs
Lisa Hoskins, Senior Planning Analyst, Local Government Division, Municipal Affairs
Liberty Brears, Senior Planning Analyst, Local Government Division, Municipal Affairs

**PROVINCE OF BRITISH COLUMBIA
REGULATION OF THE MINISTER OF
MUNICIPAL AFFAIRS**

Community Charter

Ministerial Order No. M55

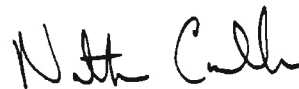
I, Nathan Cullen, Minister of Municipal Affairs, order that the attached Public Notice Regulation is made.

DEPOSITED

March 1, 2022

B.C. REG. **52/2022**

March 1, 2022



Date

Minister of Municipal Affairs

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Community Charter*, S.B.C. 2003, c. 26, s. 94.2

Other:

R20566116

PUBLIC NOTICE REGULATION

Definition

- 1** In this regulation, “**Act**” means the *Community Charter*.

Principles for effective public notice

- 2** (1) Before adopting, under section 94.2 of the Act, a bylaw providing for alternative means of publishing a notice, a council must consider the following principles:
- (a) the means of publication should be reliable;
 - (b) the means of publication should be suitable for providing notices;
 - (c) the means of publication should be accessible.
- (2) Means of publication are reliable if
- (a) they provide factual information, and
 - (b) publication takes place at least once a month or, if the means of publication is a website, the website is updated at least once a month.
- (3) Means of publication are suitable for providing notices if
- (a) they allow all information in a notice to be displayed legibly,
 - (b) they allow a notice to be published by the required date, and
 - (c) they allow a person to consult a notice more than once during the period from the date of publication until the date of the matter for which notice is required.
- (4) Means of publication are accessible if
- (a) they are directed or made available to a diverse audience or readership, and
 - (b) they are easily found.

PROVINCE OF BRITISH COLUMBIA
REGULATION OF THE MINISTER OF
MUNICIPAL AFFAIRS

Vancouver Charter

Ministerial Order No. M56

I, Nathan Cullen, Minister of Municipal Affairs, order that the attached Public Notice (*Vancouver Charter*) Regulation is made.

DEPOSITED

March 1, 2022

B.C. REG. 53/2022

March 1, 2022

Date



Minister of Municipal Affairs

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Vancouver Charter*, S.B.C. 1953, c. 55, s. 3.2

Other: _____

R20566216

PUBLIC NOTICE (*VANCOUVER CHARTER*) REGULATION

Definition

- 1** In this regulation, “Act” means the *Vancouver Charter*.

Principles for effective public notice

- 2** (1) Before adopting, under section 3.2 of the Act, a bylaw providing for alternative means of publishing a notice, the Council must consider the following principles:
- (a) the means of publication should be reliable;
 - (b) the means of publication should be suitable for providing notices;
 - (c) the means of publication should be accessible.
- (2) Means of publication are reliable if
- (a) they provide factual information, and
 - (b) publication takes place at least once a month or, if the means of publication is a website, the website is updated at least once a month.
- (3) Means of publication are suitable for providing notices if
- (a) they allow all information in a notice to be displayed legibly,
 - (b) they allow a notice to be published by the required date, and
 - (c) they allow a person to consult a notice more than once during the period from the date of publication until the date of the matter for which notice is required.
- (4) Means of publication are accessible if
- (a) they are directed or made available to a diverse audience or readership, and
 - (b) they are easily found.

October 29, 2021

To: All local government chief administrative officers and corporate officers

Re: [Bill 26](#)

As you may be aware, on October 26, 2021 [Bill 26](#) was introduced in the Legislature. The Bill proposes amendments to various sections in the *Community Charter*, *Local Government Act*, *Islands Trust Act*, *Vancouver Charter*, *Municipal Replotting Act*, *Powell River Incorporation Act*, *Cultus Lake Park Act*, *University Endowment Land Act*, and the *Municipalities Enabling and Validating Act (No.4)*.

The purpose of this circular is to provide an overview of some of the more significant changes in the Bill, including changes to public notice requirements, public hearing requirements, and a new requirement to consider a code of conduct.

If passed, some of the proposed changes will come into effect immediately (public hearings), while others (public notice and codes of conduct) will not come into force until a regulation is passed, likely in early 2022. For more information about the other proposed changes in the Bill please view the [Information Bulletin](#).

We encourage local governments to begin thinking about how they might incorporate the proposed changes into local government business.

Public Notice

Proposed changes to section 94 of the *Community Charter* would add an option for local governments to adopt a bylaw to provide for alternative means of publication. This change recognizes that local governments are in the best position to determine how to notify and engage community members and provide greater flexibility for them to reach a wider audience.

Where the existing rules are working well for communities there will be no need to change – they can continue to use newspapers for notice. This method of publication will remain the default.

Local governments that want to create their own public notice scheme will need to adopt a public notice bylaw. Prior to adopting a bylaw, local governments must first consider principles of effective public notice which will be defined through regulation which include considerations like accessibility, suitability and reliability.

These changes will be brought into force by regulation in 2022. Once the legislation is in force and the principles of effective public notice have been considered, councils and boards will be able to choose two or more ways (e.g., local government website and newspaper) to meet their statutory public notice obligations.

Additional guidance material will be provided to local governments when the changes are brought into force. There are also several consequential amendments – including changes to regional district and Islands Trust public notice requirements that are summarized in Attachment 2.

Code of Conduct

The legislation would establish a new requirement for all local governments to publicly consider the development of a code of conduct. The change seeks to create a regular process for elected officials to engage in conversations about shared expectations for conduct as they carry out their responsibilities and govern together. This is a next step in ongoing work that the province, the Union of BC Municipalities and the Local Government Management Association have committed to doing together, and the approach was supported by a special resolution endorsed at the Union of BC Municipalities Convention in September 2021.

Within six months of a general local election all municipal councils and regional district boards will have to consider, at an open meeting, whether to establish a new code of conduct or revise an existing one. Principles to guide these discussions will be established by regulation.

If a local government decides not to establish or revise a code of conduct, they will need to make their reasons for this decision publicly available upon request. They will also have to reconsider their decision before January 1 of the year of the next general local election.

These changes will not take effect until a regulation to bring them into force is passed – likely in spring 2022. Additional guidance material will be provided when the changes are brought into force.

Public Hearings

The proposed changes to section 464 of the *Local Government Act* remove the default requirement for local governments to hold public hearings for zoning bylaw amendments that are consistent with the official community plan (OCP). Instead, approval of such zoning bylaws would proceed by default without public hearings, thereby removing the need for local governments to go through the process of waiving these hearings (as currently is required).

In order to maintain transparency in such cases, the amendments will require that a local government provide public notice of the zoning bylaw before the bylaw is considered at first reading by a municipal council or regional district board.

Under the proposed changes, local governments will still have the option to hold a public hearing on a zoning bylaw that is consistent with the OCP, if they so choose.

These proposed amendments are some of the first changes stemming from the [Development Approvals Process Review](#) (DAPR), which aims to improve the efficiency and effectiveness of development approvals to increase housing supply. For more information about these changes see the [News Release](#).

Delegation of Authority for Development Variance Permits

Proposed changes to sections 498 and 499 of the *Local Government Act* would enable local governments to delegate development variance permit (DVP) decisions to staff, if the proposed variance is minor and pertains to matters specified in legislation, including:

- zoning bylaws respecting siting, size and dimensions of buildings, structures and permitted uses;
- off-street parking and loading space requirements;
- regulation of signs; and
- screening and landscaping to mask or separate uses or to preserve, protect, restore and enhance natural environment.

These legislative changes respond to feedback received during the DAPR consultations that many technical DVP decisions made by local government councils and boards could be reasonably considered by staff. These changes are designed to support increased efficiency of decision making in development approval processes. The enabling nature of this amendment provides local governments with autonomy in deciding whether to delegate DVP decisions to staff.

Local governments that delegate the power to issue a DVP to staff will be required to include in their delegation bylaw:

- a. Criteria for determining whether a proposed variance is minor
- b. Guidelines that the delegate must consider in deciding whether to issue a DVP

These requirements provide local governments with flexibility in determining what constitutes a minor variance and guiding a delegate that is exercising the power to issue a DVP. This approach helps retain council and board oversight of delegated decisions and establishes a fair application process for all applicants. The proposed legislative changes maintain consistency with the approach the *Local Government Act* takes for other delegated land use permits by providing that an applicant who is subject to a decision of the delegate is entitled to have the local government reconsider the matter. However, delegates that exercise the power to issue a DVP will not be required to provide notice under section 499 of the *Local Government Act*.

If you have any questions regarding the proposed amendments to public notice provisions or the new requirement to consider a code of conduct, please contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or [LGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

If you have any questions about the proposed changes to public hearings and delegation of development variance permits, please contact our Planning and Land Use Management Branch. You can reach the Planning and Land Use Management Branch by phone or email at: 250 387-3394 or PLUM@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'T Faganello', with a stylized flourish at the end.

Tara Faganello
Assistant Deputy Minister and Inspector of Municipalities
Local Government Division, Ministry of Municipal Affairs

Attachment 1: FAQs

Public Notice

Are local governments required to adopt a public notice bylaw?

No. Under the new local choice framework, local governments may choose to adopt a public notice bylaw *or* if they don't adopt a bylaw, the default notice provisions in section 94.1 of the *Community Charter* apply – these are the same publishing requirements that applied to public notice before amendments were made.

If a local government adopts a public notice bylaw, can one of the means be publishing in the local newspaper?

Yes. In some communities, local newspapers are still a regularly published resource. In those communities, local governments may choose to continue to use the default public notice requirements *or* choose to adopt a public notice bylaw that includes newspaper publication as one of the two required means of providing notice.

When can local governments start thinking about adopting a public notice bylaw?

It is anticipated that the amendments to the legislation will not come into force until sometime in 2022. Before deciding on the means of public notice to be included in a bylaw, the local government must consider the principles of effective public notice. These will be outlined in a regulation and are likely to include considerations such as: are the means easy to access; can information be easily retrieved in the future; is the source well-established and reliable.

Will guidance material be available for the new public notice options?

Yes. Detailed guidance material will be made available to inform local governments of the changes and the public notice options available. Ministry staff will be engaging with local government staff in the development of these materials, which will be available in early 2022 when the amendments are anticipated to be brought into force.

Code of Conduct

Are local governments required to adopt a code of conduct?

There is no requirement for municipal councils or regional districts to adopt a code of conduct, but they must publicly consider and decide whether or not to adopt one or review an existing one. If they choose not to create or review a code of conduct, they must be prepared to make available their reasons for this decision.

What do local governments need to consider before deciding whether to establish or review

a code of conduct?

Municipal councils and regional district boards must consider the prescribed principles of codes of conduct and any other prescribed matters before making their decision. The prescribed principles will be outlined in a regulation and it is anticipated they will be similar to the foundational principles of responsible conduct. Further information and guidance on consideration for codes of conduct will be made available when the new sections come into force.

When would the consideration of a code of conduct need to occur?

The first-time local governments would be required to consider and make a decision about adopting a code of conduct or reviewing an existing one, would be within six months of its first council meeting following the 2022 general local election. If a local government decides to adopt or review a code of conduct, they would not be required to reconsider their code of conduct again until after the next general local election.

However, if a local government decides not to adopt or review a code of conduct, they will be required to revisit this decision sometime before January 1 of the year of the next general local election.

Public Hearings

Would the public still have the opportunity to provide input on a rezoning where a public hearing is not required?

Under the proposed amendments, local governments will, by default, proceed without a public hearing process when the rezoning (zoning bylaw amendment) is consistent with the OCP. There would already have been a public hearing for the OCP itself during the course of its approval. However, to further maintain transparency, local governments will be required to provide notice to affected property owners that the zoning bylaw is proceeding to first reading.

While the proposed amendments do not require the local government to provide an opportunity for the public to be heard or to consider written submissions in such cases, as with other proposed bylaws, members of the public are always able to contact their council on any matter through, for example, writing a letter or attending a council meeting. These avenues will remain. When local governments make rezoning decisions without public hearings, they also have the option to undertake other kinds of early public engagement, such as information sessions early in the rezoning application processing stage.

If a local government does *opt in* to holding a public hearing when it is not required, what are the procedural requirements that it will need to undertake?

If a local government chooses to hold a public hearing on a rezoning for which a hearing is not

required, it will follow the normal public hearing procedures under existing section 465 of the *Local Government Act*, including providing advance public notice that a hearing will take place. Open meeting rules under local government legislation require these types of matters to be considered at meetings open to the public.

Will guidance material be available for the new public hearing amendment?

Yes. Guidance material will be developed on local government processes and notice in situations where public hearings are not required.

Delegation of Authority for Development Variance Permits

Will guidance material be available on the delegation of authority for DVPs?

Yes. Guidance material will be provided after the changes are brought into force.

Attachment 2 – Consequential Amendments Related to Public Notice Changes

Local Government Act

- All references to publication in a newspaper (except s.659(5)) have been removed from the *Local Government Act* and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means that all public notices must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.
- Notice for regional district special meetings has changed to twenty-four hours notice (unless waived by unanimous vote). The notice must be posted at the regular meeting place and the public notice posting places and sent to each Director. There is no longer a requirement to mail notice to Directors five days before.
- Before a regional district procedure bylaw can be amended, repealed, or substituted, notice must now be provided in accordance with section 94 of the *Community Charter*. There is no longer a requirement to mail notice to Directors five days before.

Community Charter

- Reference to publication in a newspaper in section 208(3) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

Municipal Replotting Act

- Notice of a replotting scheme must now be published in accordance with all of section 94 of the *Community Charter*, not just 94(1)(b).

Islands Trust Act

- Trust Council and Local Trust Committees must now include public notice posting places in their procedure bylaws.
- Reference to publication in a newspaper in section 49.6(2) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

Vancouver Charter

- Notices under Part 1 [Electors & Elections] & Part 2 [Assent Voting] must now be published in accordance with section 3 [requirements for public notice] of the *Vancouver Charter*.

From: "INFO, BCEBC BCEBC:EX" <info@bcebc.ca>
Date: March 3, 2022 at 12:52:22 PM MST
To: Dave Heiberg <mayor@hudsonshope.ca>
Subject: Greetings from the BC Electoral Boundaries Commission



March 3, 2022

Mayor David Heiberg
District of Hudson's Hope

Greetings from the BC Electoral Boundaries Commission.

Please accept this letter as an invitation to your organization to express your views on the province's current electoral district boundaries.

The BC Electoral Boundaries Commission is an independent, non-partisan commission with a mandate to review the area, names and boundaries of provincial electoral districts. The Commission submits two reports to the Legislative Assembly with recommendations for the next two provincial general elections.

Your voice is an important part of this process. To help prepare its preliminary report, the Commission is now seeking public input on the province's current electoral district boundaries. We will be publishing a preliminary report with initial recommendations. After, we will seek public input on those recommendations.

You can share your organization's views in the following ways:

- through the [Commission website](#),
- at an in-person or virtual [public meeting](#), or
- by [writing the Commission](#) directly.

Visit our website to learn more about the Commission, review maps and resources, and find the electoral districts in your community. Please feel free to share this information with others and contact us with any questions.

Sincerely,

Justice Nitya Iyer
Commission Chair
BC Electoral Boundaries Commission

100- 1112 FORT STREET, VICTORIA B.C. V8V 3PK
BCEBC.CA | INFO@BCEBC.CA | 1-800-661-8683

C3

Jeanette McDougall

From: Mokles Rahman
Sent: March 9, 2022 1:56 PM
To: Jeanette McDougall
Subject: FW: SFN TLE and Site C land selections
Attachments: Saulteau_TLE_TLA_AOIs_20211210.kmz; 2022 03 09 SFN HH parcels.pdf; 2022 03 09 HH SFN parcel overview.pdf

Hi Jeanette;

The Ministry of Indigenous Relations and Reconciliation would like to confirm with us that the Hudson's Hope does not have any infrastructure or interests that overlap Saulteau First Nations parcels attached herewith?

I do not think that we have any infrastructure or interest in those parcels, however, we may submit this under correspondence items of the Council agenda. Council resolution may read as follows;

"THAT Council direct administration to communicate with the Ministry of Indigenous Relations and Reconciliation that the District does not have any interest on the mentioned 3 parcels"

Thank you

Mokles Rahman, P.Eng, MBA
Chief Administrative Officer

Office: 250-783-9901
Cell: 778-204-0303
Fax: 250-783-5741



District of Hudson's Hope
9904 Dudley Drive, PO Box 330
Hudson's Hope, BC V0C 1V0

Email: mokles.rahman@hudsonshope.ca
cao@hudsonshope.ca

www.hudsonshope.ca

From: Simard, Renee IRR:EX <Renee.Simard@gov.bc.ca>
Sent: March 9, 2022 11:43 AM
To: Mokles Rahman <cao@hudsonshope.ca>
Cc: Vanderwekken-Dunn, Penny IRR:EX <Penny.Vanderwekken-Dunn@gov.bc.ca>
Subject: RE: SFN TLE and Site C land selections

Hi Mokles,

Thank you, the letter you sent me was in regards to West Moberly First Nations parcels. This email is in regards to the parcels selected by Saulteau First Nations (SFN) within the District of Hudson's Hope boundaries (3 total, see attached

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2022 03 09 HH SFN parcel overview). I have also attached separate pdf maps of the parcels and a kmz (you can open it in GoogleEarth) of all of Saulteau First Nations parcels.

Thank you for your assistance in this matter.

Renee Simard

(she/her/hers)

Senior Resource Coordination Officer

Negotiations and Regional Operations Division

Ministry of Indigenous Relations and Reconciliation

Telephone: 778-576-8940



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iMapBC Mapping

Legend

- ☐ Municipalities - ABMS - Outl
tilecache

0 5.87 11.74 km
1: 288,895

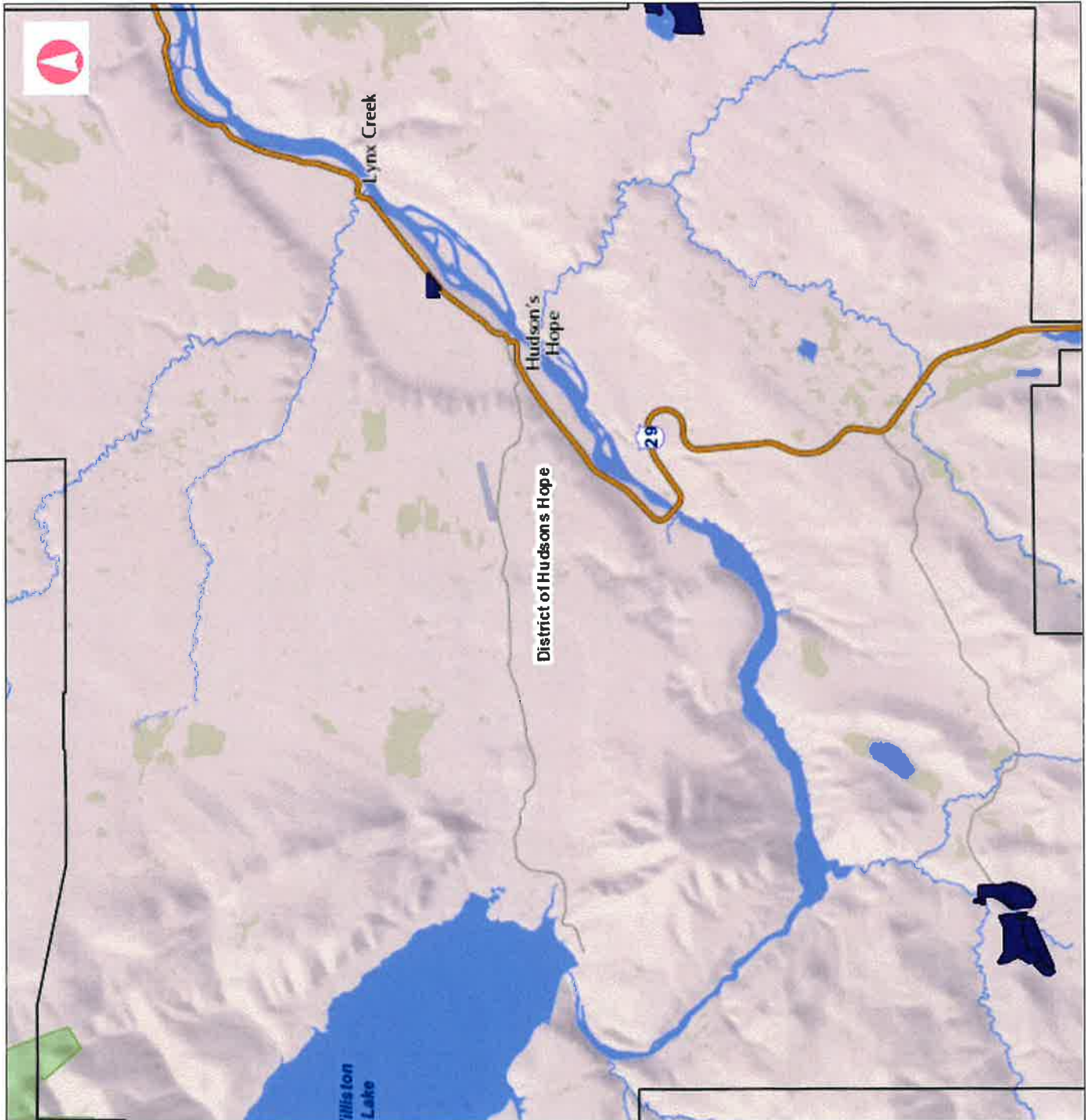
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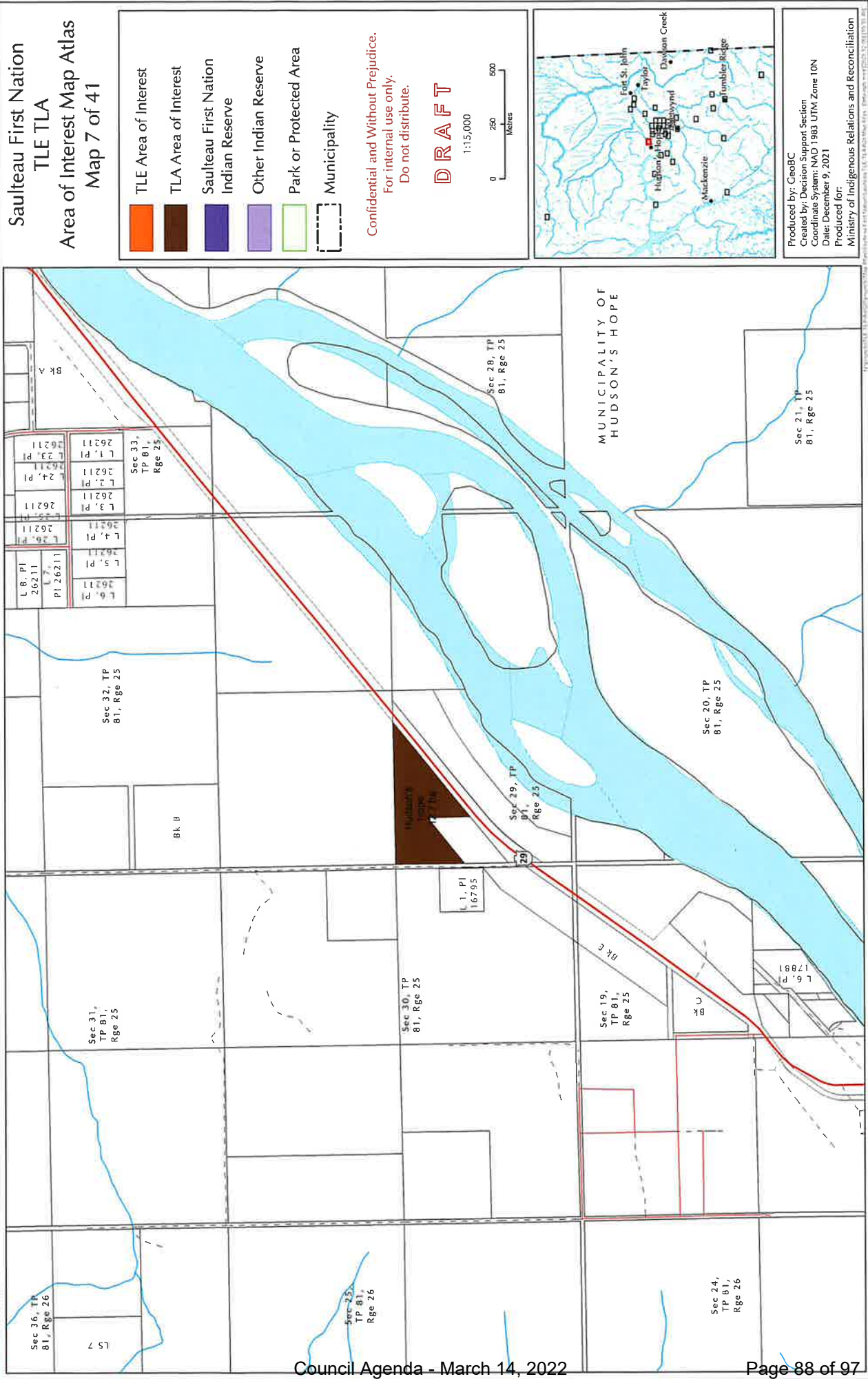
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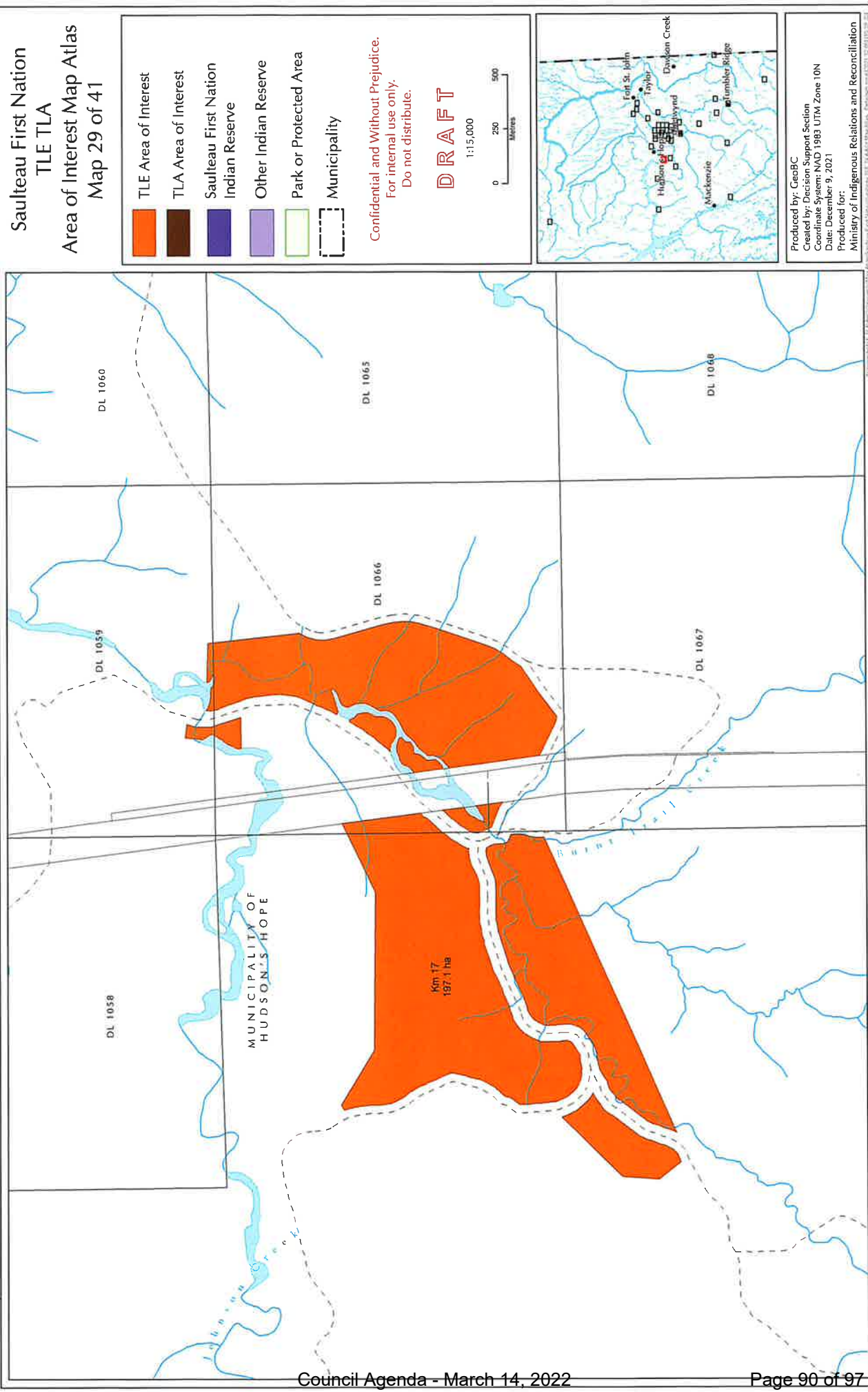
Datum: NAD83
Projection: WGS_1984_Web_Mercator_Auxiliary
Sphere

Key Map of British Columbia









Hello NCLGA Members,

The North Central Local Government Association (NCLGA) and the City of Fort Saint John are hosting the 2022 Annual General Meeting & Convention on the traditional territory of the Dane-Zaa, signatories of Treaty 8 and Metis Nation BC Region 7 on May 3 to 5, 2022 in Fort Saint John, BC.

The NCLGA is working closely with the City of Fort St. John, to deliver a successful face-to-face event that will explore a theme of being *Inspired to Lead*. Locally elected officials and senior staff from communities across the NCLGA region are invited to attend workshops, discuss important issues affecting communities, and pass resolutions that will be forwarded to senior levels of government for consideration.

Registration, session details, travel, and accommodation information will be available on March 4, 2022, at: <https://www.nclga.ca/conventions/2022-agm-convention>

Dates: May 3 to 5, 2022 – with an optional NCLGA Strategic Planning session on May 6th open to all members.

Location: Pomeroy Hotel & Conference Centre, Fort St. John, BC

Timeline:

Tuesday, May 3, 2022

9:00 AM	Pre-Conference Tours (Round 1)
12:00 PM	Lunch
2:00 PM	Pre-Conference Tours (Round 2)
5:00 PM	Welcome Reception

Wednesday, May 4, 2022

8:00 AM	Networking
9:00 AM	Annual General Meeting Session 1 <ul style="list-style-type: none">▪ Recognition of Traditional Territories▪ Welcoming Remarks▪ UBCM President's Update▪ NCLGA President's Report▪ NCLGA Financial Report▪ NCLGA Nominations Report
10:00 AM	Break
10:30 AM	UBCM Resolution Process Session
12:00 PM	Lunch
1:00 PM	Small Group Workshops (Round 1) <ul style="list-style-type: none">▪ Food Security (Online Streaming Room)▪ Forestry▪ RCMP▪ Affordable Housing
2:00 PM	Break
2:30 PM	Small Group Workshops (Round 2) <ul style="list-style-type: none">▪ Affordable Housing (Online Streaming Room)

C5

- Food Security
- Healthcare
- RCMP
- 3:30 PM Break
- 4:00 PM Small Group Workshops (Round 3)
 - Healthcare (Online Streaming Room)
 - Food Security
 - Forestry
 - Affordable Housing
- 5:00 PM Break
- 6:00 PM Dinner and Keynote Address

Thursday, May 5, 2022

- 8:30 AM Ministers' Panel (Virtual)
- 9:30 AM Break
- 10:00 AM Annual General Meeting Session 2
 - 2022 Resolutions
- 11:00 AM Truth and Reconciliation
- 1:00 PM Annual General Meeting Session 2
 - 2022 Resolutions Continued
- 2:00 PM Break
- 2:30 PM Annual General Meeting Session 3
 - 2022 Resolutions Continued
- 3:30 PM Closing Remarks and Announcement of Election Results
- 5:00 PM Reception

Friday, May 6, 2022 (Optional)

- 10:00 AM to 11:00 AM NCLGA Strategic Planning Information Session (optional, open to all members)

Look forward to seeing you there.

Terry Robert
Executive Director
North Central Local Government Association

**To: Elected Officials
NCLGA Members**

Re: Call for Nominations for Positions on the NCLGA Board of Directors – 2022/2023

The following nominations process for NCLGA Board of Directors has been established based on hosting an in person AGM & Convention. If a hybrid or virtual event is necessary to align with provincial health orders related to COVID-19, the process may be amended. NCLGA has decided to continue with the current board structure for 2022/2023 following the survey to members in winter 2021. A further review will take place as part of NCLGA's 2023-2026 Strategic Plan planning process next year.

1. Positions Open for Nomination

The following positions are open for nomination:

- President
- 1st Vice-President
- 2nd Vice-President
- Director at Large (3 positions)

2. Qualifications for Office

Each candidate must be an elected official from a NCLGA member local government or First Nation.

3. Nomination Process

A candidate must be nominated by two elected officials from a NCLGA member local government or First Nation using the attached nomination and consent forms.

4. Advance Nominations

NCLGA will prepare a nominations report within the annual report, which will include a photo and 300-word biography for each candidate. The nominations report will be distributed to all NCLGA members for their consideration by mid-April. To be included in this report, nominations must be received by **March 28, 2022**. Candidates will also have an opportunity to deliver a 2 minute speech at the AGM & Convention.

5. Off the Floor Nominations

Off the floor nominations will be accepted at the 2022 AGM & Convention. Candidates will have an opportunity to deliver a 2 minute speech to delegates.

6. Process for Elections (2 Ballots will be held)

If there is more than one nomination received for any Table Officer position, there will be an election for that position. Otherwise, the Table Officer positions will be filled by acclamation.

The **first ballot** will be for:

- President
- First Vice-President
- Second Vice-President

Any unsuccessful candidate from the first ballot may choose to put their name forward for the **second ballot**, which will be for the three Director at Large positions.

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NOMINATION & CONSENT FORMS FOR 2022/2023 NCLGA EXECUTIVE

We are qualified under the NCLGA Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Elected Position (Mayor/Chief/Councillor/Director): _____

Municipality/RD/First Nation: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Elected Position: _____ Elected Position: _____

Mun/RD/First Nation: _____ Mun/RD/First Nation: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

I consent to this nomination and attest that I am qualified to be a candidate² for the office I have been nominated to pursuant to the NCLGA Bylaws. I will also forward to the NCLGA the following documentation:

- Nomination and Consent Form (completed and signed)
- Portrait photograph (resolution: 300 ppi; size: 600x400 px; JPEG format)
- Biographical information. The maximum length shall be 300 words. If the length exceeds this limit, NCLGA shall return it once for editing. If it still exceeds 300 words, NCLGA shall edit it as required.

CANDIDATE:

Name: _____ Elected Position: _____

Municipality/RD/First Nation: _____

Nominated for: _____

Signature: _____ Date: _____

If unsuccessful in the first ballot, I wish to put my name forward for the second ballot.

Yes _____ No _____ Not Applicable _____

The photo, biographical information, and completed Nomination and Consent Form should be submitted to NCLGA at admin@nclga.ca. The photo and bio will be included in the nominations report.

Submission Deadline: March 28, 2022

¹ Nominations need to be received from two elected officials of members of the NCLGA.

² Candidates must be an elected official from an NCLGA local government member.

**Terms of Reference for Positions on the
North Central Local Government Association Board of Directors**

Candidates for the North Central Local Government Association Executive must be nominated by an NCLGA member local government or First Nation community.

General responsibilities for all Board positions:

- Board members are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Board members will be expected to attend four meetings throughout the year. Meetings are held either in person in Prince George or virtually. Executive members will confirm attendance or express regrets for all scheduled meetings.
- Each Executive member will sit on at least one optional NCLGA committee – Finance, Governance, Health Care, or AGM. The Resolutions Committee and Planning & Priorities Committee are Committees of the Whole. Most committee meetings will be held by phone, online, or in person in conjunction with a quarterly board meeting. However, the Health Care Committee meets monthly and the AGM Committee meets monthly or bi-monthly in the months leading up to NCLGA's AGM & Convention.
- Board members will be aware of and follow NCLGA policies and bylaws.
- Board members will be required to use email and the internet for internal board communications.

In addition to the general requirements listed above, specific responsibilities are attached to each of the Executive positions:

President:

- Chair meetings of the NCLGA Board.
- Act as the main spokesperson for the Association when speaking to the media, membership, public, and other levels of government.
- Act as the Area Association representative on the UBCM Executive.
- Provide direction to staff between board meetings.
- Ensure Executive input into the content of media releases.
- Attend twelve virtual Table Officer meetings with the Vice-Presidents, Past President, and NCLGA staff.
- Sit on the Finance Committee.

First Vice-President:

- Act on behalf of the President in their absence.
- Attend twelve virtual Table Officer meetings with the President, Second Vice-President, Past President, and NCLGA staff.
- Sit on the Finance Committee.

Second Vice-President:

- Act on behalf of the President in the absence of the First Vice-President.
- Attend twelve virtual Table Officer meetings with the President, First Vice-President, Past President, and NCLGA staff.
- Sit on the Finance Committee.

Director at Large:

- Provide a conduit between members (municipal councils and regional district boards) and the NCLGA Board by reporting out to members and bringing the concerns and perspectives of members to the Board table.
- With the approval of the President, may be asked to speak on behalf of the association to the members, media, public, or other levels of government.

Regional Representative: In addition to the general requirements of Executive members, a Regional Representative on the NCLG Board is responsible for the following:

- Provide a conduit between members (municipal councils and regional district boards) and the NCLGA Board by reporting out to members within their region and bringing the concerns and perspectives of these members to their Regional District Board table and NCLGA Board table.
- With the approval of the President, may be asked to speak on behalf of the association to the members, media, public, or other levels of government.

Note about Regional Representatives:

NCLGA bylaws were revised in 2011. Under the revised bylaw, Regional Representatives shall be **appointed** by their respective regional district or regional municipality. As of 2021, NCLGA requests a primary and alternate representative for each regional district or regional municipality. If the primary representative is unavailable to attend an NCLGA Board meeting, the alternate representative will participate. NCLGA requests that the names of these appointees be submitted to admin@nclga.ca by **March 21, 2022**.

Regional Representative Appointee Nomination for Executive Positions:

NCLGA accepts nominations from Regional Representative Appointees who wish to run for any of the Table Officer or Director at Large positions. If a regional district chooses to nominate an appointee for one of the Executive positions, they should appoint a **substitute representative** and notify NCLGA of their choice prior to our AGM in May.

If the Regional Representative is successfully elected to a Table Officer or Director at Large position, the substitute appointee will automatically step into the position.

Please note: Only candidates nominated for Executive positions by the deadline for advance nominations will have their biography and photo included in the Annual Report.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: March 14, 2022
SUBJECT: NOTICE OF CLOSED SESSION

RECOMMENDATION:


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

- **Community Charter Section 97 (1) (b):**
 - (b) *all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public*
 - *Closed Meeting Minutes – February 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*

ALTERNATIVE OPTIONS:

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



Jeanette McDougall,
Corporate Officer

ICSR1