



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

Tuesday, September 6, 2022

First Nations Acknowledgement

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

1. Call to Order:

2. Dedication Page:

3. Delegations:

D1 STARS Foundation - Glenda Farnden, Senior Municipal Relations Liaison
(Powerpoint Presentation)

4. Notice of New Business:

Mayor's List:

Councillors Additions:

CAO's Additions:

5. Adoption of Agenda by Consensus:

6. Declaration of Conflict of Interest:

7. Adoption of Minutes:

M1 Regular Council Minutes – August 22, 2022

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8. Business Arising from the Minutes:

9. Public Hearing:

10. Staff Reports:

SR1 Water Treatment Plant – Update & Sole Source Purchases

Page 5

SR2 Architectural Services – New Community Hall

Page 7

SR3 Grant in Aid – Hudson's Hope Fall Fair Society &
Peace Valley Arts Society

Page 17

11. Committee Meeting Reports:

12. Bylaws

13. Correspondence:

C1 Thrift Store Fundraiser

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

15. Old Business:

16. New Business:

17. Public Inquiries:

18. In-Camera Session

ICSR1 Notice to Closed Meeting

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19. Adjournment



COUNCIL MEETING
District Office – Council Chambers
6:00 P.M.
August 22, 2022

Present: Mayor Dave Heiberg
Councillor Mattias Gibbs
Councillor Kelly Miller
Councillor Leigh Summer

Absent: Councillor Val Paice (*with notice*)
Councillor Travous Quibell (*without notice*)

Staff: Acting Chief Administrative Officer, Ruhul Amin
Corporate Officer, Jeanette McDougall
Director, Protective Services, Brad Milton

1. CALL TO ORDER

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

2. DEDICATION PAGE

3. DELEGATIONS

4. NOTICE OF NEW BUSINESS

Mayor's Additions:	C4	Letter of Support re BC Hydro GO Fund - Fall Fair Society
Councillor's Additions:	NB1	Electronic Council Meeting Participation - Councillor Gibbs
	NB2	Social Media Policy - Councillor Miller
CAOs Additions:	None	

5. ADOPTION OF AGENDA BY CONSENSUS

6. DECLARATION OF CONFLICT OF INTEREST

7. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES – July 18, 2022

RESOLUTION NO. 125/2022

M/S Councillors Miller / Gibbs

THAT the minutes of the July 18, 2022 Regular Council Meeting be adopted as presented.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

The Director, Public Works provided an update regarding a proposed new Community Hall and referenced that a Request for Proposal for architectural plans was being developed.

M1

9. PUBLIC HEARING

10. STAFF REPORTS

SR1 HUDSON'S HOPE LIONS CLUB AGREEMENT

RESOLUTION NO. 126/2022

M/S Councillors

THAT Council approve the Building Lease Agreement between the District of Hudson's Hope and the Lions Club for a term of 5 years commencing May 1, 2022 and expiring April 30, 2027; and

THAT Council authorize the Mayor and the Acting CAO to sign the Building Lease Agreement.

CARRIED

Note: the Hudson's Hope Lions Club Agreement was included in the Council Agenda dated July 18, 2022, however was deferred due to lack of quorum; Council subsequently approved via an electronic vote and this Agreement was included on the August 22, 2022 Agenda for formal ratification.

SR2 CORPORATE – MONTHLY REPORT

The Corporate Officer provided an overview and a verbal update on the upcoming 2022 Local Government Election.

SR3 PUBLIC WORKS – MONTHLY REPORT

The Director, Public Works provided an overview, including an update on the Water Treatment Plant as follows: the schedule for cleaning and repairs; that the new pre-filter system will be able to auto-backwash; and that venting has been adjusted to disperse upward and this is expected to help reduce the odour. The Mayor noted that the District is liaising with BC Hydro regarding costs, that water sample results are posted on the District website, and that this situation has been very stressful on District Staff.

SR4 PROTECTIVE SERVICES – MONTHLY REPORT

The Director, Public Works provided an overview, including responding to Council inquiries regarding recent break-ins at the Public Works Shop.

SR5 SPECIAL PROJECTS – MONTHLY REPORT

Received for Information.

11. COMMITTEE MEETING REPORTS

12. BYLAWS

13. CORRESPONDENCE

C1 SPONSORSHIP REQUEST – PEACE VALLEY ARTS SOCIETY

RESOLUTION NO. 127/2022

M/S Councillors Miller / Gibbs

THAT Council approves the request from the Peace Valley Arts Society to cover the costs for a band (Sweet Alibi), along with one night of accommodation, in the amount of \$890.00 in support of a fund-raiser being held October 5, 2022.

CARRIED

Councillor Miller opposed

C2 LETTER OF APPRECIATION – HUDSON'S HOPE FIRE DEPARTMENT

Received for Information.

C3 BC HYDRO – WATSON SLOUGH WATER LEVELS

Received for Information.

C4 LETTER OF SUPPORT RE GRANT APPLICATION - PEACE VALLEY FALL FAIR

RESOLUTION NO. 128/2022

M/S Councillors Miller / Gibbs

THAT Council approves the request from the Peace Valley Fall Fair Society for a letter of support for their grant application to the BC Hydro GO Fund.

CARRIED

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

15. OLD BUSINESS

16. NEW BUSINESS

NB1 COUNCIL MEETING PARTICIPATION - COUNCILLOR GIBBS

Councillor Gibbs advised that he is moving to another community and will participate in the remaining Council meetings via electronic means.

NB2 SOCIAL MEDIA POLICY - COUNCILLOR MILLER

Councillor Miller requested that the District's Social Media Policy be posted to the District website.

17. PUBLIC INQUIRIES

18. IN-CAMERA SESSION

RESOLUTION NO. 129/2022

M/S Councillors Summer / Miller

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 – July 18, 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;

➤ Hudson's Hope Public Library Association – Funding & Service Agreement

CARRIED

19. RISE AND REPORT

RESOLUTION NO. IC046/22

M/S Councilors Miller / Gibbs

THAT Council approve the District to enter into the Hudson's Hope Public Library Association Funding and Service Agreement for 2022 – 2025; and

THAT Council authorize the Mayor and the Corporate Officer to sign the Agreement on behalf of the District.

CARRIED

20. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 7:01 pm.

DIARY

Diarized

Conventions/Conferences/Holidays

Commercial Water Rate Increase-annual budget
Consideration

08/04/19

ATV Campground – Naming / Memorial Plaque

2022

Certified Correct:

Dave Heiberg, Mayor

Jeanette McDougall, Corporate Officer

REQUEST FOR DECISION

RFD#:	2022-MR-38	Date:	September 1, 2022
Meeting#:	CM-090622	Originator:	Mokles Rahman
RFD TITLE: Water Treatment Plan - Updates and Sole Source Purchases			

RECOMMENDATIONS:

THAT Council receive this report for information and discussion, and

THAT Council authorize the administration to engage Clear Blue Water Systems as a sole source contractor to perform the repair and maintenance work of the aerator, cistern and media sand, and perform the installation of the new pre-filters, and

THAT Council authorize the administration to engage McElhanney for providing consulting services for the repair and installation of the new pre-filters.

BACKGROUND:

On July 20, 2022, the prefilters at the Water Treatment Plant (WTP) failed and were not able to treat the water. On July 21, 2022, the District started bottled water distribution to the community and hauling water to the reservoir. On the same day, District decided to bypass the raw water from the wells to the reservoir to increase the reservoir level and reduce water hauling. In consultation with Northern Health, the District, on August 6, 2022, issued a "Do Not Consume" water notice.

DISCUSSION:

The "Do Not Consume" water notice is in effect until further notice.

Updates on repairs of the WTP:

- On an urgent basis, the District engaged Clear Blue Water Systems (the contractor) to help with the repair work under the consulting services of McElhanney (the consultant)
- Clear Blue Water Systems started the Aerator filters change on Monday, August 29.
- It is expected that Aerator and Cistern will be cleaned and chlorinated by today (Thursday) September 1, 2022.
- Changing media sand of pre-filters is planned on Tuesday, September 6, and Wednesday, September 7, 2022.
- After finishing the mentioned jobs, the water works systems need to be tested. Northern Health requires 2 batches of tests with certain intervals. Once NH is satisfied with the water test reports they will advise the District to withdraw the current advisories.
- Staff are working with Northern Health on the next steps.

SR1

Things to do next:

1. McElhanney recommended installing additional pre-filtration systems before the Aerator to address Iron Reducing Bacteria buildups in the current well water.
2. McElhanney prepared a Request For Proposal (RFP) for designing and supplying these new pre-filtration systems.
3. Staff are reviewing this RFP and will get back to McElhanney with comments soon.
4. As Clear Blue Water Systems has expertise and knowledge about our water system, they are on board as a sole-sourced contractor to perform the installation of the new pre-filtration systems pending approval from the Council and BC Hydro.

FINANCIAL CONSIDERATIONS:

The total costs of the project are unknown. Once we get proposals from the proponents on the design and supply of the new pre-filter, Clear Blue Water Systems will submit a quotation for their service. By this time, staff received a quotation from McElhanney which will be sharpened based on the scope of work of the contractors.

The cost proposals will be presented to Council and BC Hydro for approval before awarding the contract. There is no approved budget for this project. The administration will try to recoup these costs from BC Hydro.

Prepared by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2022RA21	Date: August 31, 2022
Meeting#: CM090622	Originator: Ruhul Amin
RFD TITLE: Scope of the Architectural Services for the New Community Hall	

RECOMMENDATIONS:

***THAT** Council approve the Scope of the Architectural Services for the New Community Hall.*

BACKGROUND:

The District of Hudson's Hope is planning for the replacement of the existing Community Hall and the District's Library with a new combined Multi-Use Community Centre (MUCC), which houses a Public Library, Additional Meeting / Conference / Multiuse Spaces (conference capacity) and Cafeteria. Other optional amenities are in Wishlist to house an Indoor Pool / Waterpark / Spa, Running Track, and a Children museum.

The current Community Hall Building is to be replaced with a new two storey structure with a footprint not less than 14,000 Square feet by outside dimension (Approximately 28,000 Square feet total).

The new Community Center building will be the focal point for year-round indoor community programming and events.

DISCUSSION:

Staff received some background information from the Community Hall Committee. All this background information will be part of RFP as appendices to make sure that the architect considers them in developing the concept designs for the project.

On July 18 Council meeting, staff was directed to develop an RFP for the Architectural Services for the New Community Hall. Based on the background information and research on similar projects implemented by other municipalities, staff are recommending following scope for Architectural Services:

Stage 1:

In stage 1, the Architect will be assigned to complete Program & Scope Development Phase, Concept Design Phase, and Submission of Grant Applications.

General Project Requirements

The Architect shall:

- a) be responsible for providing expertise on sustainable design, following best practice design strategies with a focus on environmentally friendly initiatives and renewable energy alternatives.
- b) conduct at least one (1) sustainability design workshop to finalize the projects sustainability goals and targets. This will allow the District to explore sustainable features

(along with associated costs) that will need to be incorporated into the design such as but not limited to energy efficiency and renewable energy systems, heat recovery, reuse of low-grade recycled heat, energy efficient lighting, low water consumption and other sustainable features (such as geothermal, etc.); Sustainability Best Practices are desired;

- c) attend and participate in bi-weekly / monthly meetings.
- d) assist the District with the preparation of reports and presentations to the District Council, District staff, public, and other project stakeholders/partners.
- g) attend and participate in three (3) Community Hall Committee and two (2) Council/General Committee meetings -allow for design presentations at these meetings.
- h) when appropriate to the work stage lead walkthroughs of the site to explain the project (minimum 2).
- i) schedule, chair, and minute bi-weekly design team meetings and external stakeholder meetings throughout the design; and
- j) submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the District

Program & Scope Development Phase

It is the Architect's responsibility to develop functional program for the MUCC project. In connection with the development and finalization of the facility program, the Architect shall:

- a) visit the site to undertake detailed investigations, and audit existing conditions.
- b) meet with user groups to understand known issues and review past reports and information about the proposed site.
- c) provide a functional site servicing report for distribution to the District; confirm the suitability of existing site servicing and the requirements for all new and/or enhanced services including, but not limited to, storm water management, sanitary, domestic water, water pressure or hydro, gas, fiber or other required site servicing; provide; estimated costs and governing regulations.
- g) allow for meetings, and as required with the District's Users, Library and the internal and external stakeholders to review the facility program, gather any additional information, refine, modify and customize the facility program.
- h) *lead an early visioning session that will include a public open house. The Architect shall lead the session, record comments from the community and provide a report to the District.*
- j) produce minutes of all program meetings identifying the actionable items and submit these minutes to the District within 72 hours of each meeting.
- k) research, review and compile background information relating to the site and adjacent lands.
- l) identify the need for additional studies and surveys as necessary and prepare scope of work documents for this work to assist the District to engage the required studies and surveys.
- m) submit a proximity matrix for functional spaces complete with blocking and stacking diagram(s), including options.
- o) prepare and verify with project stakeholders, the furniture, fixtures and equipment (FF&E) needs. Review the inventory list of existing furniture and equipment. This is to include a

verified list of any existing furniture that will be re-used along with the required FF&E items that are to be purchased by the District.

- p) prepare and verify with District stakeholders, the I.T, audio visual (AV) and security needs and requirements for the project.
- q) explore/consider sustainability Best Practice measures with District staff; make recommendation on desired features.
- r) provide a strategy to minimize energy use.
- s) consider strategies for heat recovery.
- v) submit a comprehensive facility program brief describing the program elements with an Order of Magnitude cost estimate and present this to the District for approval.
- w) at concept design provide a masterplan that accommodates future extension plan.

Concept Design Phase

At concept design the Architect shall deliver three (3) design concepts which describe the form, size, character and massing of the facility based on the facility program. The District will select one concept, which will be progressively elaborated into schematic design.

The Architect shall:

- a) submit three (3) conceptual master site plan(s) (identify advantages and disadvantages) indicating proposed building, frontages, street access, outdoor facilities and parking. The Architect shall consider the impact of the proposed building elevations and associated services/amenities on the neighboring residents and include for suitable design mitigation measures to address any concerns that may be raised, such as, visual, acoustic, shadows, wind, pollution, etc.
- b) attend meetings with the District of Hudson's Hope staff to determine site restraints and regulatory requirements which shall form the base of the concept plan.
- c) *prepare content and host a Public information Session for the community to provide feedback.*
- d) submit concept plans and renderings of the building and site for the District's review, along with a narrative explaining advantages and disadvantages to illustrate the scale and character of the project and how the parts of the project function, including but not limited to;
 - i one electronic and four (4) hard copies (24"x36" drawings)
 - ii site layout plans identifying zoning setbacks and height restrictions.
 - iii spatial relationships of building(s) and site circulation diagrams including access, parking and landscaping.
 - iv interior layouts.
 - v exterior elevations.
 - vi three dimensional (3-D) renderings of the exterior of the project.
 - vii compliance with urban design guidelines.
 - viii visual appearance from streets.
 - ix design efficiencies with the Library (shared space); and
- e) deliver a concept design report to the District with the Options as noted.
- f) attend Community Hall Committee Meeting and or Council to present and address questions; and
- g) the District will select and approve one of the three (3) concepts Options.

Grant Funding Application Phase

Professional scope of services to include:

- Explore all provincial and federal grants available for this project.
- Prepare and submit grant funding applications.
- In the case of the Federal Green Building Funding Initiative, a resilience assessment and building energy model will be required.
- Estimated timeline of grant funding application preparation: 4 weeks (results of applications will vary and will be outside of this timeline).

At this time, the District may decide to wait until funding has been procured before proceeding to Stage 2.

Stage 2:

Once the District secure the funding for the project, the Architect will be contracted for the Stage 2 of the project. Please note that contracting of the Stage 2 will be solely under District's discretion.

Schematic Design Phase

Schematic design further develops the approved concepts. Council will then decide which Option the District will proceed with into design development.

The Architect shall:

- a) coordinate services of all consultants.
- c) schedule, chair, and minute bi-weekly design team meetings with the District, sub-consultants, and other specialist consultants. Submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the District.
- d) review all applicable statutes, regulations, codes and by-laws.
- e) review existing geotechnical, hydrogeological and/ or soils engineering reports, and perform if additional geotechnical, hydrogeological and/ or soils investigations are required.
- f) *organize one facility tour of similar facilities for District and Library user groups for review of innovative and functional solutions.*
- g) apply for and obtain preliminary approvals from authorities having jurisdiction (via pre-consultation meetings) for all planning, zoning, and building requirements. These authorities shall include the District of Hudson's Hope and any other authorities having jurisdiction.
- h) provide a preliminary energy model report identifying opportunities over the life cycle for cost savings. Provide the District with estimated energy saving, incremental costs and life cycle saving due to implementation of:
 - sustainability measures
 - heat recovery
 - dehumidification
 - renewable energy
 - solar hot water system

- geothermal energy
 - photovoltaics
- i) advise of available incentives for high performance new construction.
 - j) conduct at least one (1) sustainability design workshop and propose features that would be appropriate for this project.
 - k) conduct a security review of the plans and bring forward Options for discussion.
 - l) create individual room data sheets for all distinct areas of the facility.
 - m) review and record on an approved electronic data base (e.g. Excel and AutoCAD) all existing and proposed new furniture, fixtures and equipment that are to be included in the final design to meet the District FF&E requirements.
 - o) prepare all application documents and provide the lead role to obtain approval of authorities having jurisdiction for the Site Plan Application.
 - p) provide value engineering / analysis and cost reduction strategies and recommendations to align the schematic design documents to the approved construction budget, implement necessary document revisions.
 - q) *prepare a design presentation package specific to the Library that illustrates the overall site and building design and present to the Library Board.*
 - r) provide design measures that address accessibility challenges.
 - s) recommend the most efficient structural system.
 - t) assess building systems for quality, durability, energy efficiency, functionality, maintenance and operations.
 - u) deliver a storm water strategy.
 - v) present the design and cost estimate at project Community Hall Committee and Council meetings for approval.
 - w) assess proposed waste diversion and management programs i.e. requirements for dedicated waste storage rooms and loading space(s). The District's preference is an internal waste management room with direct access to the loading space(s). Coordinate new waste/recycling receptacles for MUCC; and
 - x) submit a schematic design brief for the District to illustrate the scale and character of the project and how the parts of the project function, including but not limited to:
 - i. provide six (6) hard copies (24" x 36" drawings) and one digital
 - ii. storm water management plan.
 - iii. provide area calculations.
 - iv. outline specifications to describe the size and character of the architectural, structural; mechanical, and electrical systems.
 - v. describe the requirement for functional servicing.
 - vi. site plan.
 - vii. spatial relationship, adjacency and interior circulation diagrams.
 - viii. room data sheets for all distinct areas of the facility.
 - ix. principal floor plans.
 - x. building sections.
 - xi. exterior elevations.
 - xii. preliminary landscape and grading plan.
 - xiii. sustainability plan.
 - xiv. three dimensional (3-D) renderings of the exterior of the project and key interior elements.

- xv) One 3D printed model of the building scaled to overlay a site plan
- xvi) design briefs.
- xvii) constructability review report; and
- xviii) obtain the District's approval and award of Contract 2 before proceeding with the design development phase.

Design Development Phase

Design development further develops the schematic design based on the decision to proceed with approved Option. During design development specifications become an integral part of the design.

The Architect shall.

- a) coordinate services of sub-consultants as applicable.
- c) schedule, chair, and minute bi-weekly design team meetings with the District, sub-consultants, and other specialists. Submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the District.
- d) continue to review and confirm that the design is in conformance with the facility program.
- e) provide complete specifications for all building elements.
- f) provide specifications for the demolition of the existing Community Hall.
- g) update the room data sheets and arrange to have meetings for the purpose of finalizing the details.
- h) elaborate cut and fill requirements.
- i) make Site Plan application (SAP).
- j) prepare a presentation for the District of light fixtures, plumbing fixtures, millwork, signage and related way-finding systems, all furnishings and proposed interior/exterior finishes.
- k) submit a facility life cycle cost analysis to permit the District to assess the comparative merits of alternative mechanical and electrical building systems.
- m) as required, provide value engineering / analysis and cost reduction strategies and recommendations; update the energy model accordingly.
- n) provide fire safety plans.
- p) further elaborate the design development documents for the District's approval. This would include the following:
 - four (4) hard copies (24 x 36 drawings) and electronic (PDF).
 - site plan.
 - floor plans.
 - building sections.
 - exterior elevations.
 - room data sheets identifying all proposed finish materials, IT, AV and Security requirements.
 - hoarding requirements and any temporary site access requirements.
 - project brief detailing area calculations, building systems and design specifications.
 - any other documents that may be required, to describe the size and character of the facility including the architectural, structural, mechanical, electrical, civil, and landscape aspects.

- three dimensional (3-D) renderings of the exterior of the project and key interior elements.
 - review of the class B estimate; and
 - updated design briefs.
- q) obtain the District's approval before proceeding with the construction documents phase.

Tender Phase

The Architect shall:

- a) assist the District in preparing a MMCD construction contract supplementary general conditions.
- b) submit for the District's review the bid form (inclusive of any project specific alternates, itemized and separate prices, etc.), instructions to bidders, and other contract documents and revise the documents to incorporate the District's comments.
- c) act in an advisory role to the District who will tender the project and provide electronic format copies of all related documents.
- d) participate in the pre-tender "site walk" for bidders, respond to questions raised by bidders and prepare addenda or clarifications for issue by the District to bidders in a timely manner.
- e) provide the District three (3) sets of Permit approved "issued for building permit" drawings (drawings to be 24"x36") and specifications and one (1) complete set (drawings 24"x36:") for the successful general contractor, along with an electronic pdf set;
- f) assist the District with the examination and evaluation of tenders, including valuation of itemized prices and advise on acceptance.
- g) provide support during the selection of the contractor including attending Community Hall Committee and/or Council.
- h) submit "issued for construction" set of drawings and specifications incorporating all addenda and alternative approved items for review by the District and use for construction by the successful General Contractor and provide the District with five (5) complete sets (drawings to be 24"x36") and the one (1) complete set (drawings to be 24"x36") for the general contractor, along with a pdf set; and
- i) provide five (5) sets of contract documents for contract execution of the District with the successful General Contractor (drawings to be 24"x36").

Construction Phase – Contract Administration

The Architect shall:

- a) coordinate services of sub-consultants as applicable.
- b) serve as the "Consultant" as per the MMCD Unit Price Contract.
- c) distribute "issued for construction" set of drawings and specifications upon award of the construction contract.
- d) provide continuity of resources from the design phases.
- e) attend bi-weekly construction meetings and specialty start up meetings on site, along with the relevant sub-consultants.
- f) submit for the review and approval of the District a quality assurance plan that details the requirements for site reviews, testing, inspection, and other construction monitoring.

- g) carry out and coordinate as applicable the general review of the work and include in each field review detailed written comments on quality of work, adherence to technical requirements, work deficiencies, and approve remedial action.
- h) establish an electronic folder system where reports from the field will reside for the District's reference.
- i) render interpretations regarding technical queries in written and graphic form as may be required with reasonable promptness.
- j) render written findings within a reasonable time on all claims, disputes and other matters in question between the District and the General Contractor relating to the execution, schedule or performance of the work or the interpretation of the contract documents.
- k) render interpretations and findings consistent with the intent of and reasonably inferable from the contract documents.
- l) review General Contractor's submittals and/or shop drawings, product data, and samples, for conformance with the design; maintain an electronic log to evidence the status and disposition of shop drawings and another required contractor submittal.
- m) prepare contemplated change notices (CCN), change directives (CD) and change orders (CO) for the District's recommendation and the District's approval; maintain electronic logs to accurately document the status of all CCN's, CD's and CO's; Architect to provide an estimated cost for each CCN. Provide rationale with each proposed change to District.
- n) provide timely responses and reviews to General Contractor requests for information.
- o) furnish supplemental instructions to the General Contractor with reasonable promptness in accordance with a schedule for such instructions agreed by the Architect and the General Contractor.
- p) receive from the General Contractor and forward for the District's review the written warranties and related documents.
- q) the Architect shall maintain an electronic record of changes as the project progresses.
- r) monitor the testing and inspection program; review all reports and issue direction where remedial action is necessary.
- s) determine the amounts owing to the General Contractor based on the Architect's observations and evaluation of the General Contractor's work.
- t) review the General Contractor's draft invoice to confirm the value of work and note any corrections.
- u) issue a Certificate for Payment for the value of work completed each month within 10 days of receipt of the General Contractor's proper invoice.
- v) determine the date of substantial performance, issue the appropriate certificate of Substantial Performance of the Work and oversee the building handover to District.
- w) perform required services to expedite granting of Building Occupancy including provision of all required sign offs and certifications.
- x) receive from the contractor the submittals that are listed in the construction contract to be submitted with the request for the Architect to review for substantial performance.
- y) create a comprehensive deficiency list (all disciplines) in addition to the list prepared by the General Contractor and estimate values for finishing holdbacks.
- z) to validate performance of the building systems in compliance with the District's expectations and with the Facility Program and with other design documents, employ an independent commissioning consultant to provide comprehensive services related to the commissioning of the building systems.

- aa) coordinate the effort of the commissioning consultant to monitor the performance of all building systems (mechanical and electrical) through four (4) complete seasons (summer, fall, winter, spring), report to the District on compliance or non-compliance with the performance expectations. Provide necessary documentation and direction to the District's staff or the sub-contractors with respect to correction of variances from performance expectations; and
- bb) receive from the General Contractor and review and approve the General Contractor's as-built drawings and maintenance manuals, and provide to the District, a complete set of AutoCAD record drawings for all building systems and components in a format acceptable to the District.

Project Close-out Phase

The Architect shall:

- a) review for completeness the list of items to be completed or corrected submitted by the contractor and forward to the District and contractor together with a list of any additional items observed by the Architect.
- b) forward submittals to the District for review with a written report listing any submittals listed in the construction contract documents that have not been submitted.
- c) where required submittals have not been submitted by the contractor, determine the amount that will be retained from payments to the contractor in accordance with the construction contract until the submittals are submitted.
- d) actively follow up and support the General Contractor to achieve timely correction of deficiencies by the General Contractor and address warranty item issues.
- e) re-inspections as reasonably necessary to determine sufficiency of correction of deficiencies by the General Contractor (allow minimum of two (2) additional site inspections following the final deficiency review).
- f) verify the validity of the General Contractor's application for final payment and issue a certificate for final payment. This shall also include the subsequent release of any maintenance holdback monies after the expiry of the warranty period.
- g) during the warranty period review on site any defects or deficiencies which have been observed and reported during that period, and advise the Contractor in writing to complete these items; and
- h) the Architect shall submit record drawings for the District's use. Including one electronic PDF copy and one editable CAD file (latest version, as per District standards) The PDF copy is to be signed and dated by the Architect and Engineers.

Alternatives:

1. Council approve the above scope.
2. Council direct staff to make changes on scope and report back to council with revised Scope.

Financial:

Costs associated with Stage 1 Architectural Services shall be covered from the Reserve Fund for New Community Building. Please note that as of December 2022 there is \$150,000.00 available in the reserve fund for this project.

Staff will be reporting back to council for approval if there any costs over runs for this project.

Prepared by:



Ruhul Amin, Director of Public Works

Approved by:



Mokles Rahman, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

FROM: Jeanette McDougall, Corporate Officer

DATE: September 6, 2022

SUBJECT: HUDSON'S HOPE FALL FAIR SOCIETY &
PEACE VALLEY ARTS SOCIETY - 2022 GRANT IN AID REQUESTS

RECOMMENDATION:

***THAT** Council approve the 2022 Grant in Aid request for the Hudson's Hope Fall Fair Society in the amount of \$2,500; and*

***THAT** Council approve the 2022 Grant in Aid request for the Peace Valley Arts Society in the amount of \$2,500; and*

***THAT** Council approve transferring \$3,358 from the General Surplus Account into the Financial Grant in Aid account to cover the current amounts requested by the Hudson's Hope Fall Fair Society and the Peace Valley Arts Society.*

INFORMATION:

Both the Hudson's Hope Fall Fair Society and the Peace Valley Arts Society applied under the District's 2022 Grant in Aid program as of February 15, 2022, which was within the deadline for receiving Grant in Aid applications; unfortunately, Staff missed these applications when preparing the Grant in Aid report to Council that was included on the March 14, 2022 Council Agenda, and is therefore being included in the current Agenda.

The annual amount allocated for the Grant in Aid program is based on 10% of the given year's estimated residential taxes, of which 80% is to be allocated during the normal Grant in Aid timeline that is early in the year, and with the remaining 20% reserved for allocating later in the year if applications are received and that fit the District's Financial Assistance Grant Policy.

The residential tax estimate of 10% for 2022 was \$33,935; 80% of this amount is \$27,148 and available for allocation early in the year, with 20%, or \$6,787, reserved for later in the year. The actual amount that has been allocated year-to-date for 2022 is \$32,293, which includes the amount of \$890 that Council approved for the Peace Valley Arts Society on August 22, 2022. This leaves \$1,642 remaining in the Grant in Aid account, which is insufficient to cover the amounts requested; Council does have the option of waiving Policy to move money from the General Surplus account into the Grant in Aid account to cover this cost, which would be \$3,358.

Note: As per Section 6 of the District's Financial Assistance Grant Policy No 001/20, approval requires an affirmative vote by at least two-thirds of all Council Members.

SR3

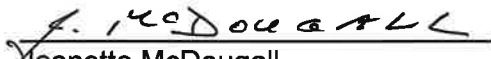
ALTERNATIVES:

- THAT Council not approve the Grant in Aid request by the Hudson's Hope Fall Fair Society.
- THAT Council not approve the Grant in Aid request by the Peace Valley Arts Society.


ATTACHMENTS:

- *Summary of the Grant in Aid Allocations Year-to-Date 2022*
- *District of Hudson's Hope Financial Grant in Aid Policy*
- *Hudson's Hope Fall Fair Society Grant in Aid Application*
- *Peace Valley Arts Society Grant in Aid Application*

Prepared by:


Jeanette McDougall,
Corporate Officer

Approved by:


Mokles Rahman, CAO

Financial Assistance - 2022		
Summary		
Allocation as of August 31, 2022		
Name	Request	Amount Requested
Hudson's Hope Healthcare and Housing Society	Grant to improve outdoor gathering area (\$10,000)	\$10,000
Double "H" Saddle Club	Replace roof of Garry Powell Dance Hall: 30% construction costs (\$15,602.55). Waive the cost of building permit fees for 2022 and have Public Works install two "caution horse and rider" road signs that will be provided.	\$ 15,602.55
Friends of Hudson's Hope Society	Improve existing space used for the Food Bank and future involvement with emergency service plans (\$5000)	\$5,000
Hope for Health Society	Funding for helping run the That Dam Run (\$800); plus in kind donations (safety cones, stop signs, office equipment/resources, transportation of porta-potties, small tent, sandwich boards, media and publicity support, hot chocolate back pack). Assistance from the Recreational Coordinator.	\$800
Peace Valley Arts Society	Payment for a band called "Sweet Alibi" and one night's accommodation.	\$890
Total:		\$32,293

FINANCIAL ASSISTANCE GRANT POLICY

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

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

Section: Finance

Purpose:

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

Policy:

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

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

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

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

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

This policy does not apply to:

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

Procedure:

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

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

APPLICATION FOR A GRANT

Date: _____

Date Received: _____

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

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



Describe the purpose of your organization:

Describe the purpose of your organization:

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

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

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

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

1. _____the number of volunteers and_____the number volunteer hours worked per year.

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

[illegible]



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

REQUEST FOR GRANT

Describe the reason for your grant application:

Proposal is best characterized as:

☐ Event ☐ Capital Project

Participants/beneficiaries will primarily be:

☐ Youth ☐ Seniors ☐ Disadvantaged Persons

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

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

Attach the following information:

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

DECLARATION

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

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

Signature of Applicant

Date

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

APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

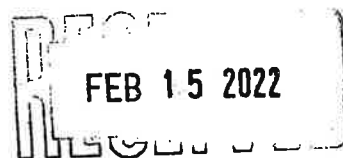
DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA



APPLICATION FOR A GRANT



Date: February 15, 2022

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Hudson's Hope Fall Fair Society			
Mailing Address	City	Province	Postal Code
P.O. Box 415	Hudson's Hope	BC	V0C 1V0
SOCIETY INFORMATION			
Society Registration Number		Charity's BN (Business Number) / Registration Number <i>(the number the organization puts on charitable donation receipts)</i>	
S0062986		75695 4137 BC0001	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
Aislin Gentles	Treasurer	1-250-793-8771	
Shawn Shepherd	President		
Angie Watson	Vice President	1-250-783-9455	
Caitlin Vince	Secretary	1-250-793-6691	
Catherine Herbison	Director member	1-250-783-0650	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Caitlin Vince			
Mailing Address	City	Province	Postal Code
B0x 679	Hudson's Hope	BC	V0C 1V0
Work Telephone	Home Telephone	Cell Telephone	Email Address
		1-250-793-6691	

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



ORGANIZATION INFORMATION	
1. Name of the organization	
2. Address	
3. City	
4. State	
5. Zip	
6. Telephone	
7. Fax	
8. E-mail	
9. Website	
10. Other information	

Describe the purpose of your organization:

The Hudson's Hope Fall Fair Society exists to promote and celebrate the agricultural and horticultural heritage of our community and region. Since 1992, the HHFF Society has hosted an annual Fall Fair event with everything from AHA association category exhibits, petting zoos, dog agility, horsemanship demonstrations, logger sports, kid's play zone, farmers market, farm-to-table dinner, live local music, and a dance featuring craft beer from local breweries! Since moving back up to the Double H Saddle Club Facilities in 2018, and adding several new events (like the watermelon eating contest!) we have seen a marked increase in attendance with over 250 people from throughout the region in attendance in 2019 and over 30 volunteers who help to make the event possible. The Hudson's Hope Fall Fair is one of the most highly anticipated annual events in our community and is going to be welcomed back this year after a two year hiatus due to pandemic restrictions.

User Statistics

1. 250-300 The number of persons that are served by your organization annually.
2. 5 The number of members in your organization/society.

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

1. 5 the number of volunteers and _____ the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

[illegible]

[illegible]☒ Event ☐ Capital Project☒ Youth ☒ Seniors ☐ Disadvantaged Persons

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

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

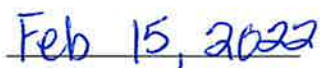
DECLARATION

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

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



Signature of Applicant



Date

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

APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

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

Hudson's Hope Fall Fair					
2019 Comparative Income Statement					
			Budget		Actual
Revenue					
Grants			9000		4800
Auction			1500		1075
Bank Interest			5		4.56
Inkind Donations			2000		3346
Donations			3000		2450
Gate			250		985
Registrations			300		75
Vendors			400		270
Dinner			2500		920
Total Revenue			18955		13925.56
Expenses					
Banking Fee + Cheques			-		75
Office Equipment			1200		1425
AHA Membership Fees			30		40
Tents			1000		1954
Brochures			100		0
Grads			300		0
Insurance			500		600
Misc.			200		679
Prizes			500		1165
Ribbons			250		506.24
Tags			100		126
Train Fuel			30		30
Wagon Rides			300		350
Pizza Dinners			150		213.72
AGM			110		120
Rodeo Grounds			500		250
Shirts/Wristbands			300		780
Music			3000		3000
Dinner			1700		1650
Engraving			60		75
Sheep Panels			2000		0
Lions Van			110		100
Secan			2500		0
Total Expenses			14940		13063.96

	Inkind	Monetary
Lauren	2516	1100
Cait	780	700
Amanda	50	650
	3346	2450

Hudson's Hope Fall Fair					
2022 Comparative Income Statement					
			Projected Budget		Actual To Date
Revenue					
Grants			5500		2400
Auction			1500		
Bank Interest			5		
Inkind Donations			1000		75
Donations			1500		
Asset Rentals			1500		700
Gate			900		
Registrations			150		
Vendors			300		
Dinner			1500		
Total Revenue			13855		3175
Expenses					
Banking Fee + Cheques			100		
Storage Rental			240		240
Office Equipment			500		120
BC Fairs Membership			35		35
Tent Rental			2000		
Brochures			100		
Grads			300		
Insurance			600		
Misc.			300		
Prizes			1000		
Ribbons			500		
Tags			200		
Train Fuel			30		
Wagon Rides			350		
Pizza Dinners			200		
AGM			120		
DHSC Facility Rental			250		
Shirts/Wristbands			500		
Music			3000		
Dinner			1700		
Engraving			60		
Sheep Panels			500		
Lions Van			100		
Storage Shed			2500		0
Total Expenses			14845		155

	Inkind	Monetary
Aislin		
Cait	75	
Shawn		
Catherine		
Angie		
	75	0



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

Carol Prest
CAROL PREST

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

NAME OF SOCIETY: HUDSON'S HOPE FALL FAIR SOCIETY

Incorporation Number: S0062986

Business Number: 75695 4137 BC0001

Filed Date and Time: October 27, 2021 09:15 PM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

10801 DUDLEY DR
PO BOX 415
HUDSON'S HOPE BC V0C 1V0

Mailing Address:

10801 DUDLEY DR
PO BOX 415
HUDSON'S HOPE BC V0C 1V0

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

GENTLES, AISLINN

Delivery Address:

BOX 502
HUDSONS HOPE BC V0C 1V0

Last Name, First Name Middle Name:

GREEN, JOAN

Delivery Address:

10122 PAQUETTE AVE
P.O. BOX 683
HUDSONS HOPE BC V0C 1V0

Last Name, First Name Middle Name:

HERBISON, CATHERINE

Delivery Address:

BOX 365
HUDSONS HOPE BC V0C 1V0

Last Name, First Name Middle Name:

SHEPHERD, SHAWN

Delivery Address:

10122 PAQUETTE AVE
P.O. BOX 683
HUDSONS HOPE BC V0C 1V0



STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

Last Name, First Name Middle Name:

VINCE, CAITLIN

Delivery Address:

10709 KRUGER ST
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

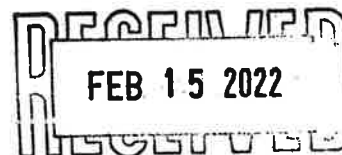
WATSON, ANGELA

Delivery Address:

BOX 450
HUDSONS HOPE BC V0C 1V0



APPLICATION FOR A GRANT



Date: February 15, 2022

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Peace Valley Arts Society			
Mailing Address	City	Province	Postal Code
Box 679	Hudson's Hope	BC	V0C 1V0
SOCIETY INFORMATION			
Society Registration Number		Charity's BN (Business Number) /	
S0075404		Registration Number <i>(the number the organization puts on charitable donation receipts)</i>	
SOCIETY EXECUTIVE – ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
Director	Caitlin Vince	1-250-793-6691	
Director	Lorenne Hamre	1-250-687-0466	
Director	Amanda Brown	1-250-783-0697	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Caitlin Vince			
Mailing Address	City	Province	Postal Code
Box 679	Hudson's Hope	BC	V0C 1V0
Work Telephone	Home Telephone	Cell Telephone	Email Address
		1-250-793-6691	peacevalleyartssociety@gmail.com

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



ORGANIZATION INFORMATION

Describe the purpose of your organization:

The Peace Valley Arts Society was created to promote Arts Education in Hudson's Hope. When it comes to the Arts, our community is sorely underserved. Previously, anyone wanting dance, pottery, painting, or music lessons (other than piano) would have to travel to either Chetwynd or Fort St John in order to access these types of classes. Parents in our community sometimes drive twice a week to other communities to give their children a quality Arts based education. We at the Peace Valley Arts Society are changing that! Our Society was formed in September, 2021, and although we are a new organization, we have achieved so much already! Currently, we offer Music lessons (voice, piano, ukulele, guitar) for all ages and levels; full and half day ((Pro-D Day children's Art programming (acrylic painting, handbuilding pottery); one-off Adult and Teen Art workshops (acrylic painting, pottery, embroidery, macrame); and we are just wrapping up an intensive ceramic arts workshop series in which students learned all of the basics of handbuilding, glazing, firing, and finishing their ceramic pieces.

All of this quality Arts education is made possible through the hard work of our volunteers, and generous grants and donations. The Peace Valley Arts Society saw a need in our community, and we are striving to meet it!

User Statistics

1. 60 The number of persons that are served by your organization annually.
2. 3 The number of members in your organization/society.

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

1. 3 the number of volunteers and 200+ the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

Number	Title	Paid Hours Per Year

REQUEST FOR GRANT

Describe the reason for your grant application:

We are writing to you today to request funding to support the continuation of our Arts programming. Our Arts programming is led by highly qualified, talented instructors who we contract to provide the lessons and workshops. In order to pay the contracted instructors fairly and adequately, and also keep the costs to parents and students reasonable, we rely on supplemental funding in the form of grants, donations, and fundraising events. As a fledgling society that does not yet have a full fiscal year under our belt, we are not eligible for most government and industry grants. Today, we are asking that the district helps us provide quality Arts Education by subsidizing the costs of our programming (admin, room rentals, supplies) so that we can continue to provide these programs to our community without having to pass the cost on to the students. For example: music lessons are \$20/half hour for private lessons, and \$10/45 minute group lessons. For a 10-week lesson set, we charge a \$10 registration fee per student, but other than that, all of the income from the lesson fees goes directly back to the contracted musicians. In our isolated community, we feel that it is important to our Artists a wage that meets or exceeds industry standard. All of our contracted visual artists are paid \$30/hour for their time and expertise. As such, we are asking for \$2,500 from the district of Hudson's Hope to help us facilitate more affordable, quality Arts based programming and to help us to expand the existing programming that we have in place. With these funds, we will be able to purchase art supplies such as paints, brushes, pastels, clay, glazes, and a pottery wheel, as well as subsidizing the contracted artists' fees.

Proposal is best characterized as:

☒ Event ☐ Capital Project

Participants/beneficiaries will primarily be:

☒ Youth ☐ Seniors ☐ Disadvantaged Persons

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

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

Attach the following information:

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

DECLARATION

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

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

Caitlin Vince

Signature of Applicant

February 15, 2022

Date

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

APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA

Peace Valley Arts Society					
2021/2022 Comparative Income Statement (September to September)					
				Projected Budget	Actual to Date
Revenue					
Grants				3000	900
Bank Interest				75	0
Inkind Donations				2000	1460
Donations				3000	1500
Registrations				6500	4770
Fundraisers				500	220
Total Revenue				15075	8850
Expenses					
Banking Fee + Cheques				150	92.35
Office Equipment				150	98
PLRAC Membr fee				35	35
Arts Supplies				2500	1175
Advertising				50	15
Facility Rentals				1500	919
Insurance				1200	0
Misc.				150	20
Artist Fees				6500	3857
Kiln Use				120	40
Kiln Maintenance				750	600
Equipment Purchase (Wheel)				1800	0
Contracted Electrician				200	150
Total Expenses				14955	6909

To-Date	Inkind	Monetary
Cait	1200	
Lorenne	200	
Amanda	60	25
	1460	25



Number: 50075404

Societies Act
CERTIFICATE OF INCORPORATION

PEACE VALLEY ARTS SOCIETY

I Hereby Certify that ~

PEACE VALLEY ARTS SOCIETY was incorporated under the *Societies Act* on September 16, 2021 at 01:19 PM Pacific Time.



*Issued under my hand at
Victoria, British Columbia*

A handwritten signature in black ink, reading "Carol Prest".

CAROL PREST

REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA
CANADA



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

CAROL PREST

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

NAME OF SOCIETY: **PEACE VALLEY ARTS SOCIETY**

Incorporation Number: S0075404

Business Number:

Filed Date and Time: September 16, 2021 01:19 PM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

101 - 10801 DUDLEY DR
HUDSON'S HOPE BC V0C 1V0

Mailing Address:

10801 DUDLEY
PO BOX 679
HUDSON'S HOPE BC V0C 1V0

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

BROWN, AMANDA

Delivery Address:

10709 KRUGER ST
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

HAMRE, LORENNE

Delivery Address:

10105 DUDLEY DR
HUDSON'S HOPE BC V0C 1V0

Last Name, First Name Middle Name:

VINCE, CAITLIN

Delivery Address:

10801 DUDLEY DR
HUDSON'S HOPE BC V0C 1V0

Friends of Hudson's Hope



The Friends Of Hudson's Hope would like to host a fall carnival!

With community events being few and far between in the last couple years it has also effected fundraisers, this year we are hoping to change up our usual customer appreciation BBQ to a fun community event as well.

We would like to ask for permission to use the street located in front of the thrift store to host a street fair/carnival.

As this is a street that has other stores and businesses we have already asked if they would mind us "shutting down the street" for this event to which we have received agreement and positive feedback.

The street would be blocked roughly from the edge of our parking lot across to pro hardware leaving the alley accessible.

We would like to host our event from 3-9pm Saturday September 10th

We would be sure not to block all entrances and fire accesses and of course make sure that we kept the event to the designated area and cleaned up accordingly.

Thank you, FOHH

Vice president: Shawn Shepherd

August 31st 2022



Hudson's Hope BC VOC 1V0

10324 Gething St

Po box 247

250-783-9211

FOHH15@outlook.com

Charity #895889715RR0001

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
FROM: Jeanette McDougall, Corporate Officer
DATE: September 6, 2022
SUBJECT: NOTICE OF CLOSED SESSION

RECOMMENDATION:

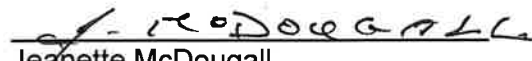
***"THAT** Council move to a Closed Meeting for the purpose of discussing the following items:*

- **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 – August 22, 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*
 - *Lucas Subdivision – Sale of Lots*

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