



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

Council Chambers

March 13, 2023

6:00 pm

### **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 Shaw Fibre Project Update: Chetwynd to Fort St. John Page 3

D2 Munisight: Asset Management Orientation for Council Page 5

**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 Committee of the Whole Minutes – February 13, 2023 Page 7

M2 Regular Council Minutes – February 13, 2023 Page 9

M3 Regular Council Minutes – February 27, 2023 Page 16

**8. Business Arising from the Minutes:**

**9. Public Hearing:**

**10. Staff Reports:**

SR1 RFD – Water Treatment Plant Update Page 20

SR2 RFD – Transfer Site Maintenance Service Agreement – Sole Source Contract Page 23

SR3      RFD - Financial Grant in Aid Requests - 2023      Page 31

**11. Committee Meeting Reports:**

**12. Bylaws**

**13. Correspondence:**

C1      BC Hydro – Notice of Site C Construction Activities: April – June 2023      Page 119

C2      Northern Development – Pool Rehabilitation Grant Approval      Page 129

C3      Lidstone & Company - Decriminalization      Page 130

C4      Census Canada – Correction of 2021 Census of Population Hudson's Hope      Page 133

C5      NCLGA – Community Outreach Incentive Program for EV Outreach Grant Opportunity      Page 136

C6      South Peace Mackenzie Trust – Hudson's Hope ATV Campground Grant Approval      Page 139

**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      Page 141

**19. Adjournment**



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

---

Name of person or group wishing to appear before Council:

Kiersten Enemark, Government Relations Director, B.C., Shaw Communications Inc.

Todd Musat, Director Network Infrastructure and Standards, Shaw Communications Inc.

Subject of presentation: Update on Shaw fibre optic transport project from Chetwynd to Fort St. John.

---

---

Purpose of presentation:

- ☒ information only
- ☐ requesting a letter of support
- ☐ requesting funding
- ☐ other (provide details)

---

---

---

Contact person (if different than above):

---

Telephone number: 778-928-1919

---

Email address: Kiersten.Enemark@sjrb.ca

---

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes:

- ☐ handouts at meeting
- ☐ publication in agenda (one original due by 12:00 the Wednesday prior to your appearance date)

Technical requirements:

- ☐ flip chart
- ☐ multimedia projector
- ☐ laptop
- other** I will have a powerpoint deck to share

**Rules for Delegations:**

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

**Helpful Suggestions:**

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Kiersten Enemark

or Representative of Group

Signature

March 9, 2023

Date

**For Office Use**

☐

Approved

☐

Rejected

By (signature): \_\_\_\_\_

☐

Mayor

☐

CAO

Appearance date if applicable: \_\_\_\_\_

Applicant informed of approval/rejection on (date): \_\_\_\_\_

By (signature) \_\_\_\_\_

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





## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

---

---

Subject of presentation: \_\_\_\_\_

---

---

Purpose of presentation: ☒ information only  
☐ requesting a letter of support  
☐ requesting funding  
☐ other (provide details)

---

---

---

Contact person (if different than above):

---

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes: ☐ handouts at meeting  
☐ publication in agenda (one original due by 12:00 the Wednesday prior to your appearance date)

Technical requirements:

- ☐ flip chart
- ☐ multimedia projector
- ☐ laptop
- ☐ other \_\_\_\_\_

**Rules for Delegations:**

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

**Helpful Suggestions:**

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

\_\_\_\_\_  
Name of Delegate or Representative of Group

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office Use**

☐ Approved

☐ Rejected

By (signature): \_\_\_\_\_

☐ Mayor

☐ CAO

Appearance date if applicable: \_\_\_\_\_

Applicant informed of approval/rejection on (date): \_\_\_\_\_

By (signature) \_\_\_\_\_

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



**COMMITTEE OF THE WHOLE MEETING**  
**District Office – Council Chambers**  
**6:00 P.M.**  
**February 13, 2023**

Present: Mayor Dave Heiberg  
Councillor Debbie Beattie  
Councillor James Cryderman (attended at 6.08 PM)  
Councillor Tashana Winnicky  
Councillor Kelly Miller  
Councillor Tina Jeffrey

Absent: Councillor Travous Quibell (with notice)

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

Other: Urban Systems, Katrin Saxty

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

**RESOLUTION NO. 025/2023**  
**M/S Councillors Beattie/Jeffrey**  
**THAT the agenda of the February 13, 2023, Committee of the Whole Meeting be adopted.**  
**CARRIED**

**3. DISCUSSION ITEM**

**LAND USE PLANNING PRESENTATION – KATRIN SAXTY, URBAN SYSTEMS**

- Purpose of presentation that addressed Planning in the District of Hudson's Hope, providing an overview of the roles and responsibilities of key players
- An overview was also provided on the District's highest-level policy document – the Official Community Plan, it's key regulatory tool related to land use – the Zoning Bylaw, and a variety of other land use planning tools available to the District
- A quick overview of the Agricultural Land Commission and Reserve was also provided, as it very much must be considered in any land use decisions
- Finally, an overview of the District's role (staff and Council) as it relates to land use planning applications and decisions

**4. PUBLIC INQUIRIES**

**5. ADJOURNMENT**

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

Certified Correct:

---

Dave Heiberg, Mayor

---

Mokles Rahman CAO



**COUNCIL MEETING**  
**District Office – Council Chambers**  
**7:04 P.M.**  
**February 13, 2023**

Present: Mayor Dave Heiberg (left at 9:10 pm)  
Councillor Debbie Beattie  
Councillor James Cryderman  
Councillor Tashana Winnicky  
Councillor Kelly Miller  
Councillor Tina Jeffrey

Absent: Councillor Travous Quibell (with notice)

Staff: Chief Administrative Officer, Mokles Rahman  
Corporate Officer, Jeanette McDougall (left at 7:15 PM)  
Director, Public Works & Engineering, Ruhul Amin  
Director, Protective Services, Brad Milton

**1. CALL TO ORDER**

The meeting was called to order at 7:04 pm with Mayor Heiberg presiding.

**2. DEDICATION PAGE**

**3. DELEGATIONS**

**4. NOTICE OF NEW BUSINESS**

Mayor's Additions: CM1: Mayor Heiberg - Medical Services Committee  
CM2: Mayor Heiberg - Dawson Creek New Hospital  
CM3: Mayor Heiberg - Metis Nation of British Columbia

Councillor's Additions: CM4: Councillor Winnicky - Recreation Committee Report  
CM5: Councillor Beattie - Go Fund Committee  
OB 1: Councillor Jeffrey - Electrical vehicle charging station

CAOs Additions: OB 2: Council Remuneration Committee update

**5. ADOPTION OF AGENDA BY CONSENSUS**

**6. DECLARATION OF CONFLICT OF INTEREST**

**7. ADOPTION OF MINUTES**

**M1 PUBLIC HEARING MINUTES – BYLAW 932, 2023**

**RESOLUTION NO. 026/2023**

**M/S Councillors Beattie/ Miller**

**THAT the minutes of the January 23, 2023, Public Hearing Meeting be adopted.**  
**CARRIED**

**M2 REGULAR COUNCIL MINUTES – JANUARY 23, 2023**

**RESOLUTION NO. 027/2023**

**M/S Councillors Winnicky/ Jeffrey**

**THAT the minutes of the January 23, 2023, Regular Council Meeting be adopted.**  
**CARRIED**

**M3 SPECIAL COUNCIL MINUTES – JANUARY 26, 2023**

**RESOLUTION NO. 028/2023**

**M/S Councillors Cryderman/ Jeffrey**

**THAT the minutes of the January 26, 2023, Special Council Meeting be adopted.**  
**CARRIED**

**8. BUSINESS ARISING FROM THE MINUTES**

**9. PUBLIC HEARING**

**10. STAFF REPORTS**

**SR1 WATER TREATMENT PLANT UPDATE**

**RESOLUTION NO. 029/2023**

**M/S Councillors Beattie/Miller**

**THAT Council receive this report for information and discussion.**  
**CARRIED**

**SR2 DISTRICT OFFICE FLOORING PROJECTS**

**RESOLUTION NO. 030/2023**

**M/S Councillors Winnicky/Miller**

**THAT Council accept the quotation received from Karlin Enterprises for the District Office Main Floor (Area 1) Replacement Project.**

**THAT Council accept the quotation received from Karlin Enterprises for the District Office Reception, Stairs and Basement Lobby Floor (Area 2) Replacement Project.**

**THAT Council approve awarding the above two projects contracts to Karlin Enterprises and authorize the Mayor and CAO to sign the contract.**  
**CARRIED**

**SR3 LOCAL GOVERNMENT INFRASTRUCTURE PLANNING GRANT PROGRAM**

**RESOLUTION NO. 031/2023**

**M/S Councillors Jeffrey/Winnicky**

**THAT** Council approve the application for the BC Local Government Infrastructure Planning Grant Program in support of the continuing development of the District's Asset Management Program – Underground Infrastructure Condition Assessment.

**CARRIED**

**11. COMMITTEE MEETING REPORTS**

**12. BYLAWS**

**13. CORRESPONDENCE**

- C1 FRIENDS OF HUDSON'S HOPE – BC HYDRO GO FUND – LETTER OF SUPPORT** *(This item was approved by council through an electronic vote on February 8, 2023)*

**RESOLUTION NO. 032/2023**

**THAT** Council send a Letter of Support for the BC Hydro Go Fund on behalf of the Friends of Hudson's Hope.

**CARRIED**

- C2 HOPE FOR HEALTH – BC HYDRO GO FUND – LETTER OF SUPPORT** *(This item was approved by council through an electronic vote on February 8, 2023)*

**RESOLUTION NO. 033/2023**

**THAT** Council send a Letter of Support for the BC Hydro Go Fund on behalf of the Hope for Health Society.

**CARRIED**

- C3 PEACE VALLEY FOLK FEST 2023 – SPONSORSHIP REQUEST**

**RESOLUTION NO. 034/2023**

**M/S Councillors Cryderman/ Winnicky**

**THAT** Council directed administration to bring this item during the 2023 budget deliberation.

**CARRIED**

- C4 PEACE VALLEY FOLK FEST – LETTER OF SUPPORT**

**RESOLUTION NO. 035/2023**

**M/S Councillors Beattie/Miller**

**THAT** Council write a letter of support for the Peace Valley Folk Festival for funding from South Peace Mackenzie Trust.

**CARRIED**

**C5 AUTOMOTIVE MECHANIC REPAIR FACILITY – LETTER OF SUPPORT**

**RESOLUTION NO. 036/2023**

**M/S Councillors Jeffrey/Winnicky**

**THAT Council write a letter of support for the LifeCycle Mechanical for funding from South Peace Mackenzie Trust.**

**CARRIED**

Councillor Jeffrey asked whether the proposed Mechanical Repair Facility is a permitted use. CAO confirmed that it is a permitted use but the applicant has to meet all the requirements of the Building Permit.

**C6 BC HYDRO RE HUDSON'S HOPE PROPERTIES ACQUIRED FOR SITE C**

Received for information.

**C7 HUDSON'S HOPE ELEMENTARY & SECONDARY SCHOOL – GAY/STRAIGHT ALLIANCE**

**RESOLUTION NO. 037/2023**

**M/S Councillors Winnicky/Miller**

**THAT Council direct administration to report back with costs on how the painting of the rainbow sidewalk near the school can be accomplished.**

**CARRIED**

**C8 ICBC ROADS SAFETY & COMMUNITY COORDINATOR – NORTHERN BC**

Received for information.

**C9 COMMUNITY EMERGENCY PREPAREDNESS FUND**

Received for information.

**C10 FREEDOM OF INFORMATION & PROTECTION OF PRIVACY AMENDMENT ACT**

Received for information.

**C11 SHAW – NEW FIBRE OPTIC CABLE – CHETWYND TO FORT ST JOHN**

**RESOLUTION NO. 038/2023**

**M/S Councillors Beattie/Cryderman**

**THAT Council direct administration to invite SHAW communication to present the New Fibre Optic Cable project to the council under delegate of the Regular Council Meeting.**

**CARRIED.**

**C12 NORTHERN HEALTH NEW RELEASES – TOXIC DRUGS**

Received for information.



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

### **CM1 MEDICAL SERVICES COMMITTEE – MAYOR'S REPORT**

The Mayor met with the medical staff at the Hudson's Hope clinic regarding establishing a Medical Services Committee.

The purpose of such a committee would be to meet regularly with medical and ambulance staff to discuss concerns and issues affecting our community.

There appears to be considerable interest and the intent is to form a committee in the near future.

### **CM2 DAWSON CREEK NEW HOSPITAL – MAYOR'S REPORT**

The mayor has been appointed by the PRRD to participate in a hospital working group.

The purpose is to provide input from a small community perspective.

No meetings have been held so far. The Mayor will update Council as the process unfolds.

### **CM3 METIS NATION OF BRITISH COLUMBIA – MAYOR'S REPORT**

The Mayor was invited to attend an information meeting regarding the four lots purchased by the Métis Nation in Lucas Subdivision.

The purpose of the meeting was for the community planners representing the Métis Nation to gather information from their membership as to their needs.

It was a very informative, productive discussion.

This is the first step in the design stage of the planning process.

It was stressed by the Métis leadership that this was a priority project which they hope to start in the near future.

### **CM4 RECREATION COMMITTEE REPORT – COUNCILLOR WINNICKY**

Councillor Winnicky provided an update on the Recreation Committee.

The previous committee has collected information and steps for the new Community Hall Building. The scope of work was identified and approved by Council, but there is room for additional discussion to ensure no missing components. A presentation to key stakeholders, including the Library and New Horizons representative, is recommended. The Request for Proposal document has been developed.

For the Outdoor Swimming Pool, Council was updated on the current state. The current liner is falling apart more each year and is past its life span. The concrete has spalled beneath the liner and needs repair. The current budget is \$375,000 from 2022 for the repair of liner and replacement of concrete. The committee suggests

closing down the pool earlier in the year to complete this project, which allows the pool to be open for the majority of the year.

#### **CM5 GO FUND COMMITTEE – COUNCILLOR BEATTIE**

Councillor Beattie provided an update on the GO Fund meeting she attended on January 24, 2023. They encourage all members to put in applications from their communities. Jordan Barrett is going to meet in Chetwynd and Dawson Creek with various applicants on February 9<sup>th</sup>. We have approved 2 of the applicants, one for the Fort St. John & Area Senior's Care Foundation, and the other for the Salvation Army for \$10,000.00 each. Looking at previous applications, there have only been 2 from Hudson's Hope, both of which were for the library. Each applicant can only apply 3 times. The intake deadlines are February 10<sup>th</sup>, May 12<sup>th</sup>, August 11<sup>th</sup>, October 21<sup>st</sup>.

### **15. OLD BUSINESS**

#### **OB1 Electrical Vehicle Charging Station**

Councillor Jeffrey provided an update on the Electrical Vehicle charging station initiated by BC Hydro. BCH representative and Councillor Jeffrey met to discuss proposed sites and review the pros and cons of many other sites. The pros and cons were inclusive of both parties' interests. Councillor expected to hear back from Alec Tsang in early January and reached out when she did not. She reached out again in mid January, BCH confirmed they had resourcing challenges and they are going to look back at it again and reconnect soon.

#### **OB2 Council Remuneration Committee**

The Chief Administrative Officer updated the status of the Council remuneration committee. The administration issued an Expression of Interest on November 18 and received one application within the deadline of December 5, 2022. Again, the Expression of Interest was posted on January 24. No application was received within the deadline of January 7, 2023. On February 12, 2023 staff received an interest from the 2<sup>nd</sup> candidate. Based on the verbal update by the CAO, the council considered the following resolution:

**RESOLUTION NO. 039/2023**

**M/S Councillors Cryderman/Winnicky**

**THAT Council appoint Marjorie Blythe and Julie Romine to the Council Remuneration and Expense Allowance Committee.**

**CARRIED**

### **16. NEW BUSINESS**

### **17. PUBLIC INQUIRIES**

In response to an enquiry from a member of the public the Chief Administrative Officer mentioned that the Official Community Plan (Bylaw #822/2013) and amendments are available on the District website at: <https://hudsonshope.ca/bylaws>

## 18. IN-CAMERA SESSION

### **RESOLUTION NO. 040/2023**

**M/S Councillors**

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

- **Community Charter Section 90 (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 – January 23, 2023
- **Community Charter Section 90 (1) (c):**
  - (c) labour relations or other employee relations
    - Protective Services Coordinator – Business Case
- **Community Charter Section 90 (1) (g):**
  - (g) litigation or potential litigation affecting the municipality
    - Summer Road – Blocked Access – Report #2
- **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
    - Strategic Plan 2023 - 2026

**CARRIED**

## 19. RISE AND REPORT

### **RESOLUTION NO. 041/2023**

**M/S Councillors Jeffrey/ Beattie**

**THAT Council approve the 2023 -2026 Strategic Plan for the District of Hudson's Hope; and**

**THAT Council direct administration to post the approved Strategic Plan on the District web site, facebook page and issue a PSA.**

**CARRIED**

## 20. ADJOURNMENT

*Acting Mayor Miller declared the meeting adjourned at 10:35 pm.*

### **DIARY**

**Diarized**

#### **Conventions/Conferences/Holidays**

Commercial Water Rate Increase-annual budget  
Consideration  
ATV Campground – Naming / Memorial Plaque

08/04/19  
2022

Certified Correct:

---

Dave Heiberg, Mayor

---

Mokles Rahman, CAO



**COUNCIL MEETING**  
**District Office – Council Chambers**  
**6:00 P.M.**  
**February 27, 2023**

Present: Acting Mayor Kelly Miller  
Councillor Debbie Beattie  
Councillor Travous Quibell  
Councillor Tashana Winnicky  
Councillor Tina Jeffrey

Absent: Councillor James Cryderman (with Notice)  
Mayor Dave Heiberg (with Notice)

Staff: Chief Administrative Officer, Mokles Rahman  
Administration, Andrea Martin (started at 6:15 PM)  
Director, Protective Services, Brad Milton (started at 6:15 PM)

**1. CALL TO ORDER**

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

**2. NOTICE OF CLOSED SESSION**

**RESOLUTION NO. 042/2023**

**M/S Councillors Winnicky/ Jeffrey**

***“THAT Council move to a Closed Meeting for the purpose of discussing personnel matters:***

- Community Charter***

**CARRIED**

The Open Meeting of Council reconvened at 6:15 PM

**3. DEDICATION PAGE**

**4. DELEGATIONS**

**5. NOTICE OF NEW BUSINESS**

Acting Mayor's Additions:	NB1 - PRRD meeting update NB2 - Sign Committee members
Councillor's Additions:	NB3 - Kylo Street Sewer Blockage – Councillor Winnicky, NB4 - Osborne/ Canyon Dr. – Councillor Jeffrey
CAO's Additions:	None

**6. ADOPTION OF AGENDA BY CONSENSUS**

**7. DECLARATION OF CONFLICT OF INTEREST**

**8. ADOPTION OF MINUTES**

**9. BUSINESS ARISING FROM THE MINUTES**

**10. PUBLIC HEARING**

**11. STAFF REPORTS**

**SR1 RFD – ENGINE 3 PRECONSTRUCTION PRICE CHANGE**

**RESOLUTION NO. 042/2023**

**M/S Councillors Jeffery/ Beattie**

**THAT Council approve the increase or \$2771.30; and**

**THAT Staff approve and sign the change order to have Engine 3 enter the build que.  
CARRIED**

**SR2 MONTHLY REPORT – CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer provided a brief overview.

Councillor Winnicky requested more information on the District's Human Resource procedures.

CAO, Mokles Rahman, explained the current hiring process of the District.

**Direction to Staff**

Staff to make arrangements with Munisight/CATALIS to provide an information session via delegation to the Council on the elements of the program.

**SR3 MONTHLY REPORT – PROTECTIVE SERVICES**

The Director, Protective Services provided a brief overview. Director to send thank you letter to Hayden Huxley, owner of Portage Mountain Cannabis, for the assistance in providing a warming centre for the house fire on December 20, 2023.

**SR4 MONTHLY REPORT – RECREATION AND SPECIAL EVENTS**

Received for Information.

**SR5 MONTHLY REPORT – SPECIAL PROJECTS**

Received for Information.

**12. COMMITTEE MEETING REPORTS**

**13. BYLAWS**

**14. CORRESPONDENCE**

**C1 MINISTRY OF MUNICIPAL AFFAIRS – GROWING COMMUNITIES FUND**

Received for Information.

**C2 OMBUDSPERSON BC – INFORMATION AND WEBINAR**

Received for Information.

**C3 FCM – ANNUAL CONFERENCE AND TRADE SHOW**

Received for Information.

**C4 PEACE VALLEY ARTS SOCIETY - LETTER OF SUPPORT**

**RESOLUTION NO. 043/2023**

**M/S Councillors Quibell / Winnicky**

**THAT the District of Hudson's Hope provide a letter of support to the NDIT Fabulous Festivals & Events Grant on behalf of Peace Valley Arts Society.**

**CARRIED**

**C5 NORTH DISTRICT PROVINCIAL SUPPORT TEAM – DECEMBER 20<sup>TH</sup> HH FIRE**

Received for Information.

**Direction to Staff**

Staff to submit the thank you letter into the Bulletin.

**C6 BC HYDRO – PROJECT TO DECOMMISSION THE DURACK BROOK DAM**

**RESOLUTION NO. 044/2023**

**M/S Councillors Winnicky / Beattie**

**THAT Council request BC Hydro to provide a response and media information to advise the community.**

**CARRIED**

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

**16. OLD BUSINESS**

**17. NEW BUSINESS**

**NB1 PRRD Meeting Update**

Acting Mayor Miller attended the meetings, 2023 budget discussions on Committee recommendations. Also advised that tax function 420 “12-Mile Electrification”, after 15 years starting in 2008 will be completed 2023.

**NB2 SIGN COMMITTEE**

Acting Mayor Miller requested a representative from the District Office be part of the Sign Committee and if there would be any objection by Council for this change.

**NB3 SEWAGE ON KYLLO STREET BACKING UP**

Councillor Winnicky expressed concern for the sewer backing up at her rental property on Kylo Street. She believes that it could be a District issue and that the sewer problem for the entire street could possibly be fixed at the same time.

**NB4 OSBORNE/ OSBORNE – NO RIGHT TURN OFF CANYON**

Councillor Jeffrey requested status on the signage for turning right from Canyon Drive to Osborne Street. CAO mentioned that he had a meeting with the MoTI Operations Manager and Area Manager, and the decision is still with MoTI.

**18. PUBLIC INQUIRIES**

**19. IN-CAMERA SESSION**

**20. RISE AND REPORT**

**21. ADJOURNMENT**

*Acting Mayor Miller declared the meeting adjourned at 6:54 pm.*

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Commercial Water Rate Increase-annual budget*

*Consideration*

*ATV Campground – Naming / Memorial Plaque*

*08/04/19*

*2022*

Certified Correct:

---

Kelly Miller, Acting Mayor

---

Andrea Martin, Administration

## REQUEST FOR DECISION

RFD#: <b>2023-MR-07</b>	Date: <b>March 8, 2023</b>
Meeting#: <b>CM-03-13-23</b>	Originator: <b>Mokles Rahman</b>
RFD TITLE: <b>Water Treatment Plant - Update</b>	

### RECOMMENDATIONS:

*THAT Council receive this report for information and discussion.*

### BACKGROUND:

As of March 1, 2023, all work to complete phase 1 is now finished and all contractors have demobilized from the site. The following work has been completed to extract water from the Peace River, treat it, and discharge it to the Districts water distribution system:

- Two 20 Hp pumps have been installed in the river each capable of delivering the required 2000 cubic meters a day to the Water Treatment Plant (WTP).
- One 150mm HDPE supply main connecting the pumps at the river to the raw water cistern.
- All electrical power connections, including modifications to the internal WTP control system to allow for the treatment of surface water.
- All re-configuration of internal plumbing to allow for the filtration of the surface water through the existing media filter and existing cartridge filters to filter all particulate out of the water down to 1-micron in size. Both Giardia and Cryptosporidium cysts are larger than 1 micron.
- The Chlorination system is still in place and providing active disinfection of bacteria smaller than 1-micron
- The Membrane Treatment Units (Reverse Osmosis) have been placed in a preserved and inactive state. MTU 1 remains plumbed into the system, and could be used if required.
- The plant has been cleaned and chlorinated from the cistern through to the distribution pumps and all new NextSand Media and Cartridge Filters are in place. The 5-micron cartridges last for more than 10 days, but the 1-micron absolute cartridges last for only 2 or 3 days depending on production.

The river water quality remains high with generally low turbidity and is suitable for distribution after filtration and disinfection.

On February 27, 2023, District Staff and the Consultant Team met with Northern Health to discuss the above status and the next steps. The following highlights summarize the conversation.

1. The surface water source provides a much better quality of water prior to and after treatment, and the conditions of the Permit issued in late November of 2022 have now been satisfied.



2. Because there is a limited supply of 1-micron absolute cartridges and they don't last very long. It has been agreed to provide filtration down to 3-5 micron limits with the two cartridge filter housings in series. Since the plant does not meet the 4,3,2,1,0 rules for surface water treatment without the installation of UV. This course of action allows the plant to run most efficiently and at a lower cost. The requirement for this condition is to remain on a Boil Water Notice, until UV reactors can be installed, providing a redundant protection against Cryptosporidium and Giardia cysts and oocysts.
3. Next steps include the installation of Phase 2: UV Reactors (on order and set to be installed by early May), and the installation of Phase3: a primary clarifier unit (a rental unit from Veolia) to assist in the treatment process through the spring freshet and summer storms when turbidity in the river is expected to rise above 10 NTU, which will be problematic for the filtration systems in the plant. The Clarifier is set to be delivered in early April and installed and working before the end of April in anticipation of the more significant turbid waters.
4. The plant is being operated successfully and keeping up to the demands of the District users, and it is anticipated that the temporary system will provide treated water meeting the guidelines and the Boil Water Notice can be removed in May after successful testing for bacteria within the distribution system.

To date the total expenditures for the work completed are as follows:

- |   |           |
|---|-----------|
| a. Clear Blue Systems (pumps, piping, and plumbing changes in the plant, plus cleaning and media changes) | \$387,884 |
| b. Epscan Enterprises (Electrical)  | \$ 58,265 |

The two contracts came under budget by more than \$25,000.

A permit request for the UV and Rental Unit has been forwarded to Northern Health, who have been fully supportive of the work completed so far, and have pledged to assist the district in anyway they can to achieve the goals of a permanent, safe treatment system for the surface water source.

#### **DISCUSSION:**

Little activity is expected for March at the Water Treatment Plant as the filtration system seems to be robust enough to handle the raw water quality currently in the river. More work will be completed in April and May to finish Phase 2 and 3 of the temporary conversion to treat the surface water.

The rental of the clarifier will provide the operators a chance to train on the system, while it is tested for its production capacity and ability to clarify the more turbid water. This will help the District prove its applicability for the permanent installation.

Prepared by:

A handwritten signature in blue ink, appearing to read 'Mokles Rahman', is positioned above a horizontal line.

---

Mokles Rahman, CAO

## REQUEST FOR DECISION

<b>RFD#:</b> 2023-MR-08	<b>Date:</b> March 7, 2023
<b>Meeting#:</b> CM-03-13-23	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Transfer Site Maintenance Service Agreement– Sole Source Contract	

### RECOMMENDATIONS:

1. *THAT Council approve signing an agreement with Kevin Howard Contracting for the maintenance of the Transfer site for another three years, and*
2. *THAT Council waive the Purchasing Policy and approve a sole source contract to Kevin Howard Contracting.*

### BACKGROUND:

The District of Hudson's Hope (the "District") has a three (3) years Services Agreement with Kevin Howard Contracting (the "contractor") for the maintenance of the Transfer site which is going to be expired on March 27, 2023.

### DISCUSSION:

On March 27, 2020, the District of Hudson's Hope signed another three years Maintenance Services Agreement with Kevin Howard Contracting for the maintenance services of the Transfer site, which is located at Peace Canyon Drive, Hudson's Hope. Kevin Howard Contracting is providing this service for a long time.

The Contractor has been maintaining the Transfer Site for the last several years and has been diligent in providing services based on the need and budget of the District. The contractor has the necessary equipment and staff resources to provide the services as per the need.

It is possible to tender the work out, however, the chances are that we would not get a better price than this contractor as the company is local. At least during the last six (6) years, the contractor was charging \$70 per hour including equipment for this service. As the cost of everything went up significantly the contractor is requesting to increase the rate to \$75 per hour. The contractor agreed to provide the same level of service with the same hourly rate which is \$75 per hour including all costs of equipment.

In the sense of convenience, as this company is local, and always available with short notice, it makes sense to sole source this work to Kevin Howard Contracting by waiving the purchasing policy.

**ALTERNATIVES:**

1. Tender the work for the maintenance services but there is no guarantee that we will receive more bids or that prices will be lower.


**FINANCIAL CONSIDERATIONS:**

The contractor agreed to provide the same level of service with an enhanced hourly rate of \$75 including all costs of equipment.

**ATTACHMENTS:**

Draft Agreement

Prepared and approved by:



---

Mokles Rahman, CAO

## TRANSFER SITE MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT is dated for reference this \_\_\_\_\_, day of March, 2023.

BETWEEN:

**Kevin Howard Contracting**

P.O. Box 244  
Hudson's Hope, BC  
V0C 1V0  
Tel: 250-783-5796

(the "*Contractor*")

AND:

**DISTRICT OF HUDSON'S HOPE,**

Box 330, 9904 Dudley Drive,  
Hudson's Hope, B.C. V0C 1V0  
Fax (250) 783-5741

(the "*Municipality*")

WHEREAS:

The Municipality requires maintenance services at the Transfer Site located on Peace Canyon Drive, that property legally described as:

Survey Parcel ID: 11802861  
Block C, NE ¼, Section 14, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District; and

Survey Parcel ID: 8358281  
Block A, NE ¼, Section 14, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District

("the Land");

The Municipality agrees to acquire, as and when required, maintenance services at the Transfer Site from Kevin Howard Contracting, (the *Contractor*):

THE PARTIES AGREE as follows:

### **Contractor Services – "the Work"**

1. The *Contractor* will provide the following services for the Municipality at the Transfer Site on an "as and when required" basis as per the instruction of the Director of Public Works or of Public Works for the District of Hudson's Hope or her/his designate:

- (a) Arrange, place and keep tidy all Municipal solid waste materials in properly designated areas, which include, but is not limited to, household garbage, wood, metal, appliances and tires;
- (b) Arrange for the removal of all steel and metal items, which includes, but is not limited to, kitchen and household appliances.

## **Term**

The term of this agreement will begin on March 27, 2023 and continue for three (3) years, terminating on March 26<sup>th</sup>, 2026.

## **Consideration**

- 2. In consideration for receiving this service, the Municipality will pay to the *Contractor* an hourly rate of seventy five (\$75.00) per hour for labour and equipment: no other payments shall be given above this consideration. Payments are made upon receipt of invoice and shall be paid within 30 days. The *Contractor* acknowledges the sufficiency of this consideration.

## **Termination**

- 3. Either the Municipality or the *Contractor* may terminate this agreement by giving the other three (3) months written notice.

## **Contractor's Covenants**

- 4. The *Contractor* covenants:
  - (a) not to do anything, or permit anything to be done, that may in any way interfere with or damage or prevent operations or access to the Transfer Site;
  - (b) not to build or place any structure or place or remove any earth or other fill material from the Transfer Site without the permission of the CAO or his designate of District of Hudson's Hope;
  - (c) not to build or place anything that interferes with the access to the Transfer Site;
  - (d) shall acquire liability insurance, satisfactory to the District of Hudson's Hope, in the amount of three million (\$3,000,000.00) dollars.
- 5. Nothing in this contract implies an employer and employee relationship.
- 6. The *Contractor* accepts the responsibility of being the Prime Contractor in regard to WorkSafeBC and safety related legislative requirements.

## **7. Documents**

### **7.1 Execution**

- 7.1.1 The *Municipality* shall deliver the Contract Documents, in a form ready for signing, to the *Contractor* within 15 Days after the issuance of the Notice of Award. The Contract will be a standard District of Hudson's Hope works agreement.
- 7.1.2 The Contractor shall sign the Contract Documents and return them to the Contract Administrator within 5 Days after receiving them and the Contract Administrator shall forward them to the Municipality for signing.

## **7.2 Interpretation**

- 7.2.1 The intent of the Contract Documents is that the Contractor shall provide all materials, equipment and labour necessary for the complete performance of the Work as described in the Contract Documents. It is not intended, however, that the Contractor shall supply materials, equipment or labour not consistent with, covered by, or properly inferable from the Contract Documents.
- 7.2.2 The Contract Documents are complementary, and what is required by any one document shall be as binding as if required by all documents.
- 7.2.3 Words and abbreviations which have well-known technical or trade meanings are used in the Contract Documents in accordance with such recognized meanings.
- 7.2.4 If there is any inconsistency or conflict between the provisions of the Contract Documents then:
- (1) the Contract Documents shall govern and take precedence in the following order with the Agreement taking precedence over all other Contract Documents:
    - (a) Agreement
    - (b) Addenda
    - (c) General Conditions
    - (d) Executed Form of Tender
    - (e) Invitation to Tenderers
    - (f) All other Contract Documents;

## **8.1 Environmental Laws**

- 8.1.1 The *Contractor* shall have due regard for the protection of the environment in the performance of the *Work* and shall not place any materials, or dispose of any materials, or perform any *Work* in a manner contrary to applicable Federal or Provincial or municipal environmental laws and regulations, either at the *Transfer Site*, or at any other place or property.

## **8.2 Contractor is "Prime Contractor"**

- 8.2.1 Commencing on the effective date of the Notice to Proceed, as part of the Work the Contractor shall be the "prime contractor" as defined in the *Workers Compensation Act* and accordingly shall comply with all resulting requirements and obligations including coordination of the health and safety activities of all Contractor's subcontractors at the Transfer Site, and complying

with the obligations of a prime contractor for a multi-employer workplace as prescribed by the applicable regulations.

### **8.3 Compliance with Workers Compensation Requirements**

8.3.1 If at any time the performance of the *Work* is stopped because the *Contractor* unreasonably fails or refuses to comply with a regulation or order issued pursuant to the *Workers Compensation Act*, then such failure or refusal shall be considered a default under this *Contract*.

8.3.2 The *Contractor* shall indemnify the *Municipality* for any costs, fines, expenses and penalties that the *Municipality* is required to pay on account of the *Contractor* performing the *Work* in breach of any *Workers Compensation Act* order or regulation.

## **9. Payment**

9.1 Payment will only be paid to the *Contractor* on a monthly basis, upon receipt of an invoice and such invoice will be paid within 30 days of receipt.

## **10. Required Insurance**

### **10.1 Required Insurance**

10.1.1 *Contractor* will at the *Contractor's* expense, carry with an insurance company or companies and under policies of insurance acceptable to and approved by *Municipality* the following insurance with limits not less than shown in the respective items:

- (1) Automotive Liability Insurance (Owned and Non-Owned Units) Limits: Bodily Injury and Property Damage – inclusive each accident \$3,000,000. The *Contractor* shall, at the *Contractor's* expense, throughout the term of the *Contract*, maintain such insurance as required under the Insurance (Motor Vehicle) Act of British Columbia. The *Contractor* shall provide the *Municipality* with a Certificate of Insurance, I.C.B.C. form No. APV 47, for owned or leased vehicles as evidence of third party motor vehicle insurance coverage.
- (2) Comprehensive General Bodily Injury and Property Damage Liability Insurance  
Limits: Bodily Injury and Property Damage – inclusive \$3,000,000. The insurance shall include *Contractor's* Contingent Liability, and Contractual Liability of sufficient scope to include the liability assumed by the *Contractor* under the terms of this *Contract*, and Completed Operations Liability. The policy shall include the *Municipality* and the *Contract Administrator* as additional insured's with a cross liability clause. Any property damage deductible shall be for the account of the *Contractor* and shall not exceed \$2,500.00 for any one occurrence.
- (3) Insurance on *Contractor* supplied Equipment rented or owned by the *Contractor* to its full insurable value.



- 10.1.2 The above insurance policies listed in this Contract shall have the right of subrogation waived as against the *Municipality* and its respective employees, servants and agents.
- 10.1.3 Prior to commencement of any Work, the Contractor shall provide the *Municipality* with satisfactory evidence that the insurance required to be provided by *Contractor* under this *Contract* is in full force and effect.
- 10.1.4 The *Municipality* makes no representation or warranty with respect to the extent or adequacy of the insurance protection afforded by the policies above. It shall be the full responsibility of the *Contractor* to determine their own additional insurance coverages, that are necessary and advisable for its own protection or to fulfil its obligations under this *Contract*. Any such additional insurance shall be provided and maintained by the Contractor at the *Contractor's* own expense.
- 10.1.5 All policies referred to in this *Contract* shall provide that thirty (30) days' notice of cancellation will be given in writing to each insured, including the *Municipality*, otherwise the policies to remain in full force and effect until the Work has been completed. Notwithstanding the foregoing, the Comprehensive General Bodily Injury and Property Damage Liability Insurance referred to in Contract shall remain in full force and effect from the commencement of the performance of the Work for a period of not less than twelve (12) months following Total Performance, and with respect to completed operations coverage for a period of not less than 24 months following Total Performance.
- 10.1.6 The *Contractor* is responsible for ensuring that its Subcontractors comply with the same insurance requirements as outlined in this *Contract*.

#### **Notice**

- 11.1 Notices must be in writing. Notice is deemed to have been given if delivered by hand, faxed or sent by registered mail to a party at the address specified above for that party, or such other address of which either party may notify the other. Any notice to the *Municipality* must be marked to the attention of the Chief Administrative Officer.
- 11.2 Notices that are delivered by hand or faxed are deemed received on the same day. Notices that are mailed are deemed received five days after mailing, unless signed for on an earlier date.

IN WITNESS WHEREOF the parties have executed this Agreement as of the dates indicated below.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2023.

Signed by the Contractor in the presence  
of:

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness Address)

\_\_\_\_\_  
Contractor: Kevin Howard

DATED this \_\_\_\_ day of \_\_\_\_\_, 2023.

The DISTRICT OF HUDSON'S HOPE

\_\_\_\_\_  
Chief Administrative Officer (CAO)

\_\_\_\_\_  
Mayor

# REQUEST FOR DECISION

RFD#:	2023-MR-09	Date:	March 7, 2023
Meeting#:	CM-03-13-23	Originator:	Mokles Rahman
RFD TITLE: Financial Grant in Aid Requests - 2023			

## RECOMMENDATIONS:

*THAT Council approve Schedule A as the 2023 Financial Grant in Aid allocation, and*

*THAT requests for "In-Kind" assistance be referred back to the Administration to work with the requesting organizations listed in Schedule A on a case-by-case basis, and*

*THAT Council provide further direction to the Administration on the allocation of funds and provision of "In-Kind" support for the organization listed in Schedule B.*

## BACKGROUND:

Based on the District's Financial Assistance Grant Policy No 001/20, an amount not exceeding 10% of the annual municipal residential tax revenue will be budgeted for financial assistance grants. Of the total amount budgeted, eighty percent (80%) will be eligible for disbursement through the budget approval process and the remaining twenty percent (20%) will remain unallocated for requests that may be received later in the year.

The estimated residential taxes for 2023 are based on 2023 draft operating budget which is \$354,213 and ten percent of this total is \$35,421, **therefore \$28,337 (80% of \$35,421) is available for Financial Assistance Grants through the budget process with \$7,084 (20% of \$35,421) remaining unallocated for requests throughout the year.**

This compares to the 2022 Financial Assistance report where the estimated residential taxes were \$339,350 with 10% of this amount being \$33,935, therefore \$27,148 (80% of \$33,935) available through the budget process, leaving \$6,798 (20% of \$33,935) remaining unallocated for requests throughout the year.

The allocation from 2022 was \$31,402.55 for the original Grants-in-aid, with an additional \$5,890 approved on September 6, 2022, as two (2) applications were missed by staff during the first report in March 2022. The total grants-in-aid for 2022 were \$37,292.55 which was over the 10% amount of \$33,935. Council approved transferring \$3,358 from the General Surplus Account into the Financial Grant in Aid account to cover the additional grants that came in September.

**DISCUSSION:**

The District received five (5) Financial Grant in Aid requests for 2023, and the allocation of funds is as per Council's decisions.

The amount requested by four (4) organizations (Schedule-A) is \$20,970 which is well below the available funds as per the Financial Assistance Grant Policy. However, one organization (listed in Schedule-B) applied for \$65,000 which is well above the available funds.

The administration is recommending that Council delegate the decision around the level of "In-Kind" support back to the Administration to work directly with the organizations making the requests (Schedule-A). Furthermore, the administration is looking for a decision from the Council for the organization listed in Schedule-B

**FINANCIAL:**

The total amount requested by all of the 2023 applicants is \$85,970, which is greater than the \$28,337 amount available in the proposed 2023 budget or even exceeded the entire year's budget of \$35,421.

**ALTERNATIVES:**

That Council approve both Schedule A and B as the 2023 Financial Grant in Aid allocation. The source of shortfall funds could be the general surplus.

**ATTACHMENTS:**

- *Schedule A – List of 2023 Financial Assistance Grant Applications (4 organizations)*
- *Schedule B – List of 2023 Financial Assistance Grant Application (1 organization)*
- *2023 Financial Assistance Grant Applications*

Report submitted by:



---

Mokles Rahman, CAO

## Financial Assistance Grant Amounts - 2023

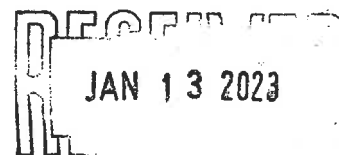
### Schedule A

Name	Request	Amount Requested
Hudson's Hope Fall Fair Society	Renting porta potties and facility rental of Double H Saddle Club	\$970
Hudson's Hope Radio Amateur Club	Signal Hill Revitalization Project	\$14,500
Hudson's Hope Figure Skating Club	Jumping Harness Purchase and permission to install	\$3,000
Hope for Health Society	Help cover costs for the Dam Run and in kind contributions	\$2,500
<b>Total:</b>		<b>\$20,970.00</b>

## Financial Assistance Grant Amounts - 2023

### Schedule B

Name	Request	Amount Requested
Hudson's Hope Lions Club	Mobile kitchen trailer	\$65,000
<b>Total:</b>		<b>\$65,000.00</b>



### APPLICATION FOR A GRANT

Date: January 13, 2023

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

GENERAL INFORMATION				
<b>Official Name of Non-Profit Organization</b>				
Hudson's Hope Fall Fair Society				
<b>Mailing Address</b>		<b>City</b>	<b>Province</b>	<b>Postal Code</b>
P.O. Box 415		Hudson's Hope	BC	V0C 1V0
SOCIETY INFORMATION				
<b>Society Registration Number</b>		<b>Charity's BN (Business Number) / Registration Number</b> <i>(the number the organization puts on charitable donation receipts)</i>		
S0062986				
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY				
<b>Title</b>	<b>Name</b>		<b>Phone Number</b>	
President	Tina Jeffrey		604-970-7240	
Vice President	Andrii Soroka		soroka.andrii@gmail.com	
Secretary	Caitlin vince		250-793-6691	
Treasurer	Aislinn Gentles		1-250-793-8771	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM				
<b>Contact Name</b>				
Caitlin Vince				
<b>Mailing Address</b>		<b>City</b>	<b>Province</b>	<b>Postal Code</b>
Box 679		Hudson's Hope	BC	V0C 1V0
<b>Work Telephone</b>	<b>Home Telephone</b>	<b>Cell Telephone</b>	<b>Email Address</b>	
250-793-6691			caitlinvince@gmail.com	
GRANT APPLICATION				
<input checked="" type="checkbox"/> New Grant Application		<input type="checkbox"/> Application for Project Previously Funded by the		



HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

ORGANIZATION INFORMATION	
Organization Name	
Address	
City	
State	
Zip	
Phone	
Fax	
E-mail	
Website	
Organization Type	
Organization Size	
Organization Age	
Organization Industry	
Organization Sector	
Organization Mission	
Organization Vision	
Organization Values	
Organization Culture	
Organization Structure	
Organization Leadership	
Organization Governance	
Organization Financials	
Organization Operations	
Organization Marketing	
Organization Sales	
Organization Customer Service	
Organization Human Resources	
Organization Information Technology	
Organization Legal	
Organization Compliance	
Organization Risk Management	
Organization Sustainability	
Organization Social Responsibility	
Organization Community Engagement	
Organization Diversity & Inclusion	
Organization Ethics	
Organization Quality Management	
Organization Innovation	
Organization Research & Development	
Organization Procurement	
Organization Logistics	
Organization Supply Chain Management	
Organization Manufacturing	
Organization Distribution	
Organization Retail	
Organization Wholesale	
Organization Franchise	
Organization Partnership	
Organization Joint Venture	
Organization Acquisition	
Organization Mergers	
Organization Divestiture	
Organization Restructuring	
Organization Turnaround	
Organization Bankruptcy	
Organization Liquidation	
Organization Reorganization	
Organization Transformation	
Organization Change Management	
Organization Project Management	
Organization Program Management	
Organization Portfolio Management	
Organization Strategic Management	
Organization Business Development	
Organization Market Research	
Organization Competitive Analysis	
Organization Industry Analysis	
Organization Market Segmentation	
Organization Target Market	
Organization Marketing Mix	
Organization Product Development	
Organization Service Development	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	
Organization Intellectual Property Pipeline	
Organization Innovation Pipeline	
Organization R&D Pipeline	
Organization Patent Pipeline	
Organization Trademark Pipeline	
Organization Copyright Pipeline	
Organization Trade Secret Pipeline	

**Describe the purpose of your organization:**

The Hudson's Hope Fall Fair is a family-friendly and fun annual celebration of the Agricultural and Rural Heritage of our Community and region! The Hudson's Hope Fall Fair Society hosts the annual Fall Fair and engages the community to participate in the Annual

Fall Fair by entering the BC Fairs Exhibits in a number of categories, and participating in our Events such as Logger Sports,

Wheelbarrow races, and three-legged races, etc. Our annual Fall Fair is well-attended and much beloved in the community, and we hope to continue to grow our fair in 2023!

User Statistics	
Active Users	1,234
New Registrations	567
Returning Users	890
Churn Rate	15%
Average Session Duration	12:34
Peak Concurrent Users	2,500
Geographic Distribution	North America: 60%, Europe: 30%, Asia: 10%
Device Usage	Mobile: 70%, Desktop: 25%, Tablet: 5%
Referral Sources	Search Engines: 40%, Direct: 30%, Social Media: 20%, Referrals: 10%
Feedback Score	4.5/5
Support Tickets	123 Open, 456 Closed
Compliance Status	GDPR: Compliant, CCPA: Compliant

1. 250 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. 20-25 the number of volunteers and 500 + the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

[illegible]





**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

January 13, 2023

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**

# 2023 Hudson's Hope Fall Fair Income & Expense Report

2022	
<b>REVENUES</b>	
Grants	\$ 7,300.00
Auction	\$ 500.00
Bank Interest	
InKind Donations	\$ 2,350.00
Monetary Donations	\$ 580.00
Gate Ticket Sales	\$ 1,612.00
Registration Fees	\$ 476.00
Vendor Fees	\$ -
Dinner Tickets	\$ 1,000.00
<b>REVENUE TOTAL:</b>	<b>\$ 13,818.00</b>

<b>EXPENSES</b>	
Banking Fees / Cheques	\$ 57.00
Office Equipment	\$ -
AHA Membership Fees	\$ 35.00
Tents	\$ -
Brochures	\$ 325.47
Grads	\$ 900.00
Insurance	\$ 550.00
Misc.	\$ 256.82
Prizes	\$ 162.00
Ribbons/Tags	\$ -
Porta Potty	\$ 1,800.00
Train Fuel	\$ -
Wagon Rides	N/A
Entertainment / Activities	\$ 1,878.72
Pizza Dinners	\$ -
AGM	\$ 35.00
Rodeo Grounds (Venue)	\$ 450.00
Shirts / Wristbands	\$ -
Music	\$ 850.00
Dinner/concession	\$ 1,613.91
Engraving	
Sheep Panels	N/A
Lions Van	\$ 300.00
Secan (Storage Rental)	\$ -
<b>EXPENSES TOTAL:</b>	<b>\$ 9,213.92</b>

PROJECTED 2023	
<b>REVENUES</b>	
Grants	\$ 3,000.00
Auction	\$ 500.00
Bank Interest	
InKind Donations	\$ 3,000.00
Monetary Donations	\$ 1,000.00
Gate Ticket Sales	\$ 2,000.00
Registration Fees	\$ 700.00
Vendor Fees	\$ 350.00
Dinner Tickets	\$ 1,500.00
<b>REVENUE TOTAL:</b>	<b>\$ 12,050.00</b>

<b>EXPENSES</b>	
Banking Fee (\$4.75/12 Months)	\$ 60.00
Office Equipment	\$ 40.00
BC Fairs Membership	\$ 35.00
Tents	\$ 750.00
Brochures	\$ 350.00
Grads / Security	\$ 900.00
Insurance	\$ 600.00
Misc.	\$ 250.00
Prizes	\$ 200.00
Ribbons/Tags	
Porta Potty (At Event)	\$ 600.00
Train Fuel	\$ 150.00
Handicap Porta Potty	\$ -
Entertainment / Activities	\$ 2,000.00
Pizza Dinner @ AGM	
AGM	\$ 40.00
Rodeo Grounds (Venue)	\$ 450.00
Shirts / Wristbands	\$ 250.00
Music	\$ 1,000.00
Dinner / Dessert	\$ 1,000.00
Engraving	\$ 100.00
Website	\$ 210.00
Safe Ride Home (CV SUV)	\$ 300.00
Secan (Storage Rental)	\$ 6,000.00
<b>EXPENSES TOTAL:</b>	<b>\$ 15,285.00</b>

## SUMMARY

2022 Revenue	\$ 13,818.00
2022 Expenses	\$ 9,213.92
2022 Balance	\$ 4,604.08

2023 Revenue	\$ 12,050.00
2023 Expenses	\$ 15,285.00
2023 Balance	\$ (3,235.00)



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

*T.K. Sparks*  
T.K. SPARKS

## 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 13, 2022 03:44 PM Pacific Time

### REGISTERED OFFICE ADDRESS INFORMATION

<b>Delivery Address:</b> 10801 DUDLEY DR PO BOX 415 HUDSON'S HOPE BC V0C 1V0	<b>Mailing Address:</b> 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:**  
HERBISON, CATHERINE

**Delivery Address:**  
BOX 365  
HUDSONS HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**  
MICHOLUK, TINA

**Delivery Address:**  
BOX 734  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**  
SOROKA, ANDRII

**Delivery Address:**  
BOX 502  
HUDSON'S 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

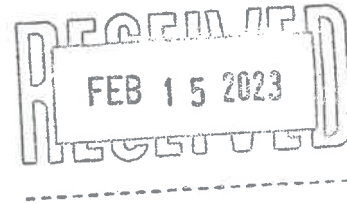
**Last Name, First Name Middle Name:**

WATSON, ANGELA

**Delivery Address:**

BOX 450  
HUDSONS HOPE BC V0C 1V0





## FINANCIAL ASSISTANCE GRANT POLICY

**Council Resolution No. 074**

**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 which 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 budgetary preparation purposes an amount not exceeding 15% of the municipal residential tax revenue will be budgeted annually for Financial Assistance Grants.
2. 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.
3. Providing assistance includes the donation of time, facilities and District inventory (tents, tables, chairs, etc.)
4. Grants will not be provided for travel expenses.
5. The applicant organization must be registered as, or belong to a parent, Non-Profit Society under the laws of British Columbia and/or Canada.
6. Upon completion of project the applicant must submit a final report to the District of Hudson's Hope outlining how funds were expended.
7. Assistance in the form of a grant will be made after the property tax deadline (i.e., in early July). If the applicant requires all or a portion of the funds prior to that time, the application should specifically request an earlier payment.
8. Preference will be given to an organization that benefits the Hudson's Hope community at large.
9. 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.*

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

**Procedure:**

1. Advertisements will be 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 may 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 in front of the delegation, or Council may choose to 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.



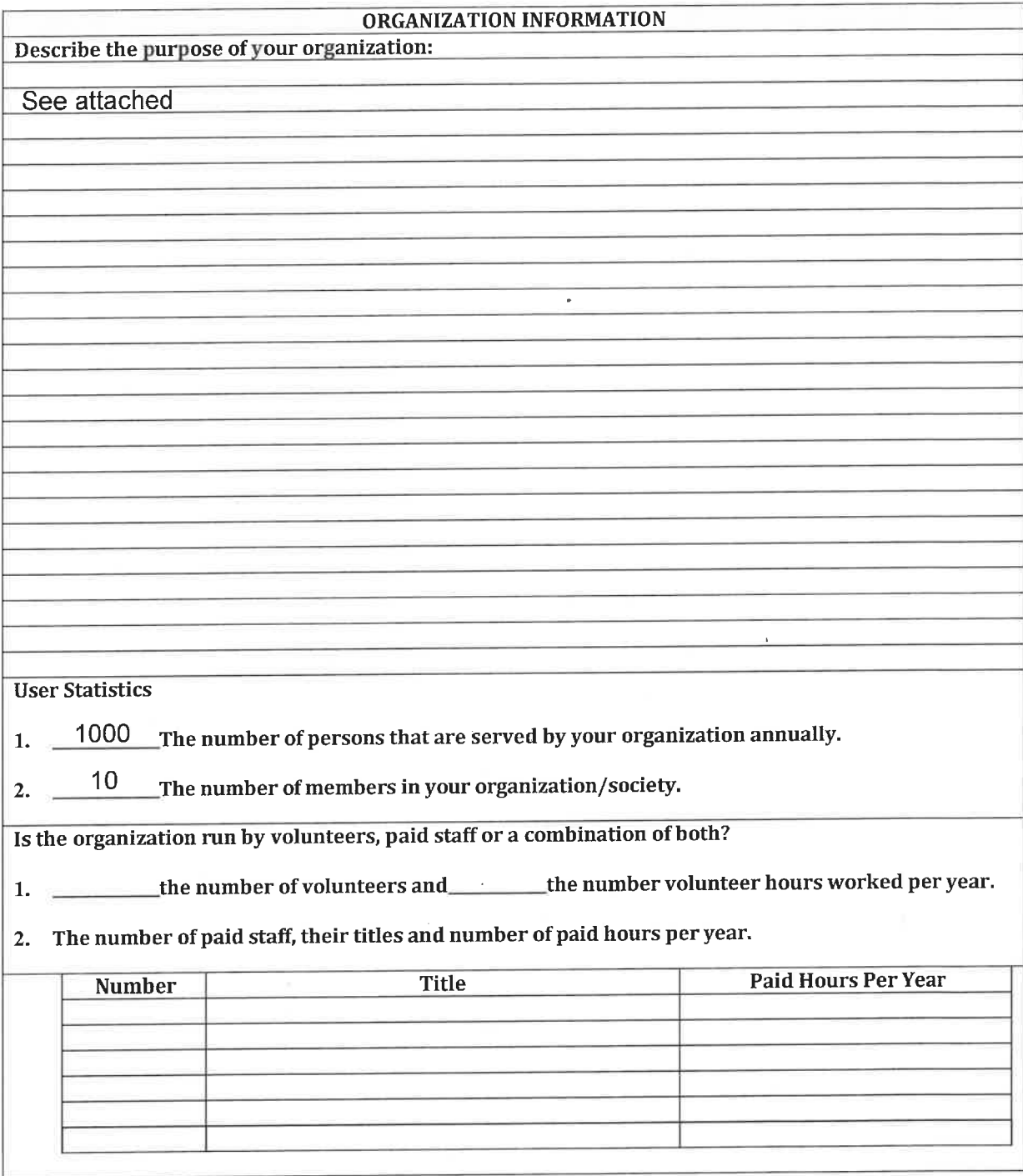
### APPLICATION FOR A GRANT

Date: February 10th, 2023      Date Received: \_\_\_\_\_

GENERAL INFORMATION			
Official Name of Non-Profit Organization Hudson's Hope Radio Amateur Club			
Mailing Address PO Box 90	City Hudson's Hope	Province BC	Postal Code V0C 1V0
SOCIETY INFORMATION			
Society Registration Number  S0056443	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	
President	Joel Stark	1-250-263-1301	
Secretary / Treasurer	Travous Quibell	1-250-783-0675	
Director	Adrian Schenk		
Director	Arnold Koenig		
Director	Wally Harwood		
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name Joel Stark			
Mailing Address PO Box 708	City Hudson's Hope	Province BC	Postal Code V0C 1V0
Work Telephone	Home Telephone	Cell Telephone 1-250-263-1301	Email Address jtstark04@gmail.com

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





REQUEST FOR GRANT
<b>Describe the reason for your grant application:</b>
<p>See Attached</p> <p style="font-size: 2em; text-align: center; margin-top: 20px;">\$ 14,500.00</p>
<p><b>Proposal is best characterized as:</b></p> <p> <input type="checkbox"/> Event           <input checked="" type="checkbox"/> Capital Project         </p>
<p><b>Participants/beneficiaries will primarily be:</b></p> <p> <input checked="" type="checkbox"/> Youth           <input checked="" type="checkbox"/> Seniors           <input checked="" type="checkbox"/> Disadvantaged Persons         </p>
<p><b>This proposal's activities can best be described as related to:</b></p> <p> <input checked="" type="checkbox"/> Arts and Culture           <input type="checkbox"/> Recreation and Sports           <input type="checkbox"/> Environment, Social and Education         </p>
<p><b>Attach the following information:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Most recent <u>audited</u> Financial Statements including a Balance Sheet and Income Statement</li> <li><input checked="" type="checkbox"/> Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)</li> <li><input checked="" type="checkbox"/> Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)</li> <li><input checked="" type="checkbox"/> Projected operating budget for the next year</li> <li><input checked="" type="checkbox"/> Copy of Non-Profit Society Registration papers</li> </ul>

- Financial information is available - but due to COVID we had no club operations through 2020, 2021 and most of 2022. Financial Statements generally just consist of bank statements for these periods. As with many clubs we contemplated folding.

**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

February 10th, 2023

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**

## **The Hudson's Hope Radio Amateur Club**

The purpose of the Hudson's Hope Radio Amateur is to provide support and education around amateur radio and related services in the community of Hudson's Hope, and to sustain and grow these services through volunteerism, fundraising and technical expertise.

The services currently operated in our community include two linked voice repeaters – one on Signal Hill and one on Bullhead Mountain. These repeaters link into the Peace area and by association province wide repeater network, to provide emergency and non-emergency communication. The repeater also has the capability to connect to the IRLP Project, a voice over IP repeater link (supported with internet services provided by the Peace Region Internet Society) that allows us to speak to other Amateur Radio users around the world.

Additional services include Automatic Packet Reporting System (APRS) coverage, which provides real time digital communications of information including position, weather, text message, announcements, queries and other telemetry. This digital radio repeater also connects world-wide via a gateway in Fort St. John.

Thanks in no small part to the investments made by the District of Hudson's Hope the Amateur Radio club most recently added a battery bank to the Bullhead Mountain Repeater site. This batter bank has enabled us to operate outage free since it's installation, with a current up-time exceeding Two years non-stop!

## 2023 Signal Hill Revitalization Project Summary

The Hudson's Hope Radio Amateur Club (HHRAC) proposes to construct a fully insulated and heated / ventilated building at the current Signal Hill Location to replace the structure previously lost to fire. The scope of this project will include:

- Construction of a grounding system suitable for a structure containing radiocommunication equipment, or repair of the existing ground grid if present.
- Construction of a lockable and insulated 8' x 12' building with metal roof and siding secured with an appropriate number of engineered anchors for wind loading.
- Construction of an AC Power Distribution System and connection to the existing AC Service Located On-Site if possible. (New Service is an option).
- Construction of a DC Power Distribution System within the building to supply uninterruptible power to the UHF Amateur Repeater and FM Rebroadcast Repeater.
- Installation of suitable racking to house the intended equipment.
- Relocation of equipment as required.

The HHRAC would relocate our existing cross band repeater, which is currently used to extend radio coverage from the Bullhead Mountain VHF Repeater into the community via UHF for handheld radios. This repeater is currently located in a rickety wooden box attached to the legacy wood pole tower at Signal Hill.

The HHRAC would assist the Peace Region Internet Society (PRiS) in relocating (where possible) their sensitive network equipment from an existing outdoor fiberglass enclosure located inside the TELUS Compound to this new equipment building. This would alleviate access concerns as well as equipment space and exposure concerns, allowing easier access to the equipment and greater protection.

Additionally, PRiS equipment located on the existing wood pole would be moved into the new building.

The HHRAC would also repair and relocate the existing 106.1 FM repeater, which is currently located in an outdoor metal enclosure within the TELUS compound and not functioning, to this new equipment shed. The license for this repeater was confirmed by the District of Hudson's Hope several years ago with the assistance of the HHRAC, however there is currently no organization willing to take stewardship of the equipment or continue to invest in it. Permission to continue the rebroadcast of 106.1 CKHH Bounce Radio (CKNL 101.5 Fort St John) has been confirmed.

The scope will also include modification of the 106.1 FM Repeater to include emergency broadcast capabilities. This would allow an authorized user to override the FM Rebroadcast in order to play live or pre-recorded emergency messages.

## Cost Breakdown

Capital Cost: \$14,500.00 Total

Structure: \$5000.00

- Lumber
- Insulation
- Siding
- Roofing
- Vapor Barrier
- Sheathing
- Anchors
- Permit

Grounding System: \$1000.00

- Ground Electrodes
- Conductors
- Clamps

AC Power System: \$4000.00

- Meter
- Mast
- Panel
- Conductor
- Breakers
- Permit

DC Power System: \$3500.00

- Batteries
- Battery Enclosure
- Conductor
- Breakers and/or Fuses
- Distribution Panel
- Inverter/Charger

Racking: \$1000.00

- Racks
- Shelves
- Anchors
- PDUs



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

*T.K. Sparks*  
T.K. SPARKS

## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

NAME OF SOCIETY: **HUDSON'S HOPE RADIO AMATEUR CLUB**

Incorporation Number:

S0056443

Business Number:

81984 3251 BC0001

Filed Date and Time:

January 25, 2023 06:29 PM Pacific Time

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

10212 TURNER CRESCENT  
HUDSON'S HOPE BC V0C 1V0

**Mailing Address:**

10212 TURNER CRESCENT  
HUDSON'S HOPE BC V0C 1V0

### DIRECTOR INFORMATION

**Last Name, First Name Middle Name:**

HARWOOD, EDMUND WALTER

**Delivery Address:**

9915 DUDLEY DR  
PO BOX 459 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

KOENIG, ARNOLD GREGORY

**Delivery Address:**

9803 FREDETTE AV  
PO BOX 212 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

QUIBELL, TRAVOUS

**Delivery Address:**

10212 TURNER CRESCENT  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

SCHENK, ADRIAN

**Delivery Address:**

19655 LESAGE RD  
PO BOX 524 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0



## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

**Last Name, First Name Middle Name:**

STARK, JOEL

**Delivery Address:**

9502 MATT BOE AV  
PO BOX 708  
HUDSON'S HOPE BC V0C 1V0







## 2022 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **HUDSON'S HOPE RADIO AMATEUR CLUB**

Incorporation Number: S0056443

Business Number: 81984 3251 BC0001

Filed Date and Time: January 25, 2023 06:29 PM Pacific Time

Annual General Meeting (AGM) Date: December 1, 2022

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

10212 TURNER CRESCENT  
HUDSON'S HOPE BC V0C 1V0

**Mailing Address:**

10212 TURNER CRESCENT  
HUDSON'S HOPE BC V0C 1V0

### DIRECTOR INFORMATION AS OF December 1, 2022

**Last Name, First Name Middle Name:**

HARWOOD, EDMUND WALTER

**Delivery Address:**

9915 DUDLEY DR  
PO BOX 459 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

KOENIG, ARNOLD GREGORY

**Delivery Address:**

9803 FREDETTE AV  
PO BOX 212 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

QUIBELL, TRAVOUS

**Delivery Address:**

10212 TURNER CRESCENT  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

SCHENK, ADRIAN

**Delivery Address:**

19655 LESAGE RD  
PO BOX 524 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

STARK, JOEL

**Delivery Address:**

9502 MATT BOE AV

PO BOX 708

HUDSON'S HOPE BC V0C 1V0

**CERTIFICATION**

I, Travous Quibell, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



**Hudson's Hopè Radio Amateur Club**

## Balance Sheet

As at December 31, 2022

**2022****Assets**

NPSCU	\$	792.99
Petty Cash	\$	-
Accounts Receivable	\$	-
Equipment	\$	6,073.69
Investments (NPSCU Share)	\$	31.02
	\$	<u>6,897.70</u>

**Liabilities**

Accounts Payable	\$	-
------------------	----	---

**Net assets (Assets - Liabilities)**      **\$      6,897.70**

**Total Liabilities and fund balance**      **\$      6,897.70**

---

Joel Stark, President

---

Date

---

Travous Quibell, Treasurer

**Hudson's Hope Radio Amateur Club****Asset List**

As at Dec 31, 2022

**2,022****Investments**

	Quantity		
Shares with NPSCU	1	\$	31

**Bullhead Mountain**

Xantrex 40A Charger	1	\$	448
Deep Cycle Battery	3	\$	1,176
RLC-Club Deluxe II Package	1	\$	1,410
Alinco ALI-DR135T 2m 50 watt radio	1	\$	185
Multicoupler Sections	2	\$	1,638
Alinco DR-435T UHF Mobile Radio	1	\$	129
UHF Yagi Antenna	1	\$	57
VHF Base Station Antenna	2	\$	143
Cable Assemblies	1	\$	41
Computer - IRLP Node	1	\$	41
Rack	1	\$	41
Alinco DR-135T Repeater radio	1	\$	112
Grandstream FXS Adapter	1	\$	100

**Signal Hill**

Kenwood Mobile Radio TMV-71	1	\$	170
Cable Assemblies	1	\$	41
Power Supply	1		
Base Station Antenna	1	\$	72
Power Supply - Upgrade	1	\$	85

**Uninstalled**

Linkcomm RLC-2 Repeater Controller	1	\$	-
Motorola Radius Mobile Radios	3	\$	154

Total \$ 6,074

A photograph of a tall wooden utility pole and a metal lattice tower against a cloudy sky. The wooden pole is on the left, and the metal tower is on the right. The sky is overcast with grey clouds. In the foreground, there are bare trees and a small building. The text "Signal Hill Revitalization Project" is overlaid in yellow, and "By the Hudson's Hope Radio Amateur Club" is overlaid in black.

# Signal Hill Revitalization Project

**By the Hudson's Hope Radio Amateur Club**

# Signal Hill Today

- Currently a multi-user site owned by the District of Hudson's Hope
  - Telus Cellular Tower
  - PRiS Wireless Internet
  - HHRAC VHF/UHF Radio Repeater
  - CBC Analog TV Broadcast
  - CKNL Radio (CKHH Hudson's Hope – 106.1)



# Loss of CBC Building

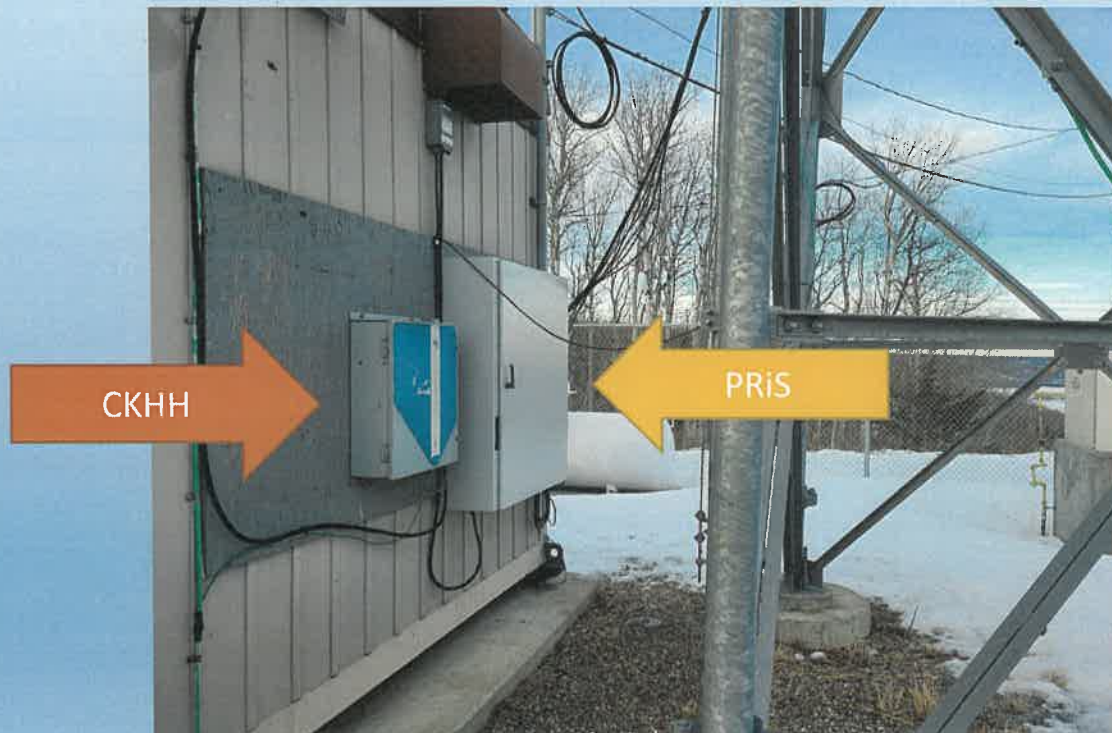
- The CBC Television Rebroadcast Station no longer exists
  - Analog Television shut down by CRTC / Industry Canada on July 31<sup>st</sup> 2012
  - CBC Equipment Shack lost to fire and never replaced
  - Telus has since taken over the area formerly occupied by CBC Building
    - Propane tank and Backup Generator now occupy this spot

## Previous CBC Building Site





## Current Home of CKNL (CKHH) and PRiS



## PRiS and CKHH Behind Locked Gates

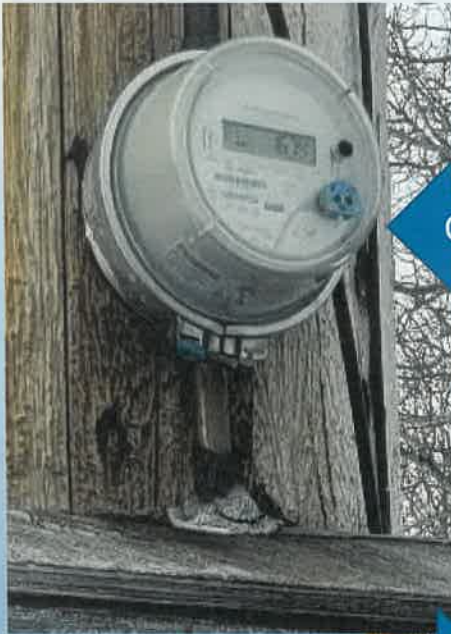


# HHRAC Repeater and More PRiS





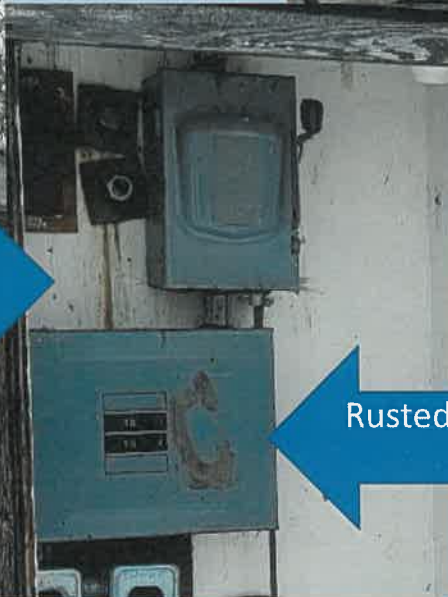
# Room to Improve!



Old Style Meter Socket



Wasp Nest on Cable



Water Ingress



Broken Enclosure

Rusted Panel with Short Circuits

# Our Project Proposal – Part 1

- Construct a new Lockable and Insulated Steel Clad Building
  - 8'x12' Outside Dimensions
  - Anchored using Helical Anchors for Wind Loading
  - Technically not a permanent structure (Treated Skids)
  - New Ground electrodes (Ground Grid) for Building and telecom equipment
  - New AC Service to Building
  - New DC Distribution System inside Building
  - Racking and Shelves
  - All required permitting

## Building Proposed Location



Adjacent to Existing Pole

# Our Project Proposal – Part 2

- Relocate equipment
  - CKHH (106.1) FM Radio Repeater and Antennas
    - Repair and move to Pole / New Structure
    - Modify to allow Emergency Broadcast
    - This will make TELUS happy, less equipment on their tower and building
  - PRiS Equipment
    - PRiS Legacy Equipment located on pole will be moved inside
    - Secure service for rural users who currently are not able to get TELUS
  - HHRAC Radio Repeater
    - Repair
    - Move inside

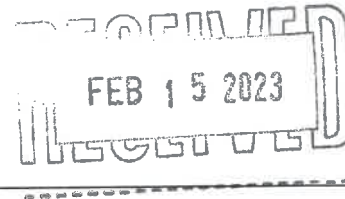


# Project Cost

- Total Expected Capital Cost of Project is \$14,500.00
  - Structure \$5,000
  - Ground System \$1,000
  - AC Service \$4,000
  - DC Power System \$3,500
  - Racking and Shelving \$1,000
- Labor has been secured through in-kind donation by
  - 4A Electric LTD
  - Stark Industrial LTD
  - Shawn Shepherd



**APPLICATION FOR A GRANT**



Date: February 14, 2023

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

GENERAL INFORMATION			
<b>Official Name of Non-Profit Organization</b> Hudson's Hope Figure Skating Club			
<b>Mailing Address</b> PO Box 264	<b>City</b> Hudson's Hope	<b>Province</b> BC	<b>Postal Code</b> V0C 1V0
SOCIETY INFORMATION			
<b>Society Registration Number</b> S0075829		<b>Charity's BN (Business Number) / Registration Number</b> <i>(the number the organization puts on charitable donation receipts)</i>	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
President	Christina Reischel	250 783 3523	
Vice President	Catherine Herbison	250 783 0650	
Treasurer	Heidi Naisby		
Secretary	Meghan Heiberg	250 783 - 1240	
Member at Large	Serena Matchett	250 783 - 8963	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
<b>Contact Name</b> Becky Mercereu, Hudson's Hope Figure Skating Club Head Coach			
<b>Mailing Address</b> Box 633	<b>City</b> Hudson's Hope	<b>Province</b> BC	<b>Postal Code</b> V0C 1V0
<b>Work Telephone</b> 250-783-9901	<b>Home Telephone</b> 250-783-9937	<b>Cell Telephone</b> 250-783-8260	<b>Email Address</b> thebeckman@live.ca

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 Hudson's Hope Figure Skating Club is a non-profit organization that runs the Skate Canada programs of Pre-CanSkate, CanSkate and StarSkate. The Pre-CanSkate and CanSkate programs are learn to skate programs geared for beginners of all ages to improve basic skating skills for Figure skating, hockey, ringette or speed skating, or who wish to skate for recreation, fitness or fun! Our StarSkate program is run by certified Skate Canada coaches for those skaters wishing to pursue figure skating and competitive sport. We currently have over 60 skaters in these programs in Hudson's Hope. Our club continues to grow and thrive each year.

#### User Statistics

1. 65 The number of persons that are served by your organization annually.
2. 70 (including board) The number of members in your organization/society.

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

1. 5 board members and 2 coaches, 6 Program Assistants, plus parent volunteers the number of volunteers and estimated 600 hours a year in volunteer time 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
2	Professional Figure Skating Coaches	223

### REQUEST FOR GRANT

**Describe the reason for your grant application:**

We are looking to purchase a track mounted jumping harness (Pro Motion 600 On-Ice Track System), which we would like to have permanently installed in the skating arena.

We currently have Pro-Motion Hand Held System. I am attaching photos of both systems. The handheld harness is great for small children, but as the kids age and weigh more it is difficult and a safety concern for the coaches to be lifting them.

Many of our StarSkate skaters are now attempting their double jumps and axels. We perform off-ice practice which helps prepare them for attempting these jumps on the ice. However, there is a safety concern when trying these harder jumps on the ice without safety harnesses at the start. These harnesses give the skaters the feel of jumps on the ice without risk of injury. This harness would be a great asset to our club as we continue to advance our skaters.

We would first like to request permission to install this harness in the arena. Second, we would like to request a grant for \$3000. The harness costs \$3699 USD. We then require a structural engineer to approve placement which we are estimating at \$1500. We then will require someone to install and have not been able to receive a quote on this as they require the engineer drawings, but we are estimating it at \$2000. And lastly, we will need to have it inspected before use. We have been fundraising, and asking for some grants. We hope to have enough funds, without draining our whole bank account. We hope to get this installed for 2023/2024 season. If you can help us with this initiative, it would be greatly appreciated.

**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

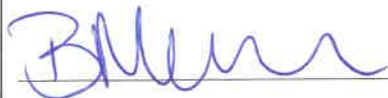
**Attach the following information:**

- ☒ 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**



## 2022 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **HUDSON'S HOPE FIGURE SKATING CLUB**  
Incorporation Number: S0075829  
Business Number: 75964 6508 BC0001  
Filed Date and Time: May 3, 2022 07:55 PM Pacific Time  
Annual General Meeting (AGM) Date: March 21, 2022

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

1 - 10010 ARENA RD N  
PO BOX 264 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

**Mailing Address:**

1 - 10010 ARENA RD  
PO BOX 264 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

### DIRECTOR INFORMATION AS OF March 21, 2022

**Last Name, First Name Middle Name:**

HEIBERG, MEGHAN

**Delivery Address:**

12010 FERGUSON ST  
PO BOX 293 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

HERIBSON, CATHERINE

**Delivery Address:**

10202 ELLIS CRES N  
PO BOX 365 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

MATCHETT, SERENA

**Delivery Address:**

10013 GAYLOR AV N  
PO BOX 671 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

NAISBY, HEIDI

**Delivery Address:**

10003 DUDLEY DR N  
PO BOX 144 PO HUDSON'S HOPE  
HUDSON'S HOPE BC V0C 1V0



## PRO-MOTION GOLD ON-ICE TRACK SYSTEM

**\$3,699**

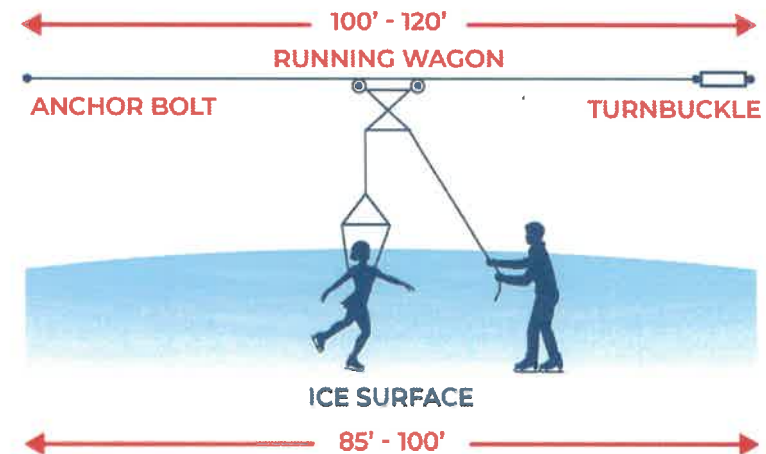
The Pro-Motion GOLD comes ready to install. Mounting brackets if necessary, are not included due to variation in arena structures.

### **The Pro-Motion GOLD package includes:**

- Cable System – to be mounted in the arena.
- One skater's Deluxe Body Harness.
- Running Wagon with a Double Pulley System (to keep the ropes from twisting) and double wheels on cable for faster ride.
- Installation information and instructions for use.

The Pro-Motion GOLD Track System was designed to assist coaches to teach basic jumping skills or assist in spotting pair teams learning basic lifts. The cable is

mounting bracket fabricated at a welding shop, or it can be as simple as using an eye bolt. Each arena is slightly different.



SKU: 200

CATEGORY: Harness Systems

TAG: Featured





## PRO-MOTION HAND HELD SYSTEM

**\$1,299**

### On-Ice System

The PRO-MOTION Systems were developed because we, as skating coaches, wanted a device for use off-ice to teach skaters basic jumping fundamentals and rotation exercises. After the skater had a good understanding of the jump, we wanted a system for use on-ice that was easy for both the skater and coach to use. We wanted the coach to be able to determine the proper speed and take-off curve and let the skater concentrate on the rotation and landing. The System that we developed is now in use throughout the world by beginners and world champions and is helping thousands of





skaters. PRO-MOTION lets the coach assist the skater in doing the jump, therefore the physical strength of the coach is not an integral part of its operation. You will get results faster and with more consistency with the PRO-MOTION Systems because the skater feels the actual timing of the jump and not a false sense of being suspended in the air. Skaters can practice triples, quads and combinations anywhere on the ice surface.

**Coaches around the world know that PRO-MOTION is an invaluable tool for teaching multi-rotational jumps. We know that you too will have good results.**

***Coach Sergei Dudakov and Daria Usacheva of Sambo 70, Russia.***  
*Performing a triple axle.*

**WATCH IT IN ACTION**



### **Off-Ice System**

The PRO-MOTION Off-Ice System was designed to teach skaters rotational techniques off-ice without their skates on. It is included with the purchase of the PRO-MOTION Hand Held System. The idea is to teach the skater the mechanics of the jump off the ice while wearing running shoes before taking the jump on the ice with the "Pole."

It consists of a pulley and rope to be attached to a beam in a gym or at the side of the ice surface. The Off-Ice System uses the same body harness as the Hand-Held System. The coach can teach the skater the correct arm and leg positions in the air as well as correct landing technique. The Off-Ice System is ideal for spotting pair skaters' lifts. The coach can assist the male partner in lifting the girl and reduce the potential for injury to the girl while the pair is developing strength and balance.

[CLICK HERE TO WATCH THE INSTRUCTIONAL DVD](#)

**The PRO-MOTION Hand Held Jumping Harness System comes complete and ready for use with the following:**

- Three part anodized mast
- Custom universal cross bar, rubber sling & sling cable
- Full foam grip handle
- Fully adjustable skaters body harness
- Off-Ice System pulley and beam cord

- 40 ft. high quality 3/8 in. rope (max. ceiling height 20 ft. – additional length available)
- Instructional DVD and written instructions
- Attractive custom carrying case



SKU: 100

CATEGORY: Harness Systems

TAG: Featured

**Hudson's Hope Figure Skating Club****Balance Sheet**

<b>Assets</b>	<b>2021/2022</b>	<b>2022/2023</b>
	<b>Previous Year</b>	<b>Current Year</b>
<b>Current assets:</b>		
Starting bank balance	4,713.15	6,618.80
Incoming fees	10,955.00	6,139.00
Fundraising/Donations	6,196.35	1,860.00
<b>Total current assets</b>	<b>21,864.50</b>	<b>14,617.80</b>

<b>Total assets</b>	<b>21,864.50</b>	<b>14,617.80</b>
---------------------	------------------	------------------

<b>Liabilities and owner's equity</b>		
	<b>Previous Year</b>	<b>Current Year</b>
<b>Current liabilities:</b>		
Refunds	810.00	
Facility Rentals	5,975.00	
National Registration	3,448.28	3,099.15
Year End Awards/Decorations	124.78	
Bank Fees	42.25	47.50
Coaching Costs	4,845.39	
Net Assets	6,618.80	11,471.15
<b>Total current liabilities</b>	<b>21,864.50</b>	<b>14,617.80</b>

<b>Total liabilities and owner's equity</b>	<b>21,864.50</b>	<b>14,617.80</b>
---	------------------	------------------

<b>Balance</b>	<b>-</b>	<b>-</b>
----------------	----------	----------

# Income Statement

## Hudson's Hope Figure Skating Club 2021 - 2022

### Financial Statements

#### Revenue

Registration Fees	\$	10,955.00	
Fundraising	\$	3,964.25	
Donations	\$	2,232.10	
<b>Net Sales</b>			17151

#### Gross Profit (Loss)

17151

#### Expenses

Returned fees	\$	810.00	
National fees paid	\$	3,448.28	
Bank Charges	\$	42.25	
Ice Rental	\$	5,975.00	
Year End Awards	\$	30.50	
Coaching Cost	\$	4,845.39	
Decorations	\$	94.28	
<b>Total Expenses</b>			15246

#### Net Operating Income

1906

# Income Statement

## Hudson's Hope Figure Skating Club 2022-2023

### Financial Statements

#### Revenue

Registration Fees	\$	6,139.00	
Fundraising	\$	110.00	
Donations	\$	1,750.00	
Net Sales			7999
Gross Profit (Loss)			7999

#### Expenses

Returned fees			
National fees paid	\$	3,099.15	
Bank Charges	\$	47.50	
Ice Rental			
Year End Awards			
Coaching Cost			
Decorations			
Total Expenses			3147
Net Operating Income			4852



### Year End Financial Summary

<u>Year end summary</u>		+	-	
2021 year end/starting balance				\$ 4,713.15
2020/2021 Outstanding fees paid		\$ 90.00		\$ 4,803.15
Incoming fees - ETs and cheques		\$ 10,035.00		\$ 14,838.15
Donations - Deposited		\$ 1,650.00		\$ 16,488.15
Virtual Raffles & 50/50 - ETs		\$ 3,226.00		\$ 19,714.15
Fees still owing		\$ 500.00		\$ 20,214.15
Cash deposited		\$ 2,100.35		\$ 22,314.50
Refunds to Skaters			\$ 810.00	\$ 21,504.50
Skate Canada Reg fees - paid by ch			\$ 770.48	\$ 20,734.02
Bank Service Charges			\$ 37.50	\$ 20,696.52
Oct - Feb Ice fees			\$ 5,350.00	\$ 15,346.52
March Ice Fees - approx			\$ 675.00	\$ 14,671.52
Year end awards			\$ 30.50	\$ 14,641.02
Becky's receipts and coaching fees			\$ 3,370.70	\$ 11,270.32
Bonnie's time & expenses			\$ 4,065.19	\$ 7,205.13
Skate Canada Reg Fees to be paid			\$ 87.30	\$ 7,117.83
March Bank S/C			\$ 4.75	\$ 7,113.08
		\$ 17,601.35	\$ 15,201.42	\$ 7,113.08

Virtual 50 / 50	\$	916.00	
Virtual 50 /50 returned to club included above	\$	916.00	
Virtual 50/50 winner - ET (donated back)	\$	540.00	
Virtual 50/50 club cut - ET Mar 4 50/50 Money In Mar 4 50/50 paid out	\$	468.25	\$ 270.00



Mar 4 Cash for virtual 50/50 & raffles Dress Rehearsal Admission donations	\$	268.10
Fees paid by cash	\$	620.00
Cash Donation Previous years Cash	\$	200.00
Comp Fees paid by cash	\$	114.00
Test Fees paid by cash	\$	80.00
	\$	80.00
Total Cash Deposited		\$ 2,100.35



# Hudson's Hope Figure Skating Club

## Year End Financial Summary

31-Mar-22

Revision 2

Hudson's Hope Figure Skating Club

PO Box 264

Hudson's Hope, BC V0C 1V0

hudsonshopefsc@hotmail.com

Year end summary		+	-	
2021 year end/starting balance				\$ 4,713.15
2020/2021 Outstanding fees paid		\$ 90.00		\$ 4,803.15
Incoming fees - ETs and cheques		\$ 9,585.00		\$ 14,388.15
Donations - Deposited		\$ 1,650.00		\$ 16,038.15
Virtual Raffles & 50/50 - Ets		\$ 3,226.00		\$ 19,264.15
Fees still owing (paid late)		\$ 500.00		\$ 19,764.15
Cash deposited(listed below)		\$ 2,100.35		\$ 21,864.50
Refunds to Skaters			\$ 810.00	\$ 21,054.50
2021/2022 Ice fees			\$ 5,975.00	\$ 15,079.50
Skate Canada Reg fees - paid by ch			\$ 857.78	\$ 14,221.72
Year end awards	\$ 30.50			\$ 14,221.72
Becky's receipts and coaching fees	\$ 3,370.70			\$ 14,221.72
Bonnie's time & expenses	\$ 4,065.19			\$ 14,221.72
Paid Receipted items (S. Matchett)	\$ 94.28		\$ 7,560.67	\$ 6,661.05
Bank Service Charges (Sep 2021- Mar 2022)			\$ 42.25	\$ 6,618.80
		\$ 17,151.35	\$ 15,245.70	\$ 6,618.80

fees \$ 10,955.00

fundraising \$ 4,234.25

Skate Canada Fees paid by Club and Coaches

\$ 3,448.28

\$ 1,905.65

Mar 4 50/50 Money In	\$ 540.00	
Mar 4 50/50 paid out		\$ 270.00
Mar 4 Cash for virtual 50/50 & raffles	\$ 468.25	
Dress Rehearsal Admission donations	\$ 268.10	
Fees paid by cash	\$ 620.00	
Cash Donation	\$ 314.00	
Comp Fees paid by cash	\$ 80.00	
Test Fees paid by cash	\$ 80.00	
Total Cash Deposited	\$ 2,100.35	

[illegible]

## 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: February 15, 2023 Date Received: \_\_\_\_\_

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Hope for Health Society			
Mailing Address	City	Province	Postal Code
Box 356	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>		
S-0062686			
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
President	Greta Goddard	250-783-0855	
Treasurer	Colleen Gillie	250-783-1044	
Secretary	Amber Norton	250-783-9414	
Board Member	Starr Gauthier	250-783-8999	
Board Member	Sean Bailie	250-783-0570	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Greta Goddard			
Mailing Address	City	Province	Postal Code
Box 687 10602 Osborne St.	Hudson's Hope	BC	V0C 1V0
Work Telephone	Home Telephone	Cell Telephone	Email Address
250-783-0855		250-783-0855	rgfequet@pris.ca

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



ORGANIZATION INFORMATION			
<b>Describe the purpose of your organization:</b>			
The mandate of Hope for Health Society is to			
a. to promote health and wellness in Hudson's Hope and surrounding area by creating awareness about healthy options; in part by making these available, affordable and accessible.			
b. to increase physical activity as a lifestyle choice			
c. to reduce the use and consumption of tobacco and alcohol products			
d. to educate our citizens on proper nutrition, and			
e. to develop and support health-oriented events and activities			
f. to raise awareness, promote and educate on environmental health; including protecting and advocating for green space for responsible public use that fits Hope for Health Society's mandate			
<b>User Statistics</b>			
1. <u>500+</u> The number of persons that are served by your organization annually.			
2. <u>9</u> The number of members in your organization/society.			
<b>Is the organization run by volunteers, paid staff or a combination of both?</b>			
1. <u>40-50</u> 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. n/a			
	<b>Number</b>	<b>Title</b>	<b>Paid Hours Per Year</b>





HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

[illegible]

**Describe the reason for your grant application:**

Please see attached document for the description.

**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.

*Greta Goddard*

Signature of Applicant

February 13, 2023

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**

## Reason for Request for DOHH Financial Aid Grant 2023

H4H was incorporated as a Society in 2014. Start up funding was provided by Northern Health. In accordance with its purposes (see above), H4H has hosted healthy meal events, sponsored cooking classes, organized physical activities, physical fitness classes, and helped to fund other local groups (over \$10,000 was contributed to the Hudson's Hope School, the Hudson's Hope Ski Association, the District of Hudson's Hope and the Bullhead Mountain Curling Club). H4H has secured grant funding and instituted a before and after school program at Hudson's Hope School. With funding, Hope for Health was able to hire five students to assist and provide a BCRPA High Five training. We have also supported a breakfast program that provides nutritional easy access breakfasts at Hudson's Hope School. This program continues to run, despite the pandemic. In September 2014, the Hope for Health Society ("H4H") first held That Dam Run – a 10- mile run/walk on pavement and trails. 46 participants registered for this event and weather conditions were perfect. The 2015 TDR was again held in September and a 5 km run/walk was added as a separate event; but the weather was brutal – snow and a cold wind. There were 102 registered ranging from 87 to 7 years of age. In 2016, the third annual run, attracted 111 runners. In 2017, we had 124 registered participants and perfect conditions. In 2018, our numbers dropped slightly to 110. But overall, we feel that this event is gradually gaining ground. The year 2019 saw another successful event with approximately 115 participating. Unfortunately, like so many other events, That Dam Run was cancelled in 2020 and, again, in 2021 due to PHO Covid-19 pandemic restrictions. We were on track for the 2022 TDR, but, unfortunately, the event had to be switched to a virtual run due to the Battleship Wildfire. Fingers crossed, we will remain resilient and strive to host the event in 2023 with the aim of attracting 150-200 participants.

All participants must agree to waive all liability and save harmless the organizations which have any involvement in this event; and the municipality is included as an indemnified party.

Hope for Health is requesting a \$2500 monetary donation to help cover costs of this event that include insurance, registration costs, on site medical emergency costs, route roving emergency needs, assistance for water and safety check stations, bus transportation, food coverage, supplies, fuel cost for pre-run set up and post-run clean-up, runners' bibs, medals, t-shirts, and prizes (local honey) Hope for Health Society is also requesting from the municipality the in-kind contribution of equipment and labour:

- to borrow some orange safety cones and a couple of stop/slow signs
- to utilize District of Hudson's Hope's office equipment/resources: printer/photocopier
- to have the porta-potties transported from Butler Ridge Energy Services or other donating company to the race site and returned post event
- to borrow the large sandwich boards for signage
- media and publicity support

ASSETS	
<b>Current Assets</b>	
NPSCU Chqing 952	\$ 135.39
NPSCU Equity Shares	\$ 30.70
Grant money in transit	\$ -
<b>Total Current Assets</b>	<b>\$ 166.09</b>

LIABILITIES	
<b>Current Liabilities</b>	
Deferred grant monies rec'd this year	\$ -
Accounts Payable (Due to CRA & WCB)	\$ -
<b>Total Current Liabilities</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ -</b>
<b>EQUITY</b>	
<b>Equity</b>	
Unspent Funds - Previous Year	\$ 555.83
Current Earnings	-\$ 389.74
<b>Total Equity</b>	<b>\$ 166.09</b>
<b>TOTAL EQUITY</b>	<b>\$ 166.09</b>
<b>LIABILITIES AND EQUITY</b>	<b>\$ 166.09</b>



NUMBER: S -0062868

# CERTIFICATE OF GOOD STANDING

*SOCIETIES ACT*

*I Hereby Certify that HOPE FOR HEALTH SOCIETY, a society duly incorporated under the laws of the Province of British Columbia is, according to the records of this office, an existing society and is, with respect to filing of returns, in good standing.*



*Issued under my hand at Victoria, British Columbia,  
on January 20, 2023*

**T.K. SPARKS**  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA



Number: S-0062868

# CERTIFICATE OF INCORPORATION

*SOCIETY ACT*

***I Hereby Certify that HOPE FOR HEALTH SOCIETY*** was incorporated under the *Society Act* on July 14, 2014 at 03:03 PM Pacific Time.



*Issued under my hand at Victoria, British Columbia,  
on July 14, 2014*

CAROL PREST  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA

**Hope For Health Society**  
**Income Statement 01-04-2021 to 31-03-2022**

**REVENUE**

**Revenue**

Grant Funding	750.00
Donations Revenue	0.00
Fund Raising Revenue	0.00
Event Revenue	0.00
Interest Revenue	0.31
<b>Total Revenue</b>	<u>750.31</u>

**TOTAL REVENUE** 750.31

**EXPENSE**

**Expenses**

Accounting & Legal	315.00
Bank Charges & Interest	147.01
Advertising & Promotions	0.00
Business Fees & Licenses	40.00
Commissions on Event Registration	0.00
Donations Expense	0.00
Event Supplies, Small Equip & Materials	0.00
Honorariums	0.00
Insurance	0.00
Office Supplies/Postage/Admin	0.00
Other Subsidies	0.00
Travel Costs	0.00
Venue Rent	0.00
Wage/Contract Costs	638.04
<b>Total Expenses</b>	<u>1,140.05</u>

**TOTAL EXPENSE** 1,140.05

**NET INCOME** -389.74

**Hope For Health Society**  
**Projected Operating Budget 01-04-2022 to 31-03-2023**

**REVENUE**

**Revenue**

Grant Funding	14,350.00
Donations Revenue	0.00
Event Revenue	3,200.00
<b>Total Revenue</b>	<u>17,550.00</u>

**TOTAL REVENUE**

17,550.00

**EXPENSE**

**Expenses**

Accounting & Legal	1,200.00
Bank Charges & Interest	150.00
Advertising & Promotions	100.00
Business Fees & Licenses	120.00
Commissions on Event Registration	240.00
Event Supplies, Small Equip & Materials	4,500.00
Honorariums	1,600.00
Insurance	1,270.00
Office Supplies/Postage/Admin	1,500.00
Venue Rent	800.00
Wage/Contract Costs	5,000.00
<b>Total Expenses</b>	<u>16,480.00</u>

**TOTAL EXPENSE**

16,480.00

**NET INCOME**

1,070.00



**Hope For Health Society**  
**Projected Operating Budget 01-04-2023 to 31-03-2024**

**REVENUE**

**Revenue**

Grant Funding	20,000.00
Donations Revenue	0.00
Memberships	600.00
Event Revenue	3,300.00
<b>Total Revenue</b>	<u>23,900.00</u>

**TOTAL REVENUE** 23,900.00

**EXPENSE**

**Expenses**

Accounting & Legal	500.00
Bank Charges & Interest	150.00
Advertising & Promotions	200.00
Business Fees & Licenses	120.00
Commissions on Event Registration	250.00
Event Supplies, Small Equip & Materials	6,000.00
Honorariums	3,000.00
Insurance	1,300.00
Office Supplies/Postage/Admin	2,000.00
Venue Rent	2,500.00
Wage/Contract Costs	6,000.00
Website	2,000.00
<b>Total Expenses</b>	<u>24,020.00</u>

**TOTAL EXPENSE** 24,020.00

**NET INCOME** -120.00

### APPLICATION FOR A GRANT

Date: February 13th, 2023

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

GENERAL INFORMATION			
Official Name of Non-Profit Organization Hudson Hope Lions Club			
Mailing Address PO Box 444	City Hudson's Hope	Province BC	Postal Code V0C 1V0
SOCIETY INFORMATION			
Society Registration Number  S0017197	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	
President	Shawn Shepherd	1-778-204-0325	
Secretary / Treasurer	Travous Quibell	1-250-783-0675	
See Attached List			
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name Shawn Shepherd			
Mailing Address 9525 Matt Boe Avenue	City Hudson's Hope	Province BC	Postal Code V0C 1V0
Work Telephone	Home Telephone	Cell Telephone 1-778-204-0325	Email Address shawnshepherd@contractor.net

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:

See Attached

#### User Statistics

1. 1000 The number of persons that are served by your organization annually.
2. 15 The number of members in your organization/society.

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

1. 25 the number of volunteers and 500+ 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
0		

REQUEST FOR GRANT	
<b>Describe the reason for your grant application:</b>	
See Attached	
<b>Proposal is best characterized as:</b>	
<input type="checkbox"/> Event	<input checked="" type="checkbox"/> Capital Project
<b>Participants/beneficiaries will primarily be:</b>	
<input checked="" type="checkbox"/> Youth	<input checked="" type="checkbox"/> Seniors
<input checked="" type="checkbox"/> Disadvantaged Persons	
<b>This proposal's activities can best be described as related to:</b>	
<input checked="" type="checkbox"/> Arts and Culture	<input checked="" type="checkbox"/> Recreation and Sports
<input checked="" type="checkbox"/> Environment, Social and Education	
<b>Attach the following information:</b>	
<input type="checkbox"/> Most recent <u>audited</u> Financial Statements including a Balance Sheet and Income Statement <input type="checkbox"/> Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements) <input type="checkbox"/> Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements) <input type="checkbox"/> Projected operating budget for the next year <input checked="" type="checkbox"/> 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.

*Shawn Shepherd*

Signature of Applicant

February 13th, 2023

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**



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

*T.K. Sparks*  
T.K. SPARKS

## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

NAME OF SOCIETY: **HUDSON HOPE LIONS CLUB**

Incorporation Number:

S0017197

Business Number:

80132 4112 BC0001

Filed Date and Time:

January 31, 2023 02:06 PM Pacific Time

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

10310 KYLLO ST  
HUDSON'S HOPE BC V0C 1V0

**Mailing Address:**

10310 KYLLO ST  
PO BOX 444  
HUDSON'S HOPE BC V0C 1V0

### DIRECTOR INFORMATION

**Last Name, First Name Middle Name:**

NORTHEAST, CONRAD

**Delivery Address:**

9525 MATT BOE AVENUE  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

QUIBELL, NERISSA

**Delivery Address:**

10212 TURNER CRES  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

QUIBELL, TRAVOUS

**Delivery Address:**

10212 TURNER CRES  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

SHEPHERD, SHAWN

**Delivery Address:**

10122 MACDOUGALL ST  
HUDSON'S HOPE BC V0C 1V0

## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

**Last Name, First Name Middle Name:**

SHEWFELT, KELSEY

**Delivery Address:**

9005 WALLACE AV  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

STEVENSON, SHERRY

**Delivery Address:**

BERYL PRAIRIE ROAD  
HUDSON'S HOPE BC V0C 1V0







## 2022 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **HUDSON HOPE LIONS CLUB**

Incorporation Number: S0017197

Business Number: 80132 4112 BC0001

Filed Date and Time: January 31, 2023 02:06 PM Pacific Time

Annual General Meeting (AGM) Date: June 30, 2022

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

10310 KYLLO ST  
HUDSON'S HOPE BC V0C 1V0

**Mailing Address:**

10310 KYLLO ST  
PO BOX 444  
HUDSON'S HOPE BC V0C 1V0

### DIRECTOR INFORMATION AS OF June 30, 2022

**Last Name, First Name Middle Name:**

NORTHEAST, CONRAD

**Delivery Address:**

9525 MATT BOE AVENUE  
HUDSONS HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

QUIBELL, NERISSA

**Delivery Address:**

10212 TURNER CRES  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

QUIBELL, TRAVOUS

**Delivery Address:**

10212 TURNER CRES  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

SHEPHERD, SHAWN

**Delivery Address:**

10122 MACDOUGALL ST  
HUDSON'S HOPE BC V0C 1V0



**Last Name, First Name Middle Name:**

SHEWFELT, KELSEY

**Delivery Address:**

9005 WALLACE AV  
HUDSON'S HOPE BC V0C 1V0

**Last Name, First Name Middle Name:**

STEVENSON, SHERRY

**Delivery Address:**

BERYL PRAIRIE ROAD  
HUDSON'S HOPE BC V0C 1V0

**CERTIFICATION**

I, Travous John Quibell, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



## Hudson's Hope Lions Club

### 2022 Income Statement

#### Income

General Income	\$ 5,731.63
Kitchen Income	\$ 3,450.00
Kitchen One-Time Endowment	\$ 4,800.00
Bar Income	\$ 20,719.31
Van Income	\$ 1,163.38
Savings Account Interest	\$ 206.13

<b><u>Total Income</u></b>	<b><u>\$ 36,070.45</u></b>
----------------------------	----------------------------

#### Expenses

Assistance (Outgoing Donations)	\$ 2,655.00
General Expenses	\$ 7,906.58
Kitchen Expenses	\$ 2,311.74
Bar Expenses	\$ 11,836.51
Van Expenses	\$ 6,493.68

<b><u>Total Expenses</u></b>	<b><u>\$ 31,203.51</u></b>
------------------------------	----------------------------

<b><u>Profit (Loss)</u></b>	<b><u>\$ 4,866.94</u></b>
-----------------------------	---------------------------

## Hudson's Hope Lions Club

### 2022 Statement of Financial Position

#### Current Assets

Cash on Hand	\$	150.00
Chequing Account	\$	8,148.65
Kitchen Account	\$	6,822.76
Van Account	\$	31,556.96

**\$ 46,678.37**

#### Non-Current Assets

Lions Van	\$	65,000.00
Deep Fryer	\$	1,200.00
Meat Slicer	\$	1,000.00
Kitchen Assets	\$	30,000.00

**\$ 97,200.00**

#### Total Assets

**\$ 143,878.37**

# Hudson's Hope Lions Club Kitchen Trailer

---



## Project Summary

- The Hudson's Hope Community Hall Replacement will see the Kitchen become unavailable for an unspecified period of time
- The Community Lacks an emergency kitchen at the Airport, which is our designated muster point during a local emergency
- A Mobile Kitchen would be an incredible asset for community events such as Canada Day Celebrations

# Proposal

- The Hudson's Hope Lions Club proposes to purchase a Turnkey 16 Foot Kitchen Trailer in partnership with the District of Hudson's Hope
- The Kitchen Trailer would be cared for by the Hudson's Hope Lions Club and available to the District of Hudson's Hope for event and emergency use as a jointly owned asset.
- The Hudson's Hope Lions Club would operate the asset to recover the cost of Insurance, Licensing and Permitting

## Trailer Description

- 16 Foot Length, 8 Foot Width
- Stainless Steel Walls, Ceiling and Diamond Checker plate Floor
- 8 Foot Exhaust Hood with Fan on Roof
- Automatic Fire Suppression System
- All Propane and Electrical Installed
- Generator and Propane Box on Front of Trailer
- 5x4 Foot Service Window with Hydraulic and Spring lifters
- Folding Table Outside

## Kitchen Amenities

- Double Burner Stove
- 24 Inch Flat Top Grill
- Double Basket Deep Fryer (In addition to the one we already own)
- 30 Inch Fridge/Freezer Combo
- Single Hand Wash Sink and Triple Dish Sink
- Water Pump
- 6 Gallon Hot Water tank
- 131 Litre Fresh Water and 170 Litre Gray Water Tanks



## Project Cost

- The total cost of the Kitchen Trailer is approximately \$65,000 plus GST
- The Hudson's Hope Lions Club is contributing funds
- The Hudson's Hope Lions Club is fundraising through additional sources, sending Donation letters to local organizations and businesses
- Our time line is flexible, as we will not immediately be without a functioning kitchen. We do however want to capitalize on the lead time that we have, as trailer orders can take time to build.



**Hudson's Hope Lions Club  
PO Box 444  
Hudson's Hope, BC V0C 1V0**

---

January 2023

To Whom It May Concern:

The Hudson's Hope Lions Club is embarking on a fundraising campaign to purchase a mobile kitchen trailer for the benefit of our community, and we are seeking your assistance to raise the funds necessary to make this project a success!

Currently the Hudson's Hope Community Hall is the home of the Lions Club, and contains the only complete and publicly available commercial kitchen in the community. We are working to ensure that the Hudson's Hope Lions Club and other community organizations will be able to continue to function during the future replacement of the Hudson's Hope Community Hall.

Additionally, this mobile kitchen will serve as a key piece of emergency infrastructure in our community. In partnership with the District of Hudson's Hope and Hudson's Hope Fire Rescue this will help to ensure the safety and security of our community through emergency preparedness.

Your donation will go directly towards funding the capital cost of purchasing a brand new, modern, Northern Health Certified, 16 foot mobile kitchen trailer.

Thank you very much for your support.

Warmest regards,

Shawn Shepherd  
President  
Hudson's Hope Lions Club  
1-250-783-0675

Darren Kahl  
Executive Vice President  
Site C Clean Energy Project  
P.O. Box 49260  
Vancouver, B.C. V7X 1V5

March 1, 2023

Mayor Dave Heiberg  
District of Hudson's Hope

Sent via email

**Re: Notice of Site C Construction Activities: April – June 2023**

Dear Mayor Heiberg,

As part of our engagement with Indigenous Nations, we provide regular updates and information on construction activities. This letter describes work planned from April 1 to June 30, 2023.

**For the upcoming period, construction at Site C will focus on:**

- Preparation for possible reservoir filling in fall 2023.
- Progression of earthworks at the dam site.
- Construction of the powerhouse and spillways.
- Construction of the spillway and intake gates and hoists.
- Installation of headwork and tailrace gantry cranes.
- Continue construction of the generators and turbines.
- Continue with the balance of plant (mechanical, electrical, architectural scopes).
- Installation of steel piles as part of the right bank foundation enhancement work.
- Construction of the approach channel.
- Construction of the tailrace channel.
- Construction of fish habitat, including vegetation and tree clearing.
- Construction of the permanent fishway facility.
- Highway 29 decommissioning at Cache Creek, Halfway River, Farrell Creek, Dry Creek and Lynx Creek.
- Removal of decommissioned utility poles and waste soil along the existing highway.
- Construction of recreational sites/boat launches at Hudson's Hope, Halfway River, and Lynx Creek.
- Upgrading of DA Thomas Road to a two-lane road to access the Hudson's Hope recreational site.

- Reclamation of Portage Mountain Quarry.
- On-call archaeological studies, as required.
- Excavation, hauling and road maintenance activities to access aggregate sources (Howe Pit, Area E and Area 24).
- Vegetation clearing for the construction of access roads on the south bank of the Peace River, east of the dam site, to support the creation of fish habitat, including some in-river excavation.
- Vegetation clearing of the reservoir area.

For all activities described in this letter, the [necessary approvals](#) will have been obtained before work begins. Geotechnical site investigations, air quality monitoring, heritage and other field studies are ongoing. We'll continue to provide [annual field study notices](#) of these activities.

For the safety of the public and workers, please use caution when hunting, shooting, or setting traps in Site C project areas.

## Dam site

- **Access roads:**
  - Crews will continue to maintain dam site access roads and existing south bank resource roads, including petroleum development roads.
- **Headpond:**
  - The Peace River was diverted in September 2020. During the river diversion phase, water accumulates behind the upstream cofferdam in what is called a headpond. The headpond begins at the dam site and could extend as far back as 15 kilometres – or approximately up to Cache Creek.
  - This means water levels could rapidly rise in areas upstream of the dam site.
  - The Peace River remains closed both upstream and downstream of the dam site; caution should be exercised at the shoreline.
  - The debris boom on the Peace River will be reinstalled in the spring. The debris management structures on the Moberly River capture floating debris and prevent it from impacting construction and diversion tunnel operations.
- **Main Civil Works:** Construction activities include:
  - Excavation of the approach channel.
  - Relocation of excavated material to disposal areas on the north and south banks of the river at the dam site area.
  - Excavation and hauling of aggregate from area E.
  - Excavation, hauling and stockpiling of aggregate within the dam site.
  - Construction in the left bank drainage adit and right bank drainage tunnel.
  - Rail delivery of riprap to site and placement on the dam, tailrace, and approach channel.
  - Removal of the right bank cofferdam.
  - Removal of the Moberly River construction bridge.

- Drilling and grouting on the dam and dam abutments.
- Installation of the permanent debris booms and boom anchors.
- Haul road realignments.
- **Permanent fishway facility**
  - Construction of the permanent fishway will continue.
- **Generating Station and Spillways & Right Bank Foundation Enhancements:**
  - Installation of steel piles as part of the right bank foundation enhancements. The piles extend the foundation further into the bedrock.
  - Grouting in the approach channel and foundation preparation, mud slabs and backfill.
  - Concrete works in the approach channel.
  - Construction of the tailrace channel.
  - Construction of the spillway and intake gates and hoists.
  - Installation of headwork and tailrace gantry cranes.
  - Concrete will continue to be placed in powerhouse intake areas.
  - Construction of the spillway stilling basin will continue.
  - Transition block and spillway headworks construction will continue.
- **Turbines and Generators:**
  - The first generator rotor is installed into the powerhouse and the first unit is expected to be substantially complete.
  - The second turbine runner will be installed.
  - Turbine and generator components will continue to be delivered safely to site. Installation of the turbine and generator components in the powerhouse will continue.
  - Assembly of generator components will continue inside the powerhouse main service bay.
- **Balance of Plant:**
  - Electrical and mechanical equipment components will continue to be delivered safely to site.
  - Installation of electrical and mechanical equipment inside the powerhouse will continue.
  - Construction of control rooms and office space within the powerhouse will continue.
- **Transmission Lines:**
  - Construction of three 500 kilovolt transmission lines between the Site C substation and the Site C generating station will continue.

## Public roads and highways

- **Highway 29**

- **Cache Creek:** Bridge and highway construction will resume to complete paving.
- **Farrell Creek:** Bridge construction is complete. Some excavation work will occur to replace riprap around the bridge piers.
- **Halfway River:** Road maintenance, signage installation and concrete barrier placement will take place in order to open the bridge to traffic. Construction will also be underway on the intersection for the Halfway River boat launch.
- **Lynx Creek:** Construction of the highway realignment will resume to complete the highway segment, including paving.
- **Decommissioning:** Decommissioning of existing highway alignments at Cache Creek, Halfway River, Farrell Creek, Dry Creek, and Lynx Creek will take place. This will include the removal of the old Lynx Creek and Cache Creek bridges.
- **Decommissioning of existing distribution lines:** Decommissioning and removal of remaining portions of distribution and Telus lines along the existing highway segments in Lynx Creek and Cache Creek, including removal and disposal of waste soil.

## Reclamation

- Reclamation, which helps restore areas to pre-construction state, will continue.
- Activities include roughening of soils, placement of coarse woody debris, and planting of seedlings or seeding.

## Peace River/reservoir

- **River closure:** A short section of the Peace River is permanently closed at the dam site as construction is underway on the earthfill dam.
- **In-river debris management systems:** Debris management structures are in place on the Moberly River. The boom on the Peace River will be reinstalled.
- **Fish habitat construction:** Access road maintenance and fish habitat construction work will occur near the Wilder Creek area.
- **Old Fort fish habitat area:** Removal and recontouring of the construction bridge abutments near Old Fort will occur, as well as restoration of the construction area.
- **Channel contouring:** Channel contouring for the construction of fish habitat will occur, including some in-river excavation and hauling of aggregates to the dam site.
- **Archaeology:** On-call archaeological studies, as required, anywhere on the project.
- **Reservoir clearing:** Clearing activities continue and will include road construction, logging, hauling timber to local mills, and brushing previously cleared areas.
- **Removals:** Environmental clean-up of found contamination will take place. Acquired residences and structures located within impact lines will be removed or relocated. Fences on acquired properties will be removed.
- **Surveys and site investigations:** Will occur within the footprint of the reservoir area.

## Hudson's Hope shoreline protection

- The Hudson's Hope shoreline protection berm is complete.
- Upgrading of D.A. Thomas Road, including the construction of a retaining wall, will occur.

- Construction of a recreational site, including small craft launch, will begin.

### Boat launches at Lynx Creek and Halfway River

- Construction of the new Halfway River and Lynx Creek boat launches will continue.
- The existing boat launches at Lynx Creek and D.A. Thomas are closed for public use. The existing boat launch at Halfway River will remain open through the summer season with gravel road access.

### Transmission works

- **Access road maintenance and tower site stabilization:** Road maintenance on access roads will occur, to ensure environmental compliance along the transmission line. Work will occur at two transmission tower sites to stabilize embankments adjacent to the towers.

### Production and transport of materials

- **85th Avenue Industrial Lands:** Till materials for the dam may continue to be quarried and stockpiled for transport.
- **Conveyor belt system:** The operation of the conveyor system will resume in the spring.
- **Howe Pit:** Materials will be excavated and used to develop a laydown area at Howe Pit.
- **Area E:** Materials will be excavated and hauled to the dam site.

### Environmental Assessment Certificate

Environmental Assessment Certificate #E14-02 for the project consists of Schedule A, the project description, and Schedule B, the conditions under which the project must be built and operated. If we wish to make a change to either Schedule A or Schedule B of the Environmental Assessment Certificate, we are required to submit a written request to the Environmental Assessment Office, which then consults with regulatory agencies, Indigenous groups and/or the public on the request and issues a written decision.

To date, we have requested and been granted nine amendments to the Environmental Assessment Certificate. These are:

- Amendment 1 – regarding design changes to the generating station and spillways.
- Amendment 2 – regarding design changes to the Halfway River Bridge within the Halfway River Highway 29 realignment.
- Amendment 3 – regarding the use of West Pine Quarry, in addition to the already approved Portage Mountain Quarry, as a source of quarry and excavated material for the construction of the Highway 29 realignment, Hudson's Hope shoreline protection, and areas along the reservoir requiring protection during reservoir filling.
- Amendment 4 – regarding the selective use of mechanical clearing in riparian zones during reservoir clearing when it is unsafe to undertake manual clearing.
- Amendment 5 – regarding a change in the alignment of Highway 29 at Cache Creek.
- Amendment 6 – regarding the expansion of the worker accommodations camp within the dam site area.
- Amendment 7 – regarding changes to the designs of Highway 29 crossings at Farrell, Dry and Lynx Creeks.



- Amendment 8 – regarding the use of a borrow source located east of the Halfway River for the construction of reservoir clearing access roads.
- Amendment 9 – regarding the relocation of a boat launch from Cache Creek to a location east of Halfway River.

### Water Licences and Leaves to Commence Construction/Diversion

We hold Water Licences for the diversion and use of water, the storage of water, and for the temporary and permanent fish passage facilities. During construction, we will apply for a series of Leaves to Commence Construction under the Water Licences to construct project works or components of project works. Construction-related activities under the Leaves to Commence Construction are also independently reviewed by the Independent Engineer and the Independent Environmental Monitor as required by the Water Licences.

To date, we have obtained Leaves to Commence Construction for:

- Initial works.
- Relocated surplus excavation material storage areas.
- North and south bank excavations.
- South bank stage 1 cofferdam.
- Clearing of the eastern reservoir.
- North bank cofferdams and diversion tunnel works.
- Roller-compacted concrete buttress foundation preparation and roller-compacted concrete placement.
- Geotechnical investigations for the Hudson's Hope shoreline protection.
- Earthfill dam excavation, foundation preparation, fill placement and approach channel foundation preparation and placement.
- Generating station civil works and spillways civil works.
- Construction of the temporary fish passage facility.
- Stage 2 cofferdams and river diversion, including debris boom facilities on the Peace and Moberly Rivers.
- Water licences for temporary and permanent fish passage facilities.
- Middle reservoir clearing.
- Western reservoir clearing.
- Hudson's Hope berm construction.
- Turbines and generators installation.
- Balance of plant.
- Hydromechanical works and gantry cranes.
- Right bank foundation enhancements.

We also obtained a Leave to Commence Diversion in June 2020, covering placement of the rockfill berm into the Peace River, diversion of water through the diversion tunnels, and



construction of the stage 2 cofferdams. A separate Leave to Commence Diversion was also issued in August 2020, authorizing the commissioning of the temporary fish passage facility.

### Notice of completed activities

The following work, described in previous notifications, is complete or is anticipated to be complete by the date of issuance of this letter:

- Improvements to public roads in the vicinity of the dam site area.
- Worker accommodation lodge.
- Site C public viewpoint.
- Fish habitat enhancements downstream of the dam site.
- 50 affordable housing units in Fort St. John.
- River diversion.
- Site C substation.
- Two transmission lines connecting Site C to Peace Canyon, and Peace Canyon switchgear upgrades.
- Temporary fish passage facility.
- Placement of 1.7 million cubic metres of roller-compacted concrete in the powerhouse, spillways, and dam and core buttresses.
- Concrete buttresses for the dam core.
- 2.6 km shoreline protection berm along Hudson's Hope.
- Installation and welding of penstock segments on all units.
- 1.5 km Dry Creek section and bridge (open).
- 3.0 km Farrell Creek east section (open).
- 8.6 km Lynx Creek section and bridge (open).
- 6.0 km Cache Creek section and bridge (open).
- 2.0 km Farrell Creek section and bridge (open).
- Delivery of all six turbine runners to site.

### What to expect

During this period, the following can be expected:

- [Permanent navigation restrictions](#): Boaters no longer have access to the Moberly River and the Peace River, near the dam site now that construction is underway on the earthfill dam. Public safety signs and beacons have been installed on both banks of the Peace River, and on both sides of the dam site, to mark the active construction area.
- There will be project-related traffic on public roads leading to the dam site, transmission line corridor, reservoir, and Highway 29, as we continue to haul materials, equipment, rock, and timber. This will include increased industrial traffic on resource roads and public roads from Chetwynd leading to the site on the south bank.
- Day, night, and weekend shifts are anticipated for the duration of the project.

- Traffic control will be intermittently in place for construction and investigation activities along Highway 29. This may cause minor traffic delays. Visit [drivebc.ca](http://drivebc.ca) for the latest traffic updates.
- Noise will occur near construction areas.
- Noise and vibration will result from works in the quarries. Hauling may occur at night.
- There will be construction occurring around the Peace River at the dam site.
- There may be smoke and lower visibility in areas where wood debris burning is occurring.
- We are monitoring air quality in the Site C project area. This data is being added to the Ministry of Environment's [B.C. Air Quality Monitoring Data](#). The Ministry uses this data to report on air quality trends. In the event of poor air quality, the Ministry will release air quality advisories through a notification list. This notification list currently includes the regional media, various public and private sector offices, as well as members of the public. If you're interested in being part of this notification list, please email [sitec@bchydro.com](mailto:sitec@bchydro.com).

### Learn more

We're committed to providing you with information about Site C construction activities and have established several ways that you can learn more about the project.

We would be happy to discuss the upcoming work in more detail, report on results of field studies and implementation of mitigation plans and discuss how best to communicate with your community.

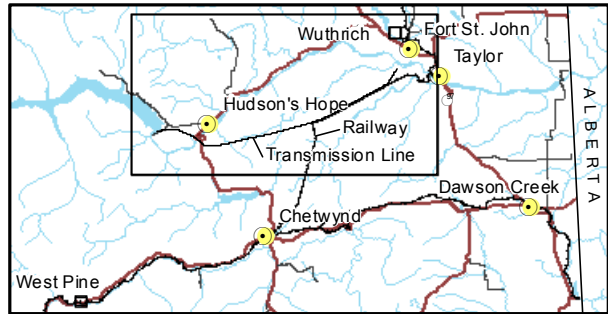
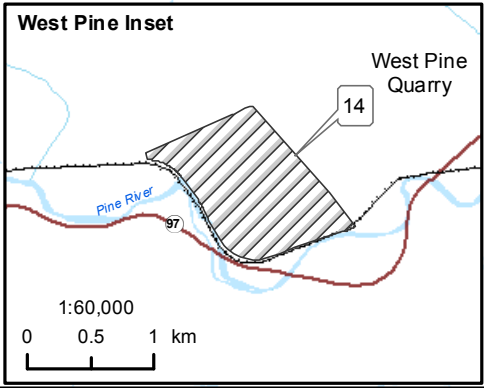
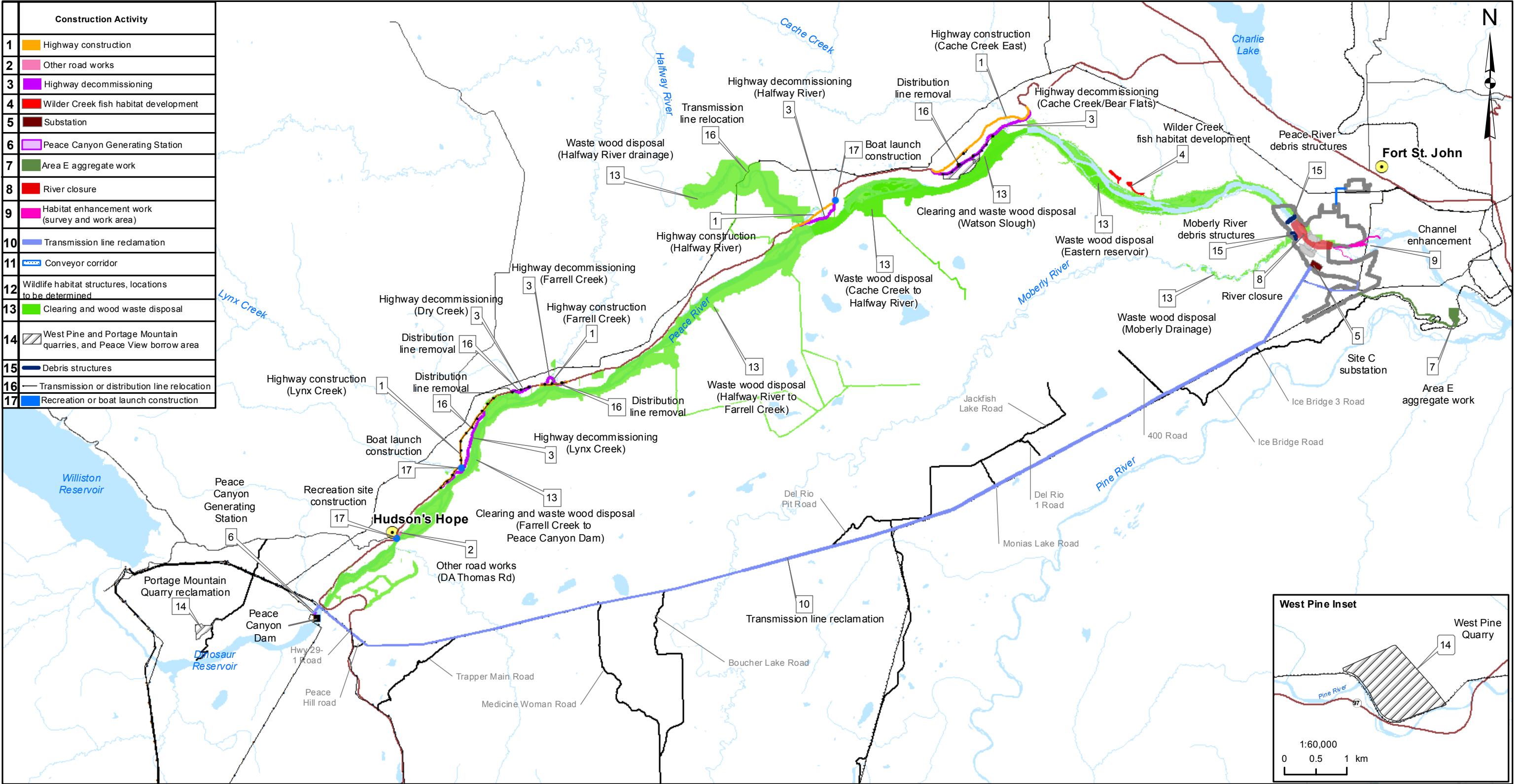
Kindest regards,



Darren Kahl

c: Mokles Rahman, CAO  
Jeanette McDougall, Corporate Officer

	Construction Activity
1	Highway construction
2	Other road works
3	Highway decommissioning
4	Wilder Creek fish habitat development
5	Substation
6	Peace Canyon Generating Station
7	Area E aggregate work
8	River closure
9	Habitat enhancement work (survey and work area)
10	Transmission line reclamation
11	Conveyor corridor
12	Wildlife habitat structures, locations to be determined
13	Clearing and wood waste disposal
14	West Pine and Portage Mountain quarries, and Peace View borrow area
15	Debris structures
16	Transmission or distribution line relocation
17	Recreation or boat launch construction



Map Notes:  
1. Datum: NAD83  
2. Projection: UTM Zone 10N  
3. Base Data: Province of B.C.

The construction activities presented in this map are indicative only and may change as a result of procurement and project planning advancements.

1:250,000012.5 km

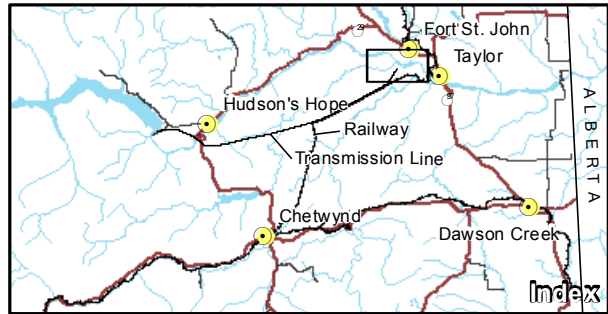
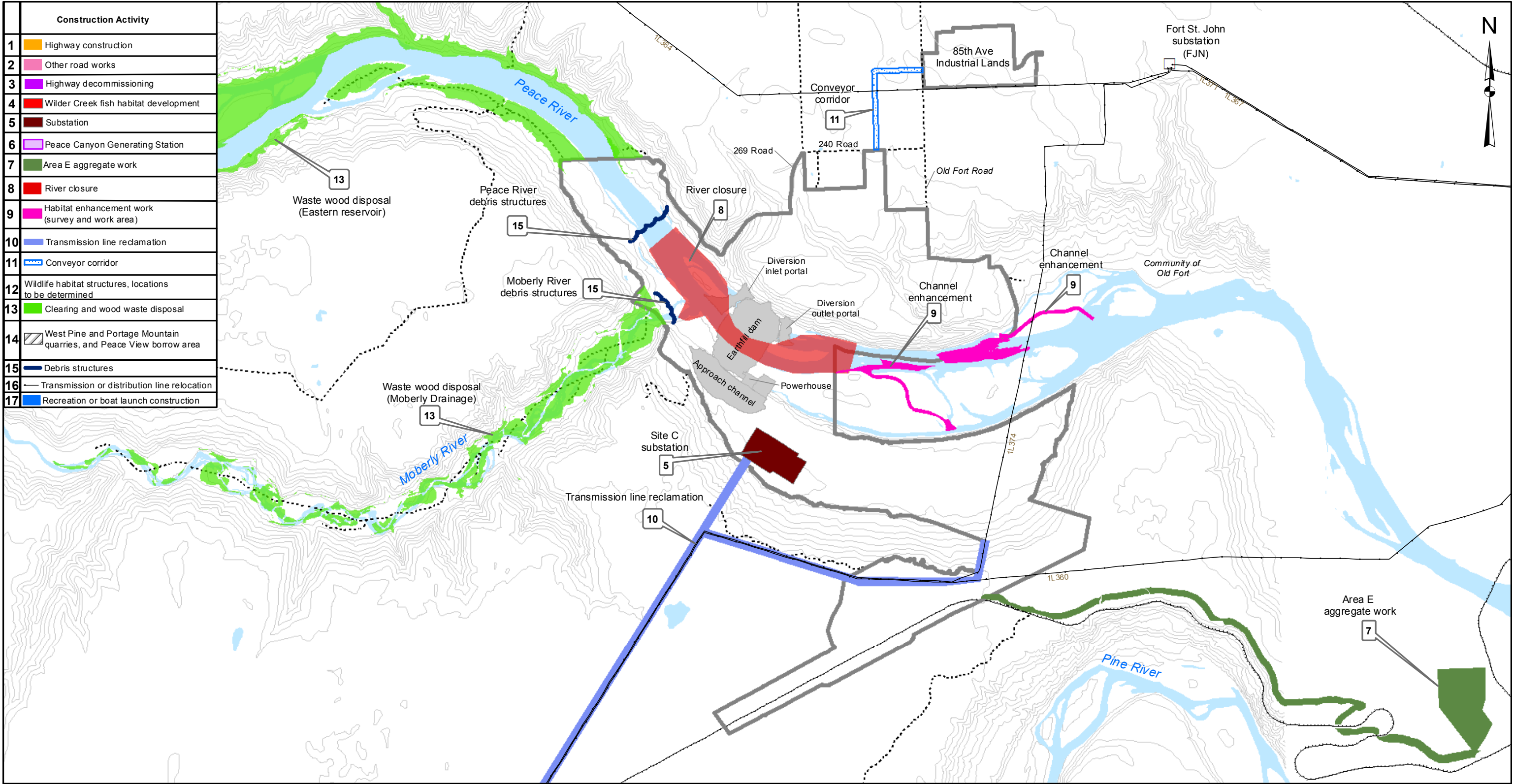
BC Hydro

Construction Activities  
April 1st to June 30th 2023

Date	Feb. 24, 2023	DWG NO	1016-N11-01716-1	R 0
------	---------------	--------	------------------	-----



	Construction Activity
1	Highway construction
2	Other road works
3	Highway decommissioning
4	Wilder Creek fish habitat development
5	Substation
6	Peace Canyon Generating Station
7	Area E aggregate work
8	River closure
9	Habitat enhancement work (survey and work area)
10	Transmission line reclamation
11	Conveyor corridor
12	Wildlife habitat structures, locations to be determined
13	Clearing and wood waste disposal
14	West Pine and Portage Mountain quarries, and Peace View borrow area
15	Debris structures
16	Transmission or distribution line relocation
17	Recreation or boat launch construction



Map Notes:  
1. Datum: NAD83  
2. Projection: UTM Zone 10N  
3. Base Data: Province of B.C.

The construction activities presented in this map are indicative only and may change as a result of procurement and project planning advancements.

1:50,00002 km

BC Hydro

Construction Activities  
April 1st to June 30th 2023  
(Dam Site Area)

Date	Feb. 24, 2023	DWG NO	1016-N11-01716-2	R 0
------	---------------	--------	------------------	-----

February 22, 2023

District of Hudson's Hope  
PO Box 330  
Hudson's Hope, BC V0K 1V0

**Attention: Dave Heiberg  
Mayor**

**Subject: Pool Rehabilitation  
Recreation Infrastructure Program  
Northern Development Project Number 8281 60**

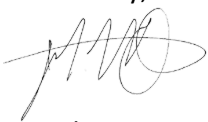
Northern Development Initiative Trust was created by the Province to be a catalyst for central and northern B.C. to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

I am pleased to advise you that the Recreation Infrastructure application from the District of Hudson's Hope for the 'Pool Rehabilitation' project was approved for a grant up to \$187,500 from the Northeast Regional Development Account on February 22, 2023.

This approval is open for a period of 12 months from the date of approval, during which we expect a funding agreement signed with Northern Development and the project commenced. Our staff will be in touch with you regarding the funding agreement. It is important to note that the agreement must be signed prior to starting the project and expenses incurred prior to signing the agreement will not be reimbursed. Grant funds must be used in accordance with the budget in the signed agreement. No changes in the budget or scope of the project may be made without prior written approval from Northern Development.

We wish you every success and look forward to seeing the positive impact your project has on the local economy.

Sincerely,



Joel McKay  
Chief Executive Officer

c: Mokles Rahman, Chief Administrative Officer, District of Hudson's Hope

# LIDSTONE & COMPANY

## BARRISTERS AND SOLICITORS

### MEMORANDUM

**TO:** Clients  
**FROM:** Recky Lai  
**DATE:** February 15, 2023  
**RE:** Decriminalization  
**FILE:** 99999 - 044

---

The aim of this bulletin is to provide an overview of the federal exemption granted to the Province of BC to decriminalize the possession of certain illegal drugs. We also flag some impacts and risks this exemption may create for local governments.

#### 1. Overview of the Exemption

In response to a request from the Province of British Columbia and pursuant to subsection 56(1) of the *Controlled Drugs and Substances Act (CDSA)*, the Federal Government has issued a “class exemption” from the prohibition on possession of certain controlled substances in subsection 4(1) of the *CDSA*. The exemption is in effect from January 31, 2023 to January 31, 2026 and enables adults (18 years of age and older) in BC to possess up to a cumulative total of 2.5 grams of opioids (such as heroin, morphine, or fentanyl), cocaine, methamphetamine, or MDMA for personal use (the “Exemption”). Under the Exemption, adults found in possession of the listed substances will not be subject to criminal charges but will be provided with information on available local health and social services. The Exemption is only applicable if the possession of the illegal substance is for personal use with no intention to traffic.

The Exemption does not apply in respect to childcare facilities, K-12 school premises, airports, or a motor vehicle or watercraft operated by a minor regardless of whether the motor vehicle or watercraft is in motion. Further, if the illegal substance is possessed on rail transportation, in a motor vehicle or on watercraft, the illegal substance must not be readily accessible to the driver or operator. The Exemption also does not apply to a Canadian Armed Forces member who is subject to the Code of Service Discipline.

#### 2. Impacts on Local Government

Local governments have no “direct” jurisdiction over illicit drugs. The federal government has sole jurisdiction to regulate in relation to criminal law and legislation with respect to the possession and use of illicit drugs falls under the

VANCOUVER OFFICE:  
#1300 - SUN TOWER - 128 PENDER STREET WEST  
VANCOUVER, BC V6B 1R8

CALGARY OFFICE:  
BOW VALLEY SQUARE 2, #3300 - 205 5TH AVENUE, SW  
CALGARY, AB T2P 2V7

TOLL FREE 1.877.339.2199 - TELEPHONE 604.899.2269 - FACSIMILE 604.899.2281

criminal law power. In other words, the federal government has sole authority over what conduct with respect to illicit drugs is criminal.

Although the federal government has exclusive jurisdiction over criminal law, local governments do have powers to create bylaws regarding matters that may have incidental effects on federal criminal law power if those bylaws have a valid municipal purpose and do not make it impossible for a citizen to comply with the federal law. This would include regulating businesses, prohibiting sales of the drugs, regulating smoking, and regulating nuisances and littering in public places. Section 8(3) of the *Community Charter* is authority for these regulatory bylaws. The bylaws must be crafted with care to ensure they do not frustrate the purpose of the federal law.

### **3. Risks to Local Governments related to Legislating Illegal Substances.**

#### **a. *Paramountcy***

Paramountcy is a constitutional doctrine that is invoked in cases where there is a conflict between federal and provincial (which includes local government) law. Where a qualifying conflict exists, the federal law prevails and can trump a municipal bylaw to the extent of the inconsistency. There are two types of conflicts that could trigger the paramountcy doctrine: 1) where it is impossible to comply with both the federal and provincial/municipal enactments and 2) where compliance with both enactments is possible but compliance with the provincial/municipal law undermines the federal law.

Arguably, where the federal government has given express permission to possess certain types and quantities of illicit drugs, but a local government bylaw precludes that very activity, it is arguable that the bylaw would frustrate the purpose of the federal law, such that the bylaw would not apply.

#### **b. *Human Rights Code/Charter of Rights and Freedom***

Bylaws that limit the consumption, sale, or possession of illegal substances could create challenges under the *Human Rights Code* (the “*Code*”) or the *Canadian Charter of Rights and Freedom* (the “*Charter*”). Bylaws related to illegal substances could be seen to have disproportionate impacts on people experiencing homelessness or certain racial groups, which could lead to challenges under the *Code* or the *Charter*.

Enforcement of bylaws related to illegal substances could also result in challenges under the *Code* or the *Charter*. While local governments have discretion over how bylaws are enforced, they cannot exercise that discretion in a manner that is inconsistent with the *Code*. As a result, it is possible that an individual or group could challenge a municipality’s bylaw enforcement action on the basis that it discriminates against people with addiction (which is a disability under the *Code*). Further, without authority to seize the substance an individual is consuming, bylaw enforcement officers will have difficulty determining whether the substance is one that is included under the Exemption. This could result in claims of unreasonable search and seizure under section 8 of the *Charter*.

Enforcement of the federal criminal and drug laws is expected to be under the purview of peace officers.

In sum, despite the Exemption, local governments could still regulate illicit substances; however, there may be constitutional, human rights or *Charter* concerns. We think that regulation and enforcement would be least risky under bylaws of general application, and if it remains focused on matters that squarely fall within municipal jurisdiction.





March 1<sup>st</sup>, 2023

Chris Cvik  
Special Project Coordinator  
District of Hudson's Hope  
[chris.cvik@hudsonshope.ca](mailto:chris.cvik@hudsonshope.ca)

**Subject: 2021 Census of Population – Municipality of Hudson's Hope  
(Census subdivision # 5955025)**

Dear Chris Cvik,

Thank you for your inquiry requesting a review of the 2021 Census counts for the District Municipality of Hudson's Hope. Statistics Canada has undertaken a detailed investigation and has confirmed that the population and dwelling counts for the municipality were incorrect.

The investigation involved a detailed analysis of all the documents and procedures used in census enumeration and processing. The census enumeration forms from the 2021 and 2016 Censuses were compared for each part of the municipality in order to ensure that dwellings were not missed. Maps were checked to verify current boundaries and confirm that all population and dwellings within those boundaries were correctly allocated.

Statistics Canada undertook several quality control steps during and after census data collection to identify and correct potential errors. Despite our best efforts, occasionally errors may occur. The review found that the error in counts for the District Municipality of Hudson's Hope was due to 65 private dwellings that were missed by census enumerators. Of the 65 missed private dwellings, 53 are estimated to be occupied by 117 usual residents.

As a result of this investigation, the 2021 Census population and dwelling counts for the census subdivision (CSD) of Hudson's Hope have been recompiled. The published and revised counts are shown in the following table.



## Published and Revised Counts for 2021

2021 Census	Population		Private Dwellings occupied by Usual Residents		Private Dwellings Other (unoccupied + occupied by Foreign or Temporary Residents)		Total Private Dwellings	
Census subdivision (CSD)	Published counts	Revised counts	Published counts	Revised counts	Published counts	Revised counts	Published counts	Revised counts
Hudson's Hope (DM) # 5955025	841	958	378	431	82	94	460	525

One factor that may have contributed to the decline in population since the 2016 Census includes the following: 2 collective dwellings of the census type 'hotels, motels and tourist establishments' housed usual residents in 2016 but were no longer housing usual residents at the time of the 2021 Census. Collective dwellings refer to those of a commercial, institutional, or communal nature in which a person or group of persons reside or could reside. The census enumerates both private and collective dwellings, and usual residents of collective dwellings are included in the total population. For private dwellings, the census relies on the number of people reported on questionnaires completed and returned by residents of each household as of census day, May 11<sup>th</sup>, 2021.

Finally, since temporary or foreign residents are not enumerated by the census, any private dwelling only occupied by temporary or foreign residents is considered as unoccupied and those residents are not included in the census population count.

In accordance with Statistics Canada's *Policy on response to formal review requests of 2021 Census population and dwelling counts*, a notification showing the 2021 revised population and dwelling counts for the census subdivision of Hudson's Hope will be published on the Statistics Canada website. The amended counts will be posted within the coming weeks on the page for [Population and dwelling count amendments, 2021 Census \(statcan.gc.ca\)](https://www150.statcan.gc.ca/n1/pub/92-62-x/2021001/article/00001-eng.htm).



If you require further assistance, please do not hesitate to contact Darrick Cheuk, Intercensal Manager, Western Region and Northern Territories at 780-224-5904 or by email at: [darrick.cheuk@statcan.gc.ca](mailto:darrick.cheuk@statcan.gc.ca).

Regards,

Lise Rivais  
Director, Western Region & Northern Territories  
Suite 600 – 300 West Georgia St.  
Library Square Tower  
Vancouver, BC V6B 6C7

c.c

Kathleen Assaf, Executive Director, British Columbia Stats.

## Office Admin 2

---

**From:** NCLGA <admin@nclga.ca>  
**Sent:** February 28, 2023 12:04 PM  
**Subject:** Member Notice: Community Outreach Incentive Program for EV Outreach - Funding Opportunity

Greetings NCLGA members,

For your information, please find below a funding opportunity through Emotive's Community Outreach Incentive Program 2023. For further information and/or to apply, please click on the link below (highlighted).

---

### Community Outreach Incentive Program for Electric Vehicle Outreach

Applications are open for electric vehicle (EV) education and outreach projects in B.C. communities. [Emotive](#) is an EV education and experience campaign that provides up to \$10,000 per project to enable community organizations, local governments, and companies to demonstrate the benefits of electric transportation. It's not all about personal electric cars either. Emotive funding also supports projects raising awareness for e-bikes, electric car shares, and other electric mobility options.

Read about Emotive's Community Outreach Incentive Program and apply for funding at <https://pluginbc.ca/community-outreach-incentive-program-2023/>

Typical Emotive projects include organizing test-drive (or test-ride) events, hosting Q&A sessions with local EV drivers, developing region specific resources, and producing [locally relevant videos](#). The funding program is flexible and open to other ideas as well.

This year, Emotive will prioritize projects that can show support for furthering EV awareness within northern, rural/small towns, and Indigenous communities. In past years, organizations from northern communities such as Dawson Creek, Terrace and Prince George have participated, along with other recipients across the province from the Kootenays to Vancouver Island, including the Musqueam Indian Band.

Emotive is one of a suite of programs offered under the Province of BC's CleanBC Go Electric Program. The Emotive program is funded through the Ministry of Energy, Mines and Low Carbon Innovation and is administered by the Fraser Basin Council Society.



## Funding is now open!

The Community Outreach Incentive Program provides up to \$10,000 per project to demonstrate the benefits of electric transportation in B.C.

[pluginbc.ca/outreach](https://pluginbc.ca/outreach)





[WARNING: This message is from an external source]

Eric van Soeren, Trustee  
730 Walker's Hook Road  
Salt Spring Island, B.C. V8K 1N5  
www.spmtrust.ca



Phone: 250-537-1533  
Cell: 250-526-0533  
Fax: 250-537-1534  
Email: eric@vansoeren.net

**British Columbia South Peace Mackenzie  
Economic Diversification and Stabilization Trust (SPMTrust)**

---

**Project Number: SPMT-SP-017**

Via email: chris.cvik@hudsonshope.ca

March 7, 2023:

Chris Cvik  
PO Box 330  
9904 Dudley Drive  
Hudson's Hope, BC  
V0C 1V0

Dear Chris Cvik:

**RE Hudson's Hope ATV Campground**

This letter is to inform you that your proposal to the BC South Peace Mackenzie Economic Diversification and Stabilization Trust (SPMTrust) was considered at the March 6, 2023 meeting of the South Peace Regional Advisory Committee of the SPMTrust and has been approved for assistance under the SPMTrust. The South Peace Regional Advisory Committee has recommended the provision of up to a \$125,000.00 non-repayable contribution to the District of Hudson's Hope for completion of your project. This funding will be provided under the following terms and conditions:

1. Evidence that you have completed any required federal, provincial, or municipal environmental studies and other regulatory requirements and can proceed with the project within 90 days;
2. Confirmation satisfactory to the Trustee within 90 days that all matching funding for the project has been committed by the funding partners identified in the proposal, or are provided from another source;
3. Execution by the Trustee and the District of Hudson's Hope of a Funding Agreement, a copy of which will be sent to you by email for your review;

4. The contribution to the District of Hudson's Hope to support the Hudson's Hope ATV Campground will be an accountable advance, and be disbursed in amounts that are consistent with the stage of the project being undertaken;
5. The District of Hudson's Hope will be required to provide an accounting of how the funds were spent that closely matches the projections in the project proposal. Once documentation demonstrating appropriate use of the funds has been received, your obligations will be considered to have been fulfilled; and
6. All other standard administrative conditions and controls to be applied by the SPMTrust on the project.

I wish you success in your project and will be in touch with you shortly to finalize the terms for the contribution.

Yours truly,

A handwritten signature in cursive script, appearing to read "Eric van Soeren".

Eric van Soeren  
Trustee



## THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council  
FROM: Mokles Rahman, CAO  
DATE: March 13, 2023  
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 13, 2023
    - Closed Meeting Minutes – February 27, 2023
- **Community Charter Section 90 (1) (c):**
  - (c) labour relations or other employee relations*
    - Director of Public Works Vacancy
- **Community Charter Section 90 (1) (g):**
  - (g) litigation or potential litigation affecting the municipality*
    - Summer Road – Blocked Access – Verbal update by the CAO

### 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)).

**"Mokles Rahman"**

---

Mokles Rahman  
CAO